

<b>Domain</b>	<b>HAIRDRESSING</b>	<b>Unit ID: 635</b>
<b>Title:</b>	<b>Use and maintain hairdressing tools and equipment</b>	
<b>Level: 1</b>		<b>Credits: 3</b>

### Purpose

This unit standard specifies the competencies required to use and maintain hairdressing tools and equipment. It includes procedures for using, maintaining, and cleaning, storing and safe keeping hairdressing equipment and hand tools. 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:
  - '*specifications*' refers to any, or all of the following: manufacturers' product instructions and recommendations, workplace specific requirements.
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, client history record and product details 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: Use and maintain hairdressing equipment and hand tools**

#### **Range**

Hand tools may include but are not limited to combs, brushes, scissors, razors, clippers, portable (hand held hair) and wall (hood hair) dryers, curling tongs, crimping irons, hot rollers and thermal straightners.

Equipment may include but is not limited to hairdryers, thermal accelerators, steamers, cutting equipments such as scissors, thinning scissors, razors and other equipments such as perm rods and colouring aids.

### **Performance Criteria**

- 2.1 Procedures and information required for using and maintaining hairdressing equipment and hand tools are identified and sourced in line with manufacturer's specifications and workplace procedures.
- 2.2 Use of hairdressing hand tools and equipment is demonstrated in line with manufacturer's specifications and workplace procedures.
- 2.3 Hairdressing tools and equipment are maintained in line with manufacturer's specifications and workplace procedures.

### **Element 3: Clean hairdressing equipment and hand tools**

#### **Range**

Cleaning products may include but are not limited to cleaning products for electrical equipments and appliances.

#### **Performance Criteria**

- 3.1 Procedures and information required for cleaning hairdressing and hand tools are identified and sourced in line with product specifications and workplace procedures.
- 3.2 Cleaning procedures for electrical equipment are demonstrated in line with manufacturer's specifications, legislative requirements and safety requirements.
- 3.3 Cutting equipments is cleaned in line with manufacturer's specifications and safety requirements.
- 3.4 Appliances are cleaned in line with manufacturer's specifications and safety requirements.

### **Element 4: Store and safe keep equipment and tools**

#### **Range**

Storage place may include but are not limited to store room and/or shelves.

#### **Performance Criteria**

- 4.1 Procedures and information required for storing and safe keeping of equipment and tools are identified and sourced in line with manufacturer's specifications and workplace procedures.
- 4.2 Electrical equipment and appliances are switched off and unplugged from the wall plug.

- 4.3 All leads or cords are stored after use in line with workplace procedures.
- 4.4 Electrical appliances are stored in line with workplace procedures.
- 4.5 Safety precautions are followed throughout the storage procedures.

**Element 5: Complete work and clean up**

**Range**

Reusable material may include but are not limited to towels, capes, aprons, glasses and cups.

**Performance Criteria**

- 5.1 Work is completed and appropriate personnel notified in line with workplace procedures.
- 5.2 Work area is cleared of waste, cleaned, restored and secured in line with workplace procedures.
- 5.3 Reusable material is collected, cleaned and stored in line with workplace procedures
- 5.4 Work completion details are finalised in line with workplace procedures.

**Registration Data**

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