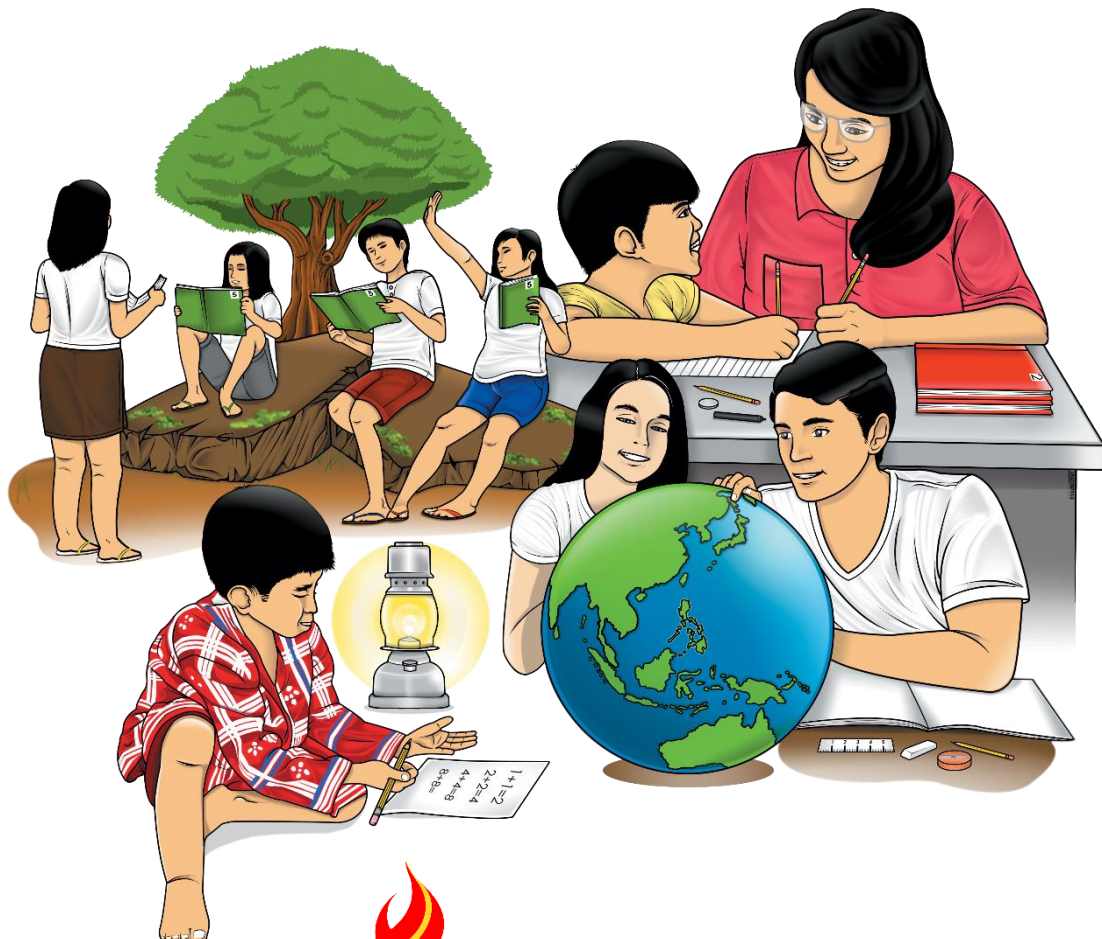


9

# Technology and Livelihood Education Hairdressing

Quarter 1 – Module 1: Lessons 1 & 2  
Hair Care and Scalp Treatment



**TLE – Grade 9**  
**Alternative Delivery Mode**  
**Quarter 1 – Module 1: Hair Care and Scalp Treatment**  
**Lesson 1 & 2: Treatment of Hair and Scalp & Prepare Client**  
**First Edition, 2020**

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Published by the Department of Education  
Secretary: Leonor Magtolis Briones  
Undersecretary: Diosdado M. San Antonio

**Development Team of the Module**

**Writers:** Darven G. Cinchez

**Editors:** Nilda Y. Galaura, Norviña A. Tubongbanua

**Reviewers:** Evelyn C. Labad, Alma M. Beton

**Illustrator:** Darven G. Cinchez

**Layout Artist:** Darven G. Cinchez

**Management Team:** Isabelita M. Borres

Eugenio B. Penales

Sonia D. Gonzales

Maria Liza R. Tabilon

Lilia E. Abello

Evelyn C. Labad

Printed in the Philippines by \_\_\_\_\_

**Department of Education – Region IX**

Office Address: Regional Center, Balintawak, Pagadian City

E-mail Address: [region9@deped.gov.ph](mailto:region9@deped.gov.ph)

**Technology and  
Livelihood Education  
Hairdressing**

**Quarter 1 – Module 1: Lessons 1 & 2  
Treatment of Hair and Scalp  
Prepare Client**

# **Introductory Message**

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you step-by-step as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, Note to the Teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests. And read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator.

Thank you.



## ***What I Need to Know***

The hair is considered as the “crowning glory” of a woman. It can dramatically change a person’s look from homely to majestic. A properly groomed hair enhances your perception of beauty about yourself and relatively boosts your self-esteem and confidence. In history, royal priests and queens have lots of servants just to wash, comb, and fix their hair.

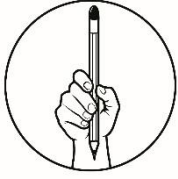
There are diverse techniques that we find just to groom our hair according to our personal desires. For those who can afford to have it done in a salon, they spend much of their money just to have their hair be styled accordingly. Some who can’t afford to avail salon services find time and efforts to groom their own hair by imitating popular hairstyles and hair colors.

Everyone desires for a perfect look, and searches for the best and fashionable hairstyle and haircut. With the advent of today’s technology, having the best hairstyle for you is no longer a problem. Technological advancement answers the need for our every inch demand for hairdressing.

