

VTCT Level 3 Award in Cutting Women's Hair

Accreditation start date:	1 August 2010
Credit value:	12
Guided learning hours (GLH):	104
Total Qualification Time (TQT):	120
Qualification number:	500/8674/1

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 units				
UV30491				
UV30495				

The qualification

Introduction

The VTCT Level 3 Award in Cutting Women's Hair is a qualification that has been specifically designed to develop your practical skills to an advanced level through a variety of techniques in the creative art of cutting women's hair.

Underpinning this qualification you will develop a sound knowledge of monitoring health and safety whilst working in the hairdressing industry. You will also develop a knowledge and understanding of the practical skills learned throughout this qualification.

The purpose of this qualification is to develop your practical skills to an advanced level of occupational ability to enable you to perform your own salon services as well as support others.

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 2 NVQ Diploma in Barbering
- Level 2 NVQ Diploma in Chemically Treated African Type Hair
- Level 2 NVQ Diploma in Treating Natural African Type Hair
- Level 2 NVQ Diploma in Barbering African Type Hair
- Level 3 NVQ Diploma in Hairdressing

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

- Level 2 Diploma in Barbering
- Level 2 Diploma in African Caribbean Hairdressing
- Level 2 Award in Health and Safety for Hair and Beauty
- Level 2 Award in Emergency First Aid at Work
- Level 2 Award in Preventing Contact Dermatitis
- Level 3 Diploma in Women's Hairdressing
- Level 3 Certificate in Colouring Hair
- Level 3 Certificate in Hair Extensions Services
- Level 3 Certificate in Creative Hair Design
- Level 3 Certificate in Perming Hair
- Level 3 Award in Bridal Hairstyling
- Level 4 Certificate in Hair Colour Correction
- Level 4 Certificate in Specialist Hair and

Scalp Services

- Level 4 Award in Advanced Hairstyling

This qualification may lead directly into employment in the hairdressing industry as a senior stylist, a salon manager or to work as an independent hairdresser.

Qualification structure

Total credits required - 12

All mandatory units must be completed.

Mandatory units - 12 credits

VTCT unit code	Ofqual unit reference	Unit title	Credit value	GLH
UV30491	R/600/8780	Monitor and maintain health and safety practice in the salon	4	29
UV30495	Y/600/8635	Cut women's hair to create a variety of looks	8	75

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 units				
		External	Internal	
VTCT unit code	Unit title	Question paper(s)	Observation(s)	Assignment(s)
UV30491	Monitor and maintain health and safety practice in the salon	0	✓	✓
UV30495	Cut women's hair to create a variety of looks	1	✓	✓

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.

UV30491

Monitor and maintain health and safety practice in the salon

Through this unit you will develop your skills in a supervisory role focusing on health and safety within your salon.

You will recognise salon hazards, carry out risk assessments and then implement the necessary actions. You will monitor and support your colleagues to ensure your salon complies with health and safety requirements. You will implement and supervise salon procedures for all aspects of salon safety and security including the need for insurance.

Level

3

Credit value

4

GLH

29

Observation(s)

2

External paper(s)

0



Monitor and maintain health and safety practice in the salon

Learning outcomes

On completion of this unit you will:

1. Be able to carry out a risk assessment
2. Be able to monitor health and safety in the salon

Evidence requirements

1. *Environment*
Evidence for this unit must be gathered in a real or realistic working environment.
2. *Simulation*
Simulation is not allowed in this unit. All 'Observation' outcomes must be on real clients.
3. *Observation outcomes*
Competent performance of 'Observation' outcomes must be demonstrated to your assessor on **at least two occasions**.
4. *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.
5. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.
6. *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

There are no range statements that apply to this unit.



Observations

Outcome 1

Be able to carry out a risk assessment

You can:

- a. Carry out risk assessments and take necessary actions

** May be assessed through oral questioning.*

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



Outcome 2

Be able to monitor health and safety in the salon

You can:

- a. Monitor and support the work of others to ensure compliance with health and safety requirements

* May be assessed through oral questioning.

Observation	1	2	<i>Optional</i>
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			

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 carry out a risk assessment

You can:	Portfolio reference / Assessor initials*
b. State the reason for carrying out risk assessments	
c. Describe the procedures for carrying out a risk assessment	
d. Describe when risk assessments should be carried out	
e. Outline necessary actions to take following a risk assessment	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external paper.



Outcome 2

Be able to monitor health and safety in the salon

You can:	Portfolio reference / Assessor initials*
b. Outline the health and safety support that should be provided to staff	
c. Outline procedures for dealing with different types of security breaches	
d. Explain the need for insurance	

* 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 carry out a risk assessment

Hazards and risks: A hazard is something that has the potential to cause harm, a risk is the likelihood of a hazard happening.

