

UHB172M

Cut ladies hair

Unit reference number: L/615/0805

Level: 2

Guided Learning (GL) hours: 85

Overview

This unit will enable learners to use basic hair cutting skills to create a variety of looks on different hair types. Learners will learn about the requirements for the use and maintenance of a variety of cutting tools and equipment. Learners will develop an understanding of influencing factors, hair classifications and characteristics and how they affect the hair cutting service. Learners will develop the skills and knowledge to complete hair cutting services using traditional cutting techniques.

Learning outcomes

On completion of this unit, learners will:

LO1 Know the salon requirements for cutting ladies hair

LO2 Understand the factors that influence cutting ladies hair

LO3 Understand the products, tools, equipment and techniques for cutting ladies hair

LO4 Be able to prepare for cutting ladies hair

LO5 Be able to provide services for cutting ladies hair

Assessment requirements

Learners must complete **all** four assessment requirements related to this unit:

1. Service portfolio
2. Graded practical assessment
3. External examination
4. Graded synoptic assessment

1. Service portfolio

Learners must produce a service portfolio. The service portfolio must contain evidence that learners have:

- Performed 6 different hair cuts on different clients
 - Covered at least 3 different hair classifications
 - Covered different classification ranges
- Performed styles that include all hair lengths
 - 2 one length looks – 1 above, 1 below the shoulders, including at least 1 fringe
 - 2 graduated looks – 1 long graduation, 1 short graduation including at least 1 fringe
 - 2 uniform layer styles
- Used all products
 - Water
 - Detangling solution
- Used all tools and equipment
 - Scissors
 - Razor
 - Thinning scissors
 - Combs
 - Sectioning clips/clamps
 - Neck brush
- Used all equipment
 - Water spray
 - Mirror
 - Gown
 - Cutting collar/cape
 - Hairdryer
 - Back mirror
- Used all cutting techniques
 - Club cutting
 - Freehand
 - Scissor over comb
 - Thinning
- Considered all factors and influences
 - Hair classification
 - Hair characteristics
 - Head and face shape and size
 - Hair density

- Hair texture
- Elasticity
- Growth patterns
- Hair length
- Client lifestyle
- Client requirements
- Used all finishing techniques
 - Product application
 - Styling
 - Blow-dry and finish
- Provided all aftercare advice and recommendations
 - How to maintain the hair cut between appointments
 - Time interval between hair cuts
 - Use of aftercare products
 - Additional services to enhance hair cut

The service portfolio must be completed prior to learners undertaking the graded practical skills test. Whilst treatment portfolios will not be graded, they may be sampled by the VTCT External Quality Assurer (EQA).

Evidence from the graded practical assessment must also be presented in the service portfolio.

2. Graded practical assessment

Learners must carry out a complete ladies hair cutting service which will be observed, marked and graded by centre assessors. The grade achieved in the graded practical assessment will be the grade awarded for the unit.

The graded practical assessment must take place in a real or realistic working environment on a real client. At a minimum the graded practical assessment for this unit must cover:

- Service – 1 ladies hair cut
 - The hair must be shampooed or wet prior to the cutting service
 - At least 2cm should be removed and used as a guideline throughout the hair cut
 - The appropriate cutting method(s) used and carried out in a commercially viable time taking into consideration all classifications, characteristics and influencing factors to produce a basic salon professional finish
- Products, tools and equipment
 - Combs, sectioning clips/clamps, scissors, mirror
 - The hair cut can be finished and personalised once the hair has been dried
 - Product application such as a detangler to remove tangles from the hair at the beginning or during the hair cut, or water to maintain even wetness during the hair cut

Recorded professional discussion can also be used as an assessment method attached to the graded practical assessment and is particularly useful for gathering evidence for criteria related to evaluation and reflection. Professional discussions should be planned and recorded.

3. External examination

Whilst the theory content of LO1, LO2 and LO3 may be naturally assessed in the graded practical assessment, they will be tested by an external examination towards the end of the period of learning.

External examinations will test knowledge and understanding from across the whole vocational area (mandatory units). Learners should use the unit content section of this unit to aid revision since exam questions will test the full breadth of this section.

External examinations will be set and marked by VTCT and will contribute to the overall qualification grade.

4. Graded synoptic assessment

In the last term or final third of their qualification, learners will be required to undertake a graded synoptic assessment. This will require learners to carry out a range of services from across the whole vocational area (mandatory units). Assessment coverage will vary year on year, although all services will be covered over time.

VTCT will set a brief for centres which will detail the services to be covered in the graded synoptic assessment. Grading descriptors for the synoptic assessment will also be provided by VTCT.

The graded synoptic assessment will be marked and graded by centre staff and externally verified by VTCT.

The graded synoptic assessment will contribute to the overall qualification grade.

