



Competency Standard

Barbering

ASQF Level 2

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Maintain personal and professional hygiene and safety

Unit Code	Unit Title	Nominal Hours
BAR-HS-101	Maintain personal and professional hygiene and safety	30

Unit Descriptor

This unit describes the skills and knowledge required to maintain personal and professional hygiene, apply principles of sanitation and infection control, use personal protective equipment (PPE), and handle hazardous materials and waste in a barbering environment to ensure a safe workplace for self, colleagues, and clients.

Elements and Performance Criteria

Elements	Performance Criteria
1. Maintain personal hygiene	1.1 Practice regular hand washing and personal cleanliness in accordance with hygiene standards
	1.2 Wear clean clothing and maintain a neat appearance consistently
2. Maintain barbershop hygiene and safety	2.1 Clean and sanitize work area before and after each client
	2.2 Store tools, towels, and materials hygienically
	2.3 Remove hair, water, and other hazards from floors and surfaces to prevent slips/falls
3. Apply infection and contamination control	3.1 Disinfect tools and equipment using correct methods and recommended solutions
	3.2 Apply procedures for handling blood or body fluid spills

	3.3 Use appropriate cleaning agents for surfaces and equipment
4. Use personal protective equipment (PPE)	4.1 Identify and use PPE (e.g., gloves, masks, gowns) correctly in work procedures
	4.2 Dispose of single-use PPE safely
5. Handle hazardous materials and waste	5.1 Identify, store, and use hazardous materials following safety data and manufacturers' instructions
	5.2 Dispose of sharps and chemicals as per local health and safety regulations
	5.3 Identify location and correct use of first aid kit, fire extinguisher, and emergency equipment

Range of Variables

Variables	Range
PPE	Gloves, masks, smocks/gowns, protective eyewear
Cleaning/disinfecting agents	Soap, detergent, alcohol-based sanitizer, disinfectant solution, surface cleaners
Hazardous materials	Razors, chemicals (hair products, disinfectants), contaminated materials, broken glass
Waste	Sharps, single-use items (neck strips, gloves), hair waste, chemical containers
Emergency equipment	First aid kit, eyewash station, fire extinguisher, sharps container

Evidence Guide

Area	Details
1. Critical aspects of competency	- Consistent and correct hand washing, workspace sanitation, equipment disinfection, safe waste disposal
2. Underpinning knowledge	- Infection control principles, types of pathogens, PPE types, MSDS, local hygiene/safety regulations
3. Underpinning skills	- Cleaning, organizing, identifying hazards, using/disposing PPE, basic first aid

4. Underpinning attitudes	- Attention to detail, responsibility, commitment to public health, team cooperation
5. Resource implications	- Access to hand-washing stations, cleaning/disinfection supplies, PPE, first aid/emergency equipment
6. Methods of assessment	- Direct observation, questioning, logbook records, workplace simulation, practical task demonstration
7. Context of assessment	- Assessment should reflect real or simulated barbershop conditions, with a range of actual tools/equipment

Foundation Skills

Skills	Description
Literacy	Read labels, MSDS, and hygiene instructions; record incident reports
Oral Communication	Report hazards and clarify instructions on hygiene or emergency procedures
Problem Solving	Select suitable cleaning/disinfecting methods, respond to health/safety incidents
Initiative	Apply safety measures proactively
Teamwork	Coordinate with staff on hygiene schedules and emergency responses
Technology	Use of digital tools for health/safety record-keeping and training

Target Audience

Target Audience	Description
Entry-level barbers	New entrants and trainees in barbering/men's hairdressing
Existing practitioners	Practicing barbers seeking formal certification/upskilling

Communicating effectively with clients

Unit Code	Unit Title	Nominal Hours
BAR-COM-102	Communicate effectively with clients	25

Unit Descriptor

This unit describes the competencies required to communicate effectively with clients, including verbal, written, and digital interactions; conducting client consultations to determine needs and requirements; and managing client records in accordance with professional standards in the barbering industry.