Reasons for risk assessment: Legal requirement, provide a safe environment for staff/visitor/clients, identification of hazards, minimising hazards and risks, emergency procedures, staff training, implication of more than five members of staff, new staff in the workplace, new equipment and products, review systems, amendments and modifications to existing assessments, update records.

Salon procedure for risk assessments: Identify hazard, judgement of salon hazards, nominated risk assessment person/team, who/what, determine the level of risk, preventative measures, reduce a potentially harmful situation, notify staff, interpret results, conclusions, record findings, regular reviews.

Potential salon hazards requiring regular risk assessment:

Space – utilisation, working area, heating, lighting, ventilation, layout and design of the salon.

Chemicals – procedures, storage, handling, safe usage, safe disposal, records.

Equipment – selection, safe usage, handling, lifting, repairs, maintenance.

Security (stock) – control systems, procedures, ordering, handling, storage.

Security (cash) – staff training, point of sale, in transit.

Security (people) – staff clients, visitors, personal belongings, systems, security, emergency evacuation, storage/use of confidential staff/client records, business information, data protection.

Buildings – maintenance of internal and external security, commercially available systems.

Emergency procedures – accidents, first aid, fire evacuation, incidents, personnel, records.



Outcome 2: Be able to monitor health and safety in the salon

Salon health and safety legislation and regulations: Health and safety at work, control of substances hazardous to health, reporting of injuries diseases and dangerous occurrences, personal protective equipment, electricity at work, manual handling, supply of goods and services, trade description, data protection, employers liability (compulsory insurance), occupiers liability, local by-laws (set by council), salon rules, code of conduct, observance by all staff.

Monitor and support others to ensure compliance of health and safety:

Accurate records, update processes and procedures, regular staff training (simulation), spot checks, monitoring changes in law, take external advice.

Providing support for staff: Up-to-date leaflets and posters, ongoing training, open door policy, suggestion box, current roles and responsibilities for staff.

Security breaches:

Inform - salon owner, management, head of school.

Review records - stock levels/control, monitor takings, inventory of equipment, manual and computerised records.

Actions - take statements, eye witness accounts, review findings, call in police, notify data protection registry/clients of breach, maintain confidentiality, could result in loss of employment.

Importance of insurance: Accidents, emergencies, legal claim, protect business, prevent fraudulent claim.

Notes

Use this area for making notes and drawing diagrams



UV30495

Cut women's hair to create a variety of looks

The aim of this unit is to develop your cutting skills to an advanced level, to enable you to create a personalised and individual look for your clients.

You must demonstrate that you can work on wet, dry, curly and straight hair using a variety of advanced cutting and texturising techniques, in a way that enhances your clients' personal image.

Part of this service is to provide your clients with good aftercare advice.

Level

3

Credit value

8

GLH

75

Observation(s)

6

External paper(s)

1



Cut women's hair to create a variety of looks

Learning outcomes

On completion of this unit you will:

1. Be able to prepare for cutting hair
2. Be able to provide a cutting service

Evidence requirements

1. *Environment*
Evidence for this unit must be gathered in a real or realistic working environment.
2. *Simulation*
Simulation is not allowed in this unit. All 'Observation' outcomes must be on real clients.
3. *Observation outcomes*
Competent performance of 'Observation' outcomes must be demonstrated to your assessor on **at least six 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*
Knowledge and understanding in this unit will be assessed by an external paper. The criteria that make up this paper are highlighted in white throughout this unit. **There is one external paper that must be achieved.**

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 cutting hair

You can:

- a. Prepare yourself, the client and work area for cutting services
- b. Use suitable consultation techniques to identify service objectives
- c. Evaluate the potential of the hair to achieve the desired look by identifying influencing factors
- d. Provide clear recommendations to the client based on factors

**May be assessed through oral questioning.*

Observation	1	2	3
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			
Observation	4	5	6
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			



Outcome 2

Be able to provide a cutting service

You can:

- a. Communicate and behave in a professional manner
- b. Select and use cutting tools and equipment required to achieve the desired look
- c. Establish and follow guidelines where required to achieve the required look
- d. Combine and personalise cutting techniques to take account of the identified factors and the desired look
- e. Position yourself and the client appropriately throughout the service to ensure the accuracy of the cut
- f. Check the cut to ensure you have met the required balance, weight distribution and shape
- g. Create a finished cut that is to the satisfaction of the client
- h. Provide suitable aftercare advice
- i. Follow safe and hygienic working practices

*May be assessed through oral questioning.