Unit content

LO1 Know the salon requirements for cutting ladies hair

Learners must know their personal responsibilities for health and safety when providing services in cutting ladies hair:

- Personal presentation is important in creating an overall good impression and promotes client satisfaction, repeat/new business and a positive reputation for the stylist/salon
- Ensure salon uniform requirements are adhered to. Each salon will have different requirements and expect learners to dress appropriately. As a general rule closed-in low heel shoes should be worn. Where tights/stockings/socks are worn, these should be clean and free from ladders or holes. Smart non-restrictive clothes for ease of movement with sleeves or jewellery that does not touch the client whilst the service is provided. Other examples may include a set uniform or T-shirt with or without salon logo
- Present good, personal hygiene including clean clothes, clean teeth and fresh breath
- Avoid strong smells, e.g. tobacco, heavy perfume or aftershave
- Maintain good posture throughout the service with body weight evenly balanced

Learners must know how to effectively implement health and safety salon procedures when preparing the work area:

- It is the responsibility of all staff to maintain health and safety procedures whilst working in a salon. Learners must
 - Present a clean and hygienic working area
 - Clean and sterilise tools and equipment appropriately
 - Contribute to safe practices
 - Provide knowledge of all health and safety legislation

Learners must know how to recognise the risks that may cause hazards when providing ladies hair cutting services:

- Salon safety is of paramount importance and learners must know how to recognise potential harm or injury that may occur
 - Hazard – anything that has the potential to cause harm, e.g. detangling product left on floor
 - Risk – a chance, high or low that a hazard may cause harm, e.g. someone may slip on the product
 - Work safely throughout the hair cutting service, ensuring maintenance of electrical equipment is monitored with an awareness of what legislation is required, including P.A.T testing e.g. using a hairdryer to dry hair after a wet cut
 - Learners will ensure client comfort is maintained throughout the cutting service and the client remains free from harm, e.g. scissors remain closed when not cutting hair
 - Dispose of hair cuttings and waste appropriately to minimise risk of cross-infection

Learners must know the different types of working methods that promote environmental and sustainable working practices:

- Successful environmental and sustainable working practices require the co-operation of all staff, these may include
 - Reducing and managing waste (recycle, reuse, safe disposal), e.g. measure products where applicable and do not use excessive amounts of products
 - Reducing energy usage (energy efficient hairdryers, low energy lighting, utilising solar panels)
 - Reducing water usage, e.g. turn tap off whilst applying shampoo or conditioner
 - Preventing pollution, e.g. ensure hair cutting clippings are disposed of correctly and will not cause a blockage in drains
 - Using reusable items (easy dry towels)
 - Using recycled, eco-friendly furniture
 - Using low-chemical paint
 - Using organic and allergy-free hair products
 - Using environmentally-friendly product packaging
 - Choosing responsibly sourced domestic products, e.g. Fairtrade tea and coffee

Learners must understand the importance of accurate record keeping:

- Client records and maintenance cards/electronic files are an effective resource within a salon and must provide accurate information, e.g. client services, products, tests and relevant dates. Examples include
 - The importance of record keeping to ensure future services can be tracked and legal records are in place
 - Client record cards are maintained and show current, accurate information including service history and any specific tests for the client
 - Maintaining electrical equipment records, e.g. new equipment is P.A.T tested and date records are checked
 - Checking electrical records including completing appropriate forms if equipment becomes faulty when drying hair after the cutting services

LO2 Understand the factors that influence cutting ladies hair

Learners must understand the hair classifications and characteristics:

Hair classifications table			
	1a Fine/thin	1b Medium	1c Coarse
Type 1: Straight hair	Straight	Straight with volume	Straight difficult hair
	2a Fine/thin	2b Medium	2c Coarse
Type 2: Wavy hair	'S' pattern	Frizzy 'S' pattern	Very frizzy 'S' pattern
	3a Fine/thin	3b Medium	3c Coarse
Type 3: Curly hair	Soft curl	Loose curl	Tight curl
	4a Fine/thin	4b Medium	4c Coarse
Type 4: Very curly hair	Tight coiled curl pattern	'Z' pattern and spring curl	Tight 'Z' pattern

- Learners must know how the extent and degree of the different hair classifications will influence products, tools and equipment used when cutting ladies hair, e.g. a client with a hair classification of 3a – soft curl has natural movement in the hair and will influence cutting methods used to retain the curl

Learners must understand how hair classifications, characteristics and analysis influence hair cutting techniques:

