

**Domain**

**Title:**

**Level: 1**

**Unit ID: 633**

**HAIRDRESSING**

**Prepare client for hairdressing services in  
a commercial salon**

**Credits: 5**

**Purpose**

This unit standard specifies the competencies required to prepare client for hairdressing services in a commercial salon. It includes procedures for preparing client for hairdressing services, protecting the client for hairdressing services and removing client protection at completion of hairdressing services. This unit standard is intended for those who work as hairdressers.

**Special Notes**

1. Entry information:

Prerequisite

- Unit 632 – *Apply personal health and safety routines in a hairdressing salon environment* or demonstrated equivalent knowledge and skills.

2. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which hairdressing operations are carried out.

3. All procedures associated with the use of tools, equipment and products shall comply with manufacturers' specifications and/or workplace guidelines and instructions.

4. Glossary of terms:

- '*workstation*' refers to back wash basins or styling stations within the salon
- '*specifications*' refers to any, or all of the following: manufacturers' product instructions and recommendations, workplace specific requirements.
- '*hairdressing services*' refers to all services rendered in a hairdressing salon. It may include but is not limited to preparing client for service, shampooing, conditioning, hair treatment and massage.

5. Performance of all elements in this unit standard must comply with industry standards.

6. Regulations and legislation relevant to this unit standard include the following:

- Labour Act, No. 11, 2007
- Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments.

7. This unit standard applies to all type of hairs and range of people from different social, cultural or ethnic backgrounds.

## **Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na)

## **Elements and Performance Criteria**

### **Element 1: Plan and prepare for work**

#### **Range**

Planning and preparation may include but is not limited to workplace inspection, equipment defect identification, assessment of conditions and hazards and determination of work requirements.

#### **Performance Criteria**

- 1.1 Work instructions, including job card and client history record are obtained, confirmed and applied.
- 1.2 Safety requirements are followed in line with safety plans and policies.
- 1.3 Tools and equipment selected to carry out tasks are consistent with the requirements of the job, checked for serviceability and any faults reported.
- 1.4 Products are safely handled and located ready for use in line with workplace procedures.
- 1.5 Measurement requirements for products are sourced and implemented in line with manufacturers' specifications and workplace procedures.
- 1.6 Environmental protection requirements are identified and applied in line with environmental plans and regulatory obligations.

### **Element 2: Prepare client for hairdressing services**

#### **Range**

Preparation methods may include but are not limited to procedures for using towels and apron.

#### **Performance Criteria**

- 2.1 Client is accompanied to the appropriate workstation.
- 2.2 Appropriate personnel is consulted and hairdressing service to be rendered confirmed.

- 2.3 Client protection is selected in line with the service to be rendered and workplace procedures.

### **Element 3: Protect the client for hairdressing services**

#### **Range**

Protecting clothing may include but are not limited to towels, aprons and caps

#### **Performance Criteria**

- 3.1 Procedures and information required for protecting the client for hairdressing services are identified and sourced in line with product specifications and workplace procedures.
- 3.2 Neck protection gear for the client is applied.
- 3.3 Towel and cape is placed on the client.
- 3.4 Client protection is checked throughout the service.

### **Element 4: Remove client protection at the completion of hairdressing services**

#### **Performance Criteria**

- 4.1 Cape and towel are removed as directed by appropriate personnel.
- 4.2 Used client protection coverings are cleaned and stored in line with workplace procedures.

### **Registration Data**

<b>Subfield:</b>	Beauty Services
<b>Date first registered:</b>	July 2010
<b>Date this version registered:</b>	July 2010
<b>Anticipated review:</b>	July 2015
<b>Body responsible for review:</b>	Namibia Training Authority