Lesson one (1) focuses on treatment of hair and scalp. After going through with the lesson, as a student you are expected to:

L.O. 1: Treatment of hair and scalp

- 1.1 Appreciate the benefits of scalp and hair treatment;
- 1.2 Analyze scalp and hair structure;
- 1.3 Distinguish diseases and disorders of scalp and hair;
- 1.4 Observe safety precautions and sanitation while at work; and
- 1.5 Explain the different types of shampoo and conditioner



## ***What I Know***

### **Pre-test**

Directions: Please read and understand what is/are being asked in the question. Choose the letter of the correct answer. Write your answer on the separate sheet of paper.

1. Which kind of protein is responsible for the firmness of the hair?
  - a. keratin
  - b. biotin
  - c. PPA
  - d. paracetamol
  
2. What kind of hot oil treatment is less expensive since it is only prepared at home?
  - a. commercial hot oil
  - b. homemade hot oil
  - c. virgin coconut oil
  - d. cooking oil
  
3. What is the only remedy for split ends?
  - a. have them trimmed off
  - b. neglect it
  - c. periodic and regular hair and scalp treatment
  - d. none
  
4. Which is caused by the over secretion of oil in the sebaceous glands?
  - a. oily/greasy hair
  - b. dry hair
  - c. color-treated
  - d. heredity
  
5. What is a common hair problem when flakes of dead skin lie on the scalp?
  - a. dandruff
  - b. ringworm
  - c. alopecia areata
  - d. itchy scalp

## Lesson

# 1

## Hairdressing: Treatment of Hair and Scalp

Finding out what clients want to do with their hair and choosing or recommending a style or haircut is very essential, but sometimes the client's hair and scalp condition limit the range of services a hairdresser can offer them.

To undertake hair and scalp analysis, hairdressers must inspect every section of the scalp for them to find out what services suit the client's hair. The condition of the scalp will determine whether it is advisable to perform certain services or use particular products. To establish the condition of the hair, skin, and scalp, there are visual checks and tests that must be performed, the results of which must always be recorded. If there are no any contraindications found, under no circumstances you must perform the service on the client.



### *What's In*

**Learning Activity 1.0:** If you have an access to the internet, please take time to watch the inspirational video found at this link:

<https://www.youtube.com/watch?v=c49DELttt10>



Readily downloaded inspirational success, videos from our local hairdressers and makeup artists are best so that students will get motivated and interested to learn more on how to become a successful hairdresser.

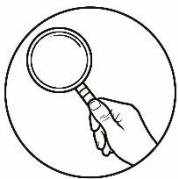


## What's New

**Learning Activity 1.2a:** Write a story of your first salon experience. What type or kind of services have you experienced at the salon?

**Alternative Learning Activity 1.2b:** Matching Type: Match pictures by drawing a line in column A with column B, then give a short usage of the item being matched.

Tools	Name	Uses
	blower	_____.
	hair straightening flat	_____.
	scissors	_____.
	chair	_____.
	brush	_____.
	iron applicator	_____.



## What is It

*LO 1.1 Appreciate the benefits of scalp and hair treatment*

Study the basic hair structures and its specific function. Your knowledge on these will aid you to deeply understand how things work as a system. It will also guide you to easily trace how hair and scalp disorders developed.

In order to diagnose hair and scalp problems, the hairdresser should understand the structure and growth of hair.

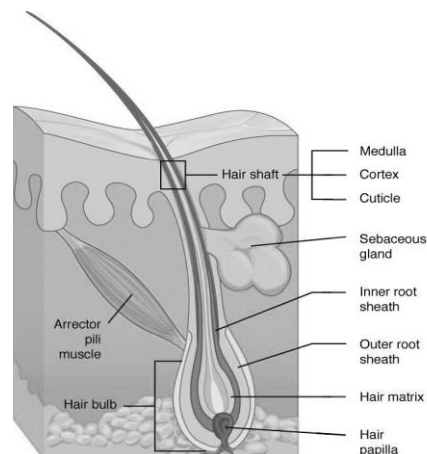
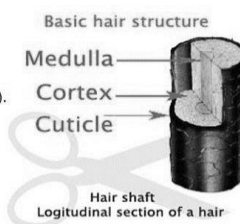
### Basic Hair Structure

This diagram shows the three layers of a hair follicle, the cuticle, cortex and medulla.

The cuticle is made up of scales and is translucent (the hair colour shows through it). It has a protective function.

The cortex forms the bulk of the hair and it is in this part of the hair that the chemical changes of perming and neutralising take place.

The medulla is an air space in the middle of the hair and may not always be present.



**Figure 1. Basic Hair Structure**



What are your opinions regarding the following question:

1. What do you think is the best thing a person should do to take care of his/her hair and scalp?
2. What would be the benefit if a person is having hair and scalp treatment at the salon? At home?
3. What are the scalp layers?
4. What are the types of hairs?