- Analysis of both the hair classification and characteristics during a client consultation will influence the hair cutting service
 - Density – this is defined as the number of hairs on the scalp and will affect the choice of tools and products used and the time of the service. Club cutting on thicker, dense coarse hair may produce harsher lines as a finish. For coarse hair avoid sleek, straight styles
 - Texture – the circumference of an individual strand of hair. Hair can be fine, medium or coarse. Coarse hair has the largest circumference, and fine hair the smallest. Texture may affect the porosity of the hair. When hair cutting, the use of products may increase the finishing time
 - Porosity – this relates to the condition of the cuticle. Porosity levels are affected by both chemical and physical damage. Cuticles which are raised and feel rough, and may tangle when hair cutting, are known as porous and will absorb water and products more easily and unevenly when applying finishing products. Suitable treatment products will be required if hair is porous
 - Elasticity – this relates to the condition of the cortex layer of the hair. Elasticity levels are affected by how hair is treated and the condition it is in. Hair should stretch and return to its normal size, this indicates the hair is in good condition and there is no damage to the cortex. If hair stretches and snaps or does not return to its original length this indicates internal damage to the cortex. When cutting the hair, damage may be more acute towards the ends of the hair, therefore a good cut can improve the overall condition
 - Growth patterns – this relates to the direction the hair grows from the scalp and may influence the desired finish. Selection of appropriate cutting techniques may help overcome a difficult growth pattern, e.g. when cutting a fringe on a client with a 'cowlick' the length of the fringe may have to be left longer to accommodate the lifting of hair caused by the growth pattern
 - Head and face shape and size – this relates to the overall shape and size of the client's head and includes any specific features. When hair cutting, it is important to ensure that the client has a style they can manage and which

suits their overall appearance, e.g. a client with a long face may not require height on the crown or a client with a round face may be best suited with minimal volume at the sides

- Client lifestyle – this is about the client's everyday activities and working patterns, e.g. a client who is a mother to small children may require a low maintenance, manageable style. A style requiring high maintenance, e.g. a hair cut that is finished by styling into place with heated styling equipment and products may not be suitable
- Hair length – this will affect the general condition of the hair. If the hair is long the ends will have been shampooed many times and the condition may be affected by physical or chemical processes. Product usage is important when finishing after hair cutting along with selecting the right tools to ensure an even result is achieved. Long hair may be weighed down by the use of some products
- Client requirements – this will affect the cutting methods used, any adaptations made and specific characteristics of the hair to ensure the client requirements are met

Learners must understand factors that can prevent or restrict cutting ladies hair:

There are a range of factors which might contribute to preventing or restricting the service, products or techniques used in cutting ladies hair, e.g. a client with an open wound or with recent scar tissue on the head will not be able to have a hair cut that requires the hair being held with too much tension

- Non-contagious – may prevent or restrict services due to severity of condition
 - Sebaceous cyst – lump on top or under scalp
 - Seborrhoea – excessively oily hair and scalp
 - Psoriasis – dry silvery scales of skin
 - Contact dermatitis – dry, red, sore, itchy skin, may possibly be weeping
 - Scalp sensitivity – an inflamed, sore and red scalp may prevent the use of combs being used close to the scalp, therefore affecting the cutting process
 - Recent scar/tissue injury may be tender when using combs
 - Skin tags on neck, and any piercings that may restrict the cutting service
 - Hair loss (alopecia), possible after hair extension removal, medication, stress or trauma – use tools and equipment carefully to adapt style to cover hair loss

Learners must know contra-indications to cut ladies hair service:

Contra-indications can prevent or alter the service, products or techniques used in a 'cut ladies hair' service. The learner must identify any contra-indication through consultation and discussion with the client prior to the service

- Contagious – can be passed person to person may prevent service which will include
 - Bacterial – impetigo, folliculitis, furuncles
 - Viral – warts, herpes
 - Fungal – tinea capitis/ringworm
 - Animal parasites – pediculosis capitis/head lice, scabies
- Hair defects
 - Trichorrhexis nodosa – rough swollen broken shaft

Learners must understand the importance of questioning when providing a cut ladies hair service:

An important factor of the hair cutting service is to understand the client's requirements and to ensure a happy, satisfied client who will rebook for future services along with recommending and promoting salon staff and services to other potential clients

- Questions are asked of the client prior, during and after all hair cutting services
- How to use questioning to communicate with the client in a way that meets the client's individual needs
- The importance of understanding the client's requirements regarding the service. This may include the use of visual aids, e.g. album of pictures, style book or photos to agree outcome
- The importance of the client feeling valued if references are made regarding personal comfort
- The additional service options which may include offering refreshments (if available) or magazines to add value and general ambience to personalise the service
- Reasons why a client may rebook for future services or promote stylist/salon

LO3 Understand the products, tools, equipment and techniques for cutting ladies hair

Learners must be able to compare hair preparation methods and select the most appropriate method for a hair cut:

- Cutting hair wet
 - Hair wet with water spray – quicker for the client but hair may not be clean, may not be evenly wet
 - Pre-shampooed and conditioned hair – clean hair to cut, hair fully returns to alpha keratin
 - Advantages of cutting hair wet – supports cleaner section making, hair easier to control, greater accuracy for precision cutting, able to see hair in natural state (curls, waves), guide lines more visible
 - Disadvantages of cutting hair wet – hair growth patterns less obvious, takes longer to complete the appointment from start to finish
- Cutting hair dry
 - Hair shampooed, conditioned and dried/straightened – good for texturising and removing bulk from abundant/curly/coarse hair
 - Quick, easy fringe cutting or around the ears services for the client in between full hair cut appointments
 - Advantages of cutting hair dry – quick, easier to see natural hair movement and fall, accurately assess actual hair length
 - Disadvantages of cutting hair dry – hair may not be clean, less accurate sections, less control, more static, harder to comb, less accurate precision cut

