

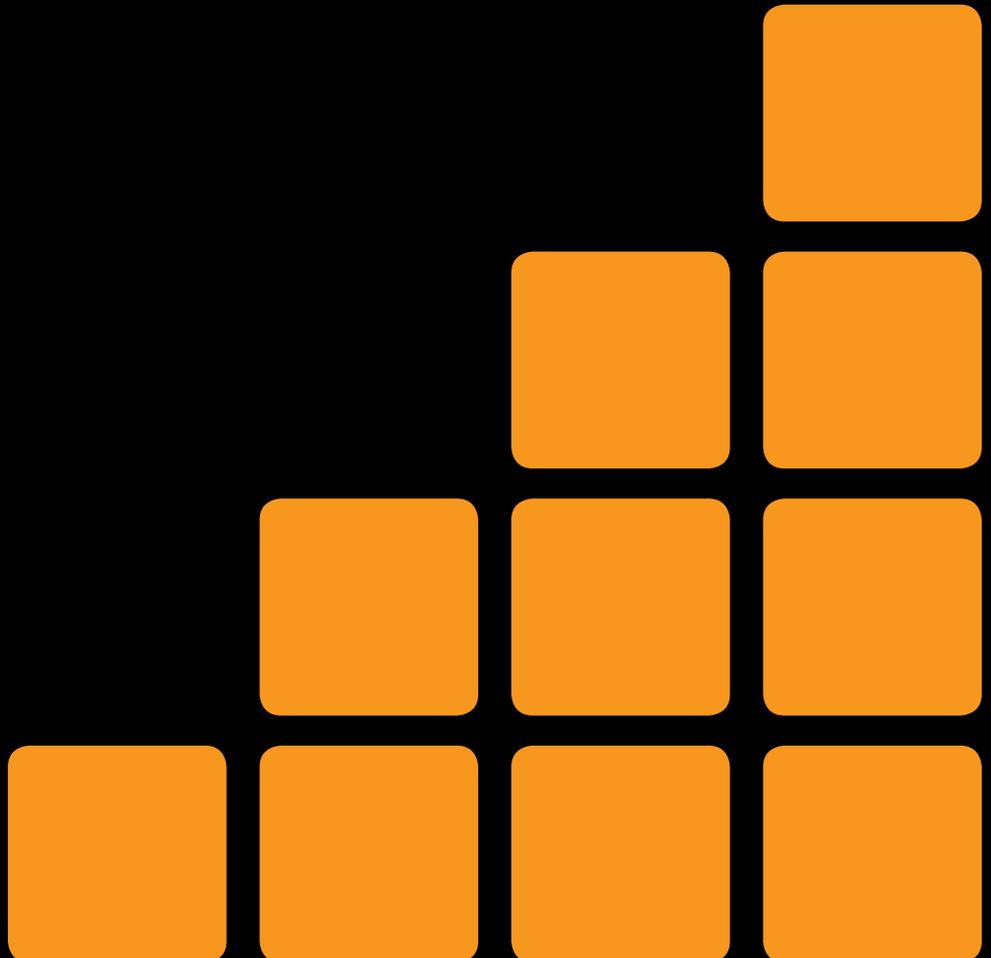
Provide creative hair extension services

UN3GH23

F/600/1274

Learner name:

Learner number:



UN3GH23

Provide creative hair extension services

Through this unit you will learn how to provide hair extension services for your clients. Being able to identify the condition of your client's hair, skin and scalp will determine which products and technique to use. The preparation of your client's hair, selecting blending and placing the extensions will add colour, length and volume for your client. You will complete each service by creatively cutting and finishing the hair. Maintenance of the extensions and aftercare advice also form part of this unit.

NOS

GH23

Level

3

Credit value

8

GLH

64

Observations

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 and prepare to add hair extensions
 3. Be able to attach hair extensions
 4. Be able to cut and finish hair with extensions
 5. Be able to maintain and remove hair extensions
 6. Understand the salon's and legal requirements
 7. Understand how to work safely, effectively and hygienically when adding hair extensions
 8. Understand tests and testing procedures for hair extension services
 9. Understand hair and skin structure
 10. Understand preparation requirements for hair extension services
 11. Understand how to perform hair extension services
 12. Understand problem solving when adding hair extensions
 13. Understand cutting and finishing techniques and products when working with extensions
 14. Understand how to communicate and provide aftercare advice for clients
3. Your assessor will observe your performance on **3 occasions, each on different clients which must include:**
 - a full head of extensions
 - a partial head of extensions covering at least 25% of the head
 - use of man-made fibre extensions.
 4. From the range, you must show that you have:
 - taken account of all the factors
 - considered all the contra-indications
 - carried out all tests
 - used both types of hair extensions
 - removed at least one set of hair extensions
 - carried out full head and partial head extensions
 - used all the attachment systems
 - used **2 out of the 4** cutting tools*
 - used **3 out of the 5** cutting techniques*
 - used **3 out of the 4** creative finishing techniques*
 - given all the advice.