LO 1.2 Analyze scalp and hair structure

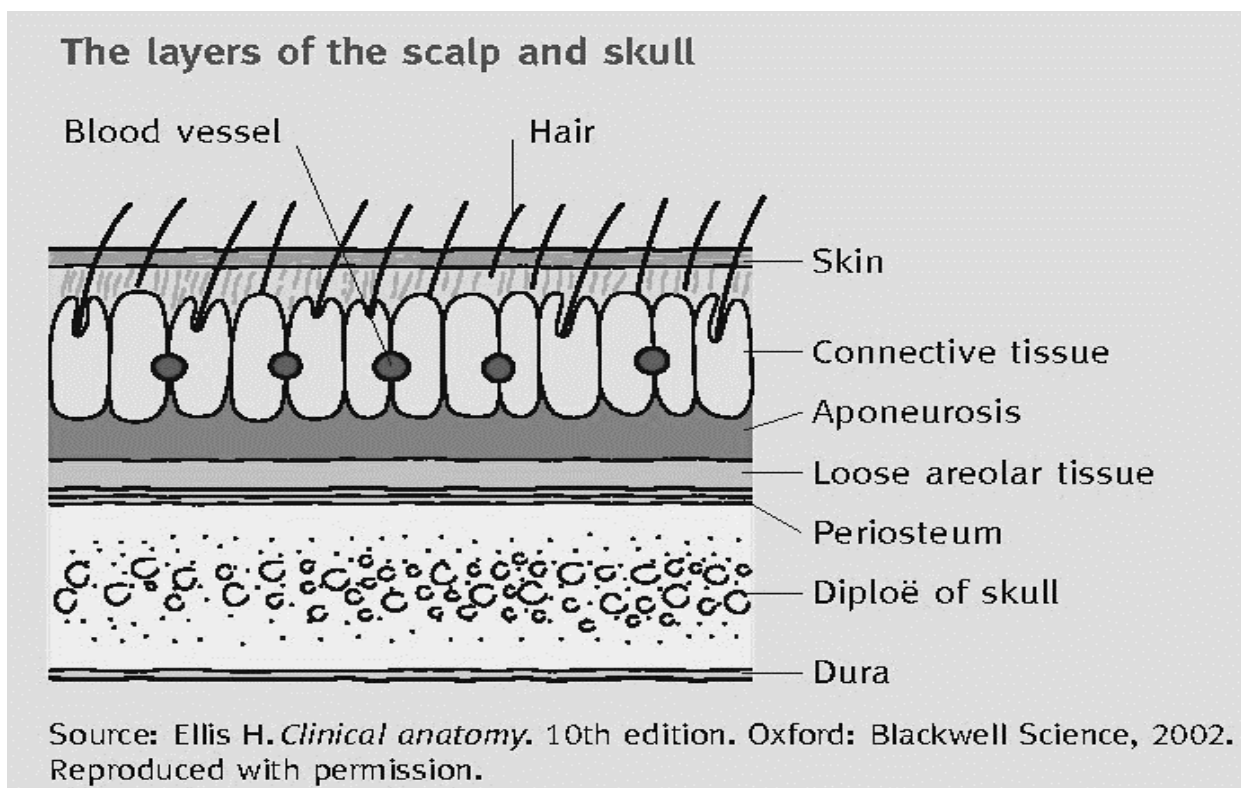


Figure 2. Layers of the scalp (skin).

### **LAYERS OF THE SCALP (SKIN)**

1. *The outer layer (epidermis/skin)* – this is the outer protective layer of the skin. It is constantly shedding itself, losing dead skin cells.
2. *The inner layer (dermis)*– this is the thickest and most important part of the skin. It is where hair follicles, nerve endings, sebaceous gland, blood supply and sweat glands are found.

## **TYPES OF HAIR**

It is important for a hairstylist to analyze first the type of hair that a client possesses before carrying out any service. Treatments such as coloring, perming, and heat styling will have an effect on the hair type. This will be the bases for the appropriate treatment to be done to make client's hair healthy.

The following are types of hair:

1. *Normal hair*- is shiny, not greasy nor dry, has not been permed or colored, easy to manage and looks good most of the time. It is ideally suited to the daily use of two-in-one conditioning shampoos. Normal hair responds well to regular brushing, smoothing, and polishing.
2. *Oily hair* to greasy hair- looks dull and greasy and needs frequent washing.
3. *Dry hair*- tangles easily and difficult to comb or brush particularly when wet. It looks dull and has no appeal. It is thick at the roots but thinner and splits at the ends.
4. *Combination hair*- is extremely greasy at the roots but dry and sometimes split at the ends.
5. *Fine hair*- looks flat because of its small size and volume, prone to damage because of its lack of elasticity, appears limp, and tends to be sensitive. This is difficult to style because it does not hold the hairstyle in place. This type of hair is hereditary.

## **HAIR TEXTURE**

Differences in hair texture have to do with diameter or the hair (coarse, medium, or fine) and the feel of the hair (wiry, soft, or silky). Touching the client's hair and asking about specific hair characteristics will help in determining the best way to treat the hair.



**Figure 3. Different types of hair according to texture.**

LO 1.3 Distinguish diseases and disorders of scalp and hair

**Learning Activity 1.3a:** Get someone and analyze his/her hair type and texture using Figure 3 as reference in analyzing different types of hair according to texture. Conduct the activity and answer the following guide questions:

1. What type of hair you did you analyze from your model?
2. Is it straight, wavy, or curly hair?
3. Are there any conditions (scalp and hair) you found after examining the hair and scalp?
4. What do you think are the different diseases of scalp and hair?

**Table 1. Common Diseases and Disorder of Scalp and Hair**

Name	Description Recognized by	Caused by
1. Dandruff	Oily flakes of dead skin that lie on the scalp. Its symptoms are: scales from the scalp fall like snowflakes on the shoulders, clothes, and sometimes on the eyebrows, and itching of the scalp.	Poor diet, impairment of general health, stress, hormonal imbalance, overuse of hair products, frequent exposure to extreme temperatures, and infection
2. Head lice (pediculus humanus capitis)	Intense itching and the presence of nits (small eggs that are attached to the hair shaft close to the scalp). On close examination, there may be lice present.	A parasitic infection
3. Flaky or itchy scalp	Scalp produces tiny flakes that most likely fall onto the shoulders. Scalp has dull appearance.	Lack of sebum, vitamin deficiency, stress, hereditary traits, and pollution
4. Ringworm	First appears as small, round, red spots. As the spots enlarge, the center begins to clear forming a ring with a raised border that is red and scaly. Hair may become brittle and fall out leaving bald patches.	A fungal scalp or skin infection