Learners must understand the use of products, tools and equipment available for cutting ladies hair, why they are used and how to maintain them:

- Scissors
 - Used to remove length and bulk, creates blunt, textured and/or tapered end to the hair
 - Maintain by removing loose hair, wipe clean, sterilise, stored in appropriate pouch, and sharpened if required, only use for cutting hair
- Razors
 - Used to remove bulk from coarse or thick hair or to add texture or taper the ends of the hair
- Thinning scissors
 - Thinning scissors can help to blend hair cuts or reduce bulk from thicker coarse hair. The scissors possess a number of teeth that allow them to cut some but not all strands of hair and the effect is to thin out the hair
- Cutting comb(s)
 - Used to detangle hair, support hair when cutting, create sections, control hair when cutting
 - Maintain by cleaning comb of hair clippings, place in sterilising solution, wash and dry, store on clean receptacle/area
- Sectioning clips
 - Used to bump hair out of the way when sectioning hair for accurate and precise cutting lines
 - Maintain by cleaning sectioning clips of hair clippings, place in sterilising solution, wash and dry, store on clean receptacle/area
- Cutting collar/cape
 - Used to protect neck area from hair clippings
 - Maintain by wiping clean, store at work station or clean trolley

- Back mirror
 - Used to show client the sides and back of the hair cut
 - Maintain by cleaning for smear free reflection, store at workstation
- Water spray
 - Use to keep hair damp during the hair cut
 - Maintain by refreshing water daily
- Leave-in conditioner/detangler/oil
 - Used to prevent knotting during the hair cut
 - Maintain by ensuring product bottle is clean after use, replaced in storage, disposed of in an environmentally friendly manner
- Hairdryer
 - Used to dry or remove excess moisture after cutting

Learners must understand the types of problems and solutions that may occur when cutting ladies hair:

Problems	Solution
Contra-indication found	Do not begin the service or, if started, stop service. Encourage client to rebook, provide appropriate advice for treatment or referral for the contra-indication
Client changes mind about the amount of hair cut off	Prevent happening by effective communication, consultation and use of visual resources before the hair cut begins. During the hair cut, reassure client and confirm approval of cut hair length by explaining the hair cut progression. Agree solution
Cut own skin	Stop immediately and clean wound, apply pressure to stop bleeding, cover wound with plaster
Cut client's skin	Stop immediately, provide sterile cloth to client to hold against the cut skin, provide plaster for client to apply. Hairdresser to wash hands to remove blood from own skin, hairdresser wears gloves if applying plaster to client cut
Hair will not lie correctly around growth pattern	Does hair in growth pattern needs extra length to weigh it down or cut shorter to remove the problem?
Sides uneven on finished cut	Ensure client sits straight in seat with legs uncrossed, use mirror to level cut

Learners must understand and be able to compare the different hair cutting techniques:

- Club cutting
 - Creates a blunt end to hair, used for precision cutting, retains hair bulk and weight, used for both curly and straight hair types
- Freehand
 - Cutting hair with no tension without holding the hair with the hand, fingers or tools
- Scissor over comb
 - Hair supported by comb when cut with scissors. Produces a soft-layered effect. Often used for very short styles cut into nape/sides, shortens to less than finger depth, cut to head shape/size or when blending layers
- Thinning
 - Can be achieved by a razor or thinning scissors. Reduces bulk from the hair without reducing overall length. Often used to texturise hairstyles or to remove lines and angular shapes to produce a softer finish

LO4 Be able to prepare for cutting ladies hair

Prepare themselves, the client and the working area for the cutting service:

- Preparation of learners – learners must present themselves professionally displaying
 - Clean hygienic appearance
 - Appropriate hair and make-up (as applicable)
 - Readiness for the service
 - A good attitude
 - Personality/persona fitting for the salon
 - Good communication and listening skills
 - Good posture maintenance throughout the cutting ladies hair service
- Learners will ensure that previous hair services (if applicable) have been carried out correctly and meet the satisfaction of the client
- Prepare the working area – learners will ensure
 - All products, tools and equipment are organised in advance making provision for a diverse range of client needs
 - There is adequate room around the work area to allow safe use of all equipment
 - All work areas are free from hair, including basin, chair, trolley, work station/dressing unit and floor
 - Chairs are moved to eliminate and wipe away any dropped products, chair feet are checked for cleanliness and seats and back of chair wiped clean or fresh cover applied
 - Trolleys are systematically cleaned between services, removing unwanted items and replaced with fresh cleaned/sterilised items
 - Towels, capes and client outer gowns are clean and freshly laundered for service and removed after use

Prepare the client for services:

Learners will ensure that previous hair services have been carried out correctly and meet the satisfaction of the client. Learners must check there are no excess products in the hair to inhibit the electrical heated styling and finishing service, the hair is dry and protective garments remain dry and intact

