

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

Beauty services

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INTRODUCTION

WorldSkills Jamaica, by a resolution of the National Organizing Committee and in accordance with the Constitution, the Standing Orders and the Competition Rules, has adopted the following minimum requirements for this skill for the National Skills Competition.

The Technical Description consists of the following:

- Section 1 – Technical/Competition Description (TD)
- Section 2 – Project Design Criteria (PD)
- Section 3 – Skill Management Procedures (SM)
- Section 4 – Workshop Setup (WS)
- Section 5 – Infrastructure List (IL)
- Section 6 – Appendices

Effective 01.04.07

Grace Mclean (GM)

Chairman, Competition Committee

01.04.07

Daphne Simmonds

Co- chair

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The National Skills Competition Committee has adopted the following minimum requirements for applicants' entry in the National Skills Competition.

The effective date will be that date on which this document is issued, subject to change by the National Skills Competition Steering Committee.

1. NAME AND DESCRIPTION OF TRADE

1.1 The name of the trade is:

1.1.1. Beauty Services

The Beauty Services Industry covers the total beauty needs of both men and women. Beauty care needs will involve:

(a) Skin Care

Cleansing, toning, moisturizing, make up, arching of brows and shaving, waxing and grooming of facial hairs

(b) Hair Care

This involves the total care and treatment of hair. Chemically processing of hair (e.g. perming and colouring)

(c) Nail care

This involves manicure, pedicure, treatment of the hands and feet which includes nail treatment hot oil treatments, paraffin treatment, etc. The extension of nail by tipping, sculpturing, etc. The artistry would involve free hand designs, decals design and machine designs.

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There has been a growing demand for beauty services need throughout the world where people are getting more beauty conscious and desire aesthetic needs.

- 1.2 Words implying masculine gender only shall include the feminine gender.

2. SCOPE OF WORK FOR COMPETITION

- 2.1 The test project consists mostly of practical work.
- 2.2 A theoretical knowledge is necessary
- 2.3 Tasks will be selected from Appendix1 to suit the options specified in Section 7.

2.1. PRACTICAL WORK

The competitor or competitors will perform the following tasks independently:

- Facial cleansing
- Make up application
- Arching of brows
- Grooming of facial hair
- Cleansing of hair
- Application of chemicals
- Manicuring techniques
- Pedicuring techniques
- Treatment of hands and feet
- Massage techniques
- Nail treatments

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- Nail artistry
- Nail extension
- Organization and time management
- Hair analysis
- Planning papers
- Efficient working methods/sanitation
- Hair cutting (all aspects and techniques)
- Application of colouring products (all aspects and techniques)
- Permanent wave
- Hair styling
- Beard design
- Skin analysis

3. SKILL MANAGEMENT PROCEDURES (SM)

3.1. DOCUMENTS REQUIRED

3.1.1 The Chief Expert will have available a current copy of all documents associated with this skill for the Competition.

3.1.2 The documents required are:

- Technical Description
- Competition Rules
- Health and Safety documents
- QAMS – all documents
- Any other documents referred to in the documents listed above.

3.1.3 While it is understood that the Chief Expert will have a copy of these documents in there shall also be a complete set that is available for the experts and other competition workers.

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3.1.4 The Chief Expert is expected to have a sound knowledge of the requirements and procedures specified in the documentation.

3.1.5 The Jury President is expected to have a thorough knowledge and understanding of the requirements and procedures specified in the documentation.

3.2. PRE-COMPETITION RESPONSIBILITIES

3.2.1 In the period between one National Skills Competition and the next, the elected Chief Expert is responsible to ensure that the requirements of Section 2 – Project Design Criteria are complied with.