Elements and Performance Criteria

Elements	Performance Criteria
1. Greet and interact with clients	1.1 Greet clients in accordance with professional protocols and create a welcoming environment
	1.2 Establish effective rapport and use appropriate verbal and non-verbal communication strategies
2. Conduct client consultation	2.1 Use questioning and active listening techniques to identify client needs, preferences, allergies, and concerns
	2.2 Clarify and confirm desired service outcomes with clients
3. Provide information and advice	3.1 Explain services and procedures clearly, using language suited to client's understanding
	3.2 Advise clients on aftercare, products, and maintenance relevant to their needs
4. Manage client records	4.1 Accurately document services, requests, and relevant client information in written or digital formats
	4.2 Maintain confidentiality and comply with privacy regulations in handling client information
5. Resolve client concerns	5.1 Respond professionally to questions, feedback, and complaints

	5.2 Apply basic conflict resolution techniques as required
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Range of Variables

Variables	Range
Communication methods	Verbal (spoken), non-verbal (gestures, body language), written, digital (text, record-keeping)
Client records	Paper forms, digital databases, appointment books, client history documents
Languages	Bangla, English, or other locally needed languages
Confidentiality	Respecting client privacy, not sharing records without consent, secure storage
Feedback/conflict	Dissatisfaction, complaints, misunderstandings, requests for changes

Evidence Guide

Area	Details
1. Critical aspects of competency	- Engages clients courteously and professionally; consults to clarify client needs; accurately documents and maintains client records; handles concerns or conflicts respectfully
2. Underpinning knowledge	- Communication principles, active listening, consultation techniques, privacy/confidentiality regulations, forms of client records, service/product knowledge
3. Underpinning skills	- Verbal expression, comprehension, reading/writing, non-verbal cues, digital literacy, conflict management
4. Underpinning attitudes	- Empathy, patience, honesty, attentiveness, respect for diversity, commitment to service quality
5. Resource Implications	- Access to client record forms, digital devices/computers or appointment books, client consultation areas
6. Methods of Assessment	- Observation during service delivery, role play, interview, review of completed forms/records, supervisor feedback
7. Context of Assessment	- Assessment should reflect real or simulated barbershop conditions with a variety of authentic service scenarios

Foundation Skills

Skills	Description
Literacy	Read and complete client consultation forms, record details clearly
Digital	Use of apps/systems for record-keeping, messaging, and appointment setting
Oral communication	Use polite, clear, and professional language with clients and co-workers
Numeracy	Schedule/time appointments, check prices, and communicate these with clients
Problem-solving	Respond to client concerns or feedback constructively
Interpersonal	Build rapport and adjust behavior for diverse client needs

Target Audience

Target Audience	Description
Entry-level barbers	New entrants/apprentices in barbering/men's hairdressing
Practicing barbers	Those seeking certification or updating skills

Provide client consultation and prepare for services

Unit Code	Unit Title	Nominal Hours
BAR-CON-103	Provide client consultation and prepare for services	30

Unit Descriptor

This unit covers the competencies required to conduct thorough client assessments, analyze the condition of hair, scalp, and skin, and efficiently prepare all necessary tools, products, and workspaces for barbering services to ensure personalized, safe, and effective service delivery.

Elements and Performance Criteria

Elements	Performance Criteria
1. Assess client needs	1.1 Conduct initial consultation using questioning and observation techniques
	1.2 Identify client requirements, preferences, allergies, and sensitivities
	1.3 Obtain and record relevant client history
2. Analyze hair, scalp, and skin	2.1 Examine hair, scalp, and skin condition for suitability of requested services
	2.2 Identify abnormalities or conditions requiring medical attention or referral
	2.3 Determine hair type, texture, density, and wave pattern
3. Confirm and plan service	3.1 Advise client about suitable service options, products, and techniques
	3.2 Communicate process, risks, and expected outcomes to client

	3.3 Confirm final service agreement and obtain consent
4. Prepare tools, products, and workspace	4.1 Select appropriate tools and products for planned services
	4.2 Set up and organize workspace following hygiene and ergonomic practices
	4.3 Prepare and protect client (e.g., capes, towels, barriers)

Range of Variables

Variables	Range
Consultation method	Verbal interview, written questionnaire, visual assessment
Hair types	Straight, wavy, curly, coily, varying densities and textures
Allergies/sensitivities	Hair product sensitivity, skin reactions, medical history
Tools/products	Shears, razors, clippers, combs, capes, towels, shampoos, conditioners, styling aids
Workspace	Barber chair, basin, mirror, disinfected surfaces, ergonomic arrangements
Protection	Client capes, neck strips, towels, smocks, skin barriers

