

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

Ladies' and Mens' Hairdressing

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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 SKILL

1.1 The name of the skill is:

1.1.1. Hairdressing

1.1.2 Hairdressing covers ladies' and men's hairdressing.

Hairdressing refers to treatment and care of hair. Hair treatment refers to all types of hair cutting techniques, perm waving, hair colour, styling and beard design. Through professional advice and treatment the hairdresser strives to emphasize the customers general appearance and personality

1.1.3 The demands for a modern hairdresser are: To guarantee great knowledge and professional behaviour. Requirements are: knowledge of fashion, creativity and imagination, together with great technical skill, including commercial and artistic applications.

1.1.4 Every expert and competitor must know this Technical Description.

1.1.6 Words implying male gender shall automatically imply female gender also.

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2. SCOPE OF WORK AT COMPETITIONS

1.2.1 The test project consists of practical work and will include analysis plans.

1.2.2 The theoretical knowledge is limited to that necessary to carry out the practical work such as analysis sheets or drawing and sketches.

2.1. PRACTICAL WORK

1.3.1 The competitor has to carry out, independently, the following tasks:

- Planning and creativity
- Organisation and time management
- Hair analysis
- Efficient working methods/ sanitation/ Occupational Health & Safety (OH&S)
- Hair cutting (all aspects and techniques)
- Application of colouring products (all aspects and techniques)
- Permanent waves
- Hair styling
- Beard design

1.3.2 For all above-mentioned tasks the appropriate technical and professional skills must be applied.

3. THEORETICAL KNOWLEDGE

1.4.1 Interpretation of hair cuts and hair-styles shown will be confirmed by the experts prior to the Competition, bearing in mind the shape of head Example – Artistic/Commercial – Technical or free

1.4.2 Knowledge of hair cosmetics used and their application.

4. MATERIALS

1.5.1 Refer Section 4.

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5. WORKSHOP INSTALLATIONS

1.6.1 Refer Section 4 and Section 5.

6. 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

- Perfect = 10 points
- Very good = 9 points
- Good = 8 points
- Fairly good = 7 points
- Sufficient = 6 points
- Average = 5 points
- Poor = 4 points
- Unsatisfactory = 3 points
- Very bad = 2 points

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- Nothing = 1 point

Skill guidelines

- Outstanding/perfect = 10
- Excellent work but not quite outstanding = 9
- Beautiful work/beautifully executed = 8
- Good strong basic design/concept achieved = 7
- Good basic design but concept not quite achieved = 6
- Minimum criteria achieved = 5
- Partially executed criteria = 4
- None of necessary criteria executed = 3
- Mannequin not in form = 2
- Mannequin hasn't changed form = 1
- No participation = 0

1.7.7 Marks for objective marking:

Yes 1

No 0

1 or 0 points for each criteria

1.7.8 When an expert judges their own country/region those scores will be counted. The final score will be determined as per 4.2.1 of the Competition Rules.

Blind judging will take place. Experts due to judge will sit in a separate room and not in the

Competition area during the Competition. When judging is finished all tools and flags must be

taken away from the working place so that no indication of countries/regions remains.

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- When competitors arrive, there will be a morning briefing with experts and a minimum of 30

minutes for experts to talk to their competitors.

- Jury is to leave the Competition area and go to a separate room (jury room)

- Competitors ballot to choose mirror numbers

This procedure will be followed for each test.

Example: When the first test is finished, the experts will come in and mark the mannequin.

Nobody knows who they are judging. When judging is finished, the expert and competitor may come in to take photos.

Experts will be divided into groups and rotate between Stewards, Objective Jurors, and Subjective Jurors. There will be one head judge and one head Steward nominated in each group.

The experts that are not judging will be Stewards / Subjective or Objective Jurors to overlook and make sure that competitors are following the rules.