3.3. SKILL MANAGEMENT PROCEDURES FOR THE CHIEF EXPERTS

The following speaks to procedures prior to and during the Competition

3.3.1 The procedures specified below must be adhered to.

3.3.2 On arrival at the Competition site for the first time, the Chief Expert must:

- Welcome the experts and ensure introductions are made
- Inform them of their duties and responsibilities in terms of the Competition Rules and Standing Orders
- Ensure that the project is endorsed by all the experts and that a copy is signed by all the experts

3.3.3 The Chief Expert will then divide the experts into teams for the following activities:

- Verify that the material on site is appropriate and sufficient
- Verify again that the quantities of material as specified on the material list is accurate
- Develop a program for the competitors to complete the modules
- Develop timetables for activities
- Set up equipment
- Confirm that the layout, work areas and equipment are in accordance with the workshop setup requirements

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- Confirm that all machinery/equipment is in a safe working order
 - Confirm that all workstations/machinery/equipment are in accordance with the plan, and that they are numbered
 - Confirm that there is sufficient illumination
 - Confirm that there is sufficient space for the competitors to work efficiently
 - Confirm that the barriers are far enough removed from the competitors to ensure that there will be no interference, and if they are not, set up a roster among the experts to police the area during the Competition
 - If necessary, set up duty rosters for activities during the Competition – e.g. keeping watch during lunch, preventing access of unauthorised persons, etc
- 3.3.4 The Chief Expert will then divide the experts into teams for purpose of marking and setting up marking schedules in accordance with the requirements.
- 3.3.5 Suggestions and comments for the revision and improvement of the Technical Description are to be provided to the Deputy Chief Expert in writing. The Deputy Chief Expert will reduce the information to a single typed document ready for discussion by all experts. Prior to leaving the Competition site, the Chief Expert, the Deputy Chief Expert and the Jury President will facilitate the discussion and revision of the Technical Description.
- 3.3.6 At any time that a unanimous decision is not achieved within a reasonable time, the Chief Expert will put the matter under discussion to the vote. A majority will be 50% of the experts present plus one. This decision will be final. In the event that an expert is absent at the time that the vote takes place, he/she has the right to be informed of the decision but the matter will not be raised again or voted upon again. The exception to this majority

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rule will be in the case of approval of the changes to the Technical Description, where the majority of 80% is required.

3.3.7 In the event that an extension of time is requested for the Competition to exceed the allotted hours, the matter must be discussed with the Jury President. All possible alternative solutions must be investigated before approval of an extension of time is requested, or will be approved.

3.3.8 Prior to the end of the Competition, the Jury President will facilitate the selection of the Chief Expert and Deputy Chief Expert for the next national Skills Competition.

3.3.9 Experts are eligible for selection as a Chief Expert if they:

- Have attended the National Skills Competition at least twice before (if less than 4 experts have been to the National Skills Competition before, this criterion may be relaxed at the discretion of the Jury President)
- Demonstrate a high degree of expertise in the skill
- Demonstrate leadership qualities.
- Are competent using a computer and the Internet – specifically to facilitate the Discussion Forum for their skill category.

3.3.10 The process by which selection will take place is by secret ballot and is as follows:

- Each expert present will list their choice of three experts in order of preference
- The Jury President will allocate a score of three (3) points to each experts first preference, two (2) points to the second preference and one (1) point to the third preference
- The Jury President will then calculate total scores and announce the three highest scoring experts
- The expert with the highest score will be appointed Chief Expert for the next National Skills Competition
- If the first choice cannot attend, then the second choice will be Chief Expert

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- If the first and second choice cannot attend, then the third choice will attend
 - If none of the choices can attend, then the jury president will appoint, or facilitate the appointment of a Chief Expert
 - The names of the selected experts will be entered into the provided documentation and signed by the Jury President and returned to the co-chair of the competitions committee.
- 3.3.11 Changes to the method of Competition design or suggestions offered for the next Competition design process or tasks must be written down and signed by 80% of the experts.
- 3.3.12 The Deputy Chief Expert's primary role is to ensure that the Technical Description is updated to reflect the technological advances of the skill category and include overall improvements for the preparation and running of the Competition. He/she will ensure that all changes to the Technical Description are entered, that all experts sign it, and that it is delivered to the co-chair of the competitions committee as a hard copy and digitally.
- 3.3.13 The Deputy Chief Expert also assists in the distribution and collection of the QAMS Audit Questionnaires and assists the Chief Expert where necessary.

