

# Logbook for learners

Edexcel Level 1 NVQ Certificate in Hairdressing and  
Barbering (QCF)

February 2010

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# Section 1: Edexcel Level 1 NVQ Certificate in Hairdressing and Barbering

## Introduction

This document contains information specific to the Edexcel Level 1 NVQ Certificate in Hairdressing and Barbering (QCF).

## National Occupational Standards and NVQs

The National Occupational Standards, assessment strategy and qualification structures for hairdressing are owned by the Hair and Beauty Industry Authority (HABIA), who developed the National Occupational Standards. These NVQs have been developed from the National Occupational Standards.

The Edexcel Level 1 NVQ Certificate in Hairdressing and Barbering (QCF) gives recognition of learners' skills, knowledge and understanding. It allows learners to gain a qualification in the workplace that relates to their job and promotes good working practice.

You can contact the Standard Setting Body (SSB) at:

HABIA  
Oxford House  
Sixth Avenue  
Sky Business Park  
Robin Hood Airport  
Doncaster DN9 3GG

Telephone: 08452 306080  
Website: [www.habia.org](http://www.habia.org)

NVQs are designed to be assessed in the workplace, or in conditions resembling the workplace, identified as an approved 'realistic working environment'. However, for some assessment elements that do not occur frequently, simulation of real working practice might be permitted. Where this is allowed it will be shown in the individual units, within the unit summaries in this logbook.

Simulation must be carried out in conditions resembling the workplace. This may be either in the workplace or in an approved realistic working environment' (RWE).

## Which Edexcel NVQs in Hairdressing and Barbering (QCF) are available?

The NVQs in Hairdressing and Barbering (QCF) are available as follows:

- Edexcel Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)
- Edexcel Level 2 NVQ Diploma in Hairdressing (QCF)
- Edexcel Level 3 NVQ Diploma in Hairdressing (QCF)
- Edexcel Level 2 NVQ Diploma in Barbering (QCF)
- Edexcel Level 3 NVQ Diploma in Barbering (QCF).

It is important that you select the most appropriate level related to your work role.

## **Who is this Edexcel NVQ Certificate for?**

Level 1 is an introduction to hairdressing and barbering, based on assisting technical staff in the salon. It is a 'job ready' qualification aimed at those undertaking work experience in a realistic working environment, those undertaking inductions and special needs learners.

## **What progression opportunity does this Edexcel NVQ Certificate offer me?**

Learners can progress to the Edexcel Level 2 NVQ Diploma in Hairdressing or the Edexcel Level 2 NVQ Diploma in Barbering. Also, learners can progress to the Level 2 BTEC Short Course Certificate in Hairdressing.

## **Assessment of essential knowledge and understanding**

The essential knowledge and understanding for the NVQs in Hairdressing and Barbering is assessed through the use of externally set tests. The tests are written by Edexcel and set by your centre.

For Hairdressing Level 1, the test papers may be delivered as a written test or through verbal questions by your assessor. For the Hairdressing and Barbering NVQs at Levels 2 and 3, assessment must take place through written question papers.

## **Rules of combination for the Edexcel Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)**

The rules of combination specify the:

- total credit value of the qualification
- mandatory unit credit
- optional unit credit.

When combining units for an Edexcel Level 1 NVQ Certificate in Hairdressing and Barbering (QCF), it is the centre's responsibility to ensure that the rules of combination below are adhered to.

## Edexcel Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)

### Rules of combination

- 1 Qualification credit value: a minimum of 20 credits.
- 2 Mandatory unit credit: 14.
- 3 Optional unit credit: a minimum of 6 credits.

### Structure

To achieve the whole qualification at Level 1, a learner must achieve **four mandatory units** and **at least two option units**.

### Mandatory units for the Edexcel Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)

Learners must achieve **all** of the units listed below.

Unit number	Title	Credit	Level	GLH
G3	Contribute to the development of effective working	3	1	21
G20	Make sure your actions reduce risks to health and safety ENTO (HSS 1)	5	2	38
GH1	Shampoo and condition hair	4	1	35
GH3	Prepare for hair services and maintain work areas	2	1	16

### Option units for the Edexcel Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)

Learners must achieve **at least two** of the units listed below.\*

Unit number	Title	Credit	Level	GLH
G2	Assist with salon reception duties	4	1	28
GH4	Assist with hair colour services	4	1	33
GH5	Assist with perming hair services	3	1	23
GH6	Plait and twist hair using basic techniques	4	1	30
GH7	Remove hair extensions	3	1	20
GB1	Assist with shaving services	2	1	14
GH2	Blow dry hair	4	1	35

\* Learners must ensure they achieve at least the minimum number of credits necessary to achieve the qualification.



## Section 2: Logbook

	<b>Page number</b>
<b>Mandatory units</b>	<b>7</b>
Unit G3: Contribute to the development of effective working	9
Unit G20: Make sure your own actions reduce risks to health and safety (ENTO HSS 1)	31
Unit GH1: Shampoo and condition hair	41
Unit GH3: Prepare for hair services and maintain work areas	61

### Option units

Please note that the option units for this qualification are available as separate downloads on the Edexcel website. Details of the available option units can be found on page 3 of this logbook.



# Mandatory units



## Unit summary sheet

### **Unit G3:           Contribute to the development of effective working**

**Unit code:**           **J/600/1258**

**Credit:**               **3**

#### **Unit aim**

This is a job-ready unit which is competency based. This unit is about forming good relationships with clients in a way that promotes goodwill and trust, being able to work effectively when supporting colleagues and using opportunities for learning what happens within their job role.

#### **Assessment requirements**

The assessment of this unit needs to meet the requirements within the HABIA Hairdressing and Barbering Assessment Strategies.

- 1 Simulation is **not** allowed for any performance evidence within this unit.
- 2 The learner must practically demonstrate in their work situation that they have met the standards for contributing to effective working relationships.
- 3 The assessor will observe the learners performance on at least three occasions, two of which will cover interaction with clients and one of which will cover interaction with colleagues.
- 4 The learner must show that they have participated in all the types of learning opportunities listed:
  - a active participation in training and development activities
  - b active participation in salon activities
  - c watching technical activities.
- 5 Although a large part of the evidence of the learner's performance will be gathered from the observations made by the assessor, the learner will need to produce other evidence to support their performance as described below.
- 6 This unit requires mandatory written questions in accordance with the HABIA Assessment Strategies for Hairdressing and Barbering.

