

Domain

HAIRDRESSING

Title:

Conduct a hot towel treatment and shave,  
cut and trim facial hair

Level: 3

Credits: 8

**Purpose**

This unit standard specifies the competencies required to conduct a hot towel treatment and shave, cut and trim facial hair. It includes procedures for preparing and applying the hot towel treatment, shaving facial hair, trimming and cutting facial hair and completing and finishing off the service provided. 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
  - '*contra indication*' refers to any type of allergic reactions of the skin.
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 are 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 and apply the hot towel treatment**

#### **Range:**

Preparation of towel may include but is not limited to the selection of clean towel, heating and checking towel temperature.

#### **Performance Criteria**

- 2.1 Procedures and information required for preparing and applying the hot towel treatment are identified and sourced in line with workplace procedures.
- 2.2 Preparation methods are applied to ensure client protection in line with workplace procedures.
- 2.3 Client's comfort and safety is ensured throughout the hot towel treatment service.
- 2.4 The facial skin is assessed for contra indications.
- 2.5 Appropriate time is determined for the service to be provided.
- 2.6 Towel is prepared and treatment is applied in line with workplace procedures.

### **Element 3: Shave facial hair**

#### **Performance Criteria**

- 3.1 Procedures and information required for shaving facial hair are identified and sourced in line with workplace procedures.
- 3.2 New blades and sterilised equipments are used for every new client and in line with health and safety procedures.
- 3.3 New blades are inserted into cutthroat razor in line with workplace requirements.
- 3.4 Clients face is lathered in preparation for the shave.
- 3.5 Client's head is positioned at the proper angle and shaved using correct angle and direction.
- 3.6 Loose hair is removed from the client's face.

### **Element 4: Trim and cut facial hair**

#### **Range**

Tools may include but is not limited to cut throat razor, blades, clippers, scissors, neck brush and combs

#### **Performance Criteria**

- 4.1 Procedures and information required for trimming and cutting facial hair are identified and sourced in line with workplace procedures.
- 4.2 New blades and sterilised equipments are used for every new client and in line with health and safety requirements.

- 4.3 Appropriate trimming and cutting tools are selected in line with the service to be provided.
- 4.4 Suitable designs are selected and applied.
- 4.5 Facial hair is trimmed and cut and design lines are followed in line with design requirements.
- 4.6 Loose hair is removed with neck brush and gown is removed in line with workplace procedures.

### **Element 5: Finish off the service provided**

#### **Range**

Finishing products may include but are not limited to after care products.

#### **Performance Criteria**

- 5.1 Procedures and information required for finishing off the service provided are identified and sourced in line with product specifications and workplace procedures.
- 5.2 The skin is cleansed thoroughly and appropriate finishing products are applied immediately after the service provided and in line with manufactures instructions.
- 5.3 Hygiene, safety and sanitisation procedures are followed throughout the process.
- 5.4 After care products are discussed with the client and advised of home care treatments.

### **Element 6: Complete work and clean up**

#### **Range**

Work completion details may include but are not limited to job card and client history record.

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

#### **Performance Criteria**

- 6.1 Work is completed and appropriate personnel notified in line with workplace procedures.

- 6.2 Work area is cleared of waste, cleaned, restored and secured in line with workplace procedures.
- 6.3 Reusable material is collected, cleaned and stored in line with workplace procedures.
- 6.4 Equipment used is cleaned, maintained, checked for serviceability and stored in line with workplace procedures.
- 6.5 Work completion details are finalised 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