



Module Descriptor
Personal Care and Presentation

Award Type: Minor
Award Level: 3
Award Code: 3N0596
FÁS Assessment Code: 3N0596-046
Validation Date: 22 November 2011

Revision 1.0

Module Descriptor

Purpose: The purpose of this module is to equip the learner with the knowledge, skills and competence to demonstrate good personal care and presentation, and as a result to improve the learner's personal confidence when interacting with others.

Module Duration: The learning effort required from a typical learner to successfully achieve the stated learning outcomes for the module is **100 (one hundred)** hours.

Learning Outcomes: By the end of this module, the learner will be able to:

1. Describe the principles of good personal care including healthy lifestyle, stress management, personal hygiene, personal presentation, medical and dental care
2. Identify a range of natural and manufactured personal care products
3. Explain the uses and benefits of a range of personal care products and treatments
4. Describe factors that influence choice of hairstyle including face shape, hair texture and pattern of hair growth
5. Describe the role of colour, body shape, dress style, hair style and accessories in personal presentation
6. Use a range of personal care products appropriately including correct terminology
7. Demonstrate good practice in personal care including cleansing, grooming, nail care, dental care and treating minor ailments
8. Wash hair effectively using appropriate clothes and skin protection, correct hair care products, water temperature and pressure
9. Explore the impact of personal presentation on others
10. Apply appropriate health, safety and personal hygiene procedures when using personal care products

Key Learning Points

Learning Outcome 1:

Describe the principles of good personal care including healthy lifestyle, stress management, personal hygiene, personal presentation, medical and dental care

Key Learning Points

- Key factors in maintaining a healthy lifestyle, to include balanced diet, work, rest and play balance, regular exercise, moderate alcohol consumption, and avoidance of smoking and drugs
- Identifying causes and effects of stress
- Differentiating between positive and negative stress
- Tools for managing stress
- Benefits of maintaining good personal hygiene
- Routines appropriate for maintaining good personal hygiene, to include washing hair regularly, showering or bathing regularly, washing hands after using the bathroom.
- Appropriate treatments for minor ailments such as cuts, skin problems etc
- Key elements of personal presentation, to include clothing, make-up, hair, posture, speech and body language
- Basic elements of good dental and oral hygiene

Learning Outcome 2:

Identify a range of natural and manufactured personal care products

Key Learning Points

- Identifying a range of natural products suitable for personal care to include honey, olive oil, fruit and herbs
- Uses for natural products as part of a skin, dental and hair care regime, in maintaining personal hygiene and cleanliness and in the treatment of minor skin and hair complaints
- Advantages of using natural products, to include cost, health benefits, natural ingredients
- Health and Safety factors to consider when using natural products in personal care
- Identifying a range of manufactured products suitable for personal care to include hair care products, skincare products, shaving products, dental and oral hygiene products and personal hygiene products
- Factors to consider when choosing manufactured personal care products, such as value for money, ingredients

Learning Outcome 3:

Explain the uses and benefits of a range of personal care products and treatments

Key Learning Points

- Uses and benefits of natural and manufactured hygiene and cleansing products such as soaps, liquid handwashes, hand sanitisers, shower gel and body wash, fruit, honey, olive oil
- Uses and benefits of toothbrushes, toothpaste, dental floss and mouthwash
- Uses and benefits of razors, shaving gel or cream, aftershave and natural products used in shaving
- Uses and benefits of natural and manufactured facial cleansers, to include facewashes, scrubs, face wipes, herbs, fruits, olive oil and honey
- Uses and benefits of natural and manufactured moisturisers for hand, face and body
- Uses and benefits of natural and manufactured deodorants, anti-perspirants and perfumes
- Common personal care treatments, such as hair removal, facial, massage, manicure and pedicure using natural and manufactured products

Learning Outcome 4:

Describe factors that influence choice of hairstyle including face shape, hair texture and pattern of hair growth

Key Learning Points

- Recognising different types of face shape
- Identifying own face shape
- Identifying different hair textures
- Identifying own hair texture
- Describing hair growth patterns, to include widow's peak, double crown, thinning hair, receding hairline and cowlick
- Lifestyle factors that influence choice of hairstyle, such as time, amount of maintenance needed, cost
- Recognising different complexion types and skin tones, to include warm and cool complexions
- Identifying hair colours that suit various complexion types and colouring
- Identifying hairstyles that suit various face shapes

Learning Outcome 5:

Describe the role of colour, body shape, dress style, hair style and accessories in personal presentation

Key Learning Points

- Identifying complexion types, to include warm and cool complexions
- The effect of colour on personal appearance
- Describing various body shapes
- Identifying own body shape
- The effect of dress style on personal appearance
- Clothing appropriate to a variety of body and face shapes and colouring
- Accessories available to both males and females
- Creating an individual look for a particular body type and colouring, including suggestions for accessories

Learning Outcome 6:

Use a range of personal care products appropriately including correct terminology

