



COMPETENCY STANDARD

FOR

Hair Dressing

(Informal Sector)

Level: 2

Competency Standard Code: CSIS0004L2V1

National Skills Development Authority
Prime Minister's Office, Bangladesh

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Introduction

The National Skills Development Authority (NSDA) aims to enhance an individual's employability by certifying completeness with skills. NSDA works to expand the skilling capacity of identified public and private training providers qualitatively and quantitatively. It also aims to establish and operationalize a responsive skill ecosystem and delivery mechanism through a combination of well-defined set of mechanisms and necessary technical supports.

Key priority economic growth sectors identified by the government have been targeted by NSDA to improve current job skills along with existing workforce to ensure required skills to industry standards. Training providers are encouraged and supported to work with industry to address identified skills and knowledge to enable industry growth and increased employment through the provision of market responsive inclusive skills training program. "**Hair Dressing**" is selected as one of the priority occupations of **Informal** Sector. This standard is developed to adopt a demand driven approach to training with effective inputs from Industry Skills Councils (ISC's), employer associations and employers.

Generally, a competency standard informs curriculum, learning materials, assessment and certification of trainees enrolled in Skills Training. Trainees who successfully pass the assessment will receive a qualification in the National Skills Qualification Framework and will be listed on the NSDA's online portal.

This competency standard is developed to improve skills and knowledge in accordance with the job roles, duties and tasks of the occupation and ensure that the required skills and knowledge are aligned to industry requirements. A series of stakeholder consultations, workshops were held to develop this document.

The document also details the format, sequencing, wording and layout of the Competency Standard for an occupation which is comprised of Units of Competence and its corresponding Elements.

Overview

A **competency standard** is a written specification of the knowledge, skills and attitudes required for the performance of an occupation, trade or job corresponding to the industry standard of performance required in the workplace.

The purpose of a competency standards is to:

- provide a consistent and reliable set of components for training, recognising and assessing people's skills, and may also have optional support materials
- enable industry recognised qualifications to be awarded through direct assessment of workplace competencies
- encourage the development and delivery of flexible training which suits individual and industry requirements
- encourage learning and assessment in a work-related environment which leads to verifiable workplace outcomes

Competency standards are developed by a working group comprised of representative from NSDA, Key Institutions, ISC, and industry experts to identify the competencies required of an occupation in **Informal Sector**.

Competency standards describe the skills, knowledge and attitude needed to perform effectively in the workplace. CS acknowledge that people can achieve technical and vocational competency in many ways by emphasizing what the learner can do, not how or where they learned to do it.

With competency standards, training and assessment may be conducted at the workplace or at training institute or any combination of these.

Competency standards consist of a number of units of competency. A unit of competency describes a distinct work activity that would normally be undertaken by one person in accordance with industry standards.

Units of competency are documented in a standard format that comprises of:

- unit title
- nominal duration
- unit code
- unit descriptor
- elements and performance criteria
- variables and range statement
- curricular content guide
- assessment evidence guide

Together, all the parts of a unit of competency:

- describe a work activity
- guide the assessor to determine whether the candidate is competent or not yet competent

The ensuing sections of this document comprise of a description of the relevant occupation, trade or job with all the key components of a unit of competency, including:

- a chart with an overview of all Units of Competency for the relevant occupation, trade or job including the Unit Codes and the Unit of Competency titles and corresponding Elements
- the Competency Standard that includes the Unit of Competency, Unit Descriptor, Elements and Performance Criteria, Range of Variables, Curricular Content Guide and Assessment Evidence Guide.

Competency Standards for National Skill Certificate –1 in Hair Dressing in Informal Sector

Level Descriptors of NTVQF / NSQF (BNQF 1-6)