#### **Additional information**

The assessment and quality assurance requirement for this unit provides evidence towards A and V units.



## Learning outcome achievement record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)	
<b>Learner:</b>	
<b>Assessor:</b>	
<b>Unit title:</b> G3 Contribute to the development of effective working relationships	
<b>Learning outcome 1:</b> Be able to develop effective working relationships with clients	
<b>Assessment criteria:</b>	
1.1 communicate with clients in a manner which promotes goodwill, trust and maintains confidentiality	
1.2 handle client belongings with care and returning them when required	
1.3 refer any client concerns promptly to the relevant person	
1.4 maintain client comfort and care to the satisfaction of the client	
1.5 meet the salon's standards for appearance and behaviour.	
<b>Feedback/comments from the assessor:</b>	
<b>Learner's signature:</b>	<b>Date:</b>
<b>Assessor's signature:</b>	<b>Date:</b>
<b>Internal verifier's signature (if required):</b>	<b>Date:</b>



## Learning outcome achievement record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)	
<b>Learner:</b>	
<b>Assessor:</b>	
<b>Unit title:</b> G3 Contribute to the development of effective working relationships with colleagues	
<b>Learning outcome 2:</b> Be able to develop effective working relationships with colleagues	
<b>Assessment criteria:</b>	
2.1 behave in a friendly, helpful and respectful manner to colleagues	
2.2 ask politely for help and information from colleagues, when necessary	
2.3 respond willingly and courteously to all requests for assistance	
2.4 assist colleagues in a timely manner which supports the smooth running of the salon	
2.5 provide the type of assistance to colleagues which meets their job responsibilities	
2.5 pass up tools and materials in a way to ensure the smooth delivery of the service	
2.6 report any problems likely to affect salon services to the relevant person.	
<b>Feedback/comments from the assessor:</b>	
<b>Learner's signature:</b>	<b>Date:</b>
<b>Assessor's signature:</b>	<b>Date:</b>
<b>Internal verifier's signature (if required):</b>	<b>Date:</b>



## Learning outcome achievement record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)	
<b>Learner:</b>	
<b>Assessor:</b>	
<b>Unit title:</b> G3 Be able to develop self within the job role	
<b>Learning outcome 3:</b> Be able to develop self within the job role	
<b>Assessment criteria:</b>	
3.1	identify own strengths and weaknesses within job role and ensure that these are agreed with the relevant person
3.2	find out more information from relevant people to perform a task when the instructions given are unclear
3.3	ask for feedback from relevant people on how well they have progressed and how they can improve their performance
3.4	ask colleagues to help them learn if they find tasks difficult
3.5	take the opportunity to learn when they are available
3.6	agree realistic self development targets with the relevant person
3.7	regularly review progress towards achieving agreed targets
3.8	use the results of reviews to develop their future personal development plan.
<b>Feedback/comments from the assessor:</b>	
<b>Learner's signature:</b>	<b>Date:</b>
<b>Assessor's signature:</b>	<b>Date:</b>
<b>Internal verifier's signature (if required):</b>	<b>Date:</b>



## Knowledge evidence record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)	
<b>Learner:</b>	<b>Assessor:</b>
<b>Unit title:</b> G3 Contribute to the development of effective working relationships	
<b>Learning outcome 4:</b> Know salon and legal requirements	
You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions).	
When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.	
You need to show that you know, understand and can apply in practice what is listed below.	

<b>KEY: FOR EVIDENCE TYPES</b>	<b>EI = EVIDENCE INDEX NUMBER</b>	<b>O = OBSERVATION</b>	<b>P = PERSONAL STATEMENT</b>
	<b>WT = WITNESS TESTIMONY</b>	<b>S = SIMULATION</b>	<b>APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING</b>
	<b>Q&amp;A = QUESTIONS &amp; ANSWERS</b>	<b>EWE = EXPERT WITNESS EVIDENCE</b>	<b>PD = PROFESSIONAL DISCUSSION</b>

<b>Knowledge and understanding for this unit</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
<b>Assessment criteria</b>			
4.1 state own job role and responsibilities and how they relate to the role of other team members			
4.2 state when agreement with or permission from others should be sought			
4.3 state why it is important to work within job responsibilities and what might happen otherwise			
4.4 identify the standards of behaviour that are expected when working in the salon, including attendance and punctuality			
4.5 state the salon's standards for personal appearance			
4.6 state the salon's guidelines for client care and why they should be followed.			

*continued overleaf ...*

**Feedback/comments:**

The learner has satisfied the assessor and the internal verifier that the knowledge and understanding requirements have been achieved.

**Learner's signature:**

**Date:**

**Assessor's signature:**

**Date:**

**Internal verifier's signature:**

**Date:**

## Knowledge evidence record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)	
<b>Learner:</b>	<b>Assessor:</b>
<b>Unit title:</b> G3 Contribute to the development of effective working relationships	
<b>Learning outcome 5:</b> Know communication methods	
You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions).	
When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.	
You need to show that you know, understand and can apply in practice what is listed below.	

<b>KEY: FOR EVIDENCE TYPES</b>	<b>EI = EVIDENCE INDEX NUMBER</b>	<b>O = OBSERVATION</b>	<b>P = PERSONAL STATEMENT</b>
	<b>WT = WITNESS TESTIMONY</b>	<b>S = SIMULATION</b>	<b>APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING</b>
	<b>Q&amp;A = QUESTIONS &amp; ANSWERS</b>	<b>EWE = EXPERT WITNESS EVIDENCE</b>	<b>PD = PROFESSIONAL DISCUSSION</b>

<b>Knowledge and understanding for this unit</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
<b>Assessment criteria</b>			
5.1 describe how to communicate in a clear, polite, confident way and why this is important			
5.2 identify the questioning and listening skills required to find out information			
5.3 state the rules and procedures for different methods of communication			
5.4 identify how to recognise when a client is angry and when a client is confused.			