** However, you must prove to your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all the items in these ranges.*

5. It is likely most evidence of your performance will be gathered from the observations made by your assessor but you may be required to produce other evidence to support your performance if your assessor has not been present.

NOTE: Use of clipper attachments is not allowed at Level 3.

6. 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.**

Evidence requirements

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your everyday work that you have met the standard for providing creative hair extension services.

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 must be practically demonstrated as part of an observation. Your assessor will document the portfolio reference once a range has been competently achieved.



Observations

Outcome 1

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

You can:

- a. Protect the client's clothing throughout the service
- b. Wear personal protective equipment, when required*
- c. Keep the work area clean and tidy throughout the service
- d. Sequence the work in a way that is suitable for the attachment system used, style and ease of working
- e. Use safe working methods that:
 - make effective use of resources
 - minimise the risk of harm or injury to yourself and others
- f. Maintain personal standards of health and hygiene which minimise the risk of cross-infection, infestation and offence to clients and colleagues
- g. Use cutting tools and equipment that are safe and fit for the purpose and dispose of all sharps to meet legal and salon requirements*
- h. Complete the hair extension service within a commercially viable time
- i. Complete client records so that they are accurate, easy to read and up to date

* May be assessed through oral questioning.

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



Outcome 2

Be able to plan and prepare to add hair extensions

You can:

- a. Examine the hair and scalp to identify any factors that may affect the service
- b. Ask the client appropriate questions to establish any known contra-indications to the hair extension service
- c. Record accurately the client's responses to questioning
- d. Conduct a range of tests on the 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. Confirm and agree type, length and colour of hair extensions the client wishes, before ordering
- g. Select and use hair extensions which are:
 - of a suitable texture
 - of a suitable colour
 - custom blended
 - of a suitable length
 - of a suitable width
- h. Prepare the hair extensions to avoid wastage, tangling and to meet the manufacturer's instructions
- i. Prepare the client's hair in a way suitable for the technique to be used
- j. Make sure assistance is available, where required *

*May be assessed through oral questioning.

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



Outcome 3

Be able to attach hair extensions

You can:

- a. Confirm the look agreed at consultation prior to starting the service
- b. Section the hair in a way that will allow the hair extensions to lie in the direction required and part the sections cleanly and evenly for the techniques to be used
- c. Separate and secure any hair not being extended to keep the section clearly visible
- d. Use attachment systems that effectively secure hair extensions into the client's hair to meet style requirements
- e. Add and attach hair in a way that takes into account the factors influencing the service
- f. Maintain a suitable and even tension throughout the process
- g. Check the comfort of the client at regular intervals throughout the service and adjust the tension if necessary
- h. Identify and resolve any problems occurring during the service*
- i. Make sure, on completion, that the hair extensions give a balanced and well proportioned look suitable for the intended style and the density of the client's hair

*May be assessed through oral questioning.

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



Outcome 4

Be able to cut and finish hair with extensions

You can:

- a. Establish and follow cutting guidelines suitable to achieve the look required
- b. Adapt the cutting techniques to take account of factors which influence working on hair extensions
- c. Adapt the crosschecking methods to suit the fall of the hair extensions
- d. Change own position around the client to ensure the accuracy of the cut
- e. Combine and adapt the cutting techniques in an innovative way to achieve the desired look
- f. Consult with the client during the cutting service to confirm the desired look
- g. Use creative finishing techniques and products that complement the required look and satisfy the client

**May be assessed through oral questioning.*

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



Outcome 5

Be able to maintain and remove hair extensions

You can:

- a. Maintain and remove hair extensions following manufacturers' instructions
- b. Use the correct tools and products to remove extensions and minimise damage to the client's hair
- c. Leave the client's hair free of product build up and debris and ready for the next service
- d. Give clients constructive advice on the maintenance of their own hair, hair extensions and finished look