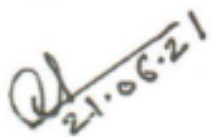
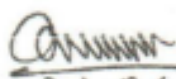
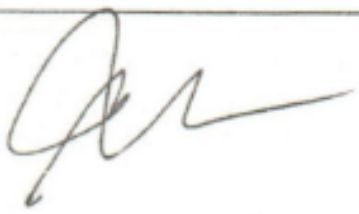
Level & Job classification	Knowledge Domain	Skills Domain	Responsibility Domain
6-Mid-Level Manager/ Sub Assistant Engineer	Comprehensive actual and theoretical knowledge within a specific work or study area with an awareness of the validity and limits of that knowledge, able to analyse, compare, relate and evaluate.	Specialised and wider range of cognitive and practical skills required to provide leadership in the development of creative solutions to defined problems. Communicate professional issues and solutions to the team and to external partners/users.	Work under broad guidance and self-motivation to execute strategic and operational plan/s. Lead lower-level management. Diagnose and resolve problems within and among work groups.
5-Supervisor	Broad knowledge of the underlying, concepts, principles, and processes in a specific work or study area, able to scrutinize and break information into parts by identifying motives or causes.	Broad range of cognitive and practical skills required to generate solutions to specific problems in one or more work or study areas. Communicate practice-related problems and possible solutions to external partners.	Work under guidance of management and self-direction to resolve specific issues. Lead and take responsibility for the work and actions of group/team members. Bridge between management.
4-Highly Skilled Worker	Broader knowledge of the underlying, concepts, principles, and processes in a specific work or study area, able to solve problems to new situations by comparing and applying acquired knowledge.	A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying the full range of methods, tools, materials and information. Communicate using technical terminology and IT technology with partners and users as per workplace requirements.	Work under minimal supervision in specific contexts in response to workplace requirements. Resolve technical issues in response to workplace requirements and lead/guide a team/ group.
3-Skilled Worker	Moderately broad knowledge in a specific work or study area, able to perceive ideas and abstract from drawing and design according to workplace requirements.	Basic cognitive and practical skills required to use relevant information in order to carry out tasks and to solve routine problems using simple rules and tools. Communicate with his team and limited external partners upholding the values, nature and culture of the workplace	Work or study under supervision with considerable autonomy. Participate in teams and responsible for group coordination.
2-Semi Skilled Worker	Basic understanding of underpinning knowledge in a specific work or study area, able to interpret and apply common occupational terms and instructions.	Skills required to carry out simple tasks, communicate with his team in the workplace presenting and discussing results of his work with required clarity.	Work or study under supervision in a structured context with limited scope of manipulation
1 –Basic Skilled Worker	Elementary understanding of ability to interpret the underpinning knowledge in a specific study area, able to interpret common occupational terms and instructions.	Specific Basic skills required to carry out simple tasks. Interpret occupational terms and present the results of own work within guided work environment/ under supervision.	Work under direct supervision in a structured context with limited range of responsibilities.

List of Abbreviations

CS	- Competency Standard
GAD -	Gender and Development
ISC	- Industry Skills Council
NSDA	- National Skills Development Authority
NSQF	- National Skills Qualifications Framework
NTVQF	- National Technical and Vocational Qualifications Framework
OSH	– Occupational Safety and Health
PPE	– Personal Protective Equipment
SCVC	- Standards and Curriculum Validation Committee
STP	– Skills Training Provider
SOP	– Standard Operating Procedure
UoC	- Unit of Competency

Approval of Competency Standard

Members of the Approval Committee:

Member	Signature
Dulal Krishna Saha Executive Chairman (Secretary) National Skills Development Authority	 21.06.21
Md. Nurul Amin Member (Admin & Finance) and (Registration & Certification) Joint Secretary National Skills Development Authority	 21.06.21
Alif Rudaba Member (Planning & Skills Standard) Joint Secretary National Skills Development Authority	


Dulal Krishna Saha

Executive Chairman (Secretary)
National Skills Development Authority (NSDA)
Date:

**Competency Standards for National Skill Certificate – 2 in
Hair Dressing in Informal Sector**

Course Structure

SL	Unit Code and Title		UoC Level	Nominal (Hours)
Generic Competencies				20
1.	GU008L2V1	Work in the team environment	2	20
Occupation Specific Competencies				250
2.	OUHD001L2V1	Perform advanced Haircutting	2	70
3.	OUHD002L2V1	Perform Basic Hair Bleaching	2	40
4.	OUHD003L2V1	Perform advanced Hair Coloring	2	80
5.	OUHD004L2V1	Perform Hair and Scalp Treatment	2	60
Total Nominal Learning Hours				270

Units & Elements at Glance

Generic Competencies

Code	Unit of Competency	Elements of Competency	Nominal (Hours)
GU008L2V1	Work in team environment	<ol style="list-style-type: none"> 1. Define team role and scope 2. Identify individual role and responsibility 3. Participate in team discussions 4. Work as a team member 	20