- To prepare the client, learners must
 - Remove obstructive jewellery or items that would inhibit the cutting service
 - Adjust styling chair height to avoid excessive bending by learners and maximise client comfort
 - Position a foot stand where necessary (or available) for additional client comfort
 - Ensure the client maintains the correct posture to avoid hazard or risk
 - Confirm that the client is comfortable at start of service

Explain and agree the hair cut with the client:

- Use effective, respectful communication to establish client wishes. Verbal communication must be carried out to meet the individual needs of the client
- Use appropriate varied questions to identify requirements
- Use appropriate non-verbal communication – making eye contact, listening carefully, use of body language
- Use images to support the verbal consultation to confirm look examples – length of hair, finished style
- Conduct a visual and manual check of the hair and scalp

- Identify any influencing factors and discuss these with the client
- Agree choice of tools and equipment with the client
- Agree service outcome with the client

Demonstrate effectiveness in the salon when cutting ladies hair:

Learners must demonstrate how effective they have been in performing the ladies cutting service, including

- Overall performance within the salon
- Identify strengths and weaknesses shown before, during and after the ladies cutting service
 - Identifying client requirements
 - Identifying influencing factors
 - Sectioning the hair
 - Cutting with tension
 - Following cutting guidelines
 - Angles and weight distribution of hair cut
 - Amount to be removed, textured or thinned
 - Checking client satisfaction
- Demonstrate a mixture of talent, knowledge and skills. Examples may include
 - Conversing with the client throughout the cutting service
 - Ensuring client comfort throughout the cutting service
 - Discussing further services to enhance the cutting service being provided
 - Overall performance in client care

LO5 Be able to provide services for cutting ladies hair

Select products, tools and equipment to complete the hair cut:

Learners must demonstrate they have identified and used the most suitable items to create the finish

- Use and application of products (where required), tools and equipment will be dependent on
 - Hair classification
 - Hair characteristics/growth pattern
 - Length
 - Condition
 - Density
 - Texture
 - Porosity
 - Influencing factors
- Products – learners will choose the most appropriate products to aid the cutting service and to maintain client comfort during the service. Examples may include water spray to keep hair wet or to wet dry hair, shampooing and conditioning products as a pre-service treatment
- Tools – in selection of tools learners must use the most appropriate items to create a finish and be able to manipulate the hair without pulling or dragging sections, this will include choice of scissors of appropriate length and type, combs of correct length and size
 - Learners will choose sectioning clips or clamps to divide hair where appropriate, depending upon length and style, into manageable areas for handling the hair. Tools must not damage or become stuck in the hair
- Equipment – appropriate selection of cutting equipment, e.g. cutting collar, back mirror
- Where electrical equipment is used to dry or style the hair, learners must
 - Show correct use when working electrical equipment
 - Demonstrate that the finish has been enhanced by the use of electrical equipment

Use products, tools and equipment to produce the desired outcome:

- Products – learners will demonstrate they can use the correct products appropriate to the client's needs. An example of this would be using a conditioning treatment service prior to cutting on porous hair to improve the texture, assist in the control of the hair and help create the finish
- Tools – learners must ensure all tools used are fit for purpose and tools are used correctly. An example is the use of a wide tooth comb to disentangle long hair from points to roots prior to cutting or trimming
 - Scissors – blades must be closed whilst combing the hair and held correctly and safely when cutting the hair
- Equipment – learners must use equipment correctly. As an example, learners must show they can use equipment in sequence order, e.g. a cutting cape placed around the client's shoulders (if used) after a shampooing service, not before

Use a combination of techniques to achieve the desired outcome:

Learners will display an aptitude in controlling techniques, using cutting methods and techniques effectively to aid the finish result, demonstrating skills to manipulate and control the hair with tools chosen. Learners must

- Choose the correct cutting technique for the factors influencing the agreed outcome

- Cutting technique appropriate for the
 - Degree of length to be removed
 - Hair classification
 - Characteristics of the hair
 - Type of hair cut
- Confirm the planned style with the client
- Complete the hair cut based on the four basic shapes
 - Uniform layer – hair is held at 90°. No weight line as the hair is distributed evenly throughout
 - Long graduation – hair held at a range of angles over 90°-180°, depending on the degree of graduation required. Short internal layers and longer external layers
 - Short graduation – hair held up to 45° angles. Longer internal layers, shorter external layers
 - One length – hair held at 0° angle. Above the shoulders, below the shoulders
- Hair cut is adapted by
 - Working with natural fall of hair
 - Accommodating hair growth patterns
 - Remedial action taken to resolve emerging issues
- Complete the hair cut in a commercially acceptable time
- Confirm the outcomes meet the client's wishes and agreed plan
- Cross check the hair cut during the service and at the end to ensure an accurate finish
- Complete the hair cut with proficiency

Provide in-service checks with the client:

- Use appropriate communication and questioning techniques to check on the client's comfort and general wellbeing throughout the service
- Ensure checks with the clients confirm agreed service
- Demonstrate that the checks made enhance the hair cut and disguise influencing factors, e.g. checks on length of fringes to disguise high forehead
- Seek approval from the client before making changes or adaptations