** May be assessed through oral questioning.*

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

Range



You must practically demonstrate that you have:

Taken account of all the factors	Portfolio reference
Attachment method	
Direction and fall of the hair extensions	
The quantity of added hair	
The need to blend client's hair and hair extensions	
Head and face shape	
Hair growth pattern	
Client's own hair length	
Hair texture	
Hair density	
Hair elasticity	
Evident hair damage	
Traction alopecia	
Lifestyle	
Hairstyle	
Considered all the contra-indications	Portfolio reference
Skin sensitivities	
History of previous allergic reactions	
Hair and scalp disorders	
Medical advice or instructions	



You must practically demonstrate that you have:

Carried out all tests	Portfolio reference
Pull	
Elasticity	
Skin	
Used both types of hair extensions	Portfolio reference
Man-made	
Human	
Removed a minimum of 1 set of hair extensions	Portfolio reference
Man-made	
Human	
Carried out full head and partial head extensions	Portfolio reference
Full head	
Partial head	
Used all the attachment systems	Portfolio reference
Hot	
Cold	
Used 2 out of the 4 cutting tools	Portfolio reference
Clippers	
Scissors	
Thinning scissors	
Razors	



You must practically demonstrate that you have:

Used 3 out of the 5 cutting techniques	Portfolio reference
Point cutting	
Tapering	
Freehand	
Razoring	
Texturising	
Used 3 out of the 4 creative finishing techniques	Portfolio reference
Drying	
Product application	
Setting	
Use of heated styling equipment	
Given all the advice	Portfolio reference
Suitable home care products, tools and equipment and their use	
Hair care	
How to maintain their style	
Types of problems that can arise and courses of action	

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.

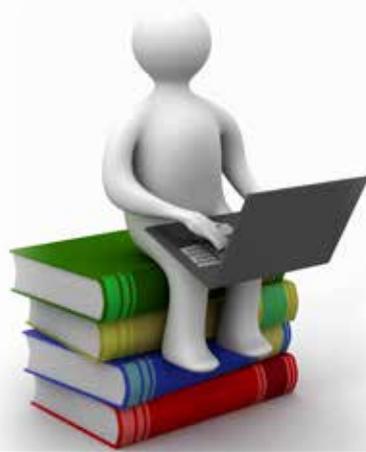
Achieving the external paper

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 table below when the 70% pass mark has been achieved.

Paper	Date achieved	Assessor initials
1 of 1		

Knowledge



Outcome 6

Understand the salon's and legal requirements

You can:	Portfolio reference / Assessor initials*
a. Explain the salon's requirements for client preparation	
b. Explain the salon's expected service times for adding hair extensions	
c. Explain the salon's and legal requirements for disposal of sharps and waste materials	
d. Explain own responsibilities under the current Electricity at Work Regulations	
e. Explain own responsibilities under the current Control of Substances Hazardous to Health Regulations in relation to hair extension products	
f. Summarise the salon's image and expected standards of service	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external written paper.



Outcome 7

Understand how to work safely, effectively and hygienically when adding hair extensions

You can:	Portfolio reference / Assessor initials*
a. Describe contact dermatitis, its appearance and how to avoid developing it whilst carrying out hair attachment services	
b. Explain the range of protective clothing that should be available for clients and self and why it is important to use it	
c. Explain how the position of you and the client can affect the desired outcome and reduce fatigue and the risk of injury	
d. Explain the safety considerations which must be taken into account when adding hair extensions	
e. Explain why it is important to avoid cross-infection and infestation	
f. Explain why it is important to keep the work area clean and tidy and use methods of working safely and hygienically which minimise the risk of cross-infection and cross infestation	
g. Compare methods of cleaning, disinfection and/or sterilisation used in salons	
h. Explain the correct use and maintenance of tools and equipment	
i. Explain the importance of personal hygiene	
j. Explain the legal significance and importance of questioning clients to establish any contra-indications to hairdressing services and recording their responses	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external written paper.



Outcome 8

Understand tests and testing procedures for hair extension services

You can:	Portfolio reference / Assessor initials*
a. Explain the types and purposes of tests and the importance of following manufacturers' instructions	
b. Explain the methods of and reasons for conducting pull tests	
c. Explain when and how tests should be carried out and the expected results	
d. Explain how the results of tests can influence all aspects of the service	
e. Explain the potential consequences of failing to carry out tests	
f. Explain the courses of action to take in the event of adverse reactions to tests and when contra-indications are encountered	
g. Explain why it is important to record test results	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external written paper.