Occupation Specific Competencies

Code	Unit of Competency	Elements of Competency	Nominal (Hours)
OUHD001L2V1	Perform advanced Hair cutting	<ol style="list-style-type: none"> 1. Prepare client 2. Complete hair cut 3. Check hair and apply finishing touches 5. Perform post services activities 	70
OUHD002L2V1	Perform Basic Hair Bleaching	<ol style="list-style-type: none"> 1. Prepare client 2. Bleach hair 4. Perform post-services activities 	40
OUHD003L2V1	Perform advanced Hair Coloring	<ol style="list-style-type: none"> 1. Prepare client 2. Apply hair color 3. Perform post-services activities 	80
OUHD004L2V1	Perform Hair and Scalp Treatment	<ol style="list-style-type: none"> 1. Prepare client 2. Treat hair condition 3. Treat scalp condition 3. Perform post-service activities 	60
Total Hours			240

Generic Competencies

Unit Code and Title	GU008L2V1: Work in a Team Environment
Nominal Hours	20 Hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes (KSAs) required in working in a team environment.</p> <p>It includes defining team role and scope, identifying individual role and responsibility. Participating in team discussions and working as a team member.</p>
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Define team role and scope	1.1. Role and objectives of the team are defined 1.2. Team structure, responsibilities and reporting relations are identified from team discussions and other external sources
2. Identify individual role and responsibility	2.1 Individual roles and responsibilities of <u>team members</u> are identified 2.2 Reporting relationships among team members are defined and clarified 2.3 Reporting relationships external to the team are defined and clarified
3. Participate in team discussions	2.1 Ideas related to team plans are contributed 2.2 Recommendations for improving team work are put forward
4. Work as a team member	4.1. Effective forms of communication are used to interact with team members 4.2. Communication channels are followed 4.3. OHS practices are followed
Range of Variables	
Variables	Range (may include but not limited to):
1. Sources of information	1.1 Standard Operating Procedures 1.2 Job Description 1.3 Operations Manual 1.4 Organizational Structure
2. Team Members	2.1. Coach/mentor 2.2. Supervisor/Manager 2.3. Peers/Colleagues 2.4. Employee representative
3. Workplace context	3.1 National Laws and Statutes 3.2 Standard Operating Procedures 3.3 Workplace Rules and Regulations
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 demonstrated knowledge in working in a team environment

	1.2 satisfied the requirements mentioned in the performance criteria and range of variables
2. Underpinning knowledge	2.1 Team Structure, Role and Responsibility 2.2 Individual Members' Roles and Responsibilities 2.3 Communication Flow and Reporting Structures 2.4 Team Planning 2.5 Interpersonal Communication Skills 2.6 Team Meeting Procedures 2.7 OHS Practices
3. Underpinning skills	3.1 Identifying the role and responsibility of the team 3.2 Identifying roles and responsibilities of individual members 3.3 Participating in team discussions 3.4 Working as a team member
4. Underpinning Attitudes	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in Workplace
5. Resource implications	5.1 Pens 5.2 Telephone 5.3 Computer 5.4 Writing materials 5.5 Online communication
6. Methods of assessment	Methods of assessment may include but not limited to: 6.1. Workplace observation 6.2. Demonstration 6.3. Oral questioning 6.4. Written test 6.5. Portfolio
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment center 7.2 Assessment should be done by a NSDA certified/nominated assessor

Accreditation Requirements

Training Providers must be accredited by NSDA, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Occupation Specific Competencies

