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| **School of Hairdressing and Applied Therapies**  **NVQ Level 2 Diploma In Beauty Therapy**  **Universal Evidence Work Book**  **for the Following Units**  [http://t1.gstatic.com/images?q=tbn:ANd9GcR0TuF8_nNdegEvljdWSIl_04s9agKJ8VXhwJqo9KZKkOJMKGbSfcKAtac](http://www.google.co.uk/imgres?imgurl=http://www.spaparty.co.uk/images/pic4.jpg&imgrefurl=http://www.spaparty.co.uk/spaparty.html&usg=__TUKj6zT9Qv7pWB8fBhziAM9DDsU=&h=300&w=253&sz=31&hl=en&start=9&zoom=1&tbnid=gQVd9viBY4JG8M:&tbnh=116&tbnw=98&ei=NbXpT9qMK4eXhQehv8T3DA&prev=/search?q=beauty+therapy&hl=en&gbv=2&tbm=isch&itbs=1)   * ***B4*** * ***B5*** * ***B6*** * ***B8*** * ***N2*** * ***N3***   ***Student Name:***  ***Tutor Signature & Comments***   |  |  |  | | --- | --- | --- | | **Q** | **√ or X** | **Competent √ Not yet competent** | | **Q1.** |  |  | | **Q2.** |  |  | | **Q3.** |  |  | | **Q4.** |  |  | | **Q5.** |  |  | | **Q6.** |  |  | | **Q7.** |  |  | | **Q8.** |  |  | | **Q9.** |  |  | | **Q10.** |  |  | | **Q11.** |  |  | | **Q12.** |  |  | | **Q13.** |  |  | | **Q14.** |  |  | | **Q15.** |  |  | | **Q16.** |  |  | | **Q17.** |  |  | | **Q18.** |  |  | | **Q19.** |  |  | | **Q20.** |  |  | | **Q21.** |  |  | | **Q22.** |  |  | | **Q23.** |  |  | | **Q24.** |  |  | | **Q25**  **Literacy Alert:** |  |  |   Date of competence: |

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| **Q1.Explain your responsibilities under relevant Health and safety legislation, standards and guidance. (Refer to Health and safety policies, COSHH, RIDDOR, Risk assessments etc)** |
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| **Q2. Explain why minors should not be given treatments without informed and signed parental or guardian consent. State the age at which an individual is classed as a minor and how this differs nationally.** |
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| **Q3. Explain the importance of not discriminating against clients with illnesses and disabilities and why.** |
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| **Q4.Describe your responsibilities and reasons for maintaining personal hygiene protection and appearance according to accepted industry and organisational requirements.** |
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| **Q5. Describe the necessary environmental conditions for treatments, including lighting, heating, ventilation and general comfort and why these are important.** |
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| **Q6.State the differences between sterilising and disinfecting.** |
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| **Q7. Explain the importance of the correct storage of client records in relation to the Data Protection act.**  **Why is it necessary to gain clients signatures on record cards?** |
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| **Q8. Explain the importance of and reasons for disinfecting hands and how to do this effectively.** |
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| **Q9. Explain how to avoid potential discomfort and injury and the risks of poor positioning of clients.** |
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| **Q10. Describe how to maintain equipment and materials in a clean and hygienic condition. Compare methods of sterilisation used in the salon.** |
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| **Q11. Explain how to minimise and dispose of waste from treatments.** |
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| **Q12. Describe the condition in which the work area should be left ready and why this is important.** |
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| **Q13. Describe why it is important to maintain standards of hygiene and the principles of avoiding cross infection.** |
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| **Q14. Describe contact dermatitis and how to avoid developing it while carrying out treatments.** |
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| **Q15. Explain the type of personal protective equipment that should be available and used by yourself and why reasons.** |
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| **Q16. Explain how to use effective consultation techniques when communicating with clients from different cultural and religious backgrounds, ages and disabilities and genders for treatments.** |
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| **Q17. Describe how to give effective advice and recommendations.** |
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| **Q18. Describe the questioning and listening skills needed in order to find out information.** |
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| **Q19. Explain how to give effective advice and recommendations to clients.** |
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| **Q20. Describe how to interpret negative and positive body language.** |
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| **Q21a. Explain the importance of questioning clients to establish any contra-indications and to question the client on known contra-indications.**  **b. Explain why it is important to record client responses to questioning regarding contra-indications/relevant information and the legal significance of recording client responses.** |
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| **Q22. Explain why it is important to encourage and allow time for clients to ask questions.** |
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| **Q23. Explain why it is important to maintain client’s modesty and privacy.** |
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| **Q24. State the content of the current Code of Practice for Waxing Services and the importance of following its provision.** |
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| **Q25. Describe your own responsibilities under relevant health and safety legislation and Industry Code of Practice for Nail Services.** |
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