



AESTHETIC CARE

AESTHETIC CARE

EVALUATION GUIDE

5535

MAY 1994

VOCATIONAL and
TECHNICAL
EDUICATION

Québec 

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5535

MAY 1994

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TABLE OF CONTENTS

INTRODUCTION	1
SYNOPTIC TABLE OF EXAMINATIONS FOR THE <i>AESTHETIC CARE</i> PROGRAM	3
1. EXPLANATION OF THE SYNOPTIC TABLE	5
1.1 Transferable Courses	5
1.2 Module Numbers	5
1.3 Responsibility for the Examinations	5
1.4 Type of Evaluation	6
1.5 Maximum Number of Candidates and Duration of Examinations	6
1.6 Number of Items	7
1.7 Minimum Performance Standard	7
1.8 Number of Versions	7
1.9 Supplementary Materials	7
1.10 Availability of Examinations	7
2. ADDITIONAL INFORMATION ON THE EXAMINATIONS	8
2.1 Explanations concerning the Different Versions of the Examinations	8
2.2 Duration of Practical Examinations	8
2.3 Preparation for the Examination Sessions	8
2.4 Intervening during the Examination Sessions	9
2.5 Procedure for Redoing Certain Examinations	9
3. FEEDBACK	10
APPENDIX: PROGRAM ANALYSIS TABLES AND TABLES OF SPECIFICATIONS	

INTRODUCTION

The evaluation guide for the *Aesthetic Care* program is an official publication of the ministère de l'Éducation. It is one in a series of documents needed to implement the approach promoted in the program. The other documents include the program of study, a teaching guide, a planning guide and a general evaluation guide.

This guide is intended for those in charge of evaluation in vocational education in the school boards, those appointed to oversee evaluation in secondary schools, vocational education coordinators and consultants, school principals and teachers offering the *Aesthetic Care* program.

This guide provides detailed information on the examinations that the Ministère has developed for this program. It also includes a method designed by the Ministère to provide feedback on these examinations. The Appendix contains a program analysis table and a table of specifications for each course for which a ministry examination is available.

This evaluation guide will be updated as further examinations are developed.

To obtain additional information on the examinations for the *Aesthetic Care* program, contact the examination coordinator at the Direction générale de la formation professionnelle et technique at (514) 873-6162.

It is hoped that this guide will help schools implement the evaluation approach that has been selected for vocational education and applied to the *Aesthetic Care* program.

**SYNOPTIC TABLE OF EXAMINATIONS FOR THE
AESTHETIC CARE PROGRAM (SSVD)**

Number of courses: 22
Duration (in hours): 1350

SESAME Code: 5535
Credits: 90

COURSE CODE	TRANSFER. COURSES	MODULE NO.	TITLE	CRED.	COURSE DUR.	RESP. ¹	TYPE OF EVAL. ²	EXAM DUR. ³	MAX. NO. OF CANDID.	NO. OF ITEMS	PERFORM. STANDARD	NO. OF VERSIONS	SUPP. MATER.	EXAM AVAIL.
916 011		1	THE OCCUPATION AND THE TRAINING PROCESS	1	15 hrs.	SB	PE							
916 022		2	HYGIENE AND SAFETY	2	30 hrs.	SB	P							
916 032		3	APPARATUS AND EQUIPMENT	2	30 hrs.	SB	P							
916 046		4	BODY SYSTEMS	6	90 hrs.	SB	T							
916 052		5	INTERPERSONAL COMMUNICATION	2	30 hrs.	SB	P							
916 064		6	SKIN ANALYSIS	4	60 hrs.	SB	T							
916 071		7	PROFESSIONAL RELATIONSHIPS	1	15 hrs.	SB	PE							
916 086		8	COSMETOLOGY	6	90 hrs.	MEQ	T	2 hrs.	All	40	32	6		X
916 094		9	MANUAL MASSAGE	4	60 hrs.	SB	P							
916 108		10	BASIC FACIALS	8	120 hrs.	SB	P							
916 112		11	DAILY MANAGEMENT	2	30 hrs.	SB	P							
916 123		12	PERSONALIZED SALES	3	45 hrs.	SB	P							
916 137		13	BASIC MAKEUP	7	105 hrs.	SB	P							
916 144		14	MANICURES	4	60 hrs.	SB	P							
916 157		15	WAX HAIR-REMOVAL TREATMENTS	7	105 hrs.	MEQ	P	2 hrs.	4		85	1		X
916 168		16	FACIAL TREATMENTS	8	120 hrs.	SB	P							
916 174		17	PERSONALIZED MAKEUP	4	60 hrs.	MEQ	P	2 hrs.	4		80	1		X
916 182		18	FOOT CARE	2	30 hrs.	SB	P							
916 196		19	FACE CARE	6	90 hrs.	MEQ	P	2¼ hrs.	3		80	1		X
916 202		20	BACK CARE	2	30 hrs.	SB	P							
916 212		21	INFORMATION ON BODY CARE	2	30 hrs.	SB	PE							
916 227		22	ENTERING THE LABOUR FORCE	7	105 hrs.	SB	PE							