Unit Code and Title	OUHD001L2V1: Perform advanced Hair Cutting
Unit Descriptor	<p>This unit covers the knowledge, skills and attitude in performing advanced haircutting.</p> <p>It includes preparing client, cutting of hair, checking and applying finishing touches and performing post-hair cutting activities.</p>
Nominal Hours	70 Hours
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables</p>
1. Prepare client	<p>1.1 Appropriate courtesy is extended to the client at all times</p> <p>1.2 <u>Shape of the client's face</u>, head, length and width are assessed according to his/her built and height</p> <p>1.3 <u>Texture of hair</u> is analyzed according to style requirements and kind of cutting to be administered</p> <p>1.4 <u>Hair catalog</u> is presented to the client and the <u>hair cut style</u> is selected and agreed upon by both parties</p> <p>1.5 <u>Protective clothing</u> is provided and used according to health and sanitation regulations</p> <p>1.6 Hair is shampooed and/or conditioned following salon procedures</p>
2. Complete hair cut	<p>2.1 Appropriate <u>materials, tools and hair implements</u> are prepared and used according to client's desired haircut and OSH requirements</p> <p>2.2 Haircut is performed according to haircut style and <u>established or acceptable procedures</u></p> <p>2.3 Client's safety and comfort are ensured during the entire process</p> <p>2.4 Where necessary, first-aid treatment is provided to the client or referred to health personnel</p>
3. Check hair and apply finishing touches	<p>3.1 Hair is blow-dried and checked for accuracy and finishing touches</p> <p>3.2 <u>Finishing cutting tools</u> are used according to haircut style</p> <p>3.3 <u>Hair finishing product</u> is applied as per client's requirements and style</p> <p>3.4 Client's acceptance is confirmed and adjustments are made if required</p>
4. Perform post services activities	<p>4.1 Client is advised on proper hair care and maintenance</p> <p>4.2 Tools, implements and equipment's are cleaned, sterilized and stored in accordance with salon policy</p> <p>4.3 Waste items are properly disposed of in accordance with OHS required practice</p> <p>4.4 Working area is cleaned in preparation for the next client</p>

Range of Variables	
Variable	Range (may include but not limited to):
1. Shape of face	1.1 Rectangle or Elongated 1.2 Inverted/Pear 1.3 Heart 1.4 Oval 1.5 Triangular 1.6 Square 1.7 Diamond 1.8 Round
2. Hair Texture	2.1 Fine 2.2 Medium 2.3 Coarse 2.4 Wiry 2.5 Dry 2.6 Damaged hair
3. Hair Catalog	3.1 Hair Treatment 3.2 Men's Cut Catalog 3.3 Ladies Cut Catalog 3.4 Kid's Cut Catalog
4. Hair Cut Styles	4.1 Layered <ul style="list-style-type: none"> 4.1.1 Layered bob 4.1.2 Graduated Layers(advanced) 4.1.3 Increased layer 4.1.4 Graduation layer 4.1.5 Round layer 4.2 Crop cut 4.3 Disconnection haircuts 4.4 Trend setting haircuts 4.5 Spaniel 4.6 Isadora 4.7 Crystal cut 4.8 Pompadour
5. Protective clothing	5.1 Towels 5.2 Apron 5.3 Cap 5.4 Face mask 5.5 Face shield
6. Materials, Tools and Implements	6.1 Supplies/Materials <ul style="list-style-type: none"> 6.1.1 Powder 6.1.2 Blade 6.2 Implements <ul style="list-style-type: none"> 6.2.1 Clamps 6.2.2 Clips 6.3 Tools

	6.3.1 Blower 6.3.2 Sprayer 6.3.3 Scissors 6.3.4 Hair brush 6.3.5 Barber brush 6.3.6 Comb set
7. Established or acceptable procedures in haircutting	7.1 Shampoo hair and towel dry 7.2 Section hair according to haircut style 7.3 Apply cutting technique and style to achieve desired haircut
8. Finishing Cutting Tools	8.1 Thinning Scissor 8.2 Cutting Scissor 8.3 Disposable Razor 8.4 Clippers
9. Hair finishing products	9.1 Hair Gel 9.2 Hair setting lotion 9.3 Mousse 9.4 Spray Net/hair spray 9.5 Hair Polish 9.6 Serum 9.7 Hair wax (Soft and dry)
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	
1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 Prepared client 1.2 Completed hair cut 1.3 Checked hair and applied finishing touches 1.4 Performed post services activities
2. Underpinning Knowledge	2.1 Salon Policies and Procedures 2.2 Different haircut styles and techniques 2.3 Principles of hair analysis 2.4 Trichology (Anatomy of Hair/Hair Theory) 2.5 Different types equipment's and cutting tools: Their uses and specifications 2.6 First Aid treatment 2.7 Client relation and handling and consultation technique 2.8 Principle of sanitation procedures 2.9 Code of ethics
3. Underpinning Skills	3.1 Using appropriate cutting tools, equipment implements 3.2 Applying first aid treatment 3.3 Demonstrating sanitation 3.4 Observing code of ethics

