

Assessment Criteria

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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Assistant Hair Stylist

Qualification Pack BWS/ Q0201

Sector Skill Council Beauty & Wellness

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% in every NOS and overall 50% pass percentage in every QP
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

				Marks Allocation	
		Total Marks	Out Of	Theory	Skills Practical
1. BWS/N9001 (Prepare and maintain work area)	PC1. Ensure that environmental conditions are suitable for the client and the treatment to be carried out in a hygiene and safe environment	100	15	3	12
	PC2. Select suitable equipment and products required for the treatment		19	5	14
	PC3. Set up the equipment and prepare the products for treatments in adherence to the salon procedures and product/ equipment guidelines		20	4	16

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	PC4. Place the products in the trolley for the treatment		12	2	10
	PC5. Sterilize, disinfect and place the tools on the tray		14	4	10
	PC6. Dispose waste materials in adherence to the salon's and industry requirements		10	2	8
	PC7. Store records, materials and equipment securely in line with the salon's policies		10	2	8
			100	22	78
2. BWS/N0201 (Perform basic blow drying of hair)	PC1. comply with health and safety standards and processes laid out by manufacturer and salon and based on client needs		15	4	11
	PC2. carry out the process using the tools and materials as laid down by the salon		13	2	11
	PC3. confirm blow drying instructions with the client		14	3	11
	PC4. apply products, if required, following the stylist's instructions	100	15	3	12
	PC5. carry out checks to minimise the risk of damage to the hair and client discomfort		15	3	12
	PC6. check whether client is comfortable during the drying process		14	3	11
	PC7. use tools and equipments effectively to achieve the required result		14	3	11
			100	21	79

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3. BWS/N0202 (Shampoo, condition the hair and scalp)	PC1. Adhere to the health and safety standards laid out by the manufacturer and salon	100	3	1	2
	PC2. Position self and client throughout treatment to ensure privacy, comfort and wellbeing		4	1	3
	PC3. Prepare yourself, the client and work area for shampoo and conditioning services		6	1	5
	PC4. Consult with the client to identify the condition of the hair and scalp and provide the suitable treatment		6	1	5
	PC5. Clarify the client's understanding and expectation prior to commencement of treatment		6	1	5
	PC6. Sanitize the hands prior to treatment commencement		4	1	3
	PC7. Prepare the client and provide suitable protective apparel		4	1	3
	PC8. Select and prepare products, tools and equipment that are suitable for the client's hair and scalp condition to meet to the client's needs and treatment plan		6	1	5
	PC9. Carry out and adapt massage techniques to suit the client needs and to perform the treatment plan		7	1	6
	PC10. Check the water temperature and flow to meet the needs of the client's hair, scalp and comfort, and to leave the hair clean and free of		6	1	5

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	products, dirt, and grease				
	PC11. Perform and follow an accurate shampoo and conditioning technique, ensuring the client is comfortable throughout the process		7	1	6
	PC12. Complete the shampooing and conditioning process with suitable towel wrap procedure to remove excess remaining water and reposition the client comfortably		4	1	3
	PC13. Disentangle hair without causing damage to hair or scalp		4	1	3
	PC14. Check the client's wellbeing throughout the service and giving the necessary reassurance		4	1	3
	PC15. Perform and adapt the treatment using materials, equipment and techniques correctly and safely to meet the needs of the client		7	1	6
	PC16. Promptly refer problems that cannot be solved to the relevant superior for action		3	1	2
	PC17. Complete the treatment to the satisfaction of the client in a commercially acceptable time		4	1	3
	PC18. Record the treatment accurately and store information securely in line with the salon's policies		4	1	3
	PC19. Provide specific after-procedure, homecare advice and		3	1	2

