



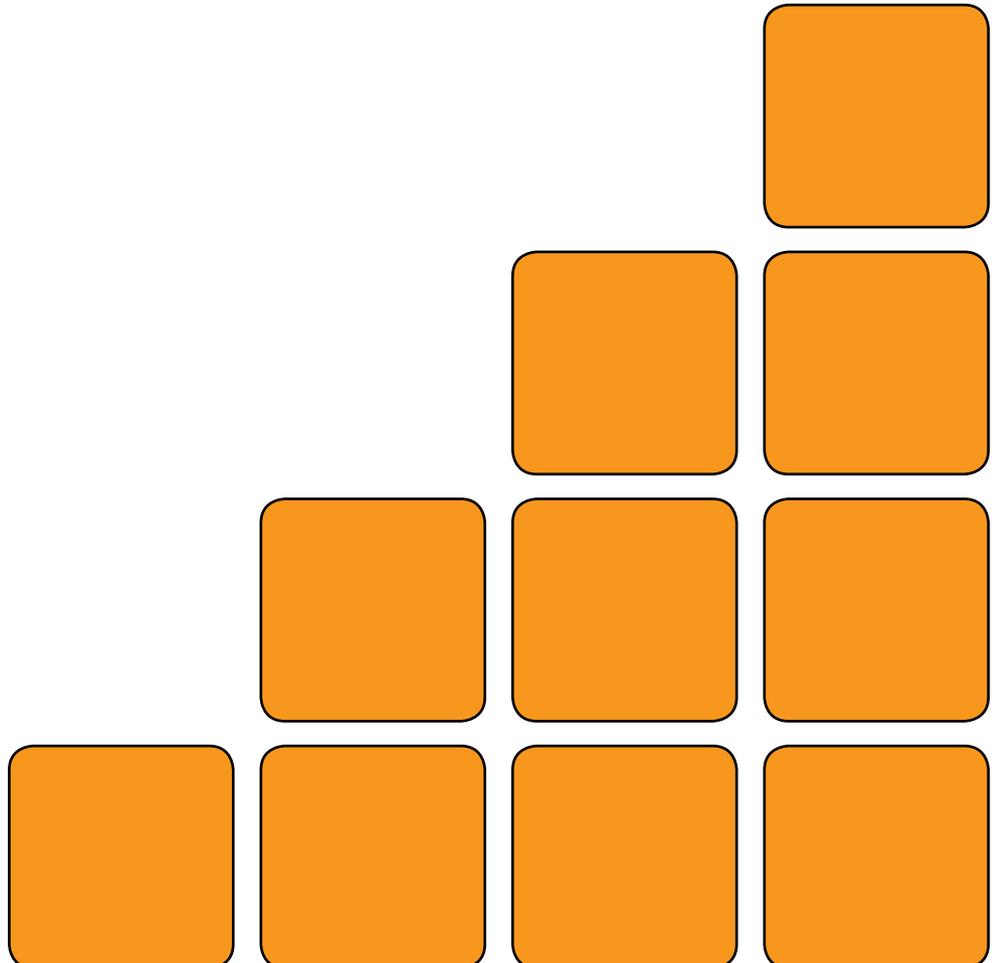
# Provide creative hair extension services

UHB102

Learner name:

Learner number:

SVQ





# UHB102

## Provide creative hair extension services

This unit is about the skills required to provide a full and partial hair extension service to clients to reflect current trends. It includes preparing, creatively selecting, blending and placing hair extensions to add length, colour and/or volume to the client's hair. Cutting the new extensions for creatively styling and finishing is required, as is the maintenance and removal of extensions.

To carry out this unit, you will need to maintain a high level of health, safety and hygiene throughout your work. You will also need to maintain a professional personal appearance and demonstrate effective communication skills.

The main outcomes of this unit are:

1. Maintain effective and safe methods of working when adding hair extensions
2. Plan to add hair extensions
3. Prepare and attach hair extensions
4. Cut and finish hair extensions
5. Maintain and remove hair extensions

NOS

**SKACH12**

SCQF Level

**6**

SCQF Credit Points

**8**

Observation(s)

**3**

External paper(s)

**1**



# Provide creative hair extension services

## Learning outcomes

On completion of this unit you will:

1. Be able to maintain effective and safe methods of working when adding hair extensions
2. Be able to plan to add hair extensions
3. Be able to prepare and attach hair extensions
4. Be able to cut and finish hair with extensions
5. Be able to maintain and remove hair extensions
6. Know and understand how to maintain effective and safe methods of working when adding hair extensions
7. Know and understand how to plan, prepare and attach hair extensions
8. Know and understand how to cut and finish hair extensions
9. Know and understand how to maintain and remove hair extensions

## Evidence requirements

1. *Environment*  
Evidence for this unit may be gathered within the workplace or realistic working environment (RWE).
2. *Simulation*  
Simulation is not allowed in this unit.
3. *Observation outcomes*  
Competent performance of Observation outcomes must be demonstrated on **at least three occasions, each on different clients**. Assessor observations, witness testimonies and products of work are likely to be the most appropriate sources of performance evidence.

