

Introduction

When you provide evidence of your workplace skills for the Stage 1 Documentary Evidence Assessment, you must also provide Video and Photo evidence.

This Guideline provides instructions about what types of skills to capture in your video/photo evidence and how to record them.

Instructions for video evidence

Task overview	
<p>Consult with a client, and then perform a basin and haircut service. The haircut you perform should include one of the following styles:</p> <ul style="list-style-type: none"> ▪ Solid ▪ Layered ▪ Graduation ▪ Combination. <p>As you complete the service, film the following five (5) videos. Note the skills you should demonstrate in each video.</p>	
Video	Skills you should demonstrate in this video
1 - Prepare to work	<ul style="list-style-type: none"> • Wearing appropriate personal protective equipment (PPE) • Cleaning and sanitising surfaces and equipment used for basin and haircut service • Selecting appropriate salon equipment to be used • Checking equipment is in proper working order
2 - Consult client	<ul style="list-style-type: none"> • Discussing the client's requirements using appropriate communication skills • Examining the client's hair and facial features to identify a suitable design • Recommending a design to the client • Obtaining client permission to proceed with the service
3 - Provide basin service	<ul style="list-style-type: none"> • Applying wraps/towels to protect client's clothing • Positioning client's neck and head to ensure client comfort • Selecting and applying shampoo or appropriate treatment products • Rinsing hair thoroughly to remove shampoo or other treatment products • Drying client's hair in preparation for cut
4 - Cut hair	<ul style="list-style-type: none"> • Performing haircut using appropriate tools and techniques • Ensuring client hygiene and comfort throughout service • Using salon equipment safely and correctly
5 - Complete service	<ul style="list-style-type: none"> • Performing appropriate finishing techniques (e.g. drying, texturising and styling) • Obtaining feedback from client on their satisfaction with the haircut • Providing clear and accurate home care advice to client • Cleaning work areas and surfaces using appropriate cleaning equipment and products

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| | <ul style="list-style-type: none">• Disposing of waste using appropriate bins |
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You can create each video by:

- using a digital camera, mobile phone, or other mobile device with a camera
- standing the camera on a stable surface or asking another person to operate the camera/phone.

When you create the videos, **you must:**

- clearly be seen in the video as the person completing the task
- during the video speak clearly describing what you are doing
- limit the time of the video to 5-10 minutes each.
- limit the size of the video and name the video as stated below.

To create the videos we recommend you follow these steps.

Step 1. Preparation

1. Organise the area, equipment and resources required to perform the Task and demonstrate your Skills.

Note: the area must have suitable lighting and be quiet enough to record your voice. Equipment must include any appropriate personal protective equipment (PPE).

2. Identify a time to film the videos without disruption.
3. Practise using the video camera feature of your phone (or your digital camera) before attempting to record your performance.
4. You may wish to trial how long it takes to complete the Task to be sure you can record it in the advised time.

Step 2. Filming

1. If you do not have another person to operate the camera, find a stable surface to device on, such as a table or a tripod. This will help keep your video steady and prevent shakiness.
2. Adjust the camera so it captures the entire work area where you will be performing the task – usually positioning the phone sideways (landscape mode) allows most area to be captured. Remember, you will need to be clearly seen in the video as the person performing the task.
3. Do a 'trial check' to see if the video is being recorded correctly. To do this film 10 – 20 seconds of the task, then view the video and check it is in focus, the lighting is good, and your voice can clearly be heard.
4. If the trial is successful, video your performance of the complete task. Try to keep the camera focused on the task as much as possible, but don't worry too much if it moves around a little.
5. While completing the task speak clearly and slowly describing what you're doing.
6. Remember to film your performance of the skills listed for the task.

IMPORTANT: If there are any risks to health and safety, you must stop filming.

Step 3. Save and upload

1. When you have finished filming, view the video to make sure you have captured everything you want. If necessary, you can refilem the task.
2. Save and name the video files:

- File size for each video must not exceed 2 GB
 - Accepted video file formats include:
 - MP4 (.mp4)
 - M4V (.m4v)
 - OGV (.ogv)
 - WEBM (.webm)
 - Video files must be named using the following format: 'Surname_First Name_Video_number'.
For example: 'Smith_Peter_Video_1'
3. Upload your videos via the VETASSESS online portal when submitting your application.

Instructions for photo evidence

In addition to submitting videos, you must submit at least twenty (20) photos demonstrating your skills as a Hairdresser. Submit at least one (1) photo of you performing each of the following treatments/techniques.

Haircuts
1. Solid
2. Layered
3. Graduated
4. Combination
5. Classic long hair up-style (e.g. braids, French rolls, twists, chignons)
Hairdressing techniques
6. Blunt cutting
7. Pointing
8. Notching
9. End tapering
10. Pressure graduation
11. Clipper over comb
Colour treatments
12. Demi permanent colour
13. Semi-permanent colour
14. Permanent colour
15. High lift tints
16. Highlights
17. Bleaching
Chemical and protein treatments
18. Straightening or relaxing hair using a chemical treatment
19. Straightening or relaxing hair using a protein treatment
20. Curling or volumizing hair using a chemical treatment

The photos you submit showing you performing hair treatments must:

- clearly show it is you doing the work, not somebody else

- include a description of what you are doing and why (you can add a description for each photo when you upload it)
- show that you are performing tasks safely

When you save and name each photo file:

- File size for each photo must not exceed 5 MB
- Photo file formats accepted include:
 - PDF (.pdf)
 - PNG (.png)
 - JPEG (.jpg or .jpeg)
 - TIFF (.tiff)
- Photo files must be named 'Surname_First Name_Photo_number'. For example: 'Smith_Peter_Photo_1'

Upload your photos via the VETASSESS online portal when submitting your application.