Observation	1	2	3
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			
Observation	4	5	6
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			



Range

*You must practically demonstrate that you have:

Used all cutting tools	Portfolio reference
Scissors	
Clippers	
Razors	
Considered all influencing factors	Portfolio reference
Head, face and body shape	
Hair growth patterns	
Hair density	
Hair length	
Hair texture	
Hair elasticity	
Client requirements	
Client lifestyle	
Worked on all hair types	Portfolio reference
Wet	
Dry	
Curly	
Straight	

*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.



***You must practically demonstrate that you have:**

Used a minimum of 7 cutting techniques		Portfolio reference
Graduating		
Layering		
Tapering		
Club cutting		
Scissors over comb		
Clipper over comb		
Thinning		
Freehand		
Texturising		
Disconnecting		
Used all finishing techniques		Portfolio reference
Styling		
Product application		
Given all types of advice		Portfolio reference
Suitable products and their use		
How to maintain the look		
The time interval between cuts		

*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.

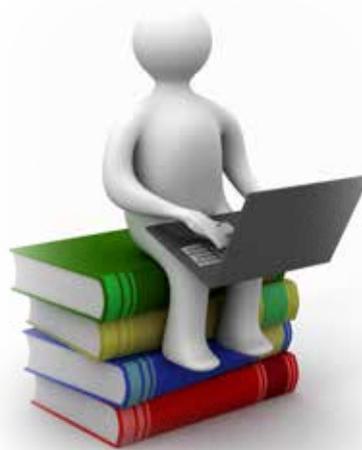
Achieving the external paper

The external paper will test your knowledge of the criteria highlighted in white. **A pass mark of 70% must be achieved.** Criteria not achieved will be identified to your tutor/assessor. You will then be orally questioned or asked to produce other forms of evidence as **all unit criteria must be achieved.**

Your assessor will complete the following table when the 70% pass mark has been achieved.

Paper	Date achieved	Assessor initials
1 of 1		

Knowledge



Outcome 1

Be able to prepare for cutting hair

You can:	Portfolio reference / Assessor initials*
e. Describe the range of looks for women	
f. Explain how to achieve looks for women using a combination of cutting techniques	
g. Explain the safety considerations that must be taken into account	
h. Describe the factors that need to be considered when cutting hair	
i. Explain how to maximise the potential of the client's hair, taking into account identified factors	
j. Describe the different consultation techniques used to identify service objectives	
k. Describe the salon's requirements for preparing yourself, the client and work area	

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

Requirements highlighted in white are assessed in the external paper.



Photo courtesy of Wahl (UK) Ltd.

Outcome 2

Be able to provide a cutting service

You can:	Portfolio reference / Assessor initials*
j. Outline safe and hygienic working practices	
k. Describe the correct use and routine maintenance of cutting tools and equipment	
l. Explain the effect cutting hair at different angles has on the finished look	
m. State the importance of applying the correct degree of tension to the hair when cutting	
n. State the importance of checking the cut	
o. Describe the aftercare advice that should be provided	
p. State how to communicate and behave within a salon environment	

**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 cutting hair

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 and 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 is relaxed and comfortable (posture, aids service), remove excessive jewellery (avoid damage to jewellery and skin), gown, towel, plastic cape, barrier cream, record card.

Preparation of work area: Chair, trolley, work station, clean equipment, 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 – using heat or chemical methods), safe professional presentation of tools and equipment, visual check on large and small equipment, check electrical equipment (portable appliance test), select height of chair/basin.

Consultation techniques: Use a variety of methods to ensure suitability of service, products and techniques.

Questioning – open, closed, probing.

Language – appropriate level for client,

use of technical/non-technical language.

Client expectations/needs – listen, clarify, advise, plan.

History of hair – hair tests, touch, feel, look of hair.

Advice – what will work, what will not?

Use visual aids – shade charts, style book, portfolio, collection of pictures.

Assessing the potential of the hair:

Clarify the condition of hair, previous chemical services and benefit to client, identify influencing factors, test hair, ensure compatibility with client's lifestyle, review findings, what will work and what will not, draw conclusions, create a plan.

Factors that influence services: 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,



Photo courtesy of Wahl (UK) Ltd.

Outcome 1: Be able to prepare for cutting hair (continued)

nape whorl, double crown, male pattern baldness.

Skin tone – fair, medium, olive, dark, ash.

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

Head size – large, medium, small.

Existing curl – tight, soft, wave.

Lifestyle – job, family, financial, time.

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

Hair and scalp contra-indications: Can prevent/alter service, product, technique.

Type of conditions – skin disorders (disease, infestation, infection, defect, bacteria, virus, fungi, parasites).