1. SB: Examination under the responsibility of the school board
 MEQ: Examination under the responsibility of the ministère de l'Éducation
 2. T: Theory examination (Practical knowledge)
 P: Practical examination
 PE: Participation examination
 3. Exam Dur.: Duration of examination for individual candidates or groups of candidates

1. EXPLANATION OF THE SYNOPTIC TABLE

1.1 Transferable Courses

Some courses are common to several programs. The "TRANSFER. COURSES" column lists the code numbers of other programs offering such courses. The *Aesthetic Care* program does not have any courses in common with other programs.

1.2 Module Numbers

The numbers listed in the "MODULE NO." column do not represent the order in which the modules are taught. Rather, they are the numbers assigned to the different modules in the program.

These numbers have no direct bearing on the planning of evaluation for certification. Those in charge of planning this type of evaluation should refer to the suggestions provided in the teaching guide.

1.3 Responsibility for the Examinations

The "RESP." column indicates who is responsible for developing the examinations for the courses. Responsibility may lie with either the Ministère (MEQ) or the school board (SB).

For the *Aesthetic Care* program, the Ministère is responsible for preparing the examinations for 4 courses and the school board is responsible for developing the examinations for 18 courses.

1.4 Type of Evaluation

The kind of evaluation used to evaluate the students' performance in each course is indicated in the "TYPE OF EVAL." column. This evaluation may be in the form of a practical examination, a theory examination (practical knowledge) or a participation examination.

For purposes of certification, the *Aesthetic Care* program contains:

- 15 courses in which the students' performance is evaluated by a practical examination (P);
- 3 courses in which the students' performance is evaluated by a theory examination (T);
- 4 courses in which the students' performance is evaluated by a participation examination (PE).

1.5 Maximum Number of Candidates and Duration of Examinations

In the case of practical examinations, the synoptic table usually indicates the maximum number of candidates to whom the examinations may be administered at one time.

If several examination sessions are required because of this quota, the evaluation time indicated in the "EXAM DUR." column must be multiplied by the number of sessions.

If no quota has been set (as is the case for theory examinations, for example), the word "ALL" appears in this column.

1.6 Number of Items

The information provided in the "NO. OF ITEMS" column applies to theory examinations only.

1.7 Minimum Performance Standard

For theory examinations, the information appearing in the "PERFORM. STANDARD" column represents the number of correct answers required in proportion to the total number of examination items.

For practical examinations, this information corresponds to the minimum performance standard found on the performance evaluation form.

1.8 Number of Versions

The "NO. OF VERSIONS" column indicates the number of versions of the examination that are presently available.

1.9 Supplementary Materials

An "X" in the "SUPP. MATER." column indicates that the examination includes supplementary materials (e.g. cassette, diskette, plan).

1.10 Availability of Examinations

An "X" in the "EXAM AVAIL." column indicates that the examination is available and will be sent by the Direction de la sanction des études to all school boards designated in the *Carte des enseignements professionnels*.

