

VTCT Level 1 Award in Plaiting and Twisting Hair

Accreditation start date:	1 April 2010
Credit value:	3
Guided learning hours (GLH):	30
Total Qualification Time (TQT):	30
Qualification number:	500/8867/1

Statement of unit achievement

By signing this statement of unit achievement you are confirming that all learning outcomes, assessment criteria and range statements have been achieved under specified conditions and that the evidence gathered is authentic.

This statement of unit achievement table must be completed prior to claiming certification.

Unit code	Date achieved	Learner signature	Assessor initials	IQA signature (if sampled)
Mandatory unit				
UV30342				

The qualification

Introduction

The VTCT Level 1 Award in Plaiting and Twisting Hair is a qualification that has been specifically designed to develop your practical skills in the intricate work of plaiting and twisting hair.

You will learn a variety of artistic techniques which will allow you to create a range of hair designs using professional products and tools.

The purpose of this qualification is develop your skills in hairdressing and will provide you with the foundation for further learning, and to enable you to perform your own salon services

National Occupational Standards (NOS)

Units in this qualification have been mapped to the relevant NOS (where applicable). This qualification is regulated on the Regulated Qualifications Framework.

This qualification is approved and supported by the Hairdressing and Beauty Industry Authority (HABIA), the standard setting body for hair, beauty, nails and spa qualifications.



Progression

When you have successfully completed this qualification you will have the opportunity to progress to the following VTCT qualifications:

- Level 1 NVQ Diploma in Hairdressing and Beauty Therapy
- Level 1 NVQ Diploma in Hairdressing African Type Hair and Beauty Therapy
- Level 1 NVQ Certificate in Hairdressing and Barbering
- Level 1 NVQ Certificate in Hairdressing African Type Hair
- Level 2 NVQ Diploma in Hairdressing

Progression opportunities also exist in the form of specialist VTCT vocationally related qualifications:

- Level 1 Diploma in an Introduction to the Hair and Beauty Sector
- Level 1 Diploma in Hairdressing
- Level 1 Certificate in an Introduction to the Hair and Beauty Sector
- Level 1 Award in an Introduction to the Hair and Beauty Sector
- Level 2 Diploma in Hair and Media Make-Up
- Level 2 Diploma in Women's Hairdressing
- Level 2 Diploma in Barbering
- Level 2 Diploma in Hair and Beauty Services
- Level 2 Diploma in Hairdressing Services

- Level 2 Diploma in African Caribbean Hairdressing
- Level 2 Certificate in Women's Hairdressing

- Level 2 Certificate in Hairdressing Services
- Level 2 Award in Scalp Massage Services
- Level 2 Award in Health and Safety for Hair and Beauty
- Level 2 Award in Wig Services
- Level 2 Award in Salon Reception Duties
- Level 2 Award in Emergency First Aid at Work
- Level 2 Award in Preventing Contact Dermatitis

This qualification may lead directly into supervised employment in the hairdressing industry. It will also provide a good platform for working as a modern apprentice.

Qualification structure

Total credits required - 3

All mandatory units must be completed.

Mandatory unit - 3 credits

VTCT unit code	Ofqual unit reference	Unit title	Credit value	GLH
UV30342	Y/502/3805	Plaiting and twisting hair	3	30

Guidance on assessment

This book contains the mandatory units that make up this qualification. Optional units will be provided in additional booklets (if applicable). Where indicated, VTCT will provide assessment materials. Assessments may be internal or external. The method of assessment is indicated in each unit.

Internal assessment

(any requirements will be shown in the unit)

Assessment is set, marked and internally quality assured by the centre to clearly demonstrate achievement of the learning outcomes. Assessment is sampled by VTCT external quality assurers.

External assessment

(any requirements will be shown in the unit)

Externally assessed question papers completed electronically will be set and marked by VTCT.

Externally assessed hard-copy question papers will be set by VTCT, marked by centre staff and sampled by VTCT external quality assurers.

Assessment explained

VTCT qualifications are assessed and quality assured by centre staff. Work will be set to improve your practical skills, knowledge and understanding. For practical elements, you will be observed by your assessor. All your work must be collected in a portfolio of evidence and cross-referenced to requirements listed in this record of assessment book.

Your centre will have an internal quality assurer whose role is to check that your assessment and evidence is valid and reliable and meets VTCT and regulatory requirements.

An external quality assurer, appointed by VTCT, will visit your centre to sample and quality-check assessments, the internal quality assurance process and the evidence gathered. You may be asked to attend on a different day from usual if requested by the external quality assurer.