Evidence Guide

Area	Details
1. Critical aspects of competency	- Accurately assesses client needs and health; conducts analysis; selects and prepares suitable tools/products; prepares workspace and client for service
2. Underpinning knowledge	- Anatomy/physiology of hair, scalp, skin; consultation methods; service options; product knowledge; hygiene protocols; contraindications
3. Underpinning skills	- Consultation/questioning, assessment/observation, accurate recordkeeping, tool selection, workspace setup, client protection

4. Underpinning attitudes	- Attention to detail, client-centered approach, ethical behavior, confidentiality, professional responsibility
5. Resource Implications	- Access to hygienic, ergonomic workspace; appropriate tools/products/equipment; client record forms; PPE
6. Methods of Assessment	- Direct observation, review of completed consultation forms, simulated role play, workplace log, supervisor feedback
7. Context of Assessment	- Must be assessed in real or simulated barbershop conditions with authentic client consultation and preparation scenarios

Foundation Skills

Skills	DESCRIPTION
Literacy	Read and complete client history, service forms
Oral Communication	Clarify and explain service information, gather client feedback
Problem Solving	Identify contraindications and select suitable solutions
Digital Skills	Enter/update digital records, research product info
Numeracy	Time management for appointments, measure/estimate quantities of products
Initiative	Proactively anticipate preparation needs

Target Audience

Target Audience	Description
Entry-level barbers	New trainees and apprentices in the trade
Practicing barbers	Skilled workers seeking formal certification

Shampoo, condition, and treat hair and scalp

Unit Code	Unit Title	Nominal Hours
BAR-HCT-104	Shampoo, condition, and treat hair and scalp	35

Unit Descriptor

This unit describes the skills and knowledge required to select and apply appropriate shampoos, conditioners, and hair/scalp treatments based on client hair and scalp analysis following manufacturer guidelines and professional standards to ensure client satisfaction and hair/scalp health.

Elements and Performance Criteria

Elements	Performance Criteria
1. Prepare for hair and scalp services	1.1 Identify client hair and scalp type, condition, and special needs through assessment
	1.2 Select suitable shampoo, conditioner, and treatment products based on analysis and client needs
	1.3 Prepare client and workspace for service following hygiene and safety protocols
2. Perform shampoo and conditioning	2.1 Apply shampoo using appropriate water temperature, amount, and massage techniques
	2.2 Rinse hair and scalp thoroughly to remove all product residue
	2.3 Apply conditioner correctly according to hair type and treatment plan
	2.4 Use hand pressure and massage techniques to promote scalp relaxation and product absorption
3. Apply hair and scalp treatments	3.1 Select and apply treatment products as per manufacturer instructions

	3.2 Use massage and heat application techniques to enhance treatment effectiveness
	3.3 Rinse and handle hair properly after treatment
4. Complete service and prepare for next steps	4.1 Towel blot hair to remove excess moisture
	4.2 Provide client with aftercare advice based on treatment and product used

Range of Variables

Variables	Range
Hair types	Oily, dry, normal, chemically treated, damaged
Scalp condition	Normal, sensitive, dandruff-prone, dry/scaly, oily
Shampoo products	Clarifying, moisturizing, volumizing, color-protecting, medicated
Conditioner products	Cream, rinse-out, leave-in, moisturizing, volumizing
Treatment types	Scalp treatments, hair masks, protein treatments, medicated treatments
Water temperature	Warm, lukewarm, suitable for hair/scalp condition
Massage techniques	Circular finger pads, pressure variation for relaxation and product absorption
Heat application methods	Heat lamps, warm towels, steam caps

Evidence Guide

Area	Details
1. Critical aspects of competency	- Accurate assessment of hair/scalp; selection of proper products; proper application techniques; client comfort and safety maintained
2. Underpinning knowledge	- Hair and scalp anatomy and physiology; product composition and functions; manufacturer instructions; hygienic and safety standards
3. Underpinning skills	- Client assessment, product selection, shampooing, conditioning, massage, heat application techniques

4. Underpinning attitudes	- Client-centered approach, attention to hygiene, patience, attentiveness, professionalism
5. Resource Implications	- Access to variety of hair care products, clean water supply, towels, workspace with hygiene supplies
6. Methods of Assessment	- Observation of practical skills, questioning, demonstration, client feedback, supervisor reports
7. Context of Assessment	- Assessment in workplace or simulated salon environment reflecting authentic service conditions