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	recommendations for product use and further treatments to the client				
	PC20. Minimize the wastage of products and store chemicals and equipment securely post treatment		4	1	3
	PC21. Dispose all waste safely according to the salon's standards of hygiene and safety		4	1	3
			100	21	79
4. BWS/NO203 (Provide Basic Hair Cut)	PC1. Ensure the health and safety standards and processes laid out by manufacturer, salon and clients are followed to perform the operation	100	8	3	5
	PC2. Use tools and products that are safe and fit for the purpose		10	5	5
	PC3. Explore the variety of looks with the client using relevant visual aids		6	1	5
	PC4. Confirm with the client the look agreed before commencing		6	1	5
	PC5. Suitably prepare the client's hair prior to cutting in straight cut, "V" or "U"		6	1	5
	PC6. Establish and follow suitable cutting guideline		16	4	12

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	PC7. Consult with the client during the cutting service to confirm the desired look		7	2	5
	PC8. Perform the hair cut based on agreed upon look		18	5	13
	PC9. Take suitable remedial action to resolve any problems arising during the cutting service		6	1	5
	PC10. Get confirmation on the finished look from the client		4	1	3
	PC11. Provide advice and recommendations accurately and constructively		7	2	5
	PC12. Provide the client suitable advice on the maintenance of their look		6	1	5
			100	27	73
5. BWS/N0204 (Assist the Hair Stylist performing advanced hair services)	PC1. Ensure the health and safety standards and processes laid out by manufacturer, salon and clients are followed to perform the operation		15	4	11
	PC2. Provide the styling tools and products that are safe and fit for the purpose		20	4	16

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	PC3. Mix the ingredients in the mentioned proportion and place for ease of use by the stylist		20	4	16
	PC4. Assist the hair stylist performing advanced hair treatments, spa, coloring and styling		19	4	15
	PC5. Assist to resolve any problems occurring during the process using the relevant corrective action		15	3	12
	PC6. Assist cleaning up the post-service waste to main the health and safety standard		11	1	10
			100	20	80
6. BWS/N9002 (Maintain health and safety at the workplace)	PC1. Set up and position the equipment, chemicals, products and tools in the work area to meet legal, hygiene and safety requirements	100	13	3	10
	PC2. Clean and sterilize all tools and equipment before use		13	3	10
	PC3. Maintain one's posture and position to minimize fatigue and the risk of injury		9	2	7
	PC4. Dispose waste materials in accordance to the industry accepted standards		12	2	10

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	PC5. Maintain first aid kit and keep oneself updated on the first aid procedures		10	3	7
	PC6. Identify and document potential risks and hazards in the workplace		10	3	7
	PC7. Accurately maintain accident reports		10	3	7
	PC8. Report health and safety risks/ hazards to concerned personnel		10	3	7
	PC9. Use tools, equipment, chemicals and products in accordance with the salon's guidelines and manufacturers' instructions		13	3	10
			100	25	75
7. BWS/N9003 (Create a positive impression at the workplace)	PC1. Maintain good health and personal hygiene	100	8	2	6
	PC2. Comply with organisation's standards of grooming and personal behavior		9	3	6
	PC3. Meet the organisation's standards of courtesy, behavior and efficiency		9	3	6
	PC4. Stay free from intoxicants while on duty		2	1	1

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	PC5. Wear and carry organisation's uniform and accessories correctly and smartly	6	1	5
	PC6. Take appropriate and approved actions in line with instructions and guidelines	6	2	4
	PC7. Record details related to tasks, as per procedure	5	2	3
	PC8. Participate in workplace activities as a part of the larger team	5	1	4
	PC9. Report to supervisor immediately in case there are any work issues	3	1	2
	PC10. Use appropriate language, tone and gestures while interacting with clients from different cultural and religious backgrounds, age, disabilities and gender	7	2	5
	PC11. Communicate procedure related information to clients based on the sector's code of practices and organisation's procedures/ guidelines	7	2	5
	PC12. Communicate role related information to stakeholders in a polite manner and resolve queries, if any	7	2	5

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	PC13. Assist and guide clients to services or products based on their needs		4	1	3
	PC14. Report and record instances of aggressive/ unruly behavior and seek assistance		4	1	3
	PC15. Use communication equipment (phone, email etc) as mandated by your organization		4	1	3
	PC16. Carry out routine documentation legibly and accurately in the desired format		6	2	4
	PC17. File routine reports and feedback		4	1	3
	PC18. Maintain confidentiality of information, as required, in the role		4	1	3
			100	29	71