Key Learning Points

- Classifying the various skin types
- Selecting skin care products most beneficial to each skin type
- Describing how often different type of personal care products should be used
- Anticipating side effects of the use of products such as sensitivity and allergy
- Using skin, hand and hair care products appropriate to own skin type
- Using sun protection products, to include regularity of application, choosing correct SPF and appropriate weather conditions
- Using appropriate dental products for good oral care, to include correct size and type of toothbrush, appropriate type of toothpaste, inter dental brushes, appropriate flossing products
- Demonstrating understanding of terminology associated with personal care

Learning Outcome 7:

Demonstrate good practice in personal care including cleansing, grooming, nail care, dental care and treating minor ailments

Key Learning Points

- Exhibiting neat grooming in appearance of dress and hair
- Cleaning and maintaining clothing and footwear
- Performing routines for good facial skin care, to include cleansing, toning, moisturising, exfoliating
- Performing routines for good nail care, to include nail shaping on hands and feet, maintaining clean nails
- Performing correct hand washing and drying techniques
- Demonstrating correct brushing and flossing technique, using appropriate dental products

- Causes, signs and symptoms of minor ailments, such as dandruff, bad breath, bleeding gums, chapped skin, spots and pimples, nail infections
- Applying suitable treatments to common skin and body conditions ailments

Learning Outcome 8:

Wash hair effectively using appropriate clothes and skin protection, correct hair care products, water temperature and pressure

Key Learning Points

- Hygienic maintenance of towels, sinks, brushes, combs
- Identifying different hair types, to include greasy, dry, normal
- Identifying common scalp conditions such as dry scalp, dandruff, psoriasis
- Recognising products that can be used to alleviate conditions such as dry scalp, dandruff, psoriasis
- Identifying appropriate shampoo and conditioner to use according to own hair type and texture
Describing reasons for and benefits of using shampoo and conditioner
- Understanding safe water temperature range and pressure.
- Demonstrating good hair washing techniques, to include wetting, application of shampoo, lathering, scalp massage, rinsing, detangling of hair and drying with towel or hairdryer

Learning Outcome 9:

Explore the impact of personal presentation on others

Key Learning Points

- Explaining the impact of first impressions based on appearance
- Recognising the effects that good and bad posture have on personal presentation
- Identifying the impact of wearing different styles of clothing, to include casual wear, sportswear, smart dress, business dress and choice of footwear
- Identifying situations where different styles of dress are appropriate and inappropriate
- Recognising the impact of body piercing, tattoos, extreme hair styles or colours
- Conventions of presentation for interviews, in terms of dress code, mannerisms, posture, language

Learning Outcome 10:

Apply appropriate health, safety and personal hygiene procedures when using personal care products

Key Learning Points

- Using products according to instructions
- Storing products out of reach of children and pets
- Cleaning and caring for personal items such as toothbrushes, make up brushes, razors
- Hygienic use of personal care products, to include immediate disposal of cleansing materials, sanitary materials,
- Washing hands before and after use of specific personal care products and following use of bathroom facilities
- Identifying “best before” and “use by” dates on products
- Safe disposal of products that have passed their “best before” or “use by” date and any other product containing chemicals or medication

Assessment Specification

Award Title	Personal Care and Presentation
Award Type	Minor
FÁS Assessment Code	3N0596-046
Award Code	3N0596
Credit Value	10

Learning Outcome*	Performance Criteria (Knowledge, Skill & Competence)	Assessment Techniques	Weighting	Assessment Instrument	Assessment Evidence
L01	Knowledge	Portfolio	10%	Activity A1	Activity sheets
L02	Knowledge	Portfolio	5%	Activity A2 Part A	Activity sheet
L03	Knowledge	Portfolio	5%	Activity A2 Part B	Activity sheet
L04	Knowledge Competence	Portfolio	10%	Activity A3	Poster
L05	Knowledge Competence	Portfolio	10%	Activity A4	Information folder, Photographs, Activity sheet
L06	Knowledge Skill	Portfolio	3% 3% 3%	Activity A6 Activity A7 Activity A8	Activity sheet Activity sheet Activity sheet
L07	Knowledge Skill	Portfolio	10% 4% 5% 1%	Activity A5 Activity A6 Activity A7 Activity A8	Activity sheet, Photograph(s) Activity sheet, Photograph(s) Activity sheet, Photograph(s) Activity sheet, Photograph(s)
L08	Knowledge Skill	Portfolio	10%	Activity A8	Activity sheet, photograph(s)
L09	Knowledge Competence	Portfolio	10%	Teamwork Exercise E1	Exercise sheets
L10	Knowledge Competence Skill	Portfolio	3% 3% 3%	Activity A6 Activity A7 Activity A8	Activity sheet, Photograph(s) Activity sheet, Photograph(s) Activity sheet, Photograph(s)
All	Competence	Portfolio	1% 1%	Activity A9 Activity A10	Learner Reflection Sheet Learner Reflection Sheet

Suggested Learning Methodologies

- Note taking
- Practical work training
- Simulated work environment
- Activities
- Exercises
- Role plays
- Group discussions
- Brainstorming
- Internet research
- DVDs
- Textbooks

Specific Module Requirements

The following list is a recommended list. The list is not definitive as some of the items listed may not be essential in order to run the course. Items other than those listed may also be acquired for the module at the discretion of the Manager.