*continued overleaf ...*

**Feedback/comments:**

The learner has satisfied the assessor and the internal verifier that the knowledge and understanding requirements have been achieved.

**Learner's signature:**

**Date:**

**Assessor's signature:**

**Date:**

**Internal verifier's signature:**

**Date:**

## Knowledge evidence record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering	
<b>Learner:</b>	<b>Assessor:</b>
<b>Unit title:</b> G3 Contribute to the development of effective working relationships	
<b>Learning outcome 6:</b> Know procedures and targets	
You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions).	
When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.	
You need to show that you know, understand and can apply in practice what is listed below.	

<b>KEY: FOR EVIDENCE TYPES</b>	<b>EI = EVIDENCE INDEX NUMBER</b>	<b>O = OBSERVATION</b>	<b>P = PERSONAL STATEMENT</b>
	<b>WT = WITNESS TESTIMONY</b>	<b>S = SIMULATION</b>	<b>APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING</b>
	<b>Q&amp;A = QUESTIONS &amp; ANSWERS</b>	<b>EWE = EXPERT WITNESS EVIDENCE</b>	<b>PD = PROFESSIONAL DISCUSSION</b>

<b>Knowledge and understanding for this unit</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
<b>Assessment criteria</b>			
6.1 state how to get information about work responsibilities and the standards expected			
6.2 state the salon's appeal and grievance procedures			
6.3 state personal development targets and timescales			
6.4 state the importance of meeting work targets.			

*continued overleaf ...*

**Feedback/comments:**

The learner has satisfied the assessor and the internal verifier that the knowledge and understanding requirements have been achieved.

**Learner's signature:**

**Date:**

**Assessor's signature:**

**Date:**

**Internal verifier's signature:**

**Date:**

## Knowledge evidence record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering	
<b>Learner:</b>	<b>Assessor:</b>
<b>Unit title:</b> G3 Contribute to the development of effective working relationships	
<b>Learning outcome 7:</b> Know how to improve their performance	
You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions).	
When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.	
You need to show that you know, understand and can apply in practice what is listed below.	

<b>KEY: FOR EVIDENCE TYPES</b>	<b>EI = EVIDENCE INDEX NUMBER</b>	<b>O = OBSERVATION</b>	<b>P = PERSONAL STATEMENT</b>
	<b>WT = WITNESS TESTIMONY</b>	<b>S = SIMULATION</b>	<b>APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING</b>
	<b>Q&amp;A = QUESTIONS &amp; ANSWERS</b>	<b>EWE = EXPERT WITNESS EVIDENCE</b>	<b>PD = PROFESSIONAL DISCUSSION</b>

<b>Knowledge and understanding for this unit</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
<b>Assessment criteria</b>			
7.1 state how to identify own strengths and weaknesses			
7.2 state the importance of continuous professional development			
7.3 identify who can help identify and obtain opportunities for development and/or training			
7.4 outline how using the National Occupational Standards for hairdressing can help identify development needs			
7.5 state how to access information on National Occupational Standards and qualifications, relevant to hairdressing			
7.6 state the importance of continually using and updating own personal development plan.			

*continued overleaf ...*

**Feedback/comments:**

The learner has satisfied the assessor and the internal verifier that the knowledge and understanding requirements have been achieved.

**Learner's signature:**

**Date:**

**Assessor's signature:**

**Date:**

**Internal verifier's signature:**

**Date:**

## Knowledge evidence record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)	
<b>Learner:</b>	<b>Assessor:</b>
<b>Unit title:</b> G3 Contribute to the development of effective working relationships	
<b>Learning outcome 8:</b> Know how to work with others	
You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions).	
When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.	
You need to show that you know, understand and can apply in practice what is listed below.	

<b>KEY: FOR EVIDENCE TYPES</b>	<b>EI = EVIDENCE INDEX NUMBER</b>	<b>O = OBSERVATION</b>	<b>P = PERSONAL STATEMENT</b>
	<b>WT = WITNESS TESTIMONY</b>	<b>S = SIMULATION</b>	<b>APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING</b>
	<b>Q&amp;A = QUESTIONS &amp; ANSWERS</b>	<b>EWE = EXPERT WITNESS EVIDENCE</b>	<b>PD = PROFESSIONAL DISCUSSION</b>

<b>Knowledge and understanding for this unit</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
<b>Assessment criteria</b>			
8.1 state why good working relationships are important			
8.2 state how to react positively to reviews and feedback and why this is important			
8.3 state how to manage time effectively			
8.4 state who to report to when there are difficulties in working with others.			

*continued overleaf ...*

**Feedback/comments:**

The learner has satisfied the assessor and the internal verifier that the knowledge and understanding requirements have been achieved.

**Learner's signature:**

**Date:**

**Assessor's signature:**

**Date:**

**Internal verifier's signature:**

**Date:**

## Assessment requirements record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)		
<b>Learner:</b>		
<b>Assessor:</b>		
<b>Unit title:</b> G3 Contribute to the development of effective working relationships		
<b>Performance(s) observed by the assessor</b>	<i>(Assessor to sign each time performance is observed)</i>	<i>(Assessor to insert date each time performance is observed)</i>
<b>Observation 1</b> Interaction with clients		
<b>Observation 2</b> Interaction with clients		
<b>Observation 3</b> Interaction with colleagues		
<b>Assessment requirements:</b>		
<ul style="list-style-type: none"> <li>• participated in all the types of learning opportunities listed:             <ul style="list-style-type: none"> <li>a active participation in training and development activities</li> <li>b active participation in salon activities</li> <li>c watching technical activities.</li> </ul> </li> </ul>		

<b>Feedback/comments:</b>	
<b>Learner's signature:</b>	<b>Date:</b>
<b>Assessor's signature:</b>	<b>Date:</b>



**Externally set mandatory question paper(s)**

	<b>First sitting</b>	<b>Second sitting (if required)</b>	<b>Third sitting (if required)</b>
<b>Paper 1 mark (% achieved)</b>			
<b>Paper 2 (% achieved, if required)</b>			
<b>Date examination was held</b>			
<p><b>I can confirm that the learner achieved 100% on the mandatory areas of questioning for the unit being undertaken.</b></p> <p>This consists of at least 70% achieved in one sitting of the paper, with any questions incorrectly answered, reassessed by a variety of means (eg oral questioning, a repeat of the written questions, assignments).</p>			
<b>Assessor's signature:</b>		<b>Date:</b>	



## Unit summary sheet

### Unit G20:           **Make sure your own actions reduce risks to health and safety (ENTO HSS 1)**

Unit code:           **R/501/0874**

Credit:               **5**

#### Unit aim

This unit is about health and safety responsibilities for everyone in the workplace. It describes the competences required to make sure that:

- employees own actions do not create any health and safety hazards
- employees do not ignore significant risks in their workplace, and
- employees take sensible action to put things right, including reporting situations which pose a danger to people in the workplace and seeking advice.