Foundation Skills

Skills	Description
Literacy	Interpret product labels and instructions, record client hair and scalp conditions
Oral Communication	Explain procedures and aftercare advice clearly to clients
Numeracy	Measure product quantities, manage timing for shampoo/treatment duration
Problem Solving	Adjust techniques based on client feedback and hair/scalp response
Initiative	Proactively maintain client comfort and hygiene standards

Target Audience

Target Audience	Description
Entry-level barbers	Trainees and apprentices performing shampooing and treatment
Practicing barbers	Professionals seeking certification/upskilling

Cut, trim, and shape hair

Unit Code	Unit Title	Nominal Hours
BAR-HTS-105	Cut, trim, and shape hair	40

Unit Descriptor

This unit describes the skills and knowledge required to use a range of cutting tools and techniques to cut, trim, layer, and shape hair according to client preferences, hair characteristics, and facial morphology, adhering to hygiene, safety, and professional standards.

Elements and Performance Criteria

Elements	Performance Criteria
1. Prepare for hair cutting	1.1 Review client consultation information and confirm desired hairstyle and service requirements
	1.2 Select appropriate cutting tools and accessories based on hair type and style
	1.3 Set up tools and workspace following hygiene and safety protocols
2. Perform hair cutting	2.1 Section hair accurately according to the style and technique to be used
	2.2 Use appropriate cutting techniques (e.g., blunt cut, layering, texturizing) to achieve desired look
	2.3 Use guards and attachments correctly when using clippers
	2.4 Monitor hair length and balance throughout cutting process
3. Perform beard trimming	3.1 Identify desired beard style and shape based on client preference and facial morphology
	3.2 Use manual and electric tools safely to trim and shape beard and moustache

	3.3 Detail beard edges and eliminate visible lines with precision
4. Complete the service	4.1 Check haircut for evenness, balance, and client satisfaction
	4.2 Provide advice on hair care and maintenance
	4.3 Clean and maintain tools, dispose of waste, and reset workspace for next client

Range of Variables

Variables	Range
Hair types	Straight, wavy, curly, coiled, fine, coarse
Hair texture	Thick, thin, fine, coarse
Facial morphology	Oval, round, square, heart-shaped
Cutting tools	Scissors, thinning shears, razors, clippers, trimmers
Cutting techniques	Blunt cutting, layering, tapering, texturizing, point cutting
Clipper guards and attachments	Different lengths (1mm to 25mm or per manufacturer)
Beard styles	Full beard, goatee, moustache, clean-shaven
Safety/Hygiene practices	Tool sanitization, hand hygiene, PPE use

Evidence Guide

Area	Details
1. Critical aspects of competency	Accurate client consultation interpretation, safe tool use, proficient cutting techniques, client satisfaction, adherence to hygiene
2. Underpinning knowledge	Hair anatomy and growth cycles, cutting theory and techniques, tool maintenance, facial morphology, infection control
3. Underpinning skills	Tool handling, sectioning methods, cutting and trimming techniques, observation, client communication
4. Underpinning attitudes	Attention to detail, client focus, safety awareness, professionalism, adaptability

5. Resource implications	Access to range of cutting tools and supplies, clean workspace, appropriate PPE
6. Methods of assessment	Practical demonstration, oral questioning, portfolio of work, client feedback
7. Context of assessment	Assessment in real or simulated salon/barbershop environment with varied client scenarios

Foundation Skills

Skills	Description
Literacy	Read and interpret client instructions and tool manuals
Numeracy	Measure hair lengths, manage appointment timings
Oral communication	Clarify client preferences and provide aftercare advice
Problem solving	Adapt cutting techniques to different hair types and client needs
Technology use	Use clippers' adjustable guards, maintain electronic tools

Target Audience

Target Audience	Description
Entry-level barbers	New trainees learning foundational cutting and trimming skills
Practicing barbers	Experienced barbers upgrading skills or certification

Trim and shape beard/moustache and perform shaving

Unit Code	Unit Title	Nominal Hours
BAR-BSP-106	Trim and shape beard/moustache and perform shaving	30

Unit Descriptor

This unit describes the skills and knowledge required to groom, trim, and shape facial hair, including moustache and beard, as well as to perform shaving services safely and hygienically, meeting client preferences while adhering to health and safety standards.

