

Logbook for learners

Edexcel Level 3 NVQ Diploma in Hairdressing (QCF)

February 2010

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February 2010

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Section 1: Edexcel Level 3 NVQ Diploma in Hairdressing (QCF)

Introduction

This document contains information specific to the Edexcel Level 3 NVQ Diploma in Hairdressing (QCF).

National Occupational Standards and NVQs

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

The Edexcel Level 3 NVQ Diploma in Hairdressing (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

Tel: 0845 2 306080

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 standards that are in this logbook.

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

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

The NVQs in Hairdressing (QCF) 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 Diploma for?

This NVQ is a target qualification for anyone wanting to be a truly proficient professional in hairdressing. It expands upon the basic skills of Level 2 and is aimed at those wishing to enter the top level of their profession or go on to become salon managers and owners. People who have been in the industry for some time but are looking to update or accredit their skills can also take this job ready Edexcel NVQ Diploma.

What progression opportunity does this Edexcel NVQ Diploma offer me?

Learners can progress to relevant higher level qualifications in salon management.

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 3 NVQ Diploma in Hairdressing (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 3 NVQ Diploma in Hairdressing (QCF), it is the centre's responsibility to ensure that the following rules of combination are adhered to.

Edexcel Level 3 NVQ Diploma in Hairdressing (QCF)

Rules of Combination

- 1 Qualification credit value: a minimum of 58 credits.
- 2 Mandatory unit credit: 21.
- 3 Optional unit credit: a minimum of 37 credits.

Structure

To achieve the whole qualification at Level 3, you must achieve **four mandatory units** and **at least five option units**.

Only **one** option unit may be chosen from Option group 2. All option units can be chosen from Option group 1.

Mandatory units for the Edexcel Level 3 NVQ Diploma in Hairdressing (QCF)

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

| Unit number | Title | Credit | Level |
|-------------|--|--------|-------|
| G22 | Monitor procedures to safely control work operations ENTO (New HSS 3) | 4 | 3 |
| G18 | Promote additional services or products to customers (ICS Unit 10) | 6 | 2 |
| G21 | Provide hairdressing consultation services | 3 | 3 |
| GH16 | Creatively cut hair using a combination of techniques | 8 | 3 |

Option units for the Edexcel Level 3 NVQ Diploma in Hairdressing (QCF)

You must achieve **five** of the units listed below, from Option groups 1 and/or 2.

Option group 1

| Unit number | Title | Credit | Level |
|-------------|--|--------|-------|
| GH17 | Colour hair using a variety of techniques | 12 | 3 |
| GH18 | Provide colour correction services | 13 | 4 |
| GH19 | Creatively style and dress hair | 4 | 3 |
| GH20 | Creatively dress long hair | 5 | 3 |
| GH21 | Develop and enhance creative hairdressing skills | 5 | 3 |
| GH22 | Create a variety of permed effects | 8 | 3 |
| GH23 | Provide creative hair extension services | 8 | 3 |

Option group 2

You can choose a maximum of **one** option unit from Option group 2.

| Unit number | Title | Credit | Level |
|-------------|--|--------|-------|
| G11 | Contribute to the financial effectiveness of the business | 4 | 3 |
| G19 | Support customer service improvements (ICS Unit 37) | 5 | 2 |
| H32 | Contribute to the planning and implementation of promotional activities | 5 | 3 |

Section 2: Logbook

Page number

Mandatory units

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|------------|---|----|
| Unit G22: | Monitor procedures to safely control work operations | 11 |
| Unit G18: | Promote additional services or products to customers | 17 |
| Unit G21: | Provide hairdressing consultation services | 23 |
| Unit GH16: | Creatively cut hair using a combination of techniques | 43 |

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 6 of this logbook.

Mandatory units

Unit summary sheet

Unit G22: Monitor procedures to safely control work operations

Unit reference: A/501/1274

Credit: 4

Unit aim

This unit is about making sure that statutory and workplace instructions are being carried out. It describes the competences required to make sure that:

- a) healthy and safe practices are being followed within work areas
- b) appropriate action is undertaken to control workplace hazards.

Evidence requirements

Please refer to the Assessment Strategy for Hairdressing NVQs and SVQs by HABIA in the *Sector Guidance*.