Fundamental to this unit is an understanding of the terms ‘hazard’, ‘risk’ and ‘control’

#### Evidence requirements

- 1 The Common Evidence Requirements below are in addition to the ENTO Assessment Strategies approved by UKCG in February 2008.
- 2 The standards require evidence of consistent occupational competence, as defined by the standards, to be demonstrated through relevant work activities. A variety of assessment methods should be used to confirm competence. Assessment of knowledge should be integrated with the assessment of performance wherever possible and appropriate.
- 3 Assessment of performance and knowledge in the workplace.

All evidence must be derived from performance in the workplace with no exceptions. Therefore **no simulated working conditions** have been specified in this Assessment Strategy as the outcomes can be demonstrated by a combination of other assessment methods drawn from:

- direct observation of the candidate in the workplace
- witness testimony by colleagues and line managers of the candidate’s successful performance of activities in the workplace
- documentary and other product based evidence
- a personal report by the candidate endorsed by colleagues
- questions
- discussion
- professional discussion.

*continued overleaf ...*

- 4 This is not an exhaustive list and the Common Evidence Requirements are owned by the Awarding Bodies who will develop their own guidance documentation on evidence requirements.

**Additional information**

The assessment and quality assurance requirement for this unit provides evidence towards A and V units.

## Learning outcome achievement record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)	
<b>Learner:</b>	
<b>Assessor:</b>	
<b>Unit title:</b> G20 Make sure your actions reduce risks to health and safety	
<b>Learning outcome 1:</b> Identify the hazards and evaluate the risks in your workplace	
<b>Assessment criteria:</b>	
1.1 identify which workplace instructions are relevant to their job	
1.2 identify those working practices in their job which could harm them or others	
1.3 identify those aspects of their workplace which could harm them or others	
1.4 check which of the potentially harmful working practices and aspects of their workplace present the highest risks to them and others	
1.5 deal with hazards in accordance with workplace instructions and legal requirements	
1.6 correctly name and locate the people responsible for health and safety in their workplace	
1.7 report to the people responsible for health and safety in their workplace those hazards which present the highest risk	
<b>Feedback/comments from the assessor:</b>	
<b>Learner's signature:</b>	<b>Date:</b>
<b>Assessor's signature:</b>	<b>Date:</b>
<b>Internal verifier's signature (if required):</b>	<b>Date:</b>



## Learning outcome achievement record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)	
<b>Learner:</b>	
<b>Assessor:</b>	
<b>Unit title:</b> G20 Make sure your actions reduce risks to health and safety	
<b>Learning outcome 2:</b> Reduce the risks to health and safety in your workplace	
<b>Assessment criteria:</b>	
2.1	carry out your work in accordance with their level of competence, workplace instructions, suppliers or manufacturers' instructions and legal requirements
2.2	control those health and safety risks within their capability and job responsibilities
2.3	pass on suggestions for reducing risks to health and safety to the responsible people
2.4	make sure their behaviour does not endanger the health and safety of them or others in their workplace
2.5	follow the workplace instructions and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
2.6	report any differences between workplace instructions and suppliers' or manufacturers' instructions
2.7	make sure that their personal presentation and behaviour at work: <ul style="list-style-type: none"> <li>• protects the health and safety of them and others</li> <li>• meets any legal responsibilities, and</li> <li>• is in accordance with workplace instructions</li> </ul>
2.8	make sure they follow environmentally-friendly working practices.
<b>Feedback/comments from the assessor:</b>	
<b>Learner's signature:</b>	<b>Date:</b>
<b>Assessor's signature:</b>	<b>Date:</b>
<b>Internal verifier's signature (if required):</b>	<b>Date:</b>



## Knowledge evidence record

<b>NVQ title and level: Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)</b>	
<b>Learner:</b>	<b>Assessor:</b>
<b>Unit title:</b> G20 Make sure your actions reduce risks to health and safety	
<b>Learning outcome 3:</b> Know and understand how to make sure your own actions reduce risks to health and safety	
You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions).	
When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.	
You need to show that you know, understand and can apply in practice what is listed below.	

<b>KEY: FOR EVIDENCE TYPES</b>	<b>EI = EVIDENCE INDEX NUMBER</b>	<b>O = OBSERVATION</b>	<b>P = PERSONAL STATEMENT</b>
	<b>WT = WITNESS TESTIMONY</b>	<b>S = SIMULATION</b>	<b>APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING</b>
	<b>Q&amp;A = QUESTIONS &amp; ANSWERS</b>	<b>EWE = EXPERT WITNESS EVIDENCE</b>	<b>PD = PROFESSIONAL DISCUSSION</b>

<b>Knowledge and understanding for this unit</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
<b>Assessment criteria</b>			
3.1 demonstrate they know and understand what 'hazards' and 'risks' are			
3.2 demonstrate they know and understand their responsibilities and legal duties for health and safety in the workplace			
3.3 demonstrate they know and understand their responsibilities for health and safety as required by the law covering their job role			
3.4 demonstrate they know and understand the hazards which exist in their workplace and the safe working practices which they must follow			
3.5 demonstrate they know and understand the particular health and safety hazards which may be present in their own job and the precautions they must take			