4. Required Attitudes	4.1 Attitude toward hygienic & clean management of beauty shop environments 4.2 Responsible attitude for personal hygiene & health 4.3 Attitude toward hygienic management of tools & instruments in use 4.4 Attitude for kind response to customers' requests 4.5 Sense of responsibility for the safety & accident prevention 4.6 Attitude for response upon occurrence of safety accidents 4.7 Attitude toward constant maintenance of the facility cleanliness & paying attention to diseases 4.8 Attitude of recognizing & paying attention to the environment & health 4.9 Acquire the proper knowledge about infection & maintain active 4.10 attitude toward the action practice upon occurrence of diseases.
5. Resource Implications	The following resources must be provided: 5.1 Workplace (actual or simulated) 5.2 Tools and equipment 5.3 Quality materials for performing work activities 5.4 Fire extinguisher 5.5 Uninterrupted power supply
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1 Written Test 6.2 Demonstration 6.3 Oral Questioning 6.4 Portfolio
7. Context of Assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by NSDA, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	OUHD002L2V1: Perform Basic Hair Bleaching
Nominal Hours	40 Hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to Perform basic hair bleaching.</p> <p>It specially includes preparing client, bleaching hair and performing post-service activities.</p>
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables</p>
1. Prepare client	<p>1.1 Client is consulted on <u>health condition</u> and <u>previous hair chemical treatment</u> availed</p> <p>1.2 Client is advised on possible service options and outcome results</p> <p>1.3 <u>Hair</u> and <u>scalp Conditions</u> is checked and analyzed</p> <p>1.4 Client is advised to remove all personal accessories</p> <p>1.5 Client is provided with <u>protective clothing and gadgets</u> following salon procedures</p> <p>1.6 Where necessary, client's hair is shampooed without scratching the scalp and blow-dried</p>
2. Bleach hair	<p>2.1 <u>Supplies, materials</u> and <u>tools, equipment, implements</u> are prepared and used according to OSH requirements</p> <p>2.2 <u>Bleaching product</u> is mixed with right volume of <u>developer</u> according to manufacturers' instructions and client's hair texture</p> <p>2.3 Hair bleaching is performed according to <u>established or acceptable procedures</u> and product specifications</p> <p>2.4 Clients' safety and comfort are ensured during the</p> <p>2.5 Where necessary, first-aid treatment is provided to client or referred to health personnel</p>
3. Perform post-services activities	<p>3.1 Client is advised on <u>hair care and maintenance</u></p> <p>3.2 Tools and equipment and implements are sanitized and stored after use according to salon procedures</p> <p>3.3 Workstation is cleaned and prepared as per Workplace requirement</p> <p>3.4 Wastes are disposed of according to Workplace standard</p>
Range of Variables	
Variables	Range (may include but not limited to):
1. Health Condition	<p>1.1 Childs</p> <p>1.2 Pregnant</p> <p>1.3 Skin with allergies/ irritation</p> <p>1.4 Skin with Asthma</p>

2. Previous Hair Chemical Treatment	2.1 Straightening 2.2 Perming 2.3 Relax 2.4 Coloring 2.5 Rebounding 2.6 Hair bleaching
3. Hair Conditions	3.1 Excellent 3.2 Normal 3.3 Oily/greasy 3.4 Dry 3.5 Porous 3.6 Tinted
4. Scalp conditions	4.1 Open wounds 4.2 Irritated scalp 4.3 Dried scalp 4.4 Oily scalp 4.5 Allergic scalp
5. Protective Clothing and Gadgets	5.1 Towel 5.2 Neck Strip (Cloth/tissue) 5.3 Cape 5.4 Apron 5.5 Gloves 5.6 Ear Pads 5.7 Disposable face mask
6. Supplies/Materials	6.1 Bleaching Product 6.2 Developer 6.3 Shampoo 6.4 Conditioner 6.5 Cling Wrap 6.6 Aluminum foil/Paper strip 6.7 Foil paper
7. Tools, Equipment, Implements	7.1 Mixing Bowl 7.2 Tinting Brush 7.3 Timer 7.4 Clamps or Clips 7.5 Blower (Dryer, infrared) 7.6 Measuring Glass 7.7 Weighing Cup 7.8 Hooks 7.9 Frosting Cap 7.10 Steamer
8. Bleaching Product	8.1 Powder 8.2 Cream 8.3 Liquid
9. Developer	9.1 6% or 20 volumes 9.2 9% or 30 volumes 9.3 12% or 40 volumes