The juries will consist of 5 Subjective Jurors and 3 Objective Jurors

.Stewards will consist of a team of 5 members. If you are a steward you should remain on the competition floor at all times. If you are not a juror or steward you should be away from the competition floor. Competitors

talking to people in the audience can be taken as coaching. In the event of any type of coaching this will incur an infraction or even disqualification;

This must be witnessed by a minimum of 2 stewards. The experts in the jury and the Stewards must minimize conversation on the floor whilst the Competition is underway – this can cause a distraction to the competitors

.When everybody has finished the marking, the experts must go to the Chief Expert with the marking sheets.

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1.7.9 Objective marking scale

Each project will have individual criteria that will be given to the competitor and expert prior to the Competition.

These same sheets will be used by the Objective Jury during the Competition to record any infractions.

Infractions may be incurred for the following:

- Sideline coaching
- Touching the mannequin head after the competitors have been told to put tools down and module is finished
- Using materials, equipment, implements, tools or accessories that are not part of the individual module criteria.
- Competitors must produce different hairstyles for each module; each module should be individual in looks – when tests are similar in content for example. Cut and Colour on Men's, They should be judged on the same day to compare the similarity / differences.
- Competitors must at all times obey OH&S requirements during the Competition and ensure a clean and tidy work station as well as being responsible for tidying and cleaning up the competition area.

2 Infractions may lead to disqualification

Depending on the individual criteria Objective Marks will be given or removed.

1.7.10 Conversion from the 0 – 100 scale to the 400 - 600 scale will be performed.

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7. PROJECT DESIGN CRITERIA (PD)

7.1. GENERAL REQUIREMENTS

2.1.1 Overall, the Test Project must:

- Be modular
- Be in accordance with the current Technical Description
- Comply with WorldSkills Jamaica requirements and numbering standard
- Be accompanied by a marking scale that will be finalised at the Competition in accordance with Subsection 1.7.
- Be accompanied by proof of function/ proof of construction/ completion in the set time etc – as appropriate to this skill category. – For example, a photograph of a project must be done on the official mannequins that will be used in the Competition and according to the Test Project within material, equipment, knowledge and time constraints.

2.2 Design requirements

2.2.1 The skills include:

- Long design hair
- Perm design
- Colour design
- Evening style, hairpieces and ornamentation – International trends
- Commercial designs
- Progressive designs
- Fashions designs
- Competition styling
- Beard design
- Design from image

A weighting factor of 25 points per day

2.2.2 Modules / Time / Marks

- A. Men Classic and Beard Design 2 hours 15 minutes 15 marks
- B. Progressive Cut and Beard Design 3 hours 10 marks

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- C. Men's Fashion Haircut with Colour 3 hours 15 marks
- D. Men's Fashion Cut and Perm from photo 2 hours 45 minutes 10 marks
- E. Ladies' Technical Consumer Day 4 hours 10 marks with Colour Enhancement
- F. Ladies' Hair by Night with Hairpieces 1.5 hours 15 marks and Ornamentation
- G. Long Hair Creative Hair Up 2 hours 30 minutes 15 marks
- H. Ladies Fashion Haircut with Colour 3 hours 10 marks from photo

8. COMPETITION PROCEDURES

- 3.4.1 The project will be worked on over all two days of the Competition (project organised by tasks, sections or modules).
- 3.4.2 Each module/task/section will be completed on the assigned day so that progressive marking can take place. Progressive results are to be available each day via a PowerPoint presentation or similar.
- 3.4.3 Prior to the start of the Competition, each competitor will receive a detailed timetable reflecting the timing for completion of the project tasks or modules.
- 3.4.4 At no time during the Competition may the expert from the same country/region of origin as the competitor be involved in any discussion without another expert present or without permission from the Chief Expert.
- 3.4.5 Experts and competitors who continually fail to abide by the Technical Description and Competition Rules may be temporarily or permanently removed from the Competition.
- 3.4.6 Use of mobile phones or headsets not permitted.