*continued overleaf ...*

<b>Knowledge and understanding for this unit</b> <b>Assessment criteria</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
3.6 demonstrate they know and understand the importance of remaining alert to the presence of hazards in the whole workplace			
3.7 demonstrate they know and understand the importance of dealing with, or promptly reporting, risks			
3.8 demonstrate they know and understand the responsibilities for health and safety in their job description			
3.9 demonstrate they know and understand the safe working practices for their own job			
3.10 demonstrate they know and understand the responsible people they should report health and safety matters to			
3.11 demonstrate they know and understand where and when to get additional health and safety assistance			
3.12 demonstrate they know and understand their scope and responsibility for controlling risks			
3.13 demonstrate they know and understand workplace instructions for managing risks which they are unable to deal with			
3.14 demonstrate they know and understand suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which they must follow			
3.15 demonstrate they know and understand the importance of personal presentation in maintaining health and safety in their workplace			

<b>Knowledge and understanding for this unit</b> <b>Assessment criteria</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
3.16 demonstrate they know and understand the importance of personal behaviour in maintaining the health and safety of themselves and others			
3.17 demonstrate they know and understand the risks to the environment which may be present in their workplace and/or in their own job.			
<b>Feedback/comments:</b>          			
The learner has satisfied the assessor and the internal verifier that the knowledge and understanding requirements have been achieved.			
<b>Learner's signature:</b>		<b>Date:</b>	
<b>Assessor's signature:</b>		<b>Date:</b>	
<b>Internal verifier's signature:</b>		<b>Date:</b>	



## Unit summary sheet

### Unit GH1: Shampoo and condition hair

Unit code: A/600/1208

Credit: 4

#### Unit aim

This is a job ready unit which is competency based. This unit is about the skill of shampooing and conditioning using appropriate massage techniques and products for different types of hair, following the instructions of a stylist.

This unit applies to both hairdressing and barbering salons.

#### Assessment requirements

The assessment of this unit needs to meet the requirements within the HABIA Hairdressing and Barbering Assessment Strategies.

- 1 Simulation is not allowed for any performance evidence within this unit.
- 2 The learner must practically demonstrate in their everyday work that they have met the standard for shampooing and conditioning hair.
- 3 The assessor will observe the learners performance on at least three separate occasions, each for a different client.
- 4 The learner must show that they have:
  - used effleurage, rotary and petrissage massage techniques
  - worked on hair lengths, above and below shoulder
  - used surface and treatment conditioning products.
- 5 It is likely most evidence of the performance will be gathered from the observations made by the assessor but the learner may be required to produce other evidence to support the performance if the assessor has not been present.
- 6 This unit requires mandatory written questions in accordance with the HABIA Assessment Strategies for Hairdressing and Barbering.

#### Additional information

The assessment and quality assurance requirement for this unit provides evidence towards A and V units.



## Learning outcome achievement record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)	
<b>Learner:</b>	
<b>Assessor:</b>	
<b>Unit title:</b> GH1 Shampoo and condition hair	
<b>Learning outcome 1:</b> Be able to maintain effective and safe methods of working when shampooing and conditioning hair	
<b>Assessment criteria:</b>	
1.1 protect the client's clothing throughout the service	
1.2 position the client to meet the needs of the service without causing them discomfort	
1.3 position self whilst working in a way which minimises fatigue and the risk of injury	
1.4 keep work area clean and tidy throughout the service	
1.5 remove waste immediately at the end of the shampooing and conditioning service	
1.6 use working methods that <ul style="list-style-type: none"> <li>• minimise the wastage of products</li> <li>• minimise the risk of cross-infection</li> <li>• make effective use of working time</li> <li>• ensure the use of clean resources</li> <li>• minimise the risk of harm or injury to self and others</li> </ul>	
1.7 maintain personal standards of health and hygiene which minimise the risk of cross infection, infestation and offence to clients and colleagues	
1.8 replenish low levels of resources, when required, to minimise disruption to own work and to clients	
1.9 identify and promptly report products that need reordering to the relevant person,	
1.10 complete the shampooing and conditioning service within a commercially viable time.	
<b>Feedback/comments from the assessor:</b>	
<b>Learner's signature:</b>	<b>Date:</b>
<b>Assessor's signature:</b>	<b>Date:</b>
<b>Internal verifier's signature (if required):</b>	<b>Date:</b>



## Learning outcome achievement record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)	
<b>Learner:</b>	
<b>Assessor:</b>	
<b>Unit title:</b> GH1 Shampoo and condition hair	
<b>Learning outcome 2:</b> Be able to shampoo hair	
<b>Assessment criteria:</b>	
2.1 use products and tools following the stylist's instructions	
2.2 use massage techniques suitable for the client's hair and part of the service	
2.3 adapt the water temperature, flow and direction to suit the needs of the client's hair and the next part of the service	
2.4 use massage techniques to achieve an even distribution of shampoo over the hair and scalp	
2.5 leave the client's hair free of product build up, shampoo and excess water	
2.6 leave the client's hair tangle free and without damage to the hair and scalp	
2.7 refer any problems to the relevant person promptly.	
<b>Feedback/comments from the assessor:</b>	
<b>Learner's signature:</b>	<b>Date:</b>
<b>Assessor's signature:</b>	<b>Date:</b>
<b>Internal verifier's signature (if required):</b>	<b>Date:</b>



## Learning outcome achievement record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering	
<b>Learner:</b>	
<b>Assessor:</b>	
<b>Unit title:</b> GH1 Shampoo and condition hair	
<b>Learning outcome 3:</b> Be able to apply conditioners to the hair	
<b>Assessment criteria:</b>	
3.1 use conditioning products and tools following the stylist's instructions	
3.2 use massage techniques suitable for the client's hair and part of the service	
3.3 remove the conditioning products in a way that avoids disturbing the direction of the cuticle	
3.4 comb through the client's hair without causing damage to the hair and scalp prior to the next part of the service, when necessary	
3.5 leave the client's hair free of excess water	
3.6 refer any problems to the relevant persons promptly.	
<b>Feedback/comments from the assessor:</b>	
<b>Learner's signature:</b>	<b>Date:</b>
<b>Assessor's signature:</b>	<b>Date:</b>
<b>Internal verifier's signature (if required):</b>	<b>Date:</b>



## Knowledge evidence record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)	
<b>Learner:</b>	<b>Assessor:</b>
<b>Unit title:</b> GH1 Shampoo and condition hair	
<b>Learning outcome 4:</b> Know salon and legal requirements	
You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions).	
When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.	
You need to show that you know, understand and can apply in practice what is listed below.	