10. Established or acceptable procedures	10.1 Section hair 10.2 Apply mixed bleaching product according to client's specification 10.3 Determine bleaching development through visual check and touch following level of lightness according to desired outcome 10.4 Check bleached for evenness from roots to ends all over and corrective measures are applied on areas with uneven results 10.5 Rinse hair thoroughly and dry according to client's requirement 10.6 Where necessary, apply hairstyling product on bleached hair and style according to client's desire.
11. Hair care and maintenance	11.1 Hot Oil Treatment 11.2 Hair Spa 11.3 Hair Reborn / Hair reconstruction 11.4 Daily application of hair care products
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 Prepared client 1.2 Bleached hair 1.3 Performed post-services activities
2. Underpinning Knowledge	2.1 Hair and Scalp Analysis 2.2 Bleaching Procedures 2.3 Levels of Lightening 2.4 Mixing Procedures 2.5 Safety Sanitation Rules 2.6 Code of Ethics 2.7 Different Forms of Bleaching Products 2.8 Different Types of Developers 2.9 Different Service Options 2.10 Types of Hair and Scalp Conditions 2.11 First-aid Treatment
3. Underpinning Skills	3.1 Hair Sectioning 3.2 Handling of Tools and Equipment 3.3 Using of Supplies and Materials 3.4 Disposing waste 3.5 Observing Code of Ethics 3.6 Applying First-aid Treatment
4. Required Attitudes	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness

	4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource Implications	The following resources must be provided: 5.1 Workplace (actual or simulated) 5.2 Tools and equipment 5.3 Quality materials for performing work activities 5.4 Fire extinguisher 5.5 Uninterrupted power supply 5.6 Model
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning 6.4 Portfolio
7. Context of Assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by NSDA, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	OUHD003L2V1: Perform advanced Hair Coloring
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to perform advanced hair coloring.</p> <p>It specially includes preparing client, applying hair color and performing post-service activities.</p>
Nominal Hours	80 Hours
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables</p>
1. Prepare client	<p>1.1 Client is consulted and advised on <u>color options</u>, and checked for possible skin allergies</p> <p>1.2 <u>Hair</u> and <u>Scalp Condition</u> are checked and analyzed</p> <p>1.3 <u>Protective clothing and materials</u> are prepared and used according to OSH requirements</p> <p>1.4 Client is draped following <u>established procedures</u> to avoid stains from hair coloring</p> <p>1.5 Where necessary, client's hair is shampooed to remove remaining conditioners and <u>styling products</u>, making sure the scalp is not scratched</p> <p>1.6 Shampooed Hair is completely dried as required</p>
2. Apply hair color	<p>2.1 <u>Tools, materials, implements</u> are prepared and used following OSH requirements</p> <p>2.2 <u>Color and developer</u> are selected and mixed according to client's hair condition and length and desired outcome</p> <p>2.3 Color is applied according to product specifications and <u>established or acceptable procedures</u></p> <p>2.4 Where necessary, hair is styled according to client's particular requirements</p> <p>2.5 Client's safety and comfort are ensured during the process</p>
3. Perform post-services activities	<p>3.1 Client is advised on <u>hair care and maintenance</u> for colored/dyed hair</p> <p>3.2 Tools, materials, implements are cleared, sanitized and stored according to OSH rules and regulations.</p> <p>3.3 Workstation is cleaned and prepared as per Workplace requirement</p> <p>3.4 Wastes are disposed of according to Workplace standard</p>
Range of Variables	
Variables	Range (may include but not limited to):
1. Color Options	<p>1.1 Cream</p> <p>1.1.1 Permanent</p> <p>1.1.2 Semi-permanent</p>

	1.2 Liquid (Blackening shampoo) 1.2.1 Organic dye 1.2.2 Vegetable 1.3 Hena wax 1.3.1 Conventional 1.3.2 Improved 1.4 Colors: Orange, Red, Green, violet and purple
2. Hair condition	2.1 Damaged 2.2 Tinted 2.3 Lightened 2.4 Porous 2.5 Dry 2.6 Greasy or Oily 2.7 Normal
3. Scalp condition	3.1 Dry 3.2 Oily 3.3 Dandruff 3.4 Greasy 3.5 Waxy 3.6 Scaly 3.7 Allergic
4. Protective clothing's and materials	4.1 Ear pads 4.2 Coloring pads 4.3 Towel 4.4 Apron 4.5 Cap 4.6 Gloves
5. Established procedures	5.1 Client is draped with bath towel with horizontal edge folded 2 inches outward 5.2 Protective material is wrapped around the neck 5.3 Coloring cape is wrapped around the shoulder
6. Styling products	6.1 Gel/Setting Lotion 6.2 Hair wax (Soft and Dry) 6.3 Hair serum 6.4 Hair spray 6.5 Mousse 6.6 Leave-on conditioner
7. Tools, materials and implements	7.1 Tinting Brush 7.2 Mixing Bowl 7.3 Measuring Cap 7.4 Timer 7.5 Clips 7.6 Clamps 7.7 Blower 7.8 Infrared ray equipment 7.9 Frosting Cap w/ Hook 7.10 Squeezer 7.11 Tissue