Skin sensitivities – reaction.

Allergies – latex, nut, plasters, perfume, oil.

History of allergic reaction – positive reaction to skin test, colour service.

Incompatible products – metallic salts, previous chemical treatments.

Medication – prescription medication.

Medical condition – high blood pressure, pregnancy, radiotherapy, cancer.

Hair condition – chemical, heat damage, environmental.

Hair disorder – contagious/non-contagious.

Skin disorder – contagious/non-contagious, cross-infection (stylist to client, client to stylist).

Contagious:

Bacterial – impetigo (blisters, weep, yellow

crust), folliculitis (yellow pustules), sycosis (yellow, spot, follicle), furunculosis (pus-filled spot), sebaceous cyst (lump on top or under skin).

Viral – warts (raised, rough skin, brown), herpes (blisters).

Fungal – tinea capitis/ringworm (patches, pink/grey, scaly, broken hair).

Animal parasites – pediculosis capitis (head lice, parasite, 6 legs, suck blood), scabies (parasites, mites).

Non-contagious:

Psoriasis – over production of skin cells, dry, silvery, scales.

Cicatricial alopecia – scar(s).

Alopecia totalis – complete hair loss.

Male pattern baldness – hair recedes at hairline or loss crown.

Traction alopecia – excessive pulling, brushing, curling and straightening.

Alopecia areata – stress, bald patches.

Seborrhea – excessive oil.

Dandruff – itchy, white, skin cells.

Dry scalp – white, powdery.

Eczema/dermatitis – allergic reaction to detergent, red, irritation, swollen, weeping.

Acne – raised bumps and spots.

Defects of the hair:

Fragilitas crinium – split, dry ends.

Monilethrix – beaded hair.

Trichorrhexis nodosa – rough, swollen, broken shaft.

Sebaceous cyst – sebum filled lump.



Outcome 1: Be able to prepare for cutting hair (continued)

Damaged cuticle – dull hair.

Recommendations to the client: Based on client requirements, test results, identified influencing factors, achievable, desirable, realistic, previous history of hair, hair style/cut, client commitment.

Range of looks for women: There are four basic looks that are the foundation for all haircuts.

Uniform layer – to suit both short hair (in preparation for setting/blow drying and tonging), and longer length hair (to suit modern layering technique), all hair cut to the same length (classic round layer).

Long graduation – short internal layers, long perimeter length, natural inversion (short layers keeping length), square layer cut (box layer), front graduation, introduce layers to clients.

Short graduation – shorter perimeter length, longer internal layers, hair cut into nape increasing length towards crown (short to long, building weight line), to incorporate scissor over comb technique (very short), classic graduation, classic graduated bob.

One length cut – above (bob) and below shoulders (keeping corners), concave/converse.

Fringe – cutting existing to desired length, introduce heavy, fine, straight, angled or sweeping lines to suit desired requirements.

Cutting techniques:

Club cutting – to create blunt end to hair, precision cut, retain bulk and weight, for both curly and straight hair types.

Free hand – when no tension is required,

achieve desired length.

Texturising – break up hard lines, soften edges, shattered edges, remove bulk, create texture, seamless layers (point, chipping, slicing, channel).

Razoring – remove length and bulk, create soft broken edges and texture, removing weight increases curl.

Thinning – removes bulk not length, blend weight lines.

Scissor/clipper over comb – cut into nape, shorten less than finger depth, cut to head shape/size, short styles.

Creative finishing cutting techniques – complement the cut, ensure style complements client's features, enhances personal image, confirm client satisfaction (agree on amount of weight/bulk removed, length and texture).

Safety considerations: Consultation, check for infections/infestations, hair tests, protective personal equipment, remove hair cuttings immediately, ensure client comfort/safety, maintain posture of self/client to minimise fatigue/injury, identify hazards (trailing flexes, spillages, obstacles/obstructions), check electrical equipment prior to use (do not use with wet hands), follow manufacturer's instructions, store correctly, handle/store scissors correctly, dispose of sharps safely.

Maintenance of tools and equipment: Clean equipment and tools, appropriate sterilisation methods (barbicide, autoclave, UV, sterilising spray), disinfection (heat or chemical methods), remove broken tools and equipment, use trolley, safe professional presentation of tools and equipment, only use for intended purpose, store correctly, electrical equipment



Photo courtesy of Wahl (UK) Ltd.

Outcome 1: Be able to prepare for cutting hair (continued)

checked (portable appliance testing), visual check on both large and small equipment, cutting tools (fit for purpose, wipe away hair cuttings, store in pouch when not in use, sharpen regularly, change razor blades, regularly oiled).