Follow safe and hygienic methods of working:

- Tools and equipment appropriately cleaned and sterilised before and during the hair cut
- Excess fallen hair removed from client's gown, shoulders, neck and face to avoid discomfort and irritation
- Manufacturer's instructions followed for products, tools and equipment
- Electrical equipment checked for safety before use (if required)
- Display good processes of application of products, e.g. carefully applying water spray
- Carry out a service without causing danger or damage to self, client or work areas intentionally or by accident, e.g. ensure scissors are closed and kept within case or drawer after use
- Identify potential risks and hazards – fallen hair swept from floor immediately after the hair cut

Provide aftercare advice and recommendations for the client:

- Provide support for the client to be able to manage the hair cut between appointments by
 - Clearly explaining the homecare routine for styling the hair cut
 - Providing guidance for any changes in the hair care routine
 - Recommend and select appropriate aftercare products for shampooing, conditioning, styling and finishing
 - Recommend other services to enhance the hair cut. For example colour, body perm, conditioning treatments
 - Recommend time interval between hair cuts
 - Provide information about how lifestyle can affect caring for the hair cut and style

Maintain accurate client records:

Record and maintenance cards/electronic files are an effective resource within a salon and provide accurate information regarding client services, history of the client, the products, styles and any tests carried out with dates. Learners must understand the importance of record keeping, ensuring future services can be tracked. Maintenance of record cards/files will verify faults and general repairs for specific items used, e.g. torn cutting cape. Learners must ensure

- The client record cards are maintained and show current information
- Latest equipment testing date records are checked
 - Conduct post-service maintenance of work area ready to meet the next client
 - Ensure equipment records are up to date

Skin cancer awareness

Please note this information will not be assessed for the achievement of this unit.

Public awareness of skin cancer has never been higher, and yet skin cancer remains the fastest growing cancer in the UK, especially amongst young people. The chances of a positive outcome can be dramatically increased with early identification and diagnosis.

Professionals in hair, beauty, sports massage and health and wellbeing industries work closely with clients and in many cases have sight of areas of skin which may not be easily visible to the client. An informed awareness of the signs, symptoms and changes of appearance to be aware of when checking for early signs of cancer is a crucial tool for the conscientious practitioner in order to provide the most thorough service and in some cases, possibly lifesaving information signposting.

Signs to look for when checking moles include utilising the ABCDE guide:

A - Asymmetry – the two halves of the area/mole may differ in their shape and not match.

B - Border – the edges of the mole area may be irregular or blurred and sometimes show notches or look 'ragged'.

C - Colour – this may be uneven and patchy. Different shades of black, brown and pink may be seen.

D - Diameter – most but not all melanomas are at least 6mm in diameter. If any mole gets bigger or changes see your doctor.

E - Elevation/evolving – elevation means the mole is raised above the surface and has an uneven surface. Looks different from the rest or changing in size, shape or colour. Anyone can get a suspicious mole or patch of skin checked out for free by the NHS by visiting their doctor, who may then refer to a dermatologist (an expert in diagnosing skin cancer).

If you require any additional NHS information please refer to <https://www.nhs.uk/be-clear-on-cancer/symptoms/skin-cancer>

If your learners are interested in learning more about skin cancer awareness alongside this qualification, VTCT runs the following qualification: VTCT Level 2 Award in Skin Cancer Awareness for Non-Healthcare Professionals.

This qualification has been specifically designed for those working in the sports massage, health and wellbeing, beauty, hairdressing and barbering sectors. It will enable learners to identify any changes to their client's skin and to highlight those changes to the client using appropriate language and communication skills. It will enable the learner to raise awareness of skin cancer and signpost their clients to public information about skin cancer.

This qualification will enable hair, beauty and wellbeing professionals to gain the appropriate knowledge and communication skills required to provide non-diagnostic, professional advice and information to clients in a discrete, empathetic and confidential manner.

For more information please refer to the Record of Assessment book:

<https://qualifications.vtct.org.uk/finder/qualfinder/1Record%20of%20Assessment%20Book/AG20529.pdf>

Assessment criteria

Assessment criteria will be applied to the graded practical assessment. In order to pass this unit, learners must at a minimum achieve all pass criteria. The pass criteria relate to the proficient demonstration of skills and knowledge. All criteria within a given grade must be achieved to be awarded that grade.

Learning outcome The learner must:	Pass The learner can:	Merit To achieve a merit grade, in addition to achievement of the pass criteria, the learner can:	Distinction To achieve a distinction grade, in addition to achievement of the pass and merit criteria, the learner can:
LO4 Be able to prepare for cutting ladies hair	P1 Prepare themselves, the client and the working area for the cutting service P2 Prepare the client for services P3 Explain and agree the hair cut with the client P4 Demonstrate effectiveness in the salon when cutting ladies hair	M1 Adjust communication techniques to meet individual client needs M2 Provide advice and recommendations for products and additional services M3 Use a variety of techniques to create an individual hairstyle	D1 Explain the choice of methods, tools and techniques used during the hair cut D2 The hair cut reflects a commercially skilled finish using basic techniques
LO5 Be able to provide services for cutting ladies hair	P5 Select products, tools and equipment to complete the hair cut P6 Use products, tools and equipment to produce the desired outcome P7 Use a combination of techniques to achieve the desired outcome P8 Provide in-service checks with the client P9 Follow safe and hygienic methods of working P10 Provide aftercare advice and recommendations for the client P11 Maintain accurate client records		

Assessment guidance

Assessors must use the amplified assessment guidance in this section to judge whether assessment criteria have been achieved in the graded practical assessment.