5. Alopecia areata	A small round bald patch on the scalp, with surrounding hairs being short and appearing “frayed.” The skin in the patch is usually pale and glossy. The patch may appear overnight with hair fall being evident on the pillow the following morning.	The cause is not fully understood, as there seem to be a number of possible reasons for it. In some cases, it is thought to be genetic however, stress and shock are also thought to be contributory factors.
6. Split Ends	Damaged cuticles and separated strands of the cortex. Hair ends look dull, dry, and brittle. It is susceptible to tangling and easily split anywhere along the shaft.	Exposure to sunlight, excessive heat styling, over perming or coloring, wrong type of comb or brush, excessive washing.
7. Oily hair	Looks good for a day but not on the following days. Without washing, it becomes lifeless. Oily hair is usually susceptible to dandruff.	Eating too much fatty foods; hormonal imbalance; washing too often; or it may be because the scalp has bigger oil gland than usual
8. Dry hair	This type of hair tangles easily and difficult to comb or brush particularly when wet. It looks dull and has no appeal.	ften due to excessive perming or coloring of the hair; too much exposure from the sun; or sometimes the scalp has small oil glands than usual.
9. Bamboo hair	Hair breaks easily; knotty appearance of the hair strands; eyelash or eyebrow loss; sparse hair growth or hair loss pattern; dry hair; lustreless hair; spiky hair; short hair due to consistent breakage; hair in eyebrows may resemble matchsticks	Weakness on the part of the center of the hair and strand called cortex

**Learning Activity 1.3b.** Make a video interview with a dermatologist or a health practitioner in your locality/ area. Ask about the common hair and scalp diseases, on how to prevent in acquiring these scalp diseases, and on what are the possible remedies for these common hair and scalp diseases. Post and share your video in any social media platforms.

### **Evaluation Criteria for Learning Activity 1.3b**

Criteria	1 (Not Visible)	2 (Needs Improvement)	3 (Meets expectation)	4 (Exceeds Expectation)
Content Accuracy	Content is inaccurate and presented in an incoherent manner.	Content is accurate but not presented in a coherent manner.	Content is accurate and coherent but some information are lacking.	Content is accurate, coherent, and complete. Text is author's own concept.
Structure (Form)	No video/images.	Video or some of the images are inappropriate and editing and lay-outing is messy. Interview conducted was not well-prepared/organized.	Videos/Images are appropriate, but editing/layout is a bit cluttered. Interview is sufficiently clear and organized.	Images are appropriate and layout is pleasing to the eyes. Interview is very clear and organized.
Grammar and Spelling	Spelling errors and grammatical errors detract from its content clarity.	All section captions have few spelling and grammatical errors.	Almost all section captions are clear and well-defined. Minimal spelling and grammatical errors.	No spelling errors. Each section caption is clear and well explained. Grammar is correct.

#### *LO 1.4 Observe safety precautions and sanitation while at work*

Following of the set rules and regulations by the Occupational Health and Safety (OHS) Rules and Regulations, it is a must to look for the safety and security of every clientele. Health and Safety is about preventing any person sustaining injury, being harmed in any way or becoming ill at work. It involves following correct and safe procedures and taking every possible precaution to protect everyone in the workplace.

Health and safety laws and regulations apply to everyone whether they are employers, managers, employees, self-employed, full- or part-time, or paid or unpaid workers. Health and safety issues refer to hazards and risks in the workplace and how to eliminate them.

How do you maintain a healthy and safety environment? Who are responsible for the maintenance? The employer or manager is responsible for the management and control of health, safety, and welfare issues, which will ensure a safe environment for all persons working in or attending the salon or clinic.

### **1.4.1 Maintenance of Health and Safety Environment**

Employees are required to:

- Take reasonable care to avoid harm to themselves or to others by their behavior or working practices.
- Cooperate with and help employers or managers to meet the statutory requirements; and
- Refrain from misusing or interfering with anything provided to protect the health, safety, and welfare of all persons

To comply with these requirements, salon employees must:

- Not put themselves or others at risk by their actions.
- Abide by salon rules and regulations.
- Always adopt good working practices and follow correct procedures.
- Be alert to any hazard that may pose a risk to self or to other and promptly take the appropriate action to minimize or eliminate the risk. If unable to or unsure of how to deal quickly with a hazard, then report the situation to someone else immediately.
- Follow the correct technique for all treatments, understand the effects, and be alert to contraindications and contra-actions.
- Report faulty equipment to the person responsible for dealing with these issues.
- Keep a record of and report any problems that have been identified and rectified;
- Inform the supervisor and colleagues and be prepared to discuss issues of health and safety with all other workers.

### **1.4.2 Housekeeping in the Workplace**

Good housekeeping in the workplace is part and parcel of good program of an enterprise like a beauty salon. It aims to protect both workers and clients. Protection means free from harm, accidents, fire, chemical hazards, and achieve an orderly and clean environment that promotes the health of everyone concerned.

Good housekeeping is more critical in a workplace that deals with the presence and use of tools and equipment and chemical substances. There must be a standard operating procedure in the handling, maintenance, and safekeeping of these tools, equipment, and materials not only to prevent accident but to extend their life use.

Specifically, good housekeeping gives the following benefits:

- Less accidents will happen.
- There is effective utilization of space.
- There is less wastage of time, effort, and money spent for repair and maintenance.
- It improves the morals of employees.
- It enhances productivity of workers.
- It adds to client's satisfaction.
- It motivates clients to come back for another service.
- It adds to the popularity and prestige of the place.
- It can bring in more income.

#### **1.4.3 Safety Precaution in the Workplace**

1. Refrain from smoking. This pollutes the air; it is prone to fire hazards and is a health risk to passive smokers.
2. Maintain silence at work. This keeps focus and reduces noise pollution.
3. Store everything before and after use. As they say: Have a place for everything and everything in its place.
4. Post danger and caution signs in strategic places.
5. In case of accidents, have a first aid cabinet on hand. Know what and how to give first aid before the arrival of the doctor.
6. Turn off lights, electric fans, air conditioners, and other electric-powered equipment. Unplug outlets before leaving the room.
7. Always give one last check of the area before closing the door.
8. Conduct fire and earthquake drills regularly to orient and familiarize workers on what to do in case of emergencies.
9. In case of fire, do the following:
  - a. pull down the alarm,
  - b. turn off the main electrical switch,
  - c. get the fire extinguishers from its book and direct its nozzle at the base of the fire,
  - d. know the fire exits and direct everyone to move briskly one by one toward the exits,
  - e. if the workplace has been filled up with smoke, crawl on the floor to avoid fumes, then move forward the exits,
  - f. always have your presence of mind. Do not panic.