<b>KEY: FOR EVIDENCE TYPES</b>	<b>EI = EVIDENCE INDEX NUMBER</b>	<b>O = OBSERVATION</b>	<b>P = PERSONAL STATEMENT</b>
	<b>WT = WITNESS TESTIMONY</b>	<b>S = SIMULATION</b>	<b>APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING</b>
	<b>Q&amp;A = QUESTIONS &amp; ANSWERS</b>	<b>EWE = EXPERT WITNESS EVIDENCE</b>	<b>PD = PROFESSIONAL DISCUSSION</b>

<b>Knowledge and understanding for this unit</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
<b>Assessment criteria</b>			
4.1 state the salon's requirements for client preparation			
4.2 identify the person to whom low levels of resources should be reported			
4.3 state the salon's expected service time for shampooing and conditioning			
4.4 state own responsibilities under the current Control of Substances Hazardous to Health Regulations in relation to the use of shampoos and conditioning products			
4.5 state own responsibilities under the current Electricity at Work Regulations.			

*continued overleaf ...*

**Feedback/comments:**

The learner has satisfied the assessor and the internal verifier that the knowledge and understanding requirements have been achieved.

**Learner's signature:**

**Date:**

**Assessor's signature:**

**Date:**

**Internal verifier's signature:**

**Date:**

## Knowledge evidence record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)	
<b>Learner:</b>	<b>Assessor:</b>
<b>Unit title:</b> GH1 Shampoo and condition hair	
<b>Learning outcome 5:</b> Know how to work safely, effectively and hygienically when shampooing and conditioning hair	
You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions).	
When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.	
You need to show that you know, understand and can apply in practice what is listed below.	

<b>KEY: FOR EVIDENCE TYPES</b>	<b>EI = EVIDENCE INDEX NUMBER</b>	<b>O = OBSERVATION</b>	<b>P = PERSONAL STATEMENT</b>
	<b>WT = WITNESS TESTIMONY</b>	<b>S = SIMULATION</b>	<b>APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING</b>
	<b>Q&amp;A = QUESTIONS &amp; ANSWERS</b>	<b>EWE = EXPERT WITNESS EVIDENCE</b>	<b>PD = PROFESSIONAL DISCUSSION</b>

<b>Knowledge and understanding for this unit</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
<b>Assessment criteria</b>			
5.1 describe contact dermatitis and how to avoid developing it whilst carrying out hairdressing services			
5.2 identify protective clothing that should be available to clients			
5.3 describe how the positioning of the client and self can affect the desired outcome and reduce fatigue and the risk of injury			
5.4 state the safety considerations which must be taken into account when shampooing and conditioning			
5.5 describe why it is important to keep the work area clean and tidy			
5.6 identify safe and hygienic working methods which minimise the risk of cross-infection and cross-infestation			

*continued overleaf ...*

<b>Knowledge and understanding for this unit</b> <b>Assessment criteria</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
5.7 state the importance of personal hygiene			
5.8 state the importance of thoroughly rinsing hair when shampooing and conditioning.			
<b>Feedback/comments:</b>          			
The learner has satisfied the assessor and the internal verifier that the knowledge and understanding requirements have been achieved.			
<b>Learner's signature:</b>		<b>Date:</b>	
<b>Assessor's signature:</b>		<b>Date:</b>	
<b>Internal verifier's signature:</b>		<b>Date:</b>	

## Knowledge evidence record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)	
<b>Learner:</b>	<b>Assessor:</b>
<b>Unit title:</b> GH1 Shampoo and condition hair	
<b>Learning outcome 6:</b> Know basic science	
You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions).	
When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.	
You need to show that you know, understand and can apply in practice what is listed below.	

<b>KEY: FOR EVIDENCE TYPES</b>	<b>EI = EVIDENCE INDEX NUMBER</b>	<b>O = OBSERVATION</b>	<b>P = PERSONAL STATEMENT</b>
	<b>WT = WITNESS TESTIMONY</b>	<b>S = SIMULATION</b>	<b>APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING</b>
	<b>Q&amp;A = QUESTIONS &amp; ANSWERS</b>	<b>EWE = EXPERT WITNESS EVIDENCE</b>	<b>PD = PROFESSIONAL DISCUSSION</b>

<b>Knowledge and understanding for this unit</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
<b>Assessment criteria</b>			
6.1 state the direction in which the hair cuticle lies and its importance when disentangling wet hair			
6.2 state the effects of water temperature on the scalp			
6.3 state how shampoo and water act together to cleanse the hair			
6.4 state how the build up of products can affect the hair, scalp and effectiveness of other services			
6.5 identify types of conditioning products and their effects.			

*continued overleaf ...*

**Feedback/comments:**

The learner has satisfied the assessor and the internal verifier that the knowledge and understanding requirements have been achieved.

**Learner's signature:**

**Date:**

**Assessor's signature:**

**Date:**

**Internal verifier's signature:**

**Date:**

## Knowledge evidence record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)	
<b>Learner:</b>	<b>Assessor:</b>
<b>Unit title:</b> GH1 Shampoo and condition hair	
<b>Learning outcome 7:</b> Know products, equipment and their use	
You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions).	
When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.	
You need to show that you know, understand and can apply in practice what is listed below.	

<b>KEY: FOR EVIDENCE TYPES</b>	<b>EI = EVIDENCE INDEX NUMBER</b>	<b>O = OBSERVATION</b>	<b>P = PERSONAL STATEMENT</b>
	<b>WT = WITNESS TESTIMONY</b>	<b>S = SIMULATION</b>	<b>APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING</b>
	<b>Q&amp;A = QUESTIONS &amp; ANSWERS</b>	<b>EWE = EXPERT WITNESS EVIDENCE</b>	<b>PD = PROFESSIONAL DISCUSSION</b>

<b>Knowledge and understanding for this unit</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
<b>Assessment criteria</b>			
7.1 describe the manufacturers' instructions relating to the use of shampooing and conditioning products in the salon			
7.2 state how to use electrical equipment for conditioning hair, eg hood dryers, accelerators, steamers			
7.3 state what may happen if instructions for shampooing and conditioning hair are not followed			
7.4 identify the types and causes of problems that can arise when shampooing and conditioning hair			
7.5 identify the types of problems that should be reported and the person to whom they should be reported.			