Elements and Performance Criteria

Elements	Performance Criteria
1. Prepare for beard grooming and shaving	1.1 Review client preferences and any contraindications
	1.2 Select and prepare appropriate tools, products, and workspace
	1.3 Apply hygiene and safety practices including use of PPE
2. Trim and shape beard and moustache	2.1 Use suitable trimming and shaping techniques to achieve client's desired style
	2.2 Apply guards, combs, and other attachments appropriately
	2.3 Detail edges and neckline for neatness and definition
3. Perform shaving services	3.1 Prepare skin and hair with appropriate hot towels and products
	3.2 Use shaving cream and tools safely and efficiently

	3.3 Execute shaving technique maintaining correct blade angle and pressure
	3.4 Provide post-shave care including application of aftershave or moisturizers
	3.5 Identify and respond appropriately to skin sensitivities or contraindications
4. Clean up and client advice	4.1 Sanitize and store tools and clean workstation according to hygiene standards
	4.2 Dispose of sharps and waste materials safely
	4.3 Offer client guidance on maintenance and skin care

Range of Variables

Variables	Range
Tools	Scissors, clippers, trimmers, razors (straight razors, disposable blades)
Attachments and guards	Various sizes of clipper guards and combs
Products	Hot towels, shaving creams, aftershaves, moisturizers, antiseptics
Techniques	Clipper trimming, scissor over comb, outlining, straight razor shaving
Skin and facial hair conditions	Sensitive skin, acne-prone skin, cuts, abrasions, skin diseases
Client preferences	Styles (full beard, goatee, moustache), shaving frequency, cultural grooming norms
PPE	Gloves, protective aprons, masks
Safety measures	Sharps disposal, sterilization, client draping

Evidence Guide

Area	Details
1. Critical aspects of competency	Accurate trimming and shaving techniques, client safety, hygiene compliance, effective client communication

2. Underpinning knowledge	Facial hair anatomy, skin structure, hygiene standards, shaving techniques, contraindications
3. Underpinning skills	Tool handling, shaving technique, skin preparation, client interaction, hygiene management
4. Underpinning attitudes	Professionalism, client focus, attention to safety and hygiene, empathy for client comfort
5. Resource Implications	Access to quality trimming and shaving tools, PPE, cleaning products, sharps disposal mechanisms
6. Methods of Assessment	Observation, practical demonstration, oral questioning, client feedback, logbook review
7. Context of Assessment	Real or simulated barbering environment with a range of client scenarios and skin/hair conditions

Foundation Skills

Skills	Description
Literacy	Interpret instructions, complete client records
Oral communication	Explain procedure, clarify client preferences, manage client queries
Numeracy	Measure hair length, manage timing
Initiative	Anticipate client needs, maintain hygiene standards
Problem solving	Adjust techniques for skin/hair sensitivities and client preferences

Target Audience

Target Audience	Description
Entry-level barbers	Apprentices and trainees developing facial hair grooming skills
Experienced barbers	Practitioners seeking certification or skill enhancement

Style and finish hair

Unit Code	Unit Title	Nominal Hours
BAR-SFH-107	Style and finish hair	30

Unit Descriptor

This unit describes the skills and knowledge required to apply styling aids, use drying and styling tools, and create desired hair styles according to current trends and client requests while maintaining hair health and professional standards.

Elements and Performance Criteria

Elements	Performance Criteria
1. Prepare hair for styling	1.1 Remove excess moisture from hair using towels and pre-drying techniques
	1.2 Select appropriate styling aids and tools based on hair type and desired style
2. Apply styling aids	2.1 Distribute styling products evenly throughout hair
	2.2 Customize product use according to hair texture and client preference
3. Use drying and styling tools	3.1 Select suitable drying equipment, brushes, and combs
	3.2 Operate blow dryers and styling tools safely and efficiently
	3.3 Use styling tools to achieve desired volume, texture, and shape
4. Create and finish hairstyle	4.1 Follow client instructions and current trends to create hairstyle
	4.2 Perform finishing techniques for a polished look
	4.3 Clean up work area and tools after service
	4.4 Advise client on maintenance, styling tips, and recommended products

Range of Variables

Variables	Range
Hair types	Straight, wavy, curly, coily, fine, coarse
Styling aids	Gels, mousses, sprays, waxes, pomades, serums
Drying equipment	Blow dryer, diffuser, hood dryer
Styling tools	Brushes (round, paddle), combs (wide tooth, fine tooth), curling irons, flat irons
Finishing techniques	Texturizing, volumizing, smoothing, setting
Client preferences	Trend styles, classic styles, special occasion hairstyles