#### **1.4.4 Waste Collection**

All hair clippings and other wastes, including shaving lather and paper shall be collected after each hair treatment and placed in a refuse receptacle.

All soiled towels, cloths, and paper shall be placed in proper receptacle.

#### **1.4.5 Waiting Room. Waiting room shall be provided to customers.**

#### **1.4.6 Sanitary Practices for Control of Communicable Diseases**

Every hairdresser shall provide service with extra care to a client who is suffering from an infectious skin disease or is infested with head

lice or some other parasitic infestation of the skin or hair. The client shall be advised to see a physician or dermatologist.

After completion of every service, the hairdresser shall:

- Immediately gather together all readily movable equipment and things used in the service of a customer and disinfect such equipment in the manner prescribed in these rules and regulations.
- Immediately destroy, disinfect or dispose of in waste receptacle every paper, pad, swab, and things use in the service of such customer and in the case of towels, cloths and any coat or overall worn by the hairdresser, place such towels, cloths or coat or overall in a sealed container and at the first practicable opportunity disinfect the same in the manner prescribed in these rules and regulations;
- Clean hands by scrubbing them with a suitable brush and water and soap or antibacterial cleaning agent or a type specific in these rules and regulations; and
- Clean and disinfect all nippers, nail cutters, nail files, brushes, scissors, emery boards and similar instruments. The beveling machine and its attachments shall be cleaned prior to re-use.

Every hairdresser shall use personal protective equipment (PPE) like surgical or face mask for protection against air-borne particles when undertaking acrylic nail polishing or similar procedures.

#### **1.4.7 Provision of First Aid Kit**

First aid officer is responsible in rendering first aid treatment to injured victims in accordance with the approved training. He/she is also responsible for ensuring that the first aid box is kept fully stocked with medicines and first aid paraphernalia and always accessible. The first aid staff must always be ready to give immediate action. He/she must remain calm, careful, and not cause panic. Examine victim, assess the situation and plan the necessary action to be taken.

First Aid Kit should protect the items inside from dust and damp. The container should only be stocked with useful items. Do not keep the medicines on it. Here are some suggestions of what is a first aid container should have:

1. A first aid booklet or guide
2. Triangular bandages
3. Pair of disposable gloves
4. Gauze
5. Sterile, adhesive dressings
6. Cotton wool
7. Sterile eye pads
8. Safety pins



9. Wound dressings
10. Antiseptic solution
11. Eye bath
12. Medical wipes
13. Pair of tweezers

#### **1.4.8 Clean up and Sanitation**

1. Discard used materials. Place unused supplies in their proper places.
2. Dispose soiled towels in hamper.
3. Remove hair from combs and brushes, disinfect in their proper places.
4. Clean the shampoo bowl and remove any loose hair.
5. Sanitize shampoo bowl after each client.
6. Wash your own hands with soap and warm water.

**Learning Activity 1.4a:** Visit a salon and ask permission from the salon owner or manager if you can take video that shows the salon following the Occupational Health and Safety (OHS) Regulations. Upload the video in any of a social media platform.

**Alternative Learning Activity 1.4b:** Examine your own house and check if you observe safety measures. Record a video footage of your tour and share it in any of a social media platform.

*\*For output evaluation criteria, please refer to Evaluation Criteria for Learning Activity 1.3b.*

**Alternative Learning Activity 1.4c:** Make your own Safety and Precaution Plan at home. Label and share your output with your classmates utilizing any social media platforms.

#### Evaluation Criteria for Alternative Learning Activity 1.4c.

Criteria	1 (Not Visible)	2 (Needs Improvement)	3 (Meets expectation)	4 (Exceeds Expectation)
Content Accuracy	Content is inaccurate and presented in an incoherent manner.	Content is accurate but not presented in a coherent manner.	Content is accurate and coherent but some information are lacking.	Content is accurate, coherent, and complete. Text is author's own concept.
Structure (Form)	No images. Writing is vague and disorganized.	Some of the images are inappropriate and layout is messy. Writing is a little disorganized.	Images are appropriate, but layout is a bit cluttered. Writing is sufficiently clear and organized.	Images are appropriate and layout is pleasing to the eyes. Writing is very clear and organized.
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LO 1.5 Explain the different types of shampoo and conditioner

### **Shampooing and Conditioning the Hair**

Shampooing and conditioning are an essential part of most hairdressing treatments. In order to make hair more manageable for blow-drying, setting, cutting, perming, relaxing, and some coloring processes, the hair must be thoroughly cleansed of all dirt, natural grease, and products such as hairspray, mousse, and wax. These products will cause a barrier between the hair and the chemical, and the styling will be unsuccessful. It is important to be able to analyze your client's hair and scalp type correctly in order to choose the appropriate products to suit the client's needs.

You should make a thorough consultation to assess your client's needs, choose appropriate products and organize equipment, and think and plan the treatment thoroughly. During the consultation for a shampoo and/or conditioning treatment, you should assess:

1. Hair condition
2. Hair type
3. Hair texture
4. Scalp condition
5. Previous chemical treatments (for contraindications, purpose of treatment, and subsequent treatments)
6. Any possible salon products allergy history

### **Types of Shampoos**

There are thousands of shampoos that exist for different types of hair. It is important for a hair cosmetologist to understand the right shampoo to use for every type of hair. Some of the different types of shampoos are:

1. *Acid Balance Shampoos or Everyday Shampoos*- these are designed to prevent excessive dryness particularly color-treated or lighted hair.
2. *Conditioning or Moisturizing Shampoos*- these are designed to make chemically treated hair smooth and shiny and to improve the manageability of the hair. This shampoo is rich in protein and biotin that restore moisture and elasticity, strengthens the hair shaft, and add volume.
3. *Medicated Shampoos*- these contain special chemicals to reduce excessive dandruff and relieve scalp conditions.
4. *Clarifying Shampoos*- these contain acidic ingredients to cut the product build up through the hair. These can also make the hair shiny.
5. *Balancing Shampoos*- these wash away excess oiliness of the hair and scalp.