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9. COMPETITION SAFETY REQUIREMENTS

3.5.1 Policies and procedures specified within the following documentation will be adhered to or followed at all times.

- Health and Safety Policy – General Requirements
- Health and Safety Policy – Skill Specific
- Procedure for Safety Training
- Safety Training Development Flowchart
- Medical Assistance Request Procedure
- Accident Report Form

3.5.2 After having received training and briefing, the Chief Expert will provide the experts, competitors and personnel for whom he has responsibility with the information and training required to ensure a safe Competition in accordance with the requirements of the documentation specified in paragraph 3.5.1 above, and taking into account any of the specified requirements identified in Subsection 3.6 below.

3.5.3 The Chief Expert will ensure that all experts, competitors and personnel for whom he has responsibility complete and sign the Confirmation of Receipt of Training Form (refer Appendices) on completion of the training session.

3.5.4 The Chief Expert will countersign these forms, and keep them secure until the end of the Competition at which time they will be returned to the Quality Auditor for the Competition.

3.5.5 The Chief Expert will additionally task the experts with the responsibility of ensuring that all experts, competitors, and other personnel comply with the safety requirements for the skill category and Competition site.

3.5.6 The Chief Expert will receive nominations and appoint a safety officer whose responsibility will be to carry out the tasks specified in the Safety Checklist (refer Appendices).

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- 3.5.7 Work clothes must comply with relevant codes. If the host country has any specific codes that are to be in place during the Competition, then these must be made known to the competitors at least 3 months prior to the competition.
- 3.5.8 All machinery and/or equipment must comply with the safety requirements.
- 3.5.9 Competitors must keep their work area clear of obstacles and their floor area clean of any material, equipment or items likely to cause someone to trip, slip or fall.
- 3.5.10 Failure by the competitor to comply with safety directions or instructions may incur infractions.
Continuous unsafe practice may result in competitors being temporarily or permanently removed from the Competition.

10. SKILL SPECIFIC SAFETY REQUIREMENTS

- 3.6.1 Identify emergency exists nearest the site
- 3.6.2 Check all electrical equipment before each test
- 3.6.3 Pull out electric plugs with dry hands (pull the plug not the cord)
- 3.6.4 Wear plastic gloves during chemical processes that directly expose your skin
- 3.6.5 First aid is available for injuries...raise your hand or see a floor judge immediately
- 3.6.6 All injuries must be reported on forms for IVTO
- 3.6.7 Toolboxes must be stored in the area provided.
- 3.6.8 Trolleys are used for holding tools for the Competition
- 3.6.9 All water spills must be wiped up
- 3.6.10 Dispose garbage in garbage can
- 3.6.11 Place used towels in appropriate area
- 3.6.12 Keep all work areas neat and professional / mirrors must also be cleaned prior to leaving Competition floor.

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3.6.13 Smoking is not allowed on Competition floor

3.6.14 Competitors must keep their work area clear of all tool boxes and bags.

3.6.15 Competitors must use the benches and work areas supplied to prepare their work - not the floor.

11. WORKSHOP SETUP (WS)

4.1 Materials

4.1.1 Competitors will perform all tasks on mannequin heads of international Competition standards (high quality)

4.1.2 Competitors will have at their disposal:

- Mannequin heads - international quality standard quality for Competition from official sponsor – (Pivot Point) and will be posted on the WorldSkills Jamaica website.
- 1 standard mannequin holder
- 1 tripod adjustable holder
- 1 timer
- Towels

4.1.3 The Chief Expert and experts must know the model and code of mannequins to be used 1 year prior to the Competition.

4.1.4 The following products will be available for the Competition if needed:

- Shampoo and conditioner
- Styling products (mousse, gel, spray etc)
- Perming products and material (perm rods, end papers, cotton)
- Coloration products (semi permanent and oxidation coloration)
- Bleach and oxidants
- Barrier: protective creams

4.1.5 Competitors may bring their own products.

4.1.6 Workstations should be at least 3 metres from the barriers with adequate space for all freestanding electrical equipment, and shall have sufficient space for the equipment specified below. A bench area should be

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available at each station with enough room to prepare colour and hairpieces.