Professional discussion may be used as supplementary evidence for those criteria that do not naturally occur.

Assessed observations should not be carried out on the same day for the same learning outcome. There should be sufficient time between assessments for reflection and personal development.

You need to meet the same standard on a regular and consistent basis. Separating the assessments by a period of at least two weeks is recommended as competence must be demonstrated on a consistent and regular basis.

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. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
6. *Tutor/Assessor guidance*  
Your tutor **must** refer to the '**Habia Assessment Strategy**' when delivering this unit to ensure that you cover all the requirements for this unit. This can be found on [www.vtct.org.uk](http://www.vtct.org.uk) under the relevant qualification page.  
  
You will be guided by your tutor/assessor on how to achieve learning outcomes and cover 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. **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 competent 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 professional discussion and/or oral questioning. This evidence will be recorded by your assessor in written form or by other appropriate means.

Your assessor will sign off a learning outcome when all criteria have been competently achieved.

## 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.

## National Occupational Standards (NOS)

All observation evidence and knowledge requirements from the NOS SKACH12 are included in this record of assessment. You must demonstrate in your everyday work that you have met this standard for provide creative hair extension services. This can be found on the NOS website [www.ukstandards.co.uk](http://www.ukstandards.co.uk).



# Observations

## Learning outcome 1

### Be able to maintain effective and safe methods of working when adding hair extensions

You must be able to:

- a. Protect your client's clothing throughout the service
- b. Position your client to meet the needs of the service without causing them discomfort
- c. Ensure your own posture and position whilst working minimises fatigue and the risk of injury
- d. Keep your work area clean and tidy throughout the service
- e. Use working methods that:
  - Minimise the risk of damage to cutting tools
  - Minimise the risk of cross-infection
  - Make effective use of your working time
  - Ensure the use of clean resources
  - Minimise the risk of harm or injury to yourself and others
  - Promote environmental and sustainable working practices
- f. Ensure your personal hygiene, protection and appearance meets accepted industry and organisational requirements
- g. Follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- h. Dispose of waste materials
- i. Complete the service within a commercially viable time

\* May be assessed by supplementary evidence.

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



## Learning outcome 2

### Be able to plan to add hair extensions

You must be able to:

- a. Examine the hair and scalp to identify any factors that may affect the service
- b. Ask your client appropriate questions to establish any known contra-indications to the hair extension service
- c. Record your client's responses to questioning
- d. Conduct a range of tests on your client's hair and skin following manufacturers' instructions and recognised industry procedures
- e. Take a suitable course of action when contra-indications cause doubts as to the suitability of the service for the client
- f. Select attachment systems and hair extensions which are of a:
  - Suitable texture
  - Suitable colour
  - Suitable length
  - Suitable width
- g. Confirm service requirements prior to ordering attachment systems and hair extensions

\*May be assessed by supplementary evidence.

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



### Learning outcome 3

## Be able to prepare and attach hair extensions

You must be able to:

- a. Prepare the attachment systems and hair extensions to avoid wastage, tangling and to meet the manufacturer's instructions
- b. Prepare your client's hair in a way that is suitable for the attachment system to be used
- c. Ensure the availability of assistance, where required
- d. Confirm with your client the look agreed at consultation prior to starting the service
- e. Part the sections cleanly and evenly to meet the requirements of the attachment systems to be used
- f. Section the hair in a way that will allow the hair extensions to lie in the direction required
- g. Secure any hair not being extended to keep each section clearly visible
- h. Use attachment systems that secure hair extensions into your client's hair to meet style requirements
- i. Add and attach hair in a way that takes into account the factors influencing the service
- j. Maintain even tension throughout the attachment process
- k. Check the comfort of your client at regular intervals and give suitable reassurance, if necessary
- l. Identify and resolve any problems occurring during the service
- m. Ensure, on completion, that the hair extensions give a balanced and well proportioned finished look

\*May be assessed by supplementary evidence.