6. *Dry or Powder Shampoos*- these cleanse the hair without the use of soap and water. The powder picks up dirt and oil as you brush or comb it through the hair. It is designated to use for clients who are not comfortable wetting their hair.
7. *Color-enhancing Shampoos*- these tones down brassiness, create warmth, and camouflage roots without altering professional salon color.

### **Types of Conditioners**

1. *Rinse-through*- finishing rinses or cream that are rinsed out after they are worked through the hair for detangling.
2. *Treatment or repair*- deep, penetrating conditioners that are left on the hair for 10 to 20 minutes, restoring protein and moisture in the hair.
3. *Leave-on*- are conditioners that contain moisturizing and protective ingredients and sprayed on wet hair.

### **Massage Techniques for Shampooing**

The following massage techniques should be carried out using the pads of the fingers or the palms of the hands. Never use your nails as these could scratch the client's scalp and cause an infection.

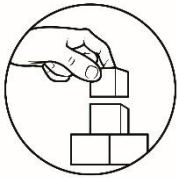
- *Effleurage*: using the palms of the hands.
  - Slow, smoothing, stroking movement
  - Spreads shampoo
  - Relaxes the client
- *Rotary*: using the pads of the fingers
  - Round, circular movements
  - Stimulates scalp
  - Removes dirt and grease
- *Friction*: using the pads of the fingers
  - Lighter, quicker movements than rotary
  - Gently stimulates scalp

Massage can be very beneficial to the client if it is carried out using the correct pressure. Always check with your client if the pressure you are using is comfortable, as some people's scalps are more sensitive than others.

There are certain circumstances when you may need to adapt your massage technique to suit your client's needs. This may be because of:

1. *Hair length*- long hair will only need rotary massage throughout the scalp. The lengths of the hair should only be massaged using effleurage as this will be effective at cleansing the hair but will not cause excessive knotting of the cuticle scales. Avoid tangling your fingers in long hair and avoid tugging the hair unnecessarily.

2. *Hair density*- hair density is a measurement of how much hair your client has per square centimetre of the scalp. If there is a lot hair per square centimetre, it may mean that you will need to use a firmer rotary massage technique in order for your client to feel any firmness of pressure.
3. *Hair condition*- hair that is very fragile, for example, highly bleached hair, should be massaged with caution, as it is liable to break easily.
4. *Scalp condition*- scalps that are excessively oily should not be massaged vigorously using rotary shampoo massage movements. This will stimulate the sebaceous glands that produce our natural oil or sebum, to produce even more oil- not a good result for someone with an oil or grease problem.



## ***What's More***

### **Learning Activity 1.5: LET'S TRY THIS!**

Directions: Act as a real hairdresser. Find at least 5 individuals; friends or relatives in your area. Develop your skills by doing into an actual application of your knowledge about hair and scalp treatment. Note your observations and findings in the table below. Compare your observation with another classmates.

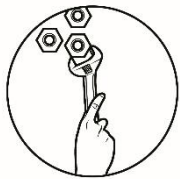
Name of Client	Hair Type	Are there presence of any hair and scalp disorders?	Are there actions required to be taken?	What are your recommended actions?
1. One				
2. Two, Five				



## ***What I Have Learned***

1. *Dandruff*- common chronic scalp condition marked by flaking of the skin on the scalp
2. *Derma Papilla*- the part of the hair root where the hair begins to grow
3. *Effleurage*- a form of massage involving repeated circular stroking movement made with the palm of the hand
4. *Ergonomics*- the study of people's efficiency in their working environment

5. *First Aid*- help given to a sick or injured person until full medical treatment is available
6. *Friction*- the action of one surface or object rubbing against another
7. *Ringworm*-a contagious itching skin disease occurring in small circular patches, caused by any of a number of fungi and affecting chiefly the scalp of the feet
8. *Rotary*- revolving around a center or axis; rotational
9. *Scrunch Drying*- a blow drying technique which uses the hands as the tools for manipulating the roots and ends of the hair
10. *Sebaceous Gland*- the gland producing serum, the hair's natural oil



## ***What I Can Do***

### **Learning Activity 1.6:**

**DIRECTIONS:** Do an actual demonstration of your knowledge about treatment of hair and scalp- scalp massage. Allow your client to rate your performance based on the scorecard below. Record your performance rating and share it with your other classmates.

Scorecard in Demonstration of Hair and Scalp Treatment

Criteria	Perfect Score	Client's Score
1. <b>Workmanship</b> Are the skills required to perform the job acquired by the students?	30%	
2. <b>Speed in Working</b> Did the student finish the job on time?	30%	
3. <b>Correctness of Procedure</b> Did the students follow the procedure properly?	40%	
Total	100%	



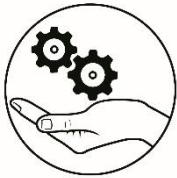
## ***Assessment***

### **SELF- CHECK 1.0**

**Directions:** Choose the letter of the correct answer. Write your answer on the separate sheet of paper.

1. What is a common chronic scalp condition marked by flaking of the skin on the scalp?
  - a. dandruff
  - b. flaky or itchy scalp
  - c. ringworm
  - d. split ends

2. What is a form of massage involving repeated circular stroking movement made with the palm of the hand?
  - a. ergonomics
  - b. effleurage
  - c. friction
  - d. rotary
3. What is a kind of help given to a sick or injured person until full medical treatment is available?
  - a. ambulance
  - b. first aid
  - c. emergent care
  - d. love
4. What is the innermost layer of hair composed of large cells?
  - a. medulla
  - b. cortex
  - c. cuticle
  - d. sebaceous gland
5. What type of shampoo is designed to make hair smooth and shiny?
  - a. acid balance shampoos
  - b. conditioning shampoos
  - c. medicated shampoos
  - d. clarifying shampoos



## ***Additional Activities***

- Watch different videos on [www.youtube.com](http://www.youtube.com) about hair and scalp treatment.
- Other related videos to choose from:
  1. <https://www.youtube.com/watch?v=c49DELtttI0>
  2. <https://www.youtube.com/watch?v=e5W1aNxcFGw>
  3. <https://www.youtube.com/watch?v=oA5ym1FPGzM>
  4. [https://www.youtube.com/results?search\\_query=seborrheic%20dermatitis%20scalp&pbjreload=10](https://www.youtube.com/results?search_query=seborrheic%20dermatitis%20scalp&pbjreload=10)
  5. <https://www.youtube.com/watch?v=mrwjTnH3p9g>



## ***What I Need to Know***

The hair is considered as the “crowning glory” of a woman. It can dramatically change a person’s look from homely to majestic. A properly groomed hair enhances your perception of beauty about yourself and relatively boosts your self-esteem and confidence. In history, royal priests and queens have lots of servants just to wash, comb, and fix their hair.