- Hair washing facilities
- Hot water sink
- Computer(s) with internet access
- Photocopier
- Range of reading material and access to library
- Lined A4 paper or refill pad
- Coloured pens/pencils
- Rulers
- Printer
- Glue sticks and hobby glue
- Scissors
- DVD player & TV (or laptop, projector and speakers)
- Flipchart
- Digital camera
- Cardboard
- Markers
- Stapler
- Sellotape
- Hairdryer
- Towels
- Toothbrushes
- Cotton wool
- Range of formal and informal clothing items

- Stock of sample personal care products to include shampoos, conditioners, cleansers, toner, moisturiser, anti perspirant, toothpaste and other products deemed relevant

Suggested Learning Resources

Internet Sites

www.visual-makeover.com

www.styletips101.com

www.thehairstyler.com

Books

Allred A., 2004. *Personal Hygiene*. Perfection Learning, London

Crissey P., 2005. *Personal Hygiene? What's that got to do with me?* Jessica Kingsley Publishers, London

Hatton P., 1998. *Hygiene for Hairdressers and Beauty Therapists*. Pearson Longman, London

Print Media

Range of magazines or periodicals such as: Now, Male Health Weekly, Hairstyles, Hair News, Chat, Hello, OK!, Closer

DVDs

Pretty Woman

Location of Learning Resources

All of the **highlighted** resources mentioned on the following pages are available in the Learning Resource Pack for Personal Care and Presentation, which can be found on the Moodle Community Services Curriculum and Assessment page. You can access the CSCA Moodle web page from the link:

<http://www.ecollege.ie/site/home.html> If you do not already have a username and password, ask your supervisor to contact CSCA@fas.ie

As well as enabling the learner to meet the requirements of the module Learning Outcomes, the resources contained in the Learning Resource Pack address the development of the learner's generic skills as outlined in the following pages. Learners' efforts should be monitored, and tasks modified where appropriate, to assist in success, while ensuring that learners are challenged and fulfil the Learning Outcomes.

Generic Skills

Literacy

The learners will maintain a **Learning Diary** throughout the programme in order to record and file any useful and relevant information on any aspect of Personal Care and Presentation and to keep a record of the topics, learning and activities covered each day. Consistent completion of the Learner Diary will assist students to complete reflective tasks as part of assessment.

At the end of every week the learners will complete a short **Weekly Reflective Sheet** in order to reflect on their learning and progress during that week. The Learning Diary can be used as a reference for the learner when filling out the Weekly Reflective Sheet, as well as the Mid and End of Course Reflections in the Assessment Instrument Specification (AIS).

The learners will create a **Personal Dictionary** of new words, key words and terms relating to Personal Care and Presentation. This Dictionary will be updated each week and kept in the Learning Diary, and will assist learners in the spelling of words associated with the module.

The learners, as a group, will also add words and terms relating to Personal Care and Development to a **Key Word and Terminology Bank** in the classroom. The learners will find words in text books, class notes, internet websites and any other relevant sources used.

The learners will complete 10 **Word Searches**, each of which covers vocabulary related to each module learning outcome. These are contained in the final section of the Learning Resource Pack. A blank word search template for each learning outcome entitled **My Word Search** is also provided for learners to develop their own word searches, using their Personal Dictionaries.

All the resources in the Learning Resource Pack include tasks that will encourage reading and/or writing skills. In particular, the **Dental Care Exercise**, **Skin Care Exercise**, **Healthy Lifestyle Activity** and **My Hairstyle Activity** provide the learners with the opportunity to practice and develop their written communication skills.

Numeracy

The learners will create a **Personal Care Shopping List Activity**, which will involve totalling two lists and comparing prices to determine which gives best value for money.

Teamwork

Learners will discuss the importance of teamwork with the instructor using the **Teamwork Guide**, located in the Learning Resource Pack.

Learners will take part in a **DVD Teamwork Exercise**, which will involve group discussion and interaction. The learners will complete the **Team Review Sheet** after completing the Teamwork exercise.

Communication

The learners will access a range of written and electronic communication sources in order to source material for the **Personal Care Routine Poster Activity**. They will enhance their verbal communication skills in the **DVD Teamwork Exercise** through team and class discussion.

Self Awareness

Learners will reflect on their lifestyle in the **Healthy Lifestyle Reflection**, on their choice of hairstyle in **My Hairstyle Activity** and on their personal presentation in the **Creating 3 Outfits Activity**, giving them the opportunity to develop awareness in terms of their physical presentation, the lifestyle choices they make and the link between these two areas.

Planning

The learners will plan outfits to suit particular occasions in the **Creating 3 Outfits Activity**. The **Personal Care Shopping List Activity** will also show learners how budgeting and planning by making lists can save them money.

Quality Awareness

The **Personal Care Shopping List Activity** and the **Personal Care Routine Poster Activity** will encourage learners to recognise the benefits of using good quality products. The **Clothing Care Instructions Exercise** will enable learners to take responsibility for maintaining the quality of their clothes.

Recommended by: _____
Manager Training Policy Development and Support

Approved by: _____
Director Training Policy Development and Support