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



## Learning outcome 4

### Be able to cut and finish hair with extensions

You must be able to:

- a. Establish and follow cutting guidelines suitable to achieve the finished look
- b. Adapt your cutting techniques to take account of factors which influence working on hair extensions
- c. Adapt your cross-checking methods to suit the fall of the hair extensions
- d. Adapt your posture and position to ensure the accuracy of the cut
- e. Combine and adapt your cutting techniques to achieve the finished look
- f. Make final checks to ensure the cut is accurate
- g. Use creative finishing techniques that complement the finished look
- h. Use suitable styling and finishing products, when required to achieve the finished look
- i. Confirm that your client is satisfied with the finished look
- j. Give your client advice and recommendations on the service provided

\*May be assessed by supplementary evidence.

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



## Learning outcome 5

### Be able to maintain and remove hair extensions

You must be able to:

- a. Maintain and remove hair extensions following manufacturers' instructions
- b. Use the correct tools to minimise damage to your client's hair
- c. Use the correct products and tools to remove extensions, when necessary, avoiding damage to your client's hair
- d. Leave your client's hair free of residue and product build-up
- e. Leave your client's hair clean and prepared ready for the next service
- f. Give your client advice and recommendations on the service provided

*\* May be assessed by supplementary evidence.*

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



# Observation range

You must practically demonstrate that you have:

<b>Used a minimum of 2 cutting tools</b>	<b>Portfolio reference</b>
Scissors	
Thinning scissors	
Razors	
<b>Considered all factors</b>	<b>Portfolio reference</b>
Hair characteristics	
Hair classification	
Test results	
Attachment method	
Direction and fall of the added hair	
Client's own hair length	
Evident hair damage	
Quantity of added hair	
Head and face shape	
Finished look	
<b>Used both attachment systems</b>	<b>Portfolio reference</b>
Short term	
Long term	
<b>Used both types of hair extensions</b>	<b>Portfolio reference</b>
Artificial	
Human	
<b>Added and attached both head extensions</b>	<b>Portfolio reference</b>
Full head	
Partial head	

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 <b>minimum of 3</b> cutting techniques		Portfolio reference
Point cutting		
Tapering		
Freehand		
Razoring		
Texturising		
Used a <b>minimum of 3</b> creative finishing techniques		Portfolio reference
Drying		
Product application		
Setting		
Use of heated styling equipment		
Given <b>all</b> advice and recommendations		Portfolio reference
How to maintain the attachment system		
Time interval between services		
Present and future products and services		

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\*:

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

*\*This is not an exhaustive list.*

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

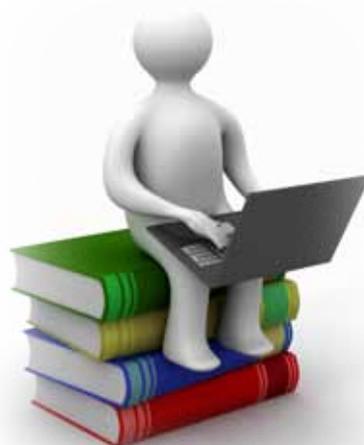
## Achieving the external paper

The external paper will test your knowledge of all criteria in this section. **A pass mark of 70% must be achieved.**

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

Paper	Date achieved	Assessor initials
1 of 1		

# Knowledge



## Learning outcome 6

### Know and understand how to maintain effective and safe methods of working when adding hair extensions

You must know and understand:	Portfolio reference
a. Your responsibilities for health and safety as defined by any specific legislation covering your job role	
b. Your salon's requirements for client preparation	
c. The range of protective clothing that should be available for clients	
d. What contact dermatitis is, and how to avoid developing it whilst carrying out hair extension systems	
e. How the position of your client and you can affect the desired outcome and reduce fatigue and the risk of injury	
f. The different types of working methods that promote environmental and sustainable working practices	
g. Why it is important to keep your work area clean and well organised	
h. Why it is important to position your tools, products and equipment for ease of use	
i. The correct use and maintenance of tools, products and equipment	
j. Methods of cleaning, disinfecting and sterilisation used in salons	
k. Methods of working safely and hygienically and which minimise the risk of cross-infection and cross-infestation	
l. The importance of personal hygiene, protection and presentation in maintaining health and safety in your workplace	
m. Suppliers' and manufacturers' instructions which you must follow for the safe use of equipment, materials and products	
n. The correct methods of waste disposal	
o. Your salon's expected service times for applying hair extension systems	