There are diverse techniques that we find just to groom our hair according to our personal desires. For those who can afford to have it done in a salon, they spend much of their money just to have their hair be styled accordingly. Some who can't afford to avail of salon services find time and efforts to groom their own hair by imitating popular hairstyles and applying hair colors.

Everyone desires for a perfect look, and searches for the best and fashionable hairstyle and haircut. With the advent of today's technology, having the best hairstyle for you is no longer a problem. Technological advancement answers the need for our every inch demand for hairdressing.

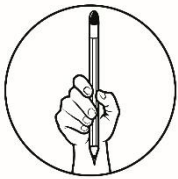
Lesson two (2) focuses on preparation of client to any salon services. After going through with the lesson, as a student you are expected to:

L.O.2. Prepare client

2.1 Assist client in accordance with salon procedures.

2.2 Provide appropriate clothing according to the desired type of service, size and built of the client; and

2.3 Advise client to remove all jewelry and accessories



## ***What I Know***

### **Pre-test**

Directions: Please read and understand what is/are being asked in the question. Choose the letter of the correct answer. Write your answer on a separate sheet of paper.

1. The following are to be considered in preparing your client EXCEPT:
  - a. Client gown must be tied too tightly not to detach while doing the service.
  - b. Client gown must not be tied too tightly.
  - c. Secure client's gown and towel with a clip.
  - d. Always see to it that the client is comfortable at all times.
2. What should be done to the client's jewelry?
  - a. must be removed prior to the service
  - b. borrow it for a while
  - c. volunteer to wear it for the mean time
  - d. no need to remove the jewelry, it is a 24K gold
3. What material is to be used in draping the client?
  - a. towel
  - b. hair clip
  - c. face mask
  - d. gloves

4. In order to prevent your hair away from tangles, what should you do?
  - a. brush the hair
  - b. blow-dry hair
  - c. color the hair
  - d. cut the hair
5. What is the most important factor in giving services to the client?
  - a. client's comfort
  - b. hairdresser's comfort
  - c. salon owner's comfort
  - d. comfort is not necessary

## Lesson

# 2

## Hairdressing: Prepare Client

After obtaining the basic knowledge and armoring yourself with the theoretical background about hair and scalp and the right treatment to be applied to clients in Module I, now you are ready to start giving your first salon service to your client.

In every service that you render to your client, you should consider the client's satisfaction and comfort. In this manner, your client will have the reason to continue patronizing your salon services. Do not forget to listen, because as a hairdresser your basic role is to give advice on what is best to your client although it is up to your client to really decide what the most comfortable service is he/she may wish to avail.



### *What's In*

#### **PRE-ASSESSMENT**

You will be challenged to dig deeper into your prior knowledge and previous salon experiences about how to prepare client for salon service. This phase will guide you in assessing yourself by answering questions and many other types of evaluation for you to further explore the core of Hairdressing NC II.

#### **SKILLS TEST**

Directions: Listed below are some of the most important skills that you must gain in order to render quality service in Hairdressing NC II. Read the skills carefully then rate yourself by choosing the appropriate response in the given columns. Write your answers in your notebook.



Skills in Preparing Client for Service	Not much	A little	A lot
1. Draping procedures			
2. Preparation of protective clothing and materials			
3. Preparation of tools, supplies and materials			
4. Human relations			



Readily downloaded inspirational success, videos from our local hairdressers and makeup artists are best used so that students will get motivated and interested to learn more on how to become a successful hairdresser.



## ***What's New***

**Learning Activity 2.1:** Think of a situation where you are in an emergency situation. If an earthquake hits your school, what would be your possible actions if you are under stress? Can you still be able to follow the drop, cover, and hold which the SDRRM Team has prepared you? What do you think is the relevance of being prepared? Or does preparation really matter?



## ***What is It***

*LO 2.1 Assist client in accordance with salon procedures;*

*LO 2.2 Provide appropriate clothing according to the desired type of service, size and built of the client; and*

*LO 2.3 Ask client to remove all jewelry and accessories*

**Positioning the Client**

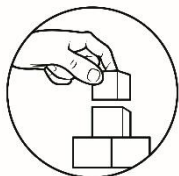
Client's comfort is always important. You must take care of your client when gowning and positioning him/her for a service.

In preparing your client for any salon services, you must consider the following:

1. Make sure the client's gown is not tied too tightly.
2. Always secure the towel with a clip so that it does not slide off of the client.
3. Remember to use a disposable plastic cape on top of the towel when shampooing, for double protection. Make sure that the client is positioned correctly at the basin so that he/she is comfortable, and the water will not drip down his/her neck.
4. Do not be afraid to reposition the client. If he/she is not sitting correctly, you cannot perform the treatment properly.
5. Try not to let the client sit up in the chair before you towel dry his/her hair.

**Preparation of the Client**

1. Seat your client at your workstation.
2. Ask the client which hair services he/she would like to avail.
3. Clean and dry your hands.
4. Drape the client with shampoo cape, turn the client's collar to the inside, and then place the towel lengthwise across the client's shoulders. Cross the ends of the towel under the chin.
5. Drape the cape over the towel. Fasten the cape at the back.
6. Drape another towel over the cape. Secure this in front.
7. Prepare the hair by removing pins and other hair paraphernalia.
8. Ask the client to remove any jewelry, earrings, and glasses, and keep them in a safe place. Prepare the client by removing all possible obstructions.
9. Drape the towel just below the client's hair and scalp. Define what kind of shampoo and conditioners will be used.
10. Brush the hair to keep it smooth and untangled.
11. Brush the hair thoroughly.