Additional information

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

Learning outcome achievement record

| | |
|---|--------------|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | |
| Assessor: | |
| Unit title: G22 Monitor procedures to safely control work operations | |
| Learning outcome 1: Check that health and safety instructions are followed | |
| Assessment criteria: | |
| 1.1 keep up to date with health and safety regulations and workplace instructions, making sure that information is from reliable source | |
| 1.2 conduct their monitoring of workplaces at agreed intervals and in accordance with workplace instructions | |
| 1.3 confirm that worker health and safety competence is up to date | |
| 1.4 confirm that the health and safety training needs of other people have been identified and met | |
| 1.5 effectively communicate workplace instructions to other people and obtain feedback from them | |
| 1.6 respond promptly to any breaches of health and safety instructions in a way which meets workplace and legal requirements | |
| 1.7 make recommendations for changes to workplace instructions to the responsible people | |
| 1.8 maintain records relating to health and safety matters that a) comply with legal and workplace requirements, and b) are accessible to those who are authorised to use them. | |
| Feedback/comments from the assessor: | |
| Learner's signature: | Date: |
| Assessor's signature: | Date: |
| Internal verifier's signature (if required): | Date: |

Learning outcome achievement record

| | |
|--|--------------|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | |
| Assessor: | |
| Unit title: G22 Monitor procedures to safely control work operations | |
| Learning outcome 2: Make sure that risks are controlled safely and effectively | |
| Assessment criteria: | |
| 2.1 keep accurate and legible records of workplace risks identified or reported to them | |
| 2.2 report the existence of hazards in accordance with workplace health and safety instructions | |
| 2.3 confirm that appropriate precautions to control these risks have been agreed with the people responsible for health and safety | |
| 2.4 confirm that the precautions are in accordance with legal and workplace health and safety instructions | |
| 2.5 check that other people are aware of the risks and know the actions to be taken to minimise them | |
| 2.6 review the operational controls to make sure that workplace hazards are eliminated or controlled | |
| 2.7 report promptly and accurately any conflicts which still exist between workplace and legal requirements to the people responsible for health and safety. | |
| Feedback/comments from the assessor: | |
| | |
| Learner's signature: | Date: |
| Assessor's signature: | Date: |
| Internal verifier's signature (if required): | Date: |

Knowledge evidence record

| | |
|--|------------------|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | Assessor: |
| Unit title: G22 Monitor procedures to safely control work operations | |
| Learning outcome 3: Know and understand how to monitor procedures to safely control work operations | |
| 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. | |

| | | | |
|-------------------------|----------------------------|-------------------------------|---|
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| | Q&A = QUESTIONS & ANSWERS | EWE = EXPERT WITNESS EVIDENCE | PD = PROFESSIONAL DISCUSSION |

| Knowledge and understanding for this unit Assessment criteria | Evidence index number | Date | Evidence type |
|--|-----------------------|------|---------------|
| 3.1 the employers' and employees' main legal responsibilities for health and safety in the workplace | | | |
| 3.2 their responsibilities for health and safety as defined by any specific legislation covering your job role | | | |
| 3.3 the scope of their job, their competency and capabilities | | | |
| 3.4 the work areas and the people for whom they have responsibility | | | |
| 3.5 the difference between a hazard and a risk | | | |
| 3.6 the particular health and safety risks which may be present in their own job role and the precautions to take. | | | |
| 3.7 why they should remain alert to the presence of hazards in the work place | | | |
| 3.8 why they should promptly deal with or report hazards and risks in the workplace | | | |
| 3.9 the specific health and safety arrangements covering their job role | | | |
| 3.10 the health and safety instructions at their workplace | | | |
| 3.11 how to keep health and safety records | | | |
| 3.12 effective communication methods | | | |

| | | | |
|--|--|--|--|
| 3.13 effective methods of monitoring other people's activities and communicating results | | | |
| 3.14 agreed intervals for monitoring health and safety compliance | | | |
| 3.15 hazard notices and alerts relevant to their work | | | |
| 3.16 reliable sources of health and safety information. | | | |

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: |

Unit summary sheet

Unit G18: Promote additional services or products to customers

Unit reference: D/600/1251

Credit: 6

Unit aim

This unit covers the key competence of promoting additional services or products to their customers. The learner must keep pace with new developments in the services or products of their organisation and encourage their customers to take an interest in them. The learner will need to identify the benefits of additional services or products to both their customer and their organisation.

Above all, this unit covers the competence of informing customers about additional services or products available to them, communicating accurate information about the service or product and gaining customer commitment where possible.