P1 Prepare themselves, the client and the working area for the cutting service

Learners must demonstrate that they have effectively prepared themselves for the hair cutting service, ensuring they are presentable and dressed professionally and appropriately. Products, tools and equipment are neatly set up on the work station and/or placed in trolley on lead side of learner. Electrical equipment checked and confirmed to be in safe working order prior to the service if required. Resources such as style books or mobile applications ready for client reference.

P2 Prepare the client for services

Learners must select clean protective garments, towels and a cape, ensuring that the client is comfortable and the chair height and the height of the cutting stool (if used) is correct. Learners must ensure they have carried out a consultation and agreed the outcomes with the client along with ensuring the client's posture is correct at the beginning and throughout the hair cutting service. Resources such as style books or mobile applications ready for client reference.

P3 Explain and agree the hair cut with the client

Learners must demonstrate that they have consulted with the client using appropriate and varied questions and resources suited to the diverse needs of the client. Learners must confirm the agreed look with the client, clearly explaining how the service will be carried out and how the hair cut will be finished, during and after the hair cut, avoiding technical jargon.

P4 Demonstrate effectiveness in the salon when cutting ladies hair

Learners must demonstrate that they are able to evaluate their own effectiveness when performing a ladies cutting service, learners must identify their own strengths and weaknesses and state how improvements can be made, including setting themselves SMART targets to achieve this.

P5 Select products, tools and equipment to complete the hair cut

Learners must demonstrate that they have selected appropriate cutting products, tools, and equipment to achieve the agreed hair cut. Products selected to maintain appropriate wetness to hair and client comfort when detangling hair throughout the hair cutting service. Cutting tools and equipment selected for the correct purpose to achieve the desired outcome. Combs selected are the correct size for the length and density of the hair. Protective clothing and cutting collars used appropriately to protect client from fallen hair and hair clippings.

P6 Use products, tools and equipment to produce the desired outcome

Learners must demonstrate that they are using the correct cutting tools to achieve the required result. The cutting tools and equipment accommodates and accounts for all relevant hair classifications and characteristics. For example, a freehand cutting technique for a fringe where there is a cowlick present.

P7 Use a combination of techniques to achieve the desired outcome

Learners must demonstrate that they have successfully cut hair using a range of appropriate cutting techniques to meet the agreed and planned outcome. Learners must demonstrate they can use tools and equipment proficiently and safely to section and cut hair accurately. Learners must demonstrate checking of the hair cut and inaccuracies corrected. As an example club cutting would be used to remove length and a thinning method used to blend and soften lines.

P8 Provide in-service checks with the client

Learners must demonstrate they have checked on client comfort and confirmed the agreed length of hair cut during the service. Learners must demonstrate that they are able to modify the service where appropriate and any changes or adaptations are agreed and clearly explained to the client during the hair cut.

P9 Follow safe and hygienic methods of working

Learners must demonstrate they have followed safe and hygienic methods of working throughout the duration of the hair cut. For example they cleaned and sterilised tools and equipment before use. Excess fallen hair removed swiftly from client and floor to minimise risks and maintain a safe working environment.

P10 Provide aftercare advice and recommendations for the client

Learners must demonstrate that they have provided the client with advice on how to style the hair cut using products and styling equipment and recommend the length of time between hair cuts to maintain the look. Additional service recommendations may include advice on colouring, perming and blow-drying/setting services that may complement the style.

P11 Maintain accurate client records

Learners must show that they have at a minimum recorded the full service, personal client details and any tests where applicable and records have been stored correctly.

M1 Adjust communication techniques to meet individual client needs

Learners must demonstrate that they adjusted their style of communication to meet the client's individual needs and that all communication is ethical, respectful and inoffensive. This may include showing respect for a client's individual views and not highlighting personal views. Learners will ensure they display positive body and facial non-verbal communication. Learners would need to demonstrate they have conversed fully with the client before commencing the hair cut not only to ascertain the exact requirements; but for the client to understand the learner's requirements. Reassurance and confirmation of client satisfaction is provided during the hair cut.

As an example, the client has very long one length hair requiring the removal of 5cms. The learner will need to explain how they will achieve this and in what position the client's head will need to be in order to achieve it. In such a case the learner may request the client to sit perfectly still with little talking or head movement.