## Learning outcome 7

### Know and understand how to plan, prepare and attach hair extensions

You must know and understand:	Portfolio reference
a. How to conduct an examination of the hair and scalp to recognise factors which will affect the hair attachment system	
b. The factors that must be taken into consideration prior to adding and attaching hair extensions	
c. The hair growth cycle	
d. The importance of questioning clients to establish any contra-indications to hair extension services	
e. How contra-indications can affect or restrict the delivery of hair extension services	
f. The legal significance of client questioning and of recording the client's responses	
g. Your salon's policy for referring clients to other professionals such as trichologist, general practitioner and the specialist services they can offer	
h. The types and purposes of tests	
i. How the results of tests can influence all aspects of the service	
j. The potential consequences of failing to carry out tests and the importance of recording test results	
k. The types of hair extension systems available and their advantages and disadvantages	
l. The principles for selecting the correct hair attachment systems	
m. The principles for blending added hair	
n. The general differences in preparation requirements between human hair and artificial extensions	

Requirements highlighted in white will be assessed in the external paper.



## Learning outcome 7 (continued)

### Know and understand how to plan, prepare and attach hair extensions

You must know and understand:	Portfolio reference
O. How the client's hair should be prepared for each of the hair attachment systems	
p. How to mix a number of added hair colours to give block colour and highlighting effects	
q. The importance of following manufacturer's instructions for different hair attachment systems	
r. The hair attachment systems with which you may need assistance	
s. How to estimate the length of time the hair attachment systems can take	
t. Methods of applying short term and long term hair attachment systems	
u. How to judge the quantity of hair to be added to achieve a balanced and well proportioned finished look	
v. How the intended style can affect the choice and placement of different hair attachment systems	
w. Why it is important to maintain a correct and even tension when adding hair extensions	
x. The tools and equipment necessary for each attachment method and how these are used	
y. The types of problems that can occur when adding hair extensions and how to remedy them	
z. The types of anxieties commonly experienced by clients undergoing the different hair attachment systems such as natural hair shedding	
aa. How to help relieve client anxieties in a reassuring way	
ab. The types of finishing products and techniques suitable for use with hair extensions	

*Requirements highlighted in white will be assessed in the external paper.*



## Learning outcome 8

### Know and understand how to cut and finish hair extensions

You must know and understand:	Portfolio reference
a. How to carry out creative cutting techniques to blend the client's own hair and different hair attachment system to suit the finished look	
b. How to adapt cutting techniques to suit different types of hair extensions such as artificial and human	
c. The importance of cross-checking the cut for accuracy	

*Requirements highlighted in white will be assessed in the external paper.*



## Learning outcome 9

### Know and understand how to maintain and remove hair extensions

You must know and understand:	Portfolio reference
a. The importance of providing advice and recommendations on the products and services provided in the salon	
b. How to maintain and remove the hair attachment system	
c. The recommended time interval between services	
d. How lifestyle will affect the maintenance and longevity of each hair attachment system	
e. The types of products and tools used to remove different hair attachment systems	
f. Why it is important to remove hair attachment residue and product build up as part of the extension removal process	

*Requirements highlighted in white will be assessed in the external paper.*



# Knowledge range

You must know and understand:

Health and safety - your responsibilities for health and safety as defined by any specific legislation covering your job role		Portfolio reference
Health and Safety at Work Act		
The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)		
The Health and Safety (First Aid) Regulations		
The Regulatory Reform (Fire Safety) Order		
The Manual Handling Operations Regulations		
The Control of Substances Hazardous to Health Regulations (COSHH)		
The Electricity at Work Regulations		
The Environmental Protection Act		
The Management of Health and Safety at Work Regulations		
The Health and Safety (Information for Employees) Regulations		
Environmental and sustainable working practices - the different types of working methods that promote environmental and sustainable working practices		Portfolio reference
Reducing waste and managing waste (recycle, reuse, safe disposal)		
Reducing energy usage (energy efficiency hairdryers, low energy lighting, utilising solar panels)		
Reducing water usage and other resources		
Preventing pollution		
Using disposable items (easy-dry towels)		
Using recycled, eco friendly furniture		
Using low-chemical paint		
Using organic and allergy free hair products		
Using ultra-low ammonia hair colourants		
Using environmentally friendly product packaging		
Choosing responsible domestic products (Fairtrade tea and coffee)		
Encouraging carbon-reducing journeys to work		



You must know and understand:

Factors - the factors that must be taken into consideration prior to attaching hair extensions	Portfolio reference
Hair characteristics	
Hair classification	
Test results	
Attachment method	
Direction and fall of the added hair	
Client's own hair length	
Evident hair damage	
The quantity of added hair	
Head and face shape	
Finished look	

# Notes

Use this area for notes and diagrams



---

---

---

---

---

---

---

---

---

---