Evidence requirements

Please refer to the Assessment Strategy for Hairdressing NVQs and SVQs by HABIA in the *Sector Guidance*.

Additional information

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

Learning outcome achievement record

| | |
|---|--------------|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | |
| Assessor: | |
| Unit title: G18 Promote additional services or products to customers | |
| Learning outcome 1: Identify additional services or products that are available | |
| Assessment criteria: | |
| 1.1 update and develop their knowledge of their organisation's services or products | |
| 1.2 check with others when they are unsure of a new service or product detail | |
| 1.3 identify appropriate services or products that may interest their customer | |
| 1.4 spot opportunities for offering their customer additional services or products that will improve their customer experience. | |
| Feedback/comments from the assessor: | |
| | |
| Learner's signature: | Date: |
| Assessor's signature: | Date: |
| Internal verifier's signature (if required): | Date: |

Learning outcome achievement record

| | |
|---|--------------|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | |
| Assessor: | |
| Unit title: G18 Promote additional services or products to customers | |
| Learning outcome 2: Inform customers about additional services or products | |
| Assessment criteria: | |
| 2.1 choose the most appropriate time to inform their customer about additional services or products | |
| 2.2 choose the most appropriate method of communication to introduce their customer to additional services or products | |
| 2.3 give their customer accurate and sufficient information to enable them to make a decision about the additional services or products | |
| 2.4 give their customer time to ask questions about the additional services or products. | |
| Feedback/comments from the assessor: | |
| | |
| Learner's signature: | Date: |
| Assessor's signature: | Date: |
| Internal verifier's signature (if required): | Date: |

Learning outcome achievement record

| | |
|--|--------------|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | |
| Assessor: | |
| Unit title: G18 Promote additional services or products to customers | |
| Learning outcome 3: Gain customer commitment to using additional services or products | |
| Assessment criteria: | |
| 3.1 close their discussion appropriately if their customer shows no interest | |
| 3.2 give relevant information to move the situation forward when their customer shows interest | |
| 3.3 secure customer agreement and check customer understanding of the delivery of the service or product | |
| 3.4 take action to ensure prompt delivery of the additional services or products to their customer | |
| 3.5 refer their customer to others or to alternative sources of information if the additional services or products are not their responsibility. | |
| Feedback/comments from the assessor: | |
| | |
| Learner's signature: | Date: |
| Assessor's signature: | Date: |
| Internal verifier's signature (if required): | Date: |

Knowledge evidence record

| | |
|--|------------------|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | Assessor: |
| Unit title: G18 Promote additional services or products to customers | |
| Learning outcome 4: Know and understand how to promote additional services or products to customers | |
| <p>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.</p> <p>You need to show that you know, understand and can apply in practice what is listed below.</p> | |

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| Knowledge and understanding for this unit Assessment criteria | Evidence index number | Date | Evidence type |
|--|-----------------------|------|---------------|
| 4.1 show that they know and understand their organisation's procedures and systems for encouraging the use of additional services or products | | | |
| 4.2 show that they know and understand how the use of additional services or products will benefit their customers | | | |
| 4.3 show that they know and understand how their customer's use of additional services or products will benefit their organisation | | | |
| 4.4 show that they know and understand the main factors that influence customers to use their services or products | | | |
| 4.5 show that they know and understand how to introduce additional services or products to customers outlining their benefits, overcoming reservations and agreeing to provide the additional services or products | | | |
| 4.6 show that they know and understand how to give appropriate, balanced information to customers about services or products | | | |

Feedback/comments:

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

Learner's signature:

Date:

Assessor's signature:

Date:

Internal verifier's signature:

Date:

Unit summary sheet

Unit G21: Provide hairdressing consultation services

Unit code: Y/600/1040

Credit: 3

Unit aim

This is a job ready qualification which is competency based. This unit is about providing a comprehensive consultation and advisory service to clients. Included is providing support to colleagues when they are faced with analysis problems as is the ability to advise on alternative courses of action, especially referral to other specialists.

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 will need to demonstrate in their everyday work they have met the standard for providing consultation services.
3. The Assessor will observe these aspects of the learners performance on at least 3 occasions. These will cover consultations for 3 different technical units.
4. The learner must show they have:
 - used all the means of identification:
 - a) questioning
 - b) observation
 - c) testing.
 - considered all the factors limiting or affecting services:
 - a) adverse hair, skin and scalp conditions
 - b) incompatibility of previous services and products used
 - c) client's lifestyle.Courses of action are:
 - a) referral to a pharmacist
 - b) referral to a general practitioner
 - c) referral to a registered trichologist
 - d) referral to another salon in line with their salon's procedure.
 - advised clients of all the implications that will impact on hairdressing services:
 - a) cost and frequency of maintenance
 - b) limitations to other services
 - c) changes to their existing hair care regime.