Evidence Guide

Area	Details
1. Critical aspects of competency	Application of suitable styling products and tools; skillful use of drying and styling tools; achieving client's desired hairstyle; client consultation and advice
2. Underpinning knowledge	Hair properties and behavior, product functions, tool operation, current style trends, client styling needs
3. Underpinning skills	Product application, tool handling, client communication, finishing techniques
4. Underpinning attitudes	Creativity, client focus, attention to detail, professionalism
5. Resource Implications	Access to styling products, tools, drying equipment, clean workspace
6. Methods of Assessment	Practical demonstration, oral questioning, client feedback, portfolio/review of styled hair
7. Context of Assessment	Real or simulated environment with varied styling requirements and client scenarios

Foundation Skills

Skills	Description
Literacy	Interpret style instructions, product labels, safety guidelines

Oral communication	Advise clients on styling and product use effectively
Creativity	Modify and adapt styles based on client preferences and emerging trends
Problem Solving	Troubleshoot styling issues with hair type and product combinations
Technology use	Operate electrical styling equipment and related tools

Target Audience

Target Audience	Description
Entry-level barbers	Apprentices and new practitioners learning styling techniques
Experienced barbers	Professional barbers improving or certifying styling skills

Perform basic facial massage and treatments

Unit Code	Unit Title	Nominal Hours
BAR-FMT-108	Perform basic facial massage and treatments	25

Unit Descriptor

This unit covers the skills and knowledge required to conduct basic facial massage using manual and electrical techniques, aiming to promote relaxation, improve skin health, and prepare clients for further barbering or facial services following hygiene and safety standards.

Elements and Performance Criteria

Elements	Performance Criteria
1. Prepare for facial massage and treatment	1.1 Review client health history and skin condition for contraindications
	1.2 Select appropriate massage techniques and equipment/manual tools
	1.3 Prepare workspace and client following hygiene and safety procedures
2. Perform manual facial massage	2.1 Apply strokes such as stroking, kneading, friction, and vibration using hands
	2.2 Use correct pressure and rhythm to promote relaxation and skin stimulation
3. Use electrical massage devices	3.1 Select and operate suitable electrical appliances (e.g., vibrators) safely
	3.2 Monitor client comfort and adjust techniques as necessary
4. Apply facial treatments	4.1 Apply skin treatments (e.g., creams, masks) according to skin type and product guidelines
	4.2 Ensure treatments are performed hygienically and effectively
	5.1 Clean and sanitize tools and workspace

5. Complete service and advise client	5.2 Provide client with aftercare advice and product recommendations
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Range of Variables

Variables	Range
Manual massage techniques	Stroking, kneading, friction, vibration
Electrical appliances	Vibrating devices, massagers
Facial treatments	Moisturizers, masks, exfoliants
Skin types	Normal, dry, oily, sensitive, combination
Contraindications	Skin infections, open wounds, sensitivity reactions
Hygiene and safety	Use of gloves, sanitizing tools, workspace cleanliness

Evidence Guide

Area	Details
1. Critical aspects of competency	Correct technique application, client safety, hygiene practices, client consultation
2. Underpinning knowledge	Facial anatomy, massage techniques, skin physiology, electrical device operation, hygiene standards
3. Underpinning skills	Manual dexterity, appliance operation, client communication, hygiene management
4. Underpinning attitudes	Professionalism, client focus, attentiveness to comfort and safety
5. Resource Implications	Access to massage tools, electrical devices, treatment products, clean workspace
6. Methods of Assessment	Practical demonstration, questioning, peer/supervisor observation, client feedback
7. Context of Assessment	Real or simulated workspace replicating authentic service environment

Foundation Skills

Skills	Description
Literacy	Read instructions for treatments and device use
Oral Communication	Explain procedures and aftercare to clients
Manual Dexterity	Apply precise and appropriate massage techniques
Initiative	Adjust massage and treatments based on client response

Target Audience

Target Audience	Description
Entry-level barbers	Trainees learning basic facial massage and treatments
Practicing barbers	Barber professionals seeking to expand or certify skills in facial treatments

Use and maintain barbering tools and equipment

Unit Code	Unit Title	Nominal Hours
BAR-UTM-109	Use and maintain barbering tools and equipment	30

Unit Descriptor

This unit covers the skills and knowledge required to safely and efficiently clean, disinfect, sharpen, store, and maintain all barbering tools and major equipment in compliance with hygiene, safety, and operational standards.