2. ADDITIONAL INFORMATION ON THE EXAMINATIONS

2.1 Explanations concerning the Different Versions of the Examinations

The examination for *Cosmetology* (916 086) is available in six versions. The examiner chooses a version at random and alternates the versions from one examination session to the next.

The examination for *Personalized Makeup* (916 174) is available in only one version, but it comprises 12 different learning situations. Refer to the explanations in the Examiner's Booklet for more information on this matter.

The examinations for *Wax Hair-Removal Treatments* (916 157) and *Face Care* (916 196) are available in only one version.

2.2 Duration of Practical Examinations

The duration of each practical examination has no bearing on evaluation. The three practical examinations and the theory examination prepared by the Ministère must, however, be administered within the prescribed time limit for each examination, which varies between 2 hours and 2¼ hours. Once the time has lapsed, candidates are not permitted to proceed with the examination.

2.3 Preparation for the Examination Sessions

The criteria for selecting clients must be followed in preparing the three practical examinations. Refer to the Examiner's Booklet for more information on this matter.

Before each examination session, the examiner must ensure that there are enough of the materials required for the examination. Refer to the Examiner's Booklet for more information on this matter.

2.4 Intervening during the Examination Sessions

During the practical examination for *Wax Hair-Removal Treatments* (916 157), for *Personalized Makeup* (916 174) and for *Face Care* (916 196), if a client shows any **major symptoms**, such as breathlessness or swelling following the use of products or equipment, the examination should be stopped immediately. The candidate will not be considered to have failed the examination, and will take it again at a later date.

If the client shows any **minor symptom** such as slight redness following the use of products or equipment, the candidate must remedy the situation without the intervention of the examiner before continuing with the examination.

2.5 Procedure for Redoing Certain Examinations

Information for redoing the examination for *Cosmetology* (916 086) is provided in the Invigilator's Booklet.

There is only one version of the examination for *Personalized Makeup* (916 174). The learning situations are different for each candidate; consequently, candidates redoing this examination will be assigned a learning situation that is different from the one used the first time they took the examination.

3. FEEDBACK

To help update the examinations for the *Aesthetic Care* program, schools using them are asked to provide the Ministère with feedback. The Ministère has prepared two feedback checklists for this purpose. One covers the practical examinations and the other, the theory examinations.

After using each version of the *Aesthetic Care* examinations for the first time, the teacher concerned is asked to complete the corresponding feedback checklist. The teacher should then return the completed checklist to the person in charge of evaluation at the school or school board, who should read it and then forward it to the following address:

Ministère de l'Éducation
Direction générale de la formation
professionnelle et technique
600, rue Fullum, 9^e étage
Montréal (Québec)
H2K 4L1

**À l'attention du ou de la
responsable de la rétroaction
(feedback coordinator)**

FEEDBACK CHECKLIST
PRACTICAL EXAMINATIONS

Program: _____
Course Code: _____
Version of the Examination: _____

Teacher's Name: _____
School: _____
School Board: _____

For each of the following statements, check:

- Box 1 if you completely agree;
- Box 2 if you partially agree;
- Box 3 if you partially disagree;
- Box 4 if you completely disagree.

1. The work that the candidate is required to perform throughout the examination is representative of the expected competency as stated in the objective.

1	2	3	4

Remarks: _____

2. The selected work steps are consistent with the data in the table of specifications.

1	2	3	4

Remarks: _____

3. The minimum performance standard is at a level that would indicate that the candidate has developed the expected competency.

1	2	3	4

Remarks: _____

4. Enough time has been allotted to carry out the task.

1	2	3	4

Remarks: _____

5. The time set for administering the examination to all the candidates is reasonable, given the duration of the course.

1	2	3	4

Remarks: _____

6. The maximum number of candidates to whom the examination may be administered at the same time is acceptable.

1	2	3	4

Remarks: _____

7. The materials required to administer the examination that are listed in the Examiner's Booklet are appropriate.

1	2	3	4

Remarks: _____

8. The tasks that the examiner is required to perform while administering and marking the examination are feasible.

1	2	3	4

Remarks: _____

9. The work that the candidate is required to perform throughout the examination is realistic and feasible.

1	2	3	4

Remarks: _____

10. The information in the Examiner's Booklet is:

- unambiguous

1	2	3	4

- clear

1	2	3	4

- complete

1	2	3	4

Remarks: _____

11. The information in the Candidate's Booklet is:

- unambiguous

1	2	3	4

- clear

1	2	3	4

- complete

1	2	3	4

Remarks: _____

12. The Evaluation Form is:

- unambiguous

1	2	3	4

- clear

1	2	3	4

- complete

1	2	3	4

- easy to use

1	2	3	4

Remarks: _____

13. (Answer only if applicable.) The companion documents (e.g. worksheets, drawings, plans, sketches) are:

- unambiguous

1	2	3	4
☐	☐	☐	☐

- clear

1	2	3	4
☐	☐	☐	☐

- complete

1	2	3	4
☐	☐	☐	☐

- easy to use

1	2	3	4
☐	☐	☐	☐

Remarks: _____

14. All the data in the Evaluation Form, the Examiner's Booklet and the Candidate's Booklet are consistent.

1	2	3	4
☐	☐	☐	☐

Remarks: _____

OTHER REMARKS:

Signature: _____

Date: _____

FEEDBACK CHECKLIST

THEORY EXAMINATIONS

Program: _____

Course Code: _____

Version of the Examination: _____

Teacher's Name: _____

School: _____

School Board: _____

For each of the following statements, check:

- Box 1 if you completely agree;
- Box 2 if you partially agree;
- Box 3 if you partially disagree;
- Box 4 if you completely disagree.

1. There are enough examination items to verify that the candidate has developed the expected competency.

1	2	3	4
☐	☐	☐	☐

Remarks: _____

2. The minimum performance standard is at a level that would indicate that the candidate has developed the expected competency.

1	2	3	4
☐	☐	☐	☐

Remarks: _____

3. The time allotted for the examination permits most of the candidates to complete all the examination items.

1	2	3	4
☐	☐	☐	☐

Remarks: _____

4. The time set for administering the examination to all the candidates is reasonable, given the duration of the course.

1	2	3	4
☐	☐	☐	☐

Remarks: _____

5. The instructions in the Candidate's Booklet are:

- unambiguous

1	2	3	4
☐	☐	☐	☐

- clear

1	2	3	4
☐	☐	☐	☐

- complete

1	2	3	4
☐	☐	☐	☐

Remarks: _____

6. The instructions and information on the
Invigilator's Forms are:

- clear

1	2	3	4
☐	☐	☐	☐

- complete

1	2	3	4
☐	☐	☐	☐

Remarks: _____

7. The instructions in the Marking Booklet are:

- clear

1	2	3	4

- complete

1	2	3	4

Remarks: _____

8. (Answer only if applicable.) The companion documents (e.g. worksheets, drawings, plans, sketches) are:

- clear

1	2	3	4

- complete

1	2	3	4

- easy to use

1	2	3	4

Remarks: _____

For statements 9, 10 and 11, check **YES** or **NO** and fill in the sheet, if applicable.

9. Each examination item corresponds to a component in the Table of Specifications.

☐ Yes ☐ No

If you have checked **NO**, write the number of each item concerned and provide an explanation in the space below.

[illegible]

11. Each answer in the Marking Booklet is clear, complete and correct.

☐ Yes ☐ No

If you have checked **NO**, write the number of each item concerned and indicate any suggested changes in the space provided below.

[illegible]

APPENDIX:

PROGRAM ANALYSIS TABLES

AND

TABLES OF SPECIFICATIONS

PROGRAM: Aesthetic CareMODULE: 08 - COSMETOLOGYSESAME: 916 086EXPECTED BEHAVIOUR: Compare cosmetic products

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
Describe the cosmetic form of a product	15	25	Cosmetic forms of products and their properties	PK
Describe the base formula of a cosmetic	45	45	Components and basic elements of cosmetic products	PK
Explain the action of a product	30	30	Effects of cosmetic products on skin	PK
Describe the commercial presentation of a product	10	--	Commercial presentation of cosmetic products	PK