This record of assessment book is your property and must be in your possession when you are being assessed or quality assured. It must be kept safe. In some cases your centre will be required to keep it in a secure place. You and your course assessor will together complete this book to show achievement of all learning outcomes, assessment criteria and ranges.



Creating a portfolio of evidence

As part of this qualification you are required to produce a portfolio of evidence. A portfolio will confirm the knowledge, understanding and skills that you have learnt. It may be in electronic or paper format.

Your assessor will provide guidance on how to prepare the portfolio of evidence and how to show practical achievement, and understanding of the knowledge required to successfully complete this qualification. It is this booklet along with the portfolio of evidence that will serve as the prime source of evidence for this qualification.

Evidence in the portfolio may take the following forms:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

All evidence should be documented in the portfolio and cross referenced to unit outcomes. Constructing the portfolio of evidence should not be left to the end of the course.

Unit assessment methods

This section provides an overview of the assessment methods that make up each unit in this qualification. Detailed information on assessment is provided in each unit.

Mandatory unit				
		External	Internal	
VTCT unit code	Unit title	Question paper(s)	Observation(s)	Assignment(s)
UV30342	Plaiting and twisting hair	0	✓	✓

Unit glossary

	Description
VTCT product code	All units are allocated a unique VTCT product code for identification purposes. This code should be quoted in all queries and correspondence to VTCT.
Unit title	The title clearly indicates the focus of the unit.
National Occupational Standards (NOS)	NOS describe the skills, knowledge and understanding needed to undertake a particular task or job to a nationally recognised level of competence.
Level	Level is an indication of the demand of the learning experience, the depth and/or complexity of achievement and independence in achieving the learning outcomes.
Credit value	This is the number of credits awarded upon successful achievement of all unit outcomes. Credit is a numerical value that represents a means of recognising, measuring, valuing and comparing achievement.
Guided learning hours (GLH)	The activity of a learner in being taught or instructed by - or otherwise participating in education or training under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
Total Qualification Time (TQT)	The number of hours an awarding organisation has assigned to a qualification for Guided Learning and an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training. This includes assessment, which takes place as directed - but, unlike Guided Learning, not under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
Observations	This indicates the minimum number of observations required to achieve the unit.
Learning outcomes	The learning outcomes are the most important component of the unit, they set out what is expected in terms of knowing, understanding and practical ability as a result of the learning process. Learning outcomes are the results of learning.
Evidence requirements	This section provides guidelines on how evidence must be gathered.
Maximum service times	The maximum time in which a particular service or practical element must be completed.
Observation outcome	An observation outcome details the practical tasks that must be completed to achieve the unit.
Knowledge outcome	A knowledge outcome details the theoretical requirements of a unit that must be evidenced through oral questioning, a mandatory written question paper or portfolio of evidence.
Assessment criteria	Assessment criteria set out what is required, in terms of achievement, to meet a learning outcome. The assessment criteria and learning outcomes are the components that inform the learning and assessment that should take place. Assessment criteria define the standard expected to meet learning outcomes.
Range	The range indicates what must be covered. Ranges must be practically demonstrated in parallel to the unit's observation outcomes.

UV30342

Plaiting and twisting hair

Through this unit you will develop the dextrous skill of plaiting and twisting hair that will enable you to create a variety of different looks for your clients. Using these techniques you will produce intricate cornrows and twists or a full head French plait completed with a fishtail.

Being able to identify the capability of your client's hair will allow you to choose from a range of products, tools and equipment to complete the look. Part of this service is to provide your client with good aftercare advice.

This unit is suitable for hairdressers and barbers.

Level

1

Credit value

3

GLH

30

Observation(s)

3

External paper(s)

0



Plaiting and twisting hair

Learning outcomes

On completion of this unit you will:

1. Be able to prepare for basic plaiting and twisting hair
2. Be able to carry out basic hair plaiting and twisting techniques

Evidence requirements

1. *Environment*
Evidence for this unit must be gathered in a real or realistic working environment.
2. *Simulation*
Simulation is allowed for 'Observation' outcomes in this unit.
3. *Observation outcomes*
Competent performance of 'Observation' outcomes must be demonstrated to your assessor on **at least three occasions**.
4. *Range*
All ranges must be practically demonstrated or other forms of evidence produced to show they have been covered.
5. *Knowledge outcomes*
There must be evidence that you possess all the knowledge and understanding listed in the 'Knowledge' section of this unit. This evidence may include projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.
6. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes and ranges in this unit. All outcomes and ranges must be achieved.
7. *External paper*
There is no external paper requirement for this unit.