	7.12 Foil 7.13 Cotton 7.14 Colorants
8. Color and developer	8.1 Full head Color 8.2 Regrowth/retouch 8.3 Highlights (Frosting, streaking, wearing, slicing) 8.4 Color Correction 8.5 Pre – pigmentation
9. Established or acceptable procedures in hair coloring	9.1 Section hair 9.2 Sub-section hair and follow application techniques 9.3 Emulsify product to achieve color balance 9.4 Check evenness of color through hair strand test and expose to proper lighting following the required development time 9.5 Rinse hair thoroughly with shampoo and conditioner
10. Hair care and maintenance	10.1 Shampoo and conditioner for colored hair 10.2 Finishing Product 10.3 Hot Oil 10.4 Hair Spa 10.5 Styling Aids
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 Prepared client 1.2 Applied hair color 1.3 Performed post-services activities
2. Underpinning Knowledge	2.1 Skin Test (Patch test as per client safety precautions) 2.2 Hair Analysis (Consultation) 2.3 Fundamentals and Principles in Hair Coloring 2.4 Classification of Hair Coloring 2.5 Color Product Knowledge 2.6 Kinds of Developer and Their Uses 2.7 Chemical Mixtures and Their Uses 2.8 Color Development Timeline 2.9 Mensuration, Mixing Ratio and Proportion 2.10 Color Theory/Harmony 2.11 Hair Texture and Condition 2.12 Basic Color Selection 2.13 Basic Application of Hair Coloring 2.14 Hair Maintenance Program 2.15 Code of Ethics

3. Underpinning Skills	3.1 Handling tools 3.2 Observing hair sectioning 3.3 Proper Storage of Products and Tools 3.4 Draping Procedures 3.5 Observing mixing procedures 3.6 Observing code of ethics
4. Required Attitudes	4.1 Attitude toward hygienic & clean management of beauty shop environments 4.2 Responsible attitude for personal hygiene & health 4.3 Attitude toward hygienic management of tools & instruments in use 4.4 Attitude for kind response to customers' requests 4.5 Sense of responsibility for the safety & accident prevention 4.6 Attitude for response upon occurrence of safety accidents 4.7 Attitude toward constant maintenance of the facility cleanliness & paying attention to diseases 4.8 Attitude of recognizing & paying attention to the environment & health 4.9 Acquire the proper knowledge about infection & maintain active
5. Resource Implications	The following resources must be provided: 5.1 Workplace (actual or simulated) 5.2 Tools and equipment 5.3 Quality materials for performing work activities 5.4 Fire extinguisher 5.5 Uninterrupted power supply 5.6 Model 5.7 Instruction manual
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning 6.4 Portfolio
7. Context of Assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
Accreditation Requirements Training Providers must be accredited by NSDA, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.	