* P = Practical examination

PK: Practical knowledge examination

PROGRAM: Aesthetic CareMODULE: 08 - COSMETOLOGYSESAME: 916 086EXPECTED BEHAVIOUR: Compare cosmetic productsDURATION OF EXAMINATION: 2 hours

EVALUATION FOCUSES	THEMES OF KNOWLEDGE	WGT. %	COMPONENTS OF KNOWLEDGE	WGT. %	NO. OF ITEMS
Describe the cosmetic form of a product	1. Cosmetic forms of products and their properties	25	1.1 Determination of the appropriate cosmetic forms depending on the effects desired	25	10
Describe the base formula of a cosmetic	2. Components and basic elements of cosmetic products	45	2.1 Determination of the functions of various basic components of a product	20	8
			2.2 Classification of the basic components of a cosmetic product according to their cosmetic formula	25	10
Explain the action of a product	3. Effects of cosmetic products on skin	30	3.1 Determination of the action of various cosmetic products according to the condition of the skin	30	12

PROGRAM: Aesthetic CareMODULE: 15 - WAX HAIR-REMOVAL TREATMENTSSESAME: 916 157EXPECTED BEHAVIOUR: Give a wax hair-removal treatment

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
Prepare the work station and the client	10	--	Preparation of products and equipment Preparation of client	P
Choose the hair-removal method	5	18	Completion of the consultation card Conversation with client Choice of method	P
Give the wax treatment	60	65	Observance of rules of hygiene and safety Application of wax hair-removal techniques Quality of wax hair-removal treatment Behaviour with the client	P
Perform the final operations	15	7	Performance of final operations	P
Clean the work station and store the products and equipment	10	--	Cleanliness of work station, storage of products and equipment	P
Give a wax hair-removal treatment	--	10	Observance of authorized time limit	P

* P = Practical examination

PK: Practical knowledge examination

PROGRAM: Aesthetic CareMODULE: 15 - WAX HAIR-REMOVAL TREATMENTSSESAME: 916 157EXPECTED BEHAVIOUR: Give a wax hair-removal treatmentDURATION OF EXAMINATION: 2 hours

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Choose the hair-removal method	PT	1. Choice of method	18	1.1 Correct and complete recording of information on the consultation card	
Give the wax treatment	PS/ PT	2. Application of wax hair-removal techniques	35	1.2 Choice of proper method	
				2.1 Appropriate preparation of surfaces to be treated	5
				2.2 Correct application of wax on surfaces to be treated	15
				2.3 Correct use of strips	15
		3. Quality of wax hair-removal treatment	20	3.1 Correct removal of hair from the surfaces	20

* Evaluation strategy: process (PS) or product (PT) evaluation.

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

2 / 2

PROGRAM: Aesthetic Care

MODULE: 15 - WAX HAIR-REMOVAL TREATMENTS

SESAME: 916 157

EXPECTED BEHAVIOUR: Give a wax hair-removal treatment

DURATION OF EXAMINATION: 2 hours

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
	PS/ PT	4. Performance of final operations	7	4.1 Proper choice of post-treatment product	
				4.2 Correct effleurage of product on the treated surfaces	
	PS	5. Observance of rules of hygiene and safety	10	5.1 Observance of rules of hygiene and safety throughout the examination	10
		6. Observance of authorized time limit	10	6.1 Observance of time allotted for the wax hair-removal treatments	10

* Evaluation strategy: process (PS) or product (PT) evaluation.

PROGRAM: Aesthetic CareMODULE: 17 - PERSONALIZED MAKEUPSESAME: 916 174EXPECTED BEHAVIOUR: Apply personalized makeup

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
Greet the client and prepare the client for the treatment	5	--	Cleanliness of work station Preparation of the client Preparation of the skin	P
Verify the client's wishes and needs	35	10	Conversation with client Analysis of the client's facial features Choice of makeup style	P
Apply the makeup	50	80	Choice of makeup products Makeup application technique Quality of makeup	P
Accompany the client back to the reception area	5	10	Behaviour with the client	P
Clean the work station and store the products and equipment	5	--	Cleanliness of work station, storage of products and equipment	P
Apply personalized makeup	--	--	Observance of authorized time limit	P