M2 Provide advice and recommendations for products and additional services

Learners must demonstrate that they have made recommendations for the client to book their next appointment within an appropriate time frame to maintain the hair cut. Learners might also suggest that the client enhances the hair cut with products or styling tips to complement or support the style. Further recommendations may include new hairstyles, adaptations to current hairstyle or colouring services. Learners must demonstrate they can relate their recommendations specifically to the client's individual needs.

M3 Use a variety of techniques to create an individual hairstyle

Learners must demonstrate the ability to work using a variety of techniques appropriate to the desired finished result whilst cutting the hair. The cutting techniques will be specific for the hair classifications and characteristics.

Sectioning will be methodical, clean and appropriate to the hair length and desired style.

Scissors will be used smoothly and safely throughout the hair cutting service and remain closed when not cutting the hair. The hair cut will be balanced with all outline shapes finished with appropriate cutting methods to create the desired style.

D1 Explain the choice of methods, tools and techniques used during the hair cut

Learners must be able to explain the methods and tools used during the hair cut. Learners will provide a clear explanation of why the hair cut is appropriate for the client's hair classification and characteristics, face and head shape.

Learners will know why they used techniques in the hair cut to achieve the finished result and what result each technique produces.

For example learners have explained their choice of technique to remove bulk from the hair. They have explained their choice of first using a razor to create tapered ends before finishing the shape with scissors, i.e. the hair was coarse and thick and wavy which the client wished to enhance with the hair cut.

D2 The hair cut reflects a commercially skilled finish using basic techniques

The hair cut resembles the agreed and planned outcome and has a salon professional finish. The hair cut will be finished to meet the individual needs of the client and their hair characteristics.

The hair is cut evenly without any unintentional demarcation lines. A layered hair cut has been angled according to the head shape and the length required and blends correctly e.g. longer hair angles have been apportioned according to the hair density and does not have unintentional thinner parts around the hairline. For straighter hair cuts the finished lines are straight with no long stray hairs; weight lines are evenly balanced and blend into the rest of the hair cut.

The hair cut is finished to meet the client's expectations.

Resources

The special resources required for this unit are access to a real or realistic working environment which supports the provision of cutting ladies hair including

- A wide range of clients with different hair classifications and characteristics to prepare for, develop and complete cutting service

Delivery guidance

Teachers are encouraged to use innovative, practical and engaging delivery methods to enhance the learning experience. Learners may benefit from:

- Meaningful employer engagement so they relate what is being learned to the real world of work and understand commercial competency and the use of products, tools and equipment for cutting ladies hair
- Work experience within a commercial hair salon so they can practise their skills in a real environment
- Using interactive information and technology systems and hardware so they can learn about concepts and theories, research current trends, research product knowledge and produce visual aids

Links with other units

This unit is closely linked with the following units:

UHB169M Advise and consult with clients

Client consultation is integral to all hairdressing services and underpins the choice of tools, products, equipment and techniques required for hair cutting. Effective consultation supports the correct identification of hair classification and characteristics that affect the hair cut. In addition any contra-indications which will prevent the hair cutting service taking place. Client consultation should not be established as something that only takes place at the beginning of a hair cutting service, but should be on-going and used to re-confirm agreed plans and reassure the client during the hair cutting service.

UHB170M Blow-dry and style hair

Blow-drying and styling the hair following the hair cut is the key to enhancing the hair cut. The two services go hand-in-hand and the drying and styling planned as part of the initial client consultation. Learners will be able to identify any imperfections present in the hair cut once it is blow-dried and styled. Additional hair cutting may be required to texturise and personalise the final look and to accommodate the natural fall of the hair and hair growth patterns. Fringes are often best cut once the hair is dry to ensure the correct length is achieved.

UHB171M Colour and lighten hair

Colouring or lightening the hair can complement a hairstyle and a good hairdresser will always discuss options with clients for this service.

UCO34M Health, safety and hygiene

Health and safety greatly underpins the present unit. Learners will be required to apply knowledge and understanding of health and safety when providing services in a real or realistic working environment.

UHB174M Set and dress hair

A set can complement a hairstyle when a client would like a style that has a firmer feel than a blow-dry and in some cases lasts longer than a blow-dry.

UHB175M Shampoo, condition and treat the hair and scalp

Hair in most cases requires shampooing prior to cutting, learners must be able to identify the correct shampoo, conditioner or treatment for the hair and identify the hair type and condition to use the correct products.

UHB176M Style hair with electrical equipment

When a client has had a cutting service the hair can be blow-dried with body and electrical equipment used to style the hair, this can enhance the hair cut, examples of this include curling with straighteners or tongs to add either body, volume or curls and waves to the hair.

Graded synoptic assessment

At the end of the qualification of which this unit forms part, there will be a graded synoptic assessment which will assess the learner's ability to identify and use effectively in an integrated way an appropriate selection of skills, techniques, concepts, theories, and knowledge from a number of units from within the qualification. It is therefore necessary and important that units are delivered and assessed together and synoptically to prepare learners suitably for their final graded assessment.

Version	Details of amendments	Date
v5	Skin cancer awareness page added	14/06/17