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| Title | **Develop professional skills** | | |
| Level | **3** | **Credits** | **7** |

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| Purpose | These competency standards ensure that the trainee is competent in developing professionalism through participation in workshops, contacting skin cosmetic companies, interacting with other salons and colleagues, consulting with experts, participating in skill competitions, interning with skin therapists and handling of revenue of cash. |

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| Classification ISCED | 1012 Hair and beauty services |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | **Performance Criteria** | **Knowledge Required** |
| **I-1: Join workshops on latest skin application and techniques.**  This unit specifies the latest skin application and techniques use in salon | P1 use trade information systems to identify relevant workshops  P2 select and attend workshops according to salon assignment and professional development plan  P1-Apply latest methods and procedures for all treatments of skin.  P2-Discuss Importance of following the direction in workshop actively.  P3-Demonstrate the Use of latest salon products. P4-Observe and follow the time for treatment.  P5-Apply treatment to make client at ease.  P6-Adopt the direction in the workshop actively. | K1-Describe latest procedures and techniques used in salon.  K2-Recognize the importance of attention in workshops.  K3- Explain latest salon products.  K4-Explain correct Timings for each service.  K5-Describe the importance of attending workshop. |

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| **I-2: Interact with other salons to remain updated as per market Demands.**  This unit specifies the importance of interaction with other salons for updated knowledge as market demand. | P2- Discuss importance of dealing with other salons.  P1- Explain importance to remain updated as per market demands.  P3-Select suitable salon’s products, equipments and furniture available in market.  P4-Explain and Compare prices and cost effectiveness of all the purchases of salon (including fixed and consumable items). | K1-Explain the complete information of market demands.  K2- Describe the suitable products available in market.  according to salon policy  K3-Describe Comparative list of the prices for all the products.  K4-Explain the methods of selection of the products available in the market. |
| **I-3: Participate in trainings offered by Skin Cosmetic Companies**  This unit specifies the importance of trainings offered by skin cosmetic companies for updated knowledge. | P1 Identify sources of information regarding suitable training  P2 Develop a training attendance schedule according to priority needs  P6-Apply techniques carefully described by different companies about their products.  P3-Prepare notes of new products introduced or displayed in the trainings and upgrade salon accordingly.  P4-Evaluate cost of new products introduced in training and formulate price list of services in salon accordingly.  P5-Design leaflets and printed material of the contents taken from the training for applying in salon. | K1-Explain list of techniques described by different companies about their products.  K2-Recognize list of new products with prices introduced by the companies conducting training.  K3-Identify Price list formulated by incorporating new products introduced in training  K4-Explain the importance of designing leaflets and printed material. |

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| **I-4: Interact with colleagues for updated knowledge sharing**  This unit specifies the importance of sharing the knowledge with colleagues and to improve their services. | P1-Review hygienic conditions of salon particularly of workers.  P2-Discuss about complaints if complaints lodged by clients ensuring to avoid complaints in future.  P3-Discuss new products, equipment of different companies.  P4-Take feedback about services and products satisfaction expressed by the clients.  P5-Formulate policies in light of feedback | K1-Explain role of hygiene in salons.  K2-Describe the techniques of handling staff in professional manner.  K3-Explain list of latest products tools and equipment.  K4-Recognize importance of direct contact with colleagues.  K5- Identify the importance of formulating salon policies in light of feed back |
| **I-5: Consult with experts whenever needed.**  This unit specifies the importance of consultation with experts for getting updated knowledge. | P1- Explain the importance of updating of skill. P2- Explain the Correct usage of the product. P3-Identify skin diseases and their remedies.  P4-Demonstrate method of application of professionalism in the concerned field. | K1-Explain the skills required in salon.  K2-Identify the suitable products for the treatment of different kind of skin diseases.  K3-Describe different types of skin diseases.  K4-Explain the importance of Professional manuals. |
| **I-6: Participate in skill competitions**  **/professional gatherings/exhibitions etc.**  This unit specifies to improve the knowledge and skills by participating in competitions/ professional gatherings | P1 Identify and create a schedule of relevant competitions/ gatherings/ exhibitions relevant to current of planned services  P1- Apply required procedures and techniques professionally.  P2 identify deficiencies in performance compared to winner  P2-Prepare the list of techniques applied by the | K1- Describe professional Procedures and techniques.  K2- Recognize the importance of Competitive behavior.  K3- Explain the role of print and electronic media for gaining new trends.  K4- Describe the use of internet email to get information about different events. |

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| /exhibitions etc | winner in the competition and develop plan regarding implementation in them in your salon.  P3- Discuss methods to gain new trends and confidence.  P4-Demonstrate the Use of internet email to get information about different events.  P5-Discuss the list of other salons to have interaction for gathering and competitions | K5-Explain the list of other salons to have interaction for gathering and competition. |
| **I-7:**  **Intern with Skin Therapist for advance knowledge**  This unit specifies to improve the skills and knowledge by interning with therapist. | P1 Identify Skin Therapist and make arrangements for internship  P2-Explain professional procedures and techniques that were learned  P3-Apply the new acquired skills within required time efficiently while applying skin therapy.  P4- Complete sensitization and disinfection according to required standards of time and product specifications.  P5- Differentiate between reusable and disposable items and dispose waste according to standard procedures  P5- Identify the reasons for skin irritation and remedies there of | K1-Identify the list of latest products and services prevailing in market.  K2-Explain standard time scheduled for different services and treatments.  K3-Explain the procedure of sterilization and sensitization.  K4- Distinguish between reusable and disposable item.  K5- Explain the Contraindications and remedies |

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| **I-8:**  **Read relevant magazines, books and research on internet for latest techniques, methodologies and new products.**  This unit specifies to get specific knowledge by reading relevant magazine, books and research through internet for latest techniques. | P1- Identify relevant books and magazines on skin therapy relevant to current or planned services.  .  P2- Prepare list of tools and equipment required for salon. | K1- Explain importance list of reading books on skin therapy.  K2- Explain importance of use of computer and internet. |
| **I-9 Maintain Clients record.**  This unit specifies the importance of maintaining clients’ record. | P1- Explain importance of taking client’s history.  P2- Demonstrate the maintenance of the client’s record for future plans.  P3- State procedure of keeping record of clients safely for long periods. | K1- Explain the impact of preparing client’s history.  K2- Describe importance of maintenance of client’s record for future plans.  K3- Explain the procedure to keep record of clients safely for future purpose. |
| **I- 10:**  **Handling of revenue & expenses of salon.**  This unit specifies the skills and knowledge required for handling revenue and expenses of salon. | P1- Prepare bill of services rendered to client as per price list.  P2- Explain the importance of discounts packages.  P3- Explain importance of charging credit card using the correct procedures.  P4- Describe method of purchases of items for salon and demonstrate filing of vouchers of expenses. | K1- Describe importance of making bills as per price list.  K2- Describe the importance of discount packages for client.  K3- Define method of keeping correct record of amounts received by cash or by credit cards.  K4- Explain the importance of maintaining details of purchases made with voucher. |

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| **I-11:**  **Receive Client with smile and greet at departure**.  This unit specifies the knowledge and skills required for receiving and greeting the clients. | P1- Describe method for receiving VIP’s, special and old persons in salon according to salon standard protocol.  P2- Explain the importance of pleasant environment by using electrical appliances and other items at the arrival of clients.  P3- Explain Importance of serving drinks and tea to client. | K1- Describe importance of protocol plan for dealing all clients particularly for VIP, old age and special clients.  K2- Explain the method of making pleasant environment of salon.  K3- Define importance of serving drinks or tea etc. to client and impact of pleasant and friendly behavior with clients. |