* P = Practical examination

PK: Practical knowledge examination

PROGRAM: Aesthetic CareMODULE: 17 - PERSONALIZED MAKEUPSESAME: 916 174EXPECTED BEHAVIOUR: Apply personalized makeupDURATION OF EXAMINATION: 2 hours

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Verify the client's wishes and needs	PT	1. Information gathered prior to the application of makeup	10	1.1 Correct and complete recording of information on the consultation card	10
Apply the makeup	PS/ PT	2. Makeup application technique	20	2.1 Appropriate choice of base makeup	5
				2.2 Correct application of contouring products	10
				2.3 Observance of hygiene rules	5
	PT	3. Quality of makeup	60	3.1 Harmonious shapes	15
				3.2 Harmonious colours	10
				3.3 Application of makeup products	15
				3.4 Balance of overall makeup application with client's wishes and scenario	20

* Evaluation strategy: process (PS) or product (PT) evaluation.

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

2 / 2

PROGRAM: Aesthetic Care

MODULE: 17 - PERSONALIZED MAKEUP

SESAME: 916 174

EXPECTED BEHAVIOUR: Apply personalized makeup

DURATION OF EXAMINATION: 2 hours

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Accompany the client back to the reception area		4. Behaviour with client	10	4.1 Appropriate makeup recommendations to client 4.2 Correct and complete recording of information on the recommendation card	

* Evaluation strategy: process (PS) or product (PT) evaluation.

PROGRAM: Aesthetic CareMODULE: 19 - FACE CARESESAME: 916 196EXPECTED BEHAVIOUR: Give a face-care treatment

POSSIBLE FOCUSES	LRN. %	EVAL. %	OBSERVABLE ASPECTS OR THEMES OF KNOWLEDGE	P* or PK*
Greet the client and prepare her or him for the treatment	5	--	Quality of the reception Preparation of client Cleanliness of the work station	P
Perform the preliminary procedures	10	15	Gathering of information prior to treatment Choice of treatment program	P
Explain the face-care treatment to be given	5	--	Quality of explanations	P
Give the face-care treatment	40	70	Choice of products and equipment Application of techniques	P
Give recommendations to the client	25	15	Behaviour with client	P
Bill the client and accompany her or him back to the reception area	10	--	Use of billing method Accuracy of calculations	P
Clean the work station and store the products and equipment	5	--	Cleanliness of work station, storage of products and equipment	P
Give a face-care treatment	--	--	Observance of authorized time limit	P

* P = Practical examination

PK: Practical knowledge examination

PROGRAM: Aesthetic CareMODULE: 19 - FACE CARESESAME: 916 196EXPECTED BEHAVIOUR: Give a face-care treatmentDURATION OF EXAMINATION: 2¼ hours

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Perform the preliminary procedures	PT	1. Gathering of information prior to treatment	15	1.1 Correct and complete recording of information on the consultation card	
				1.2 Correct choice of treatment to be carried out	
Give the face-care treatment	PT	2. Choice of products and equipment	30	2.1 Correct choice of products for the treatment to be carried out	20
				2.2 Correct choice of equipment for the treatment to be carried out	10
	PS	3. Application of techniques	40	3.1 Observance of procedure	25
				3.2 Application of proper techniques for each operation in accordance with rules of hygiene and safety	15

* Evaluation strategy: process (PS) or product (PT) evaluation.

TABLE OF SPECIFICATIONS: PRACTICAL EXAMINATION

2 / 2

PROGRAM: Aesthetic Care

MODULE: 19 - FACE CARE

SESAME: 916 196

EXPECTED BEHAVIOUR: Give a face-care treatment

DURATION OF EXAMINATION: 2¼ hours

EVALUATION FOCUSES	STR.*	OBSERVABLE ASPECTS	WGT. %	CRITERION COMPONENTS	WGT. %
Give recommendations to the client	PS/ PT	4. Behaviour with client	15	4.1 Appropriate recommendations to client 4.2 Correct and complete recording of information on the recommendation card	

* Evaluation strategy: process (PS) or product (PT) evaluation.