Unit Code and Title	OUHD004L2V1: Perform Hair and Scalp Treatment
Nominal Hours	60 Hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes required to perform hair and scalp treatment.</p> <p>It specially includes preparing client, treating hair condition, treating scalp condition and performing post-service activities.</p>
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables</p>
1. Prepare Client	<p>1.1 <u>Type of client</u> and restrictions are determined through consultation</p> <p>1.2 Client's <u>scalp</u> and <u>hair condition</u> are analyzed following salon safety policies and procedures</p> <p>1.3 <u>Protective clothing</u> is prepared and used according to OSH requirements and salon procedures</p>
2. Treat hair condition	<p>2.1 <u>Tools and equipment, Supplies/materials</u> and <u>hair and scalp treatment product</u> are selected and prepared according to client's hair condition</p> <p>2.2 Hair treatment is performed in accordance with <u>established or acceptable procedures</u></p> <p>2.3 Result is checked according to client's desired outcome</p> <p>2.4 Client's safety and comfort is ensured during the entire process</p> <p>2.5 Where necessary, first-aid treatment is provided to the client or referred to health personnel</p>
3. Treat scalp condition	<p>3.1 Scalp treatment product is selected and prepared based on client's scalp condition</p> <p>3.2 Scalp treatment is performed in accordance with established or acceptable procedures</p> <p>3.3 Result is checked according to client desired outcome</p> <p>3.4 Clients' comfort and safety is ensured during the process</p> <p>3.5 Where necessary, first-aid treatment is provided to the client or referred to health personnel</p>
4. Perform post-service activities	<p>4.9 Treatment hair products used are stored following salon procedures</p> <p>4.10 Tools and equipment are cleaned, sanitized and stored according to OSH requirements</p> <p>4.11 <u>Waste</u> materials are segregated and disposed according to OSH requirements</p> <p>4.12 Client is advised on appropriate <u>hair and scalp maintenance</u></p>
Range of Variables	
Variables	Range (may include but not limited to):
1. Type of client	<p>1.1 Adult</p> <p>1.2 Senior citizen</p>

	1.3 Young Adult 1.4 Teenager
2. Scalp condition	2.1 Normal 2.2 Oily 2.3 Dry 2.4 Sensitive
3. Hair Condition	3.1 Porous 3.2 Damaged 3.3 Dry 3.4 Oily 3.5 Normal 3.6 Chemically Treated
4. Protective Clothing	4.1 Facial mask 4.2 Apron 4.3 Head Band 4.4 Towels 4.5 Hand gloves
5. Tools and equipment	5.1 Steamer 5.2 Dryer 5.3 Hair brush 5.4 Wide Toothed Comb 5.5 Mixing bowls 5.6 Hair clamps & clips 5.7 Spatula
6. Supplies and materials	6.1 Aluminum Foil 6.2 Tissue Paper 6.3 Cling Wrap 6.4 Silicon brush 6.5 Treatment products
7. Hair and scalp treatment product	7.1 Cream Form 7.2 Liquid Form 7.3 Gel Form
8. Established or acceptable procedures in hair and scalp treatment	8.1 Apply treatment product according to product specifications and massage hair and/or scalp 8.2 Expose hair and/or scalp to heat if necessary, according to product specifications 8.3 Follow correct timeline according to product specification 8.4 Rinse hair thoroughly and towel or blow dry.
9. Waste	9.1 Biodegradable 9.2 Non-Biodegradable
10. Hair and scalp maintenance	10.1 Hair and Scalp Frequent Treatment 10.2 Use of Hair and Scalp Treatment Product
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 Prepared client

	1.2 Treated hair condition 1.3 Treated scalp condition 1.4 Performed post-service activities
2. Underpinning Knowledge	2.1 Various treatment Products 2.2 Measurements/Ratio and Proportion 2.3 Code of Ethics 2.4 Salon Policies and Procedures 2.5 Hair and Scalp Treatment Procedures and Processes 2.6 Hair Analysis 2.7 Hair types and condition 2.8 Time Management
3. Underpinning Skills	3.1 Handling of tools and equipment 3.2 Communicating with clients 3.3 Applying massage technique 3.4 Checking of hair and scalp condition 3.5 Safekeeping of equipment and tools 3.6 Observing code of ethics
4. Required Attitudes	4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource Implications	The following resources must be provided: 5.1 Workplace (actual or simulated) 5.2 Tools and equipment 5.3 Quality materials for performing work activities 5.4 Fire extinguisher 5.5 Uninterrupted power supply 5.6 Model
6. Methods of Assessment	Methods of assessment may include but not limited to: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning 6.4 Portfolio
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Development of Competency Standard

The Competency Standards for National Skills Certificate in **Hair Dressing** Standard is Developed by NSDA on 9 and 10 June 2021.

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Validation of Competency Standard by Standard and Curriculum Validation Committee (SCVC)

The Competency Standards for National Skills Certificate in **Hair Dressing** Standard is validated by SCVC on 20 and 21 June, 2021.

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This Competency Standard for **Hair Dressing** is a document for the development of curricula, teaching and learning materials, and assessment tools. It also serves as the document for providing training consistent with the requirements of industry in order for individuals who graduated through the established standard via competency-based assessment to be suitably qualified for a relevant job.

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