How to adapt a hair cut, taking into account identified factors: Combine and adapt techniques, be innovative/creative, take remedial action to resolve any problems, work with natural fall of hair, ensure style suits curly/wavy/straight hair type.

Hair growth patterns – use them, lose them, cut short, retain length, may limit style availability.

Face shapes:

Round – less volume at sides.

Square – volume at sides, soften corners.

Long – less height more volume.

Oval – suits all styles.

Salon health and safety legislation and regulations: Health and safety at work, control of substances hazardous to health, reporting of injuries, diseases and dangerous occurrences, personal protective equipment, electricity at work, manual handling, supply of goods and services, trade description, data protection, employers' liability (compulsory insurance), occupiers' liability, local byelaws (set by council), salon rules, code of conduct, observance by all staff.



Outcome 2: Be able to provide a cutting service

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 (your 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 practice and procedure, salon code of conduct, respect others, value client(s), co-operate with others (be sympathetic, fair, not aggressive), use 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, take pride in work, be punctual, employer and client loyalty.

Cutting equipment used to cut women's hair: Cutting comb, section clips, water spray, scissors (thinning and precision), razor (guarded/un-guarded).

Following cutting guidelines to accurately achieve the required look: First section cut, a guide that is followed throughout a haircut to ensure accuracy, all subsequent sections follow first section (ensures evenness, takes guess work out of cutting hair), work in a methodical manner, section hair cleanly and accurately, sections approximately ½ inch/1cm width, follow identified sectioning

pattern, use guide to ensure desired shape/length.

Position yourself and the client appropriately throughout the service:

Ensure correct posture of self and client to minimise fatigue and injury.

Self – back straight, distribute weight evenly, feet slightly apart, use cutting stool (if required), no over stretching or bending.

Client – position to achieve accurate cut, comfort and minimise risk of fatigue or injury, sat up right, back straight and supported, two feet on floor.

Cross-check the haircut to ensure even balance and weight distribution: Working opposite direction (to which hair was originally cut), across sections, check cut is even/balanced, maintain angle, methodical working method, checks made by look and feel, ensure even weight/balance/length distribution.

Creating a finished cut: Confirmation of style, creative flair, professional judgement on chosen technique, what tools and equipment to use, consider influencing factors, precision working, adapt and amend if necessary.

Methods of confirming client satisfaction: Body language, facial expressions, verbal/written feedback, surveys/questionnaires, repeat booking, recommendation.

Provide suitable aftercare advice: Important part of service, avoid technical language, maintain eye contact, suggest/advise/recommend, provide information.

Maintenance – frequency of visit, regular services, minimise chemical treatments, correct use of electrical equipment, product



Photo courtesy of Wahl (UK) Ltd.

Outcome 2: Be able to provide a cutting service (continued)

use and demonstration.

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 the salon, maintain professional personal hygiene.

Personal protective equipment – wear protective equipment, avoid latex, powder 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, use manufacturers' instructions for use.

Disposal of waste – sharps box, closed top bin, dilute chemicals with running water, environmental protection, salon policies for hazardous waste, single use items, empties (recycle).

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

The effect cutting hair at different angles has on the finished look: Angle determines effect achieved, weight line and degree of graduation.

One length – held at 0° angle = no graduation, heavy base line.

Square layer – held at 180° angle = weight line below where 1st layer sits.

Short graduation – held at 45° angle = weight line below where 1st layer sits.

Uniform layer – held at 90° angle = no weight line.

Long graduation – held at 145° angle = weight line below where 1st layer sits.

Asymmetric – variety of angles with uneven balance = weight line varies with one side longer with more volume.

Disconnected cut – variety of angles, one or more sections of cut do not connect, link or blend with adjacent sections = weight line varies to where the hair sits.

The importance of tension when cutting:

Tension = gently pull hair until resistance is reached, more tension to achieve more precise cut, less tension for curly hair to allow it to curl and bounce up, no tension for free hand or if style requires, even tension for accurate cut.

Considerations for cutting wet hair:

Advantages of wet cutting – clean hair, cleaner sections, accuracy, control, see if curl present.

Disadvantages of wet cutting – slower, unable to see weight lines, hair growth patterns less obvious.

Considerations for cutting dry hair:

Advantages of dry cutting – quick,



Outcome 2: Be able to provide a cutting service (continued)

can see hair movement and fall, achieve required length.

Disadvantages of dry cutting – hair dirty, inaccurate sections, less control, static, hard to comb, inaccurate cut.

The importance of checking the cut:

To check shape, balance and weight distribution for an accurate cut, client satisfaction, original objectives met.