3.4. HONESTY AND TRANSPARENCY

- 3.4.1 The competitors that attend the National Skills Competition have the right to expect fair and honest treatment during the Competition in terms of the following:
- Instructions that are clear and unambiguous
 - Marking schedules that provide no advantage to an opposing competitor
 - All necessary equipment and material specified within the skill documentation that are required to complete the Competition

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- The assistance necessary from judges and officials to ensure that he is able to complete the project. (The assistance deemed necessary will be provided equally and at the same time to all competitors present)
 - No undue interference by officials or spectators that may hinder them in the completion of their project
- 3.4.2 Every competitor has the right to expect and demand that no opposing competitors will receive undue or unfair assistance or intervention that may provide that opposing competitor with an unfair advantage.
- 3.4.3 All officials and judges present on the Competition site are expected to ensure that paragraphs 3.4.1 and 3.4.2 above are complied with and maintained.
- 3.4.4 It is the responsibility of the Chief Expert or his Deputy to ensure that all competitors, interpreters, officials and judges comply with and maintain the integrity of the Competition, and additionally ensure that all necessary steps are taken to ensure that:
- Outside influences do not unduly improve or decrease competitors' abilities to provide a worthy performance.
- 3.4.5 A briefing will be provided to all experts and competitors on the requirements for integrity during the Competition.
- 3.4.6 Additionally, the Chief Expert is expected to identify these and any other factors that may exist on the Competition site that may result in the contravention of paragraphs 3.4.1 and 3.4.2 above, and reduce them to a checklist for continuous reference.
- 3.4.7 In the event that any competitor, judge, official, observer or competitor compatriot is found to be attempting to gain or provide assistance in any form that may result in an unfair advantage, the Chief Expert is to immediately refer the matter to the Jury President.

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- 3.4.8 The Chief Expert will receive nominations and appoint a Security Officer whose responsibility it will be to ensure that these requirements are carried out.
- 3.4.9 It will be explained to all experts and competitors that nothing is to come in or out of the site unless specified by the Chief Expert as being allowed after being briefed on this topic.
- 3.4.10 Security checks will be carried out each day on experts and competitors (by experts and competitors) upon entry and exit to the site.

3.5. INFORMATION POLICY

- 3.9.1 During the competition a modified project plan without measurements is to be made available to the public.

4. THEORETICAL KNOWLEDGE

- 4.1 Interpretation of haircuts and hairstyle analysis sheet. Application of chemicals
- 4.2 Interpretation of nail care. Analysing and identifying disorder or abnormalities, shape and suitable designs.
- 4.3 Interpretation of skin care. Analysing and caring for skin. Identify the skin type being worked on and how to treat.
- 4.4 Interpretation of haircuts and hairstyles shown will be confirmed by the experts prior to competition, bearing in mind the shape of the head.

Example – Artistic/Commercial –Technical or Free

- 4.5 Knowledge of hair cosmetics used and their application.

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5. MATERIALS

6.1 Competitors will perform all tasks on live models

- Live models
- 1 timer
- Towels
- Styling capes
- Facial shear
- Manicure table and chair
- Pedicure stools
- Pedicure spa
- Styling station (Double Mirror)
- Air brush machines
- Paraffin spa
- Flat iron
- Razor combs
- Goggles
- Ceramic irons
- Gowns
- Tripods
- Thermal heater
- Thermal irons
- Clip board
- Roller trolley
- Nail drill
- Massage beds
- Oster detachable blade
- Buffant caps
- Mannequin

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The chief-expert and experts will know the models to be used one (1) month prior to the competitions.