Achieving observations and range

Achieving observation outcomes

Your assessor will observe your performance of practical tasks. The minimum number of observations required is indicated in the evidence requirements section of this unit.

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through oral questioning.

Your assessor will sign off an outcome when all criteria have been competently achieved in a single client service.

Maximum service times

There are no maximum service times that apply to this unit.

Achieving range

The range section indicates what must be covered. Ranges should be practically demonstrated as part of an observation. Where this is not possible other forms of evidence may be produced. All ranges must be covered.

Your assessor will document the portfolio reference once a range has been competently achieved.



Observations

Outcome 1

Be able to prepare for basic plaiting and twisting hair

You can:

- a. Prepare for plaiting and twisting techniques
- b. Select products and tools for plaiting and twisting techniques

** May be assessed through oral questioning.*

Observation	1	2	3
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			



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Outcome 2

Be able to carry out basic hair plaiting and twisting techniques

You can:

- a. Carry out plaiting and twisting techniques with and without decoration
- b. Provide home care advice
- c. Follow safe and hygienic working practices
- d. Communicate and behave in a professional manner

**May be assessed through oral questioning.*

Observation	1	2	3
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			



Range

*You must practically demonstrate that you have:

Used a minimum of 4 plaiting techniques	Portfolio reference
On the scalp plaits and twists	
Off the scalp plaits and twists	
French plait	
Braiding	
Cane row	
Corn row	
Fish tail	
Rope plait	

*It is strongly recommended that all range items are practically demonstrated. Where this is not possible, other forms of evidence may be produced to demonstrate competence.

Developing knowledge

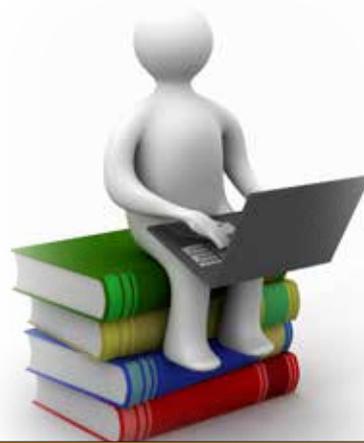
Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

Where possible your assessor will integrate knowledge outcomes into practical observations through oral questioning.

Knowledge



Outcome 1

Be able to prepare for basic plaiting and twisting hair

You can:	Portfolio reference / Assessor initials*
c. Identify a range of finished looks that use plaiting and twisting techniques	
d. State the importance of the preparation procedures for plaiting and twisting techniques	
e. State the factors that influence the choice of plaiting and twisting techniques	
f. State when and how to use products, tools and equipment	

**Assessor initials to be inserted if orally questioned.*

Requirements highlighted in white are assessed in the external paper.



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Outcome 2

Be able to carry out basic hair plaiting and twisting techniques

You can:

Portfolio reference /
Assessor initials*

e. State the purpose of home care advice

**Assessor initials to be inserted if orally questioned.*

Requirements highlighted in white are assessed in the external paper.

Unit content



This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

Outcome 1: Be able to prepare for basic plaiting and twisting hair

The range of plaiting and twisting looks:

Off scalp/on scalp plaits, on scalp/off scalp twists, 3 stem plait from ponytail, braiding/cane row/corn row, fish tail plait, rope plait, French plait.

Preparation of self: Clothes (salon requirements for uniform, clean/ironed, non-restrictive, closed in low heel shoes), hair (clean, healthy, manageable, off face), personal hygiene (clean body, teeth, workable length clean nails, deodorant, no overpowering perfume/aftershave), personal protective equipment (gloves, apron, prevent dermatitis), minimal jewellery, positive attitude, ready to greet.

Preparation of client: Remove client's outer clothing, protect against damage, ensure client relaxed and comfortable (posture, aids service), remove excessive jewellery (to avoid damage to jewellery and skin), gown, towel, plastic cape, barrier cream, ensure client comfort, record card.

Preparation of work area: Chair, trolley, work station, equipment cleaned, appropriate sterilisation (barbicide, autoclave, UV, sterilising spray), complete destruction of all living organisms on tools and equipment, disinfection (remove contamination from hard surfaces, large work areas, floors and work surfaces), heat or chemical methods, use of trolley with full access around trolley, safe professional presentation tools and equipment, visual check of electrical equipment, select height of chair.

Preparation procedures for plaiting and twisting hair:

Consultation, hair length, hair thickness, possibility of added hair, hair wet/dry, pre-shampooed/not pre-shampooed, brushed through, removal of all knots, application of product, sectioning.

Factors that influence the choice of plaiting and twisting techniques:

Previous chemical services, percentage of grey, client requirements, tools and equipment, presence of added hair, maintenance of style suitability.