Elements and Performance Criteria

Elements	Performance Criteria
1. Clean and disinfect tools	1.1 Select appropriate cleaning and disinfecting products and methods for each tool type
	1.2 Perform cleaning and disinfecting procedures following manufacturer and hygiene guidelines
	1.3 Ensure tools and equipment are safe for use after cleaning
2. Sharpen and maintain tools	2.1 Recognize when tools require sharpening or repair
	2.2 Use correct sharpening techniques and equipment
	2.3 Maintain cutting edges and replace worn parts as required
3. Store tools and equipment safely	3.1 Store tools in designated areas ensuring protected and hygienic conditions
	3.2 Organize equipment storage according to usage frequency and safety requirements

4. Maintain major barbering equipment	4.1 Identify maintenance needs of major equipment (hydraulic chairs, shampoo basins, dryers)
	4.2 Perform routine upkeep such as lubrication, filter cleaning, and part replacement
	4.3 Report or arrange equipment repairs when faults are detected

Range of Variables

Variables	Range
Tools	Shears, clippers, razors, trimmers, combs, brushes, blow dryers
Cleaning agents	Disinfectant sprays, immersion solutions, detergents
Sharpening equipment	Whetstones, honing rods, sharpening machines
Storage methods	Tool boxes, cabinets, sanitizing jars, UV sterilizers
Maintenance activities	Lubrication, filter cleaning/replacement, electrical safety checks
Safety protocols	Use of gloves, eye protection, proper disposal of sharps

Evidence Guide

Area	Details
1. Critical aspects of competency	Correct cleaning, disinfecting, sharpening and storage ensuring tool longevity and safety
2. Underpinning knowledge	Tool function and design, cleaning agents, hygiene and infection control, sharpening techniques, major equipment maintenance
3. Underpinning skills	Manual dexterity in cleaning/sharpening, equipment operation, safety adherence
4. Underpinning attitudes	Attention to detail, safety consciousness, responsibility for tool/equipment care
5. Resource Implications	Access to cleaning materials, sharpening tools, safe storage facilities, maintenance kits
6. Methods of Assessment	Observation, practical demonstration, oral questioning, supervisor reports

7. Context of Assessment	Real or simulated barbering environment with authentic tools and equipment
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Foundation Skills

Skills	Description
Literacy	Read and interpret manufacturer instructions, cleaning product labels
Numeracy	Measure sharpening angles, quantities of cleaning solutions
Manual Dexterity	Handle delicate tools safely and precisely during cleaning and sharpening
Initiative	Proactively identify maintenance needs and safety hazards

Target Audience

Target Audience	Description
Entry-level barbers	Trainees learning tool and equipment care
Practicing barbers	Professionals upgrading skills and formalizing maintenance knowledge

Manage barbershop operations and retail activities

Unit Code	Unit Title	Nominal Hours
BAR-MBO-110	Manage barbershop operations and retail activities	40

Unit Descriptor

This unit describes the skills and knowledge required to effectively schedule appointments, manage basic financial transactions, handle inventory, organize product displays, and market barbershop services and retail products to enhance business success and customer satisfaction.

Elements and Performance Criteria

Elements	Performance Criteria
1. Schedule appointments	1.1 Use appointment books or digital systems to schedule, reschedule, and cancel client appointments
	1.2 Communicate appointment details clearly with clients
	1.3 Manage appointment timings to maximize productivity
2. Manage financial transactions	2.1 Calculate service costs including taxes and discounts
	2.2 Process cash, card, or digital payments according to shop policy
	2.3 Issue receipts and record transactions
3. Handle inventory	3.1 Track stock levels physically or electronically
	3.2 Place orders to replenish stock according to shop policy
	3.3 Verify and store received inventory
4. Organize retail displays	4.1 Arrange products to optimize visibility and sales
	4.2 Maintain cleanliness and orderliness of displays

	4.3 Rotate stock to prevent expiry or damage
5. Market services and products	5.1 Use signage, samples, social media, and events to promote offerings
	5.2 Educate clients on product benefits and recommended services
	5.3 Set sales targets and monitor performance accordingly

