

## 1. Title of the certificate (NL)

**Ervaringsbewijs: kapper (m/v)**

In the original language

## 2. Translated title of the certificate

**Certificate of professional competence: hairdresser (m/f) (EN)**

**Titre de compétence professionnelle: coiffeur (h/f) (FR)**

This translation has no legal status.

## 3. Profile of skills and competences

***The occupational standard was developed and approved by the sectoral social partners.***

***The holder of the certificate of professional competence can:***

### ***wash and care for hair:***

- feel if the water temperature is right;
- moisten the hair all over;
- apply shampoo and hair care product in accordance with the analysis and subsequent treatment;
- wash the hair thoroughly or superficially depending on the subsequent treatment;
- depending on the product rinse the hair so no product residues are left;
- dry the hair in the light of the subsequent treatment.

### ***cut hair:***

- divide the hair in accordance with the required shape and the sequence of the hair cut, using clips or otherwise;
- keep the cutting line visible during the cutting;
- ensure the lock of hair to be cut has an even tension and/or gradation according to the hair cut;
- tailor the hair cut to the shape of the face and the hairstyle required;
- remove the downy hair on the neck with clippers or a razor;
- change position around the customer so as to ensure cutting accuracy;
- make visual checks of the shape and balance of the cut during the course of the procedure.

### ***curl hair:***

- apply consecutive products to the hair according to the hair style required;
- divide the hair according to the required shape, volume, curl pattern and the sequence of the hair cut;
- take locks of hair in accordance with the material based on the hair cut;
- wrap the lock of hair evenly in accordance with the direction of the hair cut;
- rinse the hair in the light of the treatment so no product residues are left;
- remove the material without damaging the formation of the curl.

### ***dye locks and hair:***

- when mixing the dyeing products observe the formula's quantities and ratios;
- style the hair in accordance with the subsequent treatment;
- divide the hair in accordance with the sequence of the treatment and the hair cut;
- apply successive products to dry or moist hair depending on the product and material;
- mould and/or knead the hair so the dye penetrates well and develops;
- rinse the hair so no product residues are left depending on the product.

### **Explanatory note**

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.europa.eu>

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### ***dry and finish off the hair***

- apply stiffening agent and finishing products according to the hair style and the customer's requirements;
- divide the hair in accordance with the hair cut, using hair clips or otherwise;
- set the temperature of the heat source in accordance with the treatment;
- dry the hair in the shape of the required hair style;
- touch up the hair style if necessary;
- change position around the customer so as to ensure finishing accuracy.

### ***provide hand care:***

- wash the skin of the hands so it is fresh and supple for the subsequent treatment;
- massage the hands;
- clean and dry the nails and remove any grease;
- shape the nails according to the customer's requirements;
- apply different layers of nail varnish according to the treatment;
- apply nail varnish to the inside and outside of a nail and from the pinkie to the thumb;
- finish off varnishing a nail with a circular movement.

### ***provide face care:***

- wash the skin of the face so it is fresh and supple for the subsequent treatment;
- depilate the face of the face according to the area to be treated;
- apply basic make-up according to the characteristics of the customer's skin;
- cover up unevenness and/or blemishes;
- apply make-up according to the customer's requirements;
- refer a customer for medical advice when the limits of a professional hairdresser's competence have been reached.

### ***interact with customers:***

- make contact with the customer within 20 seconds;
- lead the customer to the washing, cutting or manicure table;
- speak clearly to the customer;
- make eye contact with the customer during the work, and in the mirror;
- tell the customer about the time schedule and any changes to it;
- ask customers if everything is/has gone according to their requirements;
- remove any residues left on a customer's clothes after a treatment.

### ***hold an advisory session :***

- ask questions in the light of an example (books, other media and colour card) so as to find out the customer's requirements;
- ask questions about the hair/skin, any allergies and home treatment;
- listen to the customer's requirements, difficulties and/or experiences;
- move hands through the hair so as to analyse the characteristics;
- look at the hair/skin so as to analyse the characteristics;
- make suggestions about the length, shape and/or colour in keeping with the customer's characteristics;
- advice the customer about or against a treatment;
- seek the customers consent for the proposed treatment.

### ***plan and organise:***

- enter information about the treatment and the customer into the computer;
- arrange an efficient task-sharing system with colleagues;
- observe the hairdressing salon's rules and arrangements;
- have all the required materials and products ready before applying the treatment in the light of the analysis made;
- allow the product the time to take effect;
- combine treatments if the treatments lend themselves to this.

### ***work in hygienic and environmentally-conscious conditions:***

- provide the customers with protective material in accordance with the treatment;
- provide oneself with protective material in accordance with the treatment;
- bear in mind the supplier's instructions and the customers characteristics when using products and materials;
- apply products solely where they are required;
- clean the material used;
- remove residues and product waste immediately after the treatment and place in the recipients intended for this purpose.

## **4. Range of sectors and occupations relevant to the holder of the certificate**

*The certificate of professional competence proves that you have acquired the necessary competences to work as a hairdresser.*

5. Official basis of the certificate	
<b>Name and status of the body awarding the certificate</b> <i>Test centre recognized by the Flemish government</i>	<b>Name and legal status of the national/regional authority providing accreditation/recognition of the certificate</b> <b>Flemish Ministry of Work and Social Economy</b> <i>Koning Albert II laan 35 box 21  1030 Brussels</i>
<b>Level of the certificate (national or international)</b> <i>Flemish level  RAC (Recognition of Acquired Competencies)</i>	<b>Grading scale / Pass requirements</b> <i>All competences as described in point 3 must be proved.</i>
<b>International agreements</b>	
<b>Legal basis</b> <ul style="list-style-type: none"> <li>• <i>Flemish Government Order of 23 September 2005 implementing the Decree of 30 April 2004 on the acquisition of a certificate of professional competence</i></li> <li>• <i>Ministerial Order of 15 February 2006 determining the standard for the title of hairdresser (= certificate of professional competence)</i></li> </ul>	

6. Officially recognized ways of acquiring the certificate		
Description of followed pathways	Percentage of total programme (%)	Duration (hours/weeks/months/years)
Recognition of acquired competences	100 %	Max. 4 hours
<b>Total duration of the assessment leading to the certificate</b>		Max. 4 hours
<b>Additional information</b> <i>The assessment was developed according to the hairdresser standard, as established and approved by employees' representatives and employers' representatives from the sector. The assessment consists of an optional portfolio evaluation and the actual assessment by 2 evaluators according to the hairdresser standard.</i>		
<b>More information is available at:</b> <a href="http://www.ervaringsbewijs.be">www.ervaringsbewijs.be</a>		
<b>Flemish overview of Europass certificate supplements:</b> <i>You can download the Flemish Europass Certificate supplements in different languages and find a description of the national and regional systems for qualifications at:</i> <a href="http://www.europass-vlaanderen.be/cs">www.europass-vlaanderen.be/cs</a>		