Hair condition – dry, greasy, normal, virgin, chemically treated, elasticity (strength of hair), porosity (damage to cuticle layer, the ability to absorb moisture).

Hair cut/style – uniform layer, one length, short graduation, long graduation.

Temperature – body heat, salon temperature, added heat.

Texture – fine, medium, coarse.

Length – short, medium, long.

Density – fine, medium, thick.

Growth patterns – cowlick, widow's peak, nape whorl, double crown, male pattern baldness.

Skin tone – fair, medium, olive, dark.

Face shape – oval, round, square, oblong, heart, pear.

Head size – large, medium, small.



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Outcome 1: Be able to prepare for basic plaiting and twisting hair (continued)

Existing curl – tight, soft, wave.

Lifestyle – job, family, financial, time.

Test results – good, bad, caution, positive, negative.

Products and tools for basic plaiting and twisting techniques:

Products – hair spray, dressing cream, oil, wax, gel, moisturiser.

Tools – Denman brush (flat brush), wide tooth comb, tail comb, section clips, bands, pins, ornamentation, water spray.

Application of finishing products:

Follow manufacturers' instructions for each product, defines, adds shine, holds, separates hair, spikes, protects, moisturises.

Range of finishing products:

Wax – removes static/frizz, gives definition, adds moisture, shine/lustre.

Sprays – holds style in place, repels moisture, longevity, adds shine.

Dressing creams – defines style, adds gloss/shine/lustre, tames dry hair.

Gel – wet look effect, spike hair, sleek hair.

Serum – adds shine, reduces frizz/static.

Tools and equipment: Comply with legislation – health and safety, electricity at work, portable appliance testing, visual checks, only use for intended purpose, avoid trailing wires, follow manufacturers' instructions for use, fit for purpose, store correctly.

Range of tools and equipment for plaiting and twisting hair:

Combs (pintail, cutting comb) – to section hair, smooth, flatten, to neaten style.

Flat brushes – paddle, Denman, gives smooth, straight finish.

Dressing comb – back-comb/tease the hair into style, used for all dressing techniques.

Straighteners – smoothes/flattens the cuticles, straightens hair.

Hair bands – secure long hair.

Pins/grips – secure accessories, criss-cross technique.



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Outcome 2: Be able to carry out basic hair plaiting and twisting techniques

Home care advice for plaiting and twisting clients: Avoid excessive tension on scalp and tight bands used to secure plaits/twists, protect during sleep, avoid excessive tugging during removal, conditioning treatments.

How to follow safe and hygienic working practices:

Maintaining a safe salon – clean, tidy, safe standards of working, remove spillages, report slippery surfaces, remove/report obstacles, clear access to trolleys and equipment, clean/sterilise/disinfect tools, equipment and work surfaces, no smoking, eating, drinking or drugs in salon, professional personal hygiene.

Personal protective equipment – wear protective equipment, avoid latex, powdered gloves, apron.

Electricity at work – visual check of equipment, no trailing wires, portable appliance testing.

Manual handling – moving stock safely, lifting, working heights, unpacking.

Towels – wash regularly, clean for every client, place dirty towels in covered bin.

Reporting of injuries, diseases and dangerous occurrences – accident book, reporting diseases, log accidents.

Control of substances hazardous to health – store, handle, use, disposal, replace lids, ventilation for vapour and dust, avoid over exposure to chemicals, follow manufacturer's instructions for use.

Disposal of waste – sharps box, dilute chemicals, contaminated/hazardous waste, closed top bin, empties (recycle).

Product storage – check end date/ packaging, store away from heat/damp/ direct sunlight, empties, avoid theft.

Professional communication in a salon environment: Try to avoid technical language, always respond, consider client confidentiality.

Verbal – speaking (tone of voice, the language you use, how quickly and clearly), questioning (open, closed, probing).

Non-verbal – body language, positive attitude (posture, facial expressions, hand gestures, the distance you stand), listening (be patient, try to understand).

Written – visual aids, magazines, client records.

Behave professionally in a salon environment: Follow health and safety practices and procedures, salon code of conduct, respect others, value client(s), co-operate with others (sympathy, accepting, fair, not aggressive), appropriate language, avoid gossip, maintain confidentiality, polite, cheerful and friendly manner (friendly facial expressions, open body language, positive attitude, eye contact), sensible behaviour, team work, pride in work, punctuality, employer and client loyalty.

The purpose of home care advice: Professional image, walking advert, clients' ability to care for own hair, use of correct products, correct maintenance of style.

Notes

Use this area for notes and diagrams