The following products will be available for the competitors if needed:

- Shampoo and conditioner
- Styling products (mouse, gel, spray etc.)
- Perming products and material (perm rods, end papers, cotton)
- Coloration products (semi permanent and oxidant coloration)
- Bleach and oxidants
- Barrier/protective creams
- Acrylic liquid & powder
- Nail forms
- Designs for artistry
- Materials for pedicure and manicure
- Facial products

Competitors may bring their own products. The competitors must cover the labels if they are not from the same company (sponsor) of products used at the National Skills Competition. The chief expert and experts will know what products will be used as soon as it is confirmed by the host or a minimum of one (1) month prior to the competition.

6.2 The jury president will be responsible to ensure that this list is prepared. All material listed on the approval list for the approved project must be available 5 days before the start of the competition so that the experts can confirm that the material is appropriate and available.

6. WORKSHOP INSTALLATIONS

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Each competitor will have a working area with an adjustable cutting stool, a workstation and a mirror with electrical connection and a display table

7. TEST PROJECT MARKING

- 1.7.1 All documentation used must be available in digital form.
- 1.7.2 There is to be a majority agreement (minimum = 50 % + 1) from experts on the accepted competition marking scale.
- 1.7.3 Selection of appropriate project/s is based on paragraph 1.7.2. The expert team may make modifications to the proposed project.
- 1.7.4 The experts will decide together on the Test Project, the marking and assessment criteria and/or the materials list and the definition of the module expectations and hair style criteria will be confirmed by the experts prior to the Competition. Experts must have a complete understanding and be briefed on the terminology and outcomes required of individual modules.
- 1.7.5 The marking will be objective and subjective.
- 1.7.6 Points awarded

7.1. MARKS:

Perfect	=	10 points
Very good	=	9 points
Good	=	8 points
Rather good	=	7 points
Sufficient	=	7 points
Medium	=	5 points
Weak	=	4 points
In sufficient	=	3 points
Very bad	=	2 points
Zero	=	1 point

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7.2. RATING-MAXIMUM POINTS

A	Hygiene	10
B	Economy Time	10
C	Preparation	30
D	Presentation	50

8. COMPETITION PROCEDURE

2.4 Competitors will perform tasks on live models and mannequin.

2.5 Competitors will have at their disposal:

- Live models (beauty services)
- Facial chair
- Manicure table and chair
- Pedicure stools
- Pedicure spa
- Styling capes
- Styling chair
- Styling station
- Air brush machine
- Paraffin spa
- 1 timer
- Towels
- Scissors
- Blow dryer
- Waxing spa
- Magnifying lamps

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The following products will be available for the competitors if needed:

- Shampoo and conditioner
- Styling products (mousse, gel, spray, etc.)
- Perming products and materials (perm rods, end papers, cotton)
- Coloration products (semi permanent and oxidation coloration)
- Bleach and oxidants
- Barrier/protective creams
- Acrylic liquid & powder
- Nail forms
- Designs/for artistry
- Material/for pedicure and manicure
- Facial products

Competitors may bring their own products. The competitors must cover the labels if they are not from the same company (sponsors) of products used at the National Skills Competition. The chief expert and experts will know what products will be used as soon as it is confirmed.

2.6 All material listed on the approved material list for the approved project must be available five (5) days before the start of the competition so that the experts can confirm that the material is appropriate and available.

9. JUDGING PROCEDURAL REQUIREMENTS

7.1 Judging will be done by a panel of experts drawn from the area of the competition.

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7.2 Judging will maintain supervision of competitors during competition.

The criteria for judging will be as follows:

- Originality
- Design and composition
- Craftsmanship
- Presentation and finish
- Manipulation of tool and equipment

The chief expert will provide clarification on marking criteria to be used during the competition.

10. GENERAL SAFETY REQUIREMENTS

- (a) Wear protective gear while working with various chemicals
- (b) Be careful when handling power outlets
- (c) Drape and protect clients' skin and clothing
- (d) Avoid smelling chemicals while working
- (e) Do not spill waste on floor
- (f) Keep all product jars closed when not in use
- (g) Use a spatula to remove products from jars or containers.