*continued overleaf ...*

**Feedback/comments:**

The learner has satisfied the assessor and the internal verifier that the knowledge and understanding requirements have been achieved.

**Learner's signature:**

**Date:**

**Assessor's signature:**

**Date:**

**Internal verifier's signature:**

**Date:**

## Knowledge evidence record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)	
<b>Learner:</b>	<b>Assessor:</b>
<b>Unit title:</b> GH1 Shampoo and condition hair	
<b>Learning outcome 8:</b> Know shampooing and conditioning techniques	
You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions).	
When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.	
You need to show that you know, understand and can apply in practice what is listed below.	

<b>KEY: FOR EVIDENCE TYPES</b>	<b>EI = EVIDENCE INDEX NUMBER</b>	<b>O = OBSERVATION</b>	<b>P = PERSONAL STATEMENT</b>
	<b>WT = WITNESS TESTIMONY</b>	<b>S = SIMULATION</b>	<b>APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING</b>
	<b>Q&amp;A = QUESTIONS &amp; ANSWERS</b>	<b>EWE = EXPERT WITNESS EVIDENCE</b>	<b>PD = PROFESSIONAL DISCUSSION</b>

<b>Knowledge and understanding for this unit</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
<b>Assessment criteria</b>			
8.1 state when and how to use rotary, effleurage and petrissage massage techniques when shampooing and conditioning different lengths of hair			
8.2 describe how to shampoo hair and the potential consequences of doing this wrongly			
8.3 state the importance of evenly distributing shampoo			
8.4 state how to apply conditioning products to the hair			
8.5 describe the importance of removing products and excess water from the hair after each service			
8.6 state the importance of detangling the hair from point to root			

*continued overleaf ...*

<b>Knowledge and understanding for this unit</b> <b>Assessment criteria</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
8.7 state how often to shampoo and condition the hair according to hairstyle, hair and scalp condition and lifestyle			
8.8 state the importance of using shampoos and conditioners cost effectively.			
<b>Feedback/comments:</b>          			
The learner has satisfied the assessor and the internal verifier that the knowledge and understanding requirements have been achieved.			
<b>Learner's signature:</b>		<b>Date:</b>	
<b>Assessor's signature:</b>		<b>Date:</b>	
<b>Internal verifier's signature:</b>		<b>Date:</b>	

## Assessment requirements record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)		
<b>Learner:</b>		
<b>Assessor:</b>		
<b>Unit title:</b> GH1 Shampoo and condition hair		
<b>Performance(s) observed by the assessor</b>	<i>(Assessor to sign each time performance is observed)</i>	<i>(Assessor to insert date each time performance is observed)</i>
<b>Observation 1</b> Client 1		
<b>Observation 2</b> Client 2		
<b>Observation 3</b> Client 3		
<b>Assessment requirements:</b>		
<ul style="list-style-type: none"> <li>• Participated in all the types of learning opportunities listed:             <ul style="list-style-type: none"> <li>a used effleurage, rotary and petrissage massage techniques</li> <li>b worked on hair lengths, above and below shoulder</li> <li>c used surface and treatment conditioning products.</li> </ul> </li> </ul>		

<b>Feedback/comments:</b>	
<b>Learner's signature:</b>	<b>Date:</b>
<b>Assessor's signature:</b>	<b>Date:</b>

### Externally set mandatory question paper(s)

	First sitting	Second sitting (if required)	Third sitting (if required)
Paper 1 mark (% achieved)			
Paper 2 (% achieved, if required)			
Date examination was held			
<p>I can confirm that the learner achieved 100% on the mandatory areas of questioning for the unit being undertaken.</p> <p>This consists of at least 70% achieved in one sitting of the paper, with any questions incorrectly answered, reassessed by a variety of means (eg oral questioning, a repeat of the written questions, assignments).</p>			
Assessor's signature:		Date:	

## Unit summary sheet

### **Unit GH3: Prepare for hair services and maintain work areas**

**Unit code:** A/600/1273

**Credit:** 2

#### **Unit aim**

This is a job ready unit which is competency based. This unit is about preparing for hairdressing and/or barbering services and maintaining work areas. To carry out this unit the learner will need to maintain effective health, safety and hygiene procedures throughout their work.

This unit applies to both hairdressing and barbering salons.

#### **Assessment requirements**

The assessment of this unit needs to meet the requirements within the HABIA Hairdressing and Barbering Assessment Strategies:

- 1 Simulation is not allowed for any performance evidence within this unit.
- 2 The learner must practically demonstrate in their everyday work that they have met the standard for preparing and maintaining work areas.
- 3 The Assessor will observe the learners performance on at least three occasions and must include preparation for three different hairdressing or barbering services.
- 4 No range items.
- 5 It is likely most evidence of the learner's performance will be gathered from the observations made by the assessor but the learner may be required to produce other evidence to support the performance if the assessor has not been present.
- 6 No mandatory written questions are required with this unit.

#### **Additional information**

The assessment and quality assurance requirement for this unit provides evidence towards A and V units.



## Learning outcome achievement record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering	
<b>Learner:</b>	
<b>Assessor:</b>	
<b>Unit title:</b> GH3 Prepare for hair services and maintain work areas	
<b>Learning outcome 1:</b> Be able to prepare for hair services	
<b>Assessment criteria:</b>	
1.1 set up materials, tools and equipment for hair services following the stylist's instructions	
1.2 make sure that materials, tools, equipment and work area are ready in time for the service	
1.3 make sure that all tools for hair services are cleaned, disinfected and/or sterilised using suitable methods	
1.4 locate any client records in time for consultation by the stylist.	
<b>Feedback/comments from the assessor:</b>	
<b>Learner's signature:</b>	<b>Date:</b>
<b>Assessor's signature:</b>	<b>Date:</b>
<b>Internal verifier's signature (if required):</b>	<b>Date:</b>