***What's More***

**LEARNING ACTIVITY 2.2: LET'S TRY THIS!**

Directions: Rearrange the steps in order for you to familiarize the procedure in preparing client in any salon services. Check your answer against the answer key provided.

1. In positioning the client, which of the following steps are sequenced correctly?
  - I. Client's gown is not tied too tightly.
  - II. secure towel with a clip.
  - III. Towel dry hair.

a. II, III, & I                      b. I, II, & III                      c. III, II, & I                      d. none
2. In preparing the client, which of the following steps are sequenced correctly?
  - I. Clean and dry your hands.
  - II. Ask the client which hair services he/she would like to avail.
  - III. Do the draping.
  - IV. Ask to remove jewelry, earrings, and glasses.

a. II, III, IV, & I                      b. IV, I, II, & III                      c. III, II, IV, & I                      d. II, I, III, & IV



## ***What I Have Learned***

11. In assisting clients, client's comfort should be observed.
12. As hairdresser, client's safety must be considered during gowning or draping. Securing client's privacy is essential in every procedure.
13. Make sure that client's gown must not be tied too tightly.
14. Always secure a towel with a tip or if not, have tissue paper before placing the cape, and secure with a clip.
15. Do not be afraid to reposition the client. If he/she is not sitting correctly, you cannot correctly perform the treatment.



## ***What I Can Do***

### **Learning Activity 2.3:**

**DIRECTIONS:** Do an actual demonstration in preparation of the client for service. Allow your client to rate your performance based on the scorecard below. Record your performance rating and share it with your other classmates.

Scorecard for Demonstrating Preparation of the Client for Service

Criteria	Perfect Score	Client's Score
1. <b>Workmanship</b> - Are the skills required to perform the job acquired by the students?	30%	
2. <b>Speed in Working</b> - Did the student finish the job on time?	30%	
3. <b>Correctness of Procedure</b> - Did the students follow the procedure properly?	40%	
Total	100%	

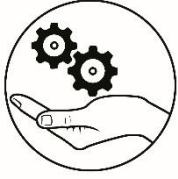


## **Assessment**

### **SELF- CHECK 2.0**

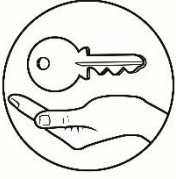
Multiple Choice: Read the questions below and write the letter of the correct answer on a separate sheet of paper.

1. What is the most important factor a hairdresser should consider in rendering services to the client?
  - a. discount services
  - b. grooming
  - c. comfort
  - d. beauty
  
2. At what phase should you ask your client as to what type of services he/she desires?
  - a. Upon entering the salon
  - b. Right after the client has been positioned comfortably
  - c. After the procedure
  - d. It doesn't matter at all
  
3. How do you properly keep the client's collar (if there is any)?
  - a. By turning the collar to the inside
  - b. By turning the collar to the outside
  - c. By rolling the collar inwardly
  - d. Who cares, there is a towel
  
4. As a hairdresser, what should you do to keep hair smooth and untangled?
  - a. Apply virgin coconut oil
  - b. Pray over it
  - c. Brush the hair
  - d. Apply hand and body lotion
  
5. In what manner are you going to place the towel at client's shoulder?
  - a. folded in half
  - b. lengthwise across
  - c. based on client's choice
  - d. it doesn't matter



## ***Additional Activities***

- Watch different videos on [www.youtube.com](http://www.youtube.com) about preparing client for any salon services.
- Other related videos to choose from:
  1. <https://www.youtube.com/watch?v=c49DELttt10>
  2. <https://www.youtube.com/watch?v=e5W1aNXcFGw>
  3. <https://www.youtube.com/watch?v=oA5ym1FPGzM>
  4. [https://www.youtube.com/results?search\\_query=seborrheic%20dermatitis%20scalp&pbjreload=10](https://www.youtube.com/results?search_query=seborrheic%20dermatitis%20scalp&pbjreload=10)
  5. <https://www.youtube.com/watch?v=mrwjTnH3p9g>



# Answer Key

## Lesson 1

**Self-Check 1.0**

1. A
2. B
3. B
4. A
5. B

**Pretest**

1. A
2. B
3. C
4. A
5. A

**Self-Check 2.0**

1. C
2. B
3. A
4. C
5. B

**Activity 2.2**

6. B
7. D

**Pretest**

6. A
7. A
8. A
9. A
10. A

# **References**

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1. Basbas, David and Elizabeth Tejan. 2008. A Head Start to Hairdressing. Pearson Education: Australia.
2. Church, Charlotte at al. 2002. Hairdressing: Level 2. The Interactive Textbook. Routledge, New York.
3. Department of Health. 1976 Code of Sanitation of the Philippines, P.D. 856, Sec. 6.
4. Patino-Del Rosario, Mary Jane. 2016. Hairdressing, Vol. I. Rex Book Store Inc.: Manila.
5. TESDA. 2016. Training Regulations Hairdressing NC II.

## For Lesson 2

1. Basbas, David and Elizabeth Tejan. 2008. A Head Start to Hairdressing. Pearson Education: Australia.
2. Church, Charlotte at al. 2002. Hairdressing: Level 2. The Interactive Textbook. Routledge, New York
3. Department of Health. 1976 Code of Sanitation of the Philippines, P.D. 856, Sec. 6.
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**For inquiries or feedback, please write or call:**

Department of Education - Bureau of Learning Resources (DepEd-BLR)

Ground Floor, Bonifacio Bldg., DepEd Complex  
Meralco Avenue, Pasig City, Philippines 1600

Telefax: (632) 8634-1072; 8634-1054; 8631-4985

Email Address: [blr.lrqad@deped.gov.ph](mailto:blr.lrqad@deped.gov.ph) \* [blr.lrpd@deped.gov.ph](mailto:blr.lrpd@deped.gov.ph)