4.1.7 There must be sufficient space for the booth and/or for the competitors working area. The workstations should not be too close to the fence to prevent communication with spectators.

Competitors will have a rest space within the Competition area.

4.1.8 Inside the Competition site 4 closed rooms must be available. Enough chairs and tables should be available for each expert. The host country should also make available:

- Clothes rack
- Storage cabinet
- Computer and printer
- Lockers
- Broom and dust pan
- Clock
- Writing board
- Coffee machine
- Water supply machine (cold and hot)
- First aid medical kit

4.1.9 Stock, equipment, working areas, and timekeepers will be organised by the Shopmaster and assistant. The time remaining will be identified on cards shown to the competitors by the timing expert. Signs identifying each module will be on display for the spectators to see.

4.1.10 The following machines and equipment will be made available to each competitor:

- Hairdressing table and mirror with work bench/ preparation area
- Trolley (carry table)
- Adjustable stool
- Bonnet style dryer

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- Presentation table for each competitor
- Power supply (3 electrical outlet)
- Wash basin (one for every 2 competitors)

4.1.11 The following equipment and utensils will be made available to each competitor:

- Female and male mannequin heads of international Competition standards (Pivot Point), 1 with full beard
- Fixture or stand for mannequins heads
- Ladies shampoo capes
- Timing clock
- Rods/curlers for permanent waves (small, medium, large)
- Combs, brushes, bowls, sponges for colouring
- Disposable gloves
- Aluminium foil
- Clips
- Application bottle, beaker
- Towels
- Strips of cotton wool
- End papers - strips of perming paper
- Trolley
- Tripod adjustable holder
- Permanent wave solutions
- Water spray bottle
- Papers towels

4.1.12 Competitors may use their own products during the Competition. The category sponsor will be known 6 months prior to the Competition but it is not a requirement to use the products supplied.

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4.1.13 All material listed on the approved material 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.

12. WORKSHOP INSTALLATIONS

4.2.1 Each competitor will have a working area with an adjustable cutting stool, a workstation including work/ preparation bench and a mirror with electrical connection (minimum of 3 power sockets) and a display table. There will be 1 washbasin for 2 working persons with supply of hot and cold water. The minimum of lights supplied for each competitor should be 1200 Lux (warm light). Industrial lighting may need to be supplemented to keep lighting the same at each workstation.

4.2.2 Workstations should be at least 3 metres from the barriers with adequate space for all freestanding electrical equipment. Competitors will have a rest space within the Competition area.

4.2.3 Stock, equipment, working areas, and timekeepers will be organised by the Shopmaster and assistant. The time remaining will be identified on cards shown to the competitors by the timing Expert. Signs identifying each module will be on display.

4.2.4 The following equipment and utensils will be made available to each competitor:

- Plastic wrap
- Coloration products (semi permanent and oxidation coloration)
- Bleach and oxidants
- Shampoo and conditioner
- Styling product (mousse, gel, spray)
- A uniform kit consisting of make-up, earrings, accessories, hairpieces
- Headform – for hairpiece preparation.

4.2.5 The competitor must bring the remaining equipment and material needed:

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- Competitor may bring their own dressing clothes, make up and accessories to dress their mannequin after judging is complete
- Working clothes
- Brushes and combs
- Electrical appliances (clippers, blow dryer, curling iron)
- Several scissors
- Perming products and material (perm rods, end papers, cotton)
- Tint bowls and tint brushes
- Tint gloves
- Aluminium foil
- Measuring bottle
- Personal timer
- Razor
- Dressing on display table (optional)
- Any other equipment/ tools they require

4.2.6 Electrical appliances (clippers, blow dryers, curling irons) transformer if required.

4.2.7 The host country will have a selection of electrical equipment for emergency only.