Range of Variables

Variables	Range
Appointment systems	Manual appointment books, digital scheduling software
Payment methods	Cash, credit/debit card, mobile payments
Inventory types	Hair care products, styling tools, cleaning supplies
Display equipment	Shelves, stands, promotional signage
Marketing techniques	In-shop promotions, social media campaigns, client referrals
Sales targets	Daily, weekly, monthly benchmarks

Evidence Guide

Area	Details
1. Critical aspects of competency	Efficient appointment management, accurate transaction processing, effective inventory control, attractive merchandising, proactive marketing
2. Underpinning knowledge	Financial calculation, POS systems, inventory management principles, retail merchandising, marketing basics
3. Underpinning skills	Communication, numeracy, digital literacy, organization, customer service
4. Underpinning attitudes	Professionalism, responsibility, customer focus, initiative
5. Resource Implications	Access to scheduling and POS systems, inventory databases, promotional materials
6. Methods of Assessment	Observation, simulation, document review, client feedback, verbal questioning

7. Context of Assessment	Workplace or simulated barbershop environment with real-life business scenarios
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Foundation Skills

Skills	Description
Literacy	Interpret shop policies, complete transaction and inventory records
Numeracy	Calculate prices, discounts, and sales targets
Oral Communication	Communicate clearly with clients and suppliers
Technology use	Use scheduling software, POS systems, and digital communication tools
Initiative	Anticipate client flow and inventory needs, proactive marketing efforts

Target Audience

Target Audience	Description
Barbershop owners	Managing daily operations and retail activities
Barbers with management roles	Supervisors or senior staff responsible for operational tasks

Demonstrate professionalism and continuous learning

Unit Code	Unit Title	Nominal Hours
BAR-PCL-111	Demonstrate professionalism and continuous learning	20

Unit Descriptor

This unit covers the knowledge, skills, and attitudes required for barbers to maintain a professional appearance and ethics, engage in ongoing skill development, and stay updated with industry trends and best practices to ensure quality client service and career growth.

Elements and Performance Criteria

Elements	Performance Criteria
1. Maintain professional appearance and ethics	1.1 Follow dress codes and personal grooming standards appropriate to the barbering profession
	1.2 Adhere to workplace policies, codes of ethics, and safety regulations
	1.3 Demonstrate respectful, ethical, and client-focused behavior
2. Engage in continuous learning	2.1 Identify personal development needs and learning opportunities
	2.2 Participate in training, workshops, and professional events
	2.3 Apply new knowledge and skills to improve job performance
	3.1 Research current hairstyle trends, techniques, and products

3. Keep updated with industry trends and best practices	3.2 Network with peers and industry professionals through relevant platforms
	3.3 Incorporate emerging practices and innovations into service delivery

Range of Variables

Variables	Range
Dress codes and grooming	Uniforms, neat clothing, cleanliness, personal hygiene
Ethical standards	Confidentiality, honesty, respect, client care
Learning opportunities	Formal training, on-the-job training, e-learning, trade shows
Information sources	Industry publications, social media, professional associations, workshops
Networking platforms	Professional groups, social media channels, industry events
Trends and innovations	New cutting and styling techniques, hair and skin care products, technology in barbering

Evidence Guide

Area	Details
1. Critical aspects of competency	Professional conduct, participation in continuous learning, application of current best practices
2. Underpinning knowledge	Workplace standards, adult learning principles, industry innovations, ethical behavior
3. Underpinning skills	Self-assessment, research, communication, adaptation to new techniques
4. Underpinning attitudes	Commitment to professionalism, openness to learning, client focus, integrity
5. Resource Implications	Access to learning materials, internet, mentoring, industry networking opportunities
6. Methods of Assessment	Observation, self-reporting, supervisor feedback, evidence of participation in learning

7. Context of Assessment	Workplace or simulated environment maintaining professional standards
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Foundation Skills

Skills	Description
Literacy	Read and comprehend industry materials and workplace policies
Oral communication	Discuss learning needs and share new knowledge
Reflective practice	Self-evaluate performance and identify improvement areas
Information technology	Use internet and digital media for research and networking

Target Audience

Target Audience	Description
Entry-level barbers	New entrants developing professional workplace behavior
Experienced barbers	Practitioners enhancing skills and professional standards