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

NB When performance evidence is not available for the following course of actions:

- referral to Pharmacist.
 - referral to general practitioner.
 - referral to registered trichologist.
 - referral to another salon in line with your salon's procedure
these may be covered by knowledge evidence.
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

| | |
|---|--------------|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | |
| Assessor: | |
| Unit title: G21 Provide hairdressing consultation services | |
| Learning outcome 2: Be able to analyse the hair, skin and scalp | |
| Assessment criteria: | |
| 2.1 conduct visual checks and any necessary tests on the hair, skin and scalp to meet specified procedures | |
| 2.2 identify from the client's previous records, when available, any factors likely to affect future services | |
| 2.3 accurately identify factors that limit or affect services and the choice of products | |
| 2.4 deal promptly and effectively with analysis problems reported by colleagues. | |
| Feedback/comments from the assessor: | |
| | |
| Learner's signature: | Date: |
| Assessor's signature: | Date: |
| Internal verifier's signature (if required): | Date: |

Learning outcome achievement record

| | |
|--|--------------|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | |
| Assessor: | |
| Unit title: G21 Provide hairdressing consultation services | |
| Learning outcome 3: Be able to make recommendations to clients | |
| Assessment criteria: | |
| 3.1 base recommendations on the outcomes of their analysis of the client's hair | |
| 3.2 make suggestions about alternative services and products if they decide their client's requirements are unrealistic | |
| 3.3 give accurate advice on other courses of action if the client's preferred service is not possible or not offered within the salon | |
| 3.4 make recommendations that take into account the potential of the client's hair in relation to fashion trends, additional salon services and products | |
| 3.5 conduct all communications with the client in a manner that maintains goodwill, trust and confidentiality. | |
| Feedback/comments from the assessor: | |
| | |
| Learner's signature: | Date: |
| Assessor's signature: | Date: |
| Internal verifier's signature (if required): | Date: |

Learning outcome achievement record

| | |
|--|---|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | |
| Assessor: | |
| Unit title: G21 Provide hairdressing consultation services | |
| Learning outcome 4: Advise clients on hair maintenance and management | |
| Assessment criteria: | |
| 4.1 | accurately identify the client's current hair care regime |
| 4.2 | clearly explain the impact of the client's current hair care regime on future hairdressing services |
| 4.3 | give the client clear and accurate advice on ways of improving their current hair care regime |
| 4.4 | clearly explain the implications of agreed hairdressing services in a way the client can understand |
| 4.5 | check that the client has understood the advice prior to proceeding with any service. |
| Feedback/comments from the assessor: | |
| | |
| Learner's signature: | Date: |
| Assessor's signature: | Date: |
| Internal verifier's signature (if required): | Date: |

Learning outcome achievement record

| | |
|--|--------------|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | |
| Assessor: | |
| Unit title: G21 Provide hairdressing consultation services | |
| Learning outcome 5: Agree services with your client | |
| Assessment criteria: | |
| 5.1 make sure the client is aware of what the agreed service will entail and its likely duration | |
| 5.2 agree services, products, outcomes and likely costs that are acceptable to the client and meet their needs | |
| 5.3 make sure the client records are up to date, accurate, easy to read and complete | |
| 5.4 make a suitable appointment for the agreed services, when necessary. | |
| Feedback/comments from the assessor: | |
| | |
| Learner's signature: | Date: |
| Assessor's signature: | Date: |
| Internal verifier's signature (if required): | Date: |

Knowledge evidence record

| | |
|---|------------------|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | Assessor: |
| <p>Unit title G21 Provide hairdressing consultation services</p> <p>Learning outcome 6: Know salon and legal requirements</p> <p>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).</p> <p>When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.</p> <p>You need to show that you know, understand and can apply in practice what is listed below.</p> | |

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| Knowledge and understanding for this unit Assessment criteria | Evidence index number | Date | Evidence type |
|--|-----------------------|------|---------------|
| 6.1 explain their own responsibilities under the Data Protection legislation | | | |
| 6.2 explain their legal responsibilities under current consumer and retail legislation for describing the features and benefits