Outcome 9

Understand hair and skin structure

You can:	Portfolio reference / Assessor initials*
a. Explain the factors that must be taken into consideration prior to adding hair extensions	
b. Describe the average rate of hair growth	
c. Explain the potential consequences of excessive tension on the hair	
d. Explain how to identify the signs of traction alopecia	
e. Explain the potential effects on the client's hair of wearing extensions over a long period of time	
f. Explain how contra-indications can affect the delivery of hair extension services to clients	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external written paper.



Outcome 10

Understand preparation requirements for hair extension services

You can:	Portfolio reference / Assessor initials*
a. Compare the types of hair extension products available and their respective advantages and disadvantages	
b. Explain the principles for blending added hair	
c. Describe how to mix a number of added hair colours	
d. Explain how to prepare hair extensions ready for use following manufacturers' instructions	
e. Compare the general differences in preparation requirements between human hair and man-made extensions	
f. Explain how the client's hair should be prepared for each of the hair attachment techniques	
g. Explain how to conduct an examination of the hair and scalp to recognise factors which will affect the hair extension service	
h. Explain the importance of following the manufacturers' preparation instructions for the system(s) in use in the salon	
i. Explain the hair extension systems and attachment methods where assistance may be required	
j. Compare the length of time the hair attachment processes are likely to take	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external written paper.



Outcome 11

Understand how to perform hair extension services

You can:	Portfolio reference / Assessor initials*
a. Explain how to judge the quantity of hair to be added to achieve a balanced and well proportioned look	
b. Explain how the intended final styling can affect the hair extension process	
c. Compare how the attachment systems can affect the way extensions are added and cut	
d. Explain how the attachment systems secure hair extensions into the client's hair	
e. Compare the advantages and disadvantages of the different methods of attachment	
f. Explain the range of specialist equipment necessary for each attachment method and how these are used	
g. Explain the manufacturers' instructions for the attachment of extensions for the system(s) in use in the salon	
h. Explain why it is important to maintain a correct and even tension when adding hair extensions	
i. Explain how to maintain hot and cold hair attachment systems and why maintenance is important to how long the hair style will last	
j. Explain how to remove hot and cold hair attachment systems	
k. Explain why it is important to remove product build up and debris as part of the extension removal process	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external written paper.



Outcome 12

Understand problem solving when adding hair extensions

You can:	Portfolio reference / Assessor initials*
a. Explain the types of problems that can occur when adding hair extensions and how to remedy them	
b. Explain the courses of action to take in the event of the presence of contra-indications	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external written paper.



Outcome 13

Understand cutting and finishing techniques and products when working with extensions

You can:	Portfolio reference / Assessor initials*
a. Explain the reasons for establishing and following guidelines	
b. Explain why and how hair sectioning needs to be adapted when hair extensions are present	
c. Explain how to creatively carry out cutting techniques to blend the client's own hair and the hair extensions to suit the style requirements	
d. Explain why and how cutting techniques should be adapted when hair extensions are present	
e. Explain why and how checking methods for cutting should be adapted when hair extensions are present	
f. Explain the types of styling and finishing techniques that can and cannot be used with hair extensions and why	
g. Explain the types of finishing products suitable for use with hair extensions	
h. Clarify the types and purpose of specialist products available for the aftercare of hair extensions	
i. Explain the types of products to use when removing hot and cold hair extensions	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external written paper.



Outcome 14

Understand how to communicate and provide aftercare advice for clients

You can:	Portfolio reference / Assessor initials*
a. Describe the types of anxieties commonly experienced by clients undergoing the hair extension process	
b. Explain how to help relieve client's anxieties in a reassuring way	
c. Explain how to give effective advice and recommendations to clients	
d. Explain how to detangle hair from point to root using specialised combs and brushes	
e. Explain the importance of following manufacturers' instructions when shampooing and conditioning the hair	
f. Clarify products for home use that will benefit the client and how to protect the hair when sleeping and why	
g. Summarise how lifestyle can affect the client's choice of style	
h. Explain how the use of artificial hair can affect the styling possibilities	
i. Explain how to maintain the client's agreed style, how long the hair extensions can be expected to last and removal requirements	
j. Describe how to deal with signs of traction alopecia	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external written paper.