## Learning outcome achievement record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)	
<b>Learner:</b>	
<b>Assessor:</b>	
<b>Unit title:</b> GH3 Prepare for hair services and maintain work areas	
<b>Learning outcome 2:</b> Be able to maintain the work area for hair services	
<b>Assessment criteria:</b>	
2.1 dispose of hair and waste materials safely and correctly	
2.2 check and clean equipment according to manufacturers' instructions and salon's requirements	
2.3 make sure that there are enough clean towels and gowns to last through the working day	
2.4 keep stocks of products and other items needed for hair services replenished to the levels required by the salon	
2.5 store records, materials and equipment in the required place	
2.6 clean work surfaces effectively, leaving the work area in a suitable condition for further services.	
<b>Feedback/comments from the assessor:</b>	
<b>Learner's signature:</b>	<b>Date:</b>
<b>Assessor's signature:</b>	<b>Date:</b>
<b>Internal verifier's signature (if required):</b>	<b>Date:</b>



## Knowledge evidence record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)	
<b>Learner:</b>	<b>Assessor:</b>
<b>Unit title:</b> GH3 Prepare for hair services and maintain work areas	
<b>Learning outcome 3:</b> Know salon and legal requirements	
You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions).	
When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.	
You need to show that you know, understand and can apply in practice what is listed below.	

<b>KEY: FOR EVIDENCE TYPES</b>	<b>EI = EVIDENCE INDEX NUMBER</b>	<b>O = OBSERVATION</b>	<b>P = PERSONAL STATEMENT</b>
	<b>WT = WITNESS TESTIMONY</b>	<b>S = SIMULATION</b>	<b>APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING</b>
	<b>Q&amp;A = QUESTIONS &amp; ANSWERS</b>	<b>EWE = EXPERT WITNESS EVIDENCE</b>	<b>PD = PROFESSIONAL DISCUSSION</b>

<b>Knowledge and understanding for this unit</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
<b>Assessment criteria</b>			
3.1 state the salon's requirements for work area preparation and maintenance, including the checking and cleaning of equipment			
3.2 state the salon's and legal requirements for the disposal of waste materials			
3.3 state the salon's required stocking levels for products and other items used in hair services			
3.4 state own responsibilities under the current Control of Substances Hazardous to Health Regulations when handling hair products and cleaning, disinfecting and sterilising products			
3.5 state the importance of and reasons for keeping records of hair services			

*continued overleaf ...*

<b>Knowledge and understanding for this unit</b> <b>Assessment criteria</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
3.6 state the importance of the correct storage of client records in relation to the Data Protection Act.			
<b>Feedback/comments:</b>          			
The learner has satisfied the assessor and the internal verifier that the knowledge and understanding requirements have been achieved.			
<b>Learner's signature:</b>		<b>Date:</b>	
<b>Assessor's signature:</b>		<b>Date:</b>	
<b>Internal verifier's signature:</b>		<b>Date:</b>	

## Knowledge evidence record

<b>NVQ title and level:</b> Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)	
<b>Learner:</b>	<b>Assessor:</b>
<b>Unit title:</b> GH3 Prepare for hair services and maintain work areas	
<b>Learning outcome 4:</b> Know how to prepare and maintain the work area	
You must show that you have the knowledge and understanding for this unit. Your performance evidence might help to show this, but it is likely that you will need additional evidence (eg answers to questions).	
When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.	
You need to show that you know, understand and can apply in practice what is listed below.	

<b>KEY: FOR EVIDENCE TYPES</b>	<b>EI = EVIDENCE INDEX NUMBER</b>	<b>O = OBSERVATION</b>	<b>P = PERSONAL STATEMENT</b>
	<b>WT = WITNESS TESTIMONY</b>	<b>S = SIMULATION</b>	<b>APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING</b>
	<b>Q&amp;A = QUESTIONS &amp; ANSWERS</b>	<b>EWE = EXPERT WITNESS EVIDENCE</b>	<b>PD = PROFESSIONAL DISCUSSION</b>

<b>Knowledge and understanding for this unit</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
<b>Assessment criteria</b>			
4.1 state general salon hygiene principles in relation to floors and seating, working surfaces, mirrors and salon equipment			
4.2 state the importance of maintaining standards of hygiene and the principles for avoiding cross-infection and cross-infestation			
4.3 state the types of products, materials, tools and equipment required for hair services			
4.4 state how to set up materials, tools and equipment for the hair services			
4.5 state the different methods of sterilisation and the various types of equipment available, eg autoclave, UV radiation, chemical sterilisation			

*continued overleaf ...*

<b>Knowledge and understanding for this unit</b> <b>Assessment criteria</b>	<b>Evidence index number</b>	<b>Date</b>	<b>Evidence type</b>
4.6 state how to clean, disinfect and sterilise different types of tools for the different hair services, ie metals, plastic, wood, electrical			
4.7 state the difference between sterilising and disinfecting			
4.8 state how to dispose of waste materials and products from hair services			
4.9 state how to check and clean equipment used for hair services			
4.10 state how and where to store materials, tools and equipment			
4.11 state the condition in which the work area should be left ready for further services.			
<b>Feedback/comments:</b>          			
The learner has satisfied the assessor and the internal verifier that the knowledge and understanding requirements have been achieved.			
<b>Learner's signature:</b>		<b>Date:</b>	
<b>Assessor's signature:</b>		<b>Date:</b>	
<b>Internal verifier's signature:</b>		<b>Date:</b>	

## Assessment requirements record

<b>NVQ title and level: Level 1 NVQ Certificate in Hairdressing and Barbering (QCF)</b>		
<b>Learner:</b>		
<b>Assessor:</b>		
<b>Unit title: GH3 Prepare for hair services and maintain work areas</b>		
<b>Performance(s) observed by the assessor</b>	<i>(Assessor to sign each time performance is observed)</i>	<i>(Assessor to insert date each time performance is observed)</i>
<b>Observation 1</b> Preparation for hairdressing or barbering service 1		
<b>Observation 2</b> Preparation for hairdressing or barbering service 2		
<b>Observation 3</b> Preparation for hairdressing or barbering service 3		

<b>Feedback/comments:</b>	
<b>Learners's signature:</b>	<b>Date:</b>
<b>Assessor's signature:</b>	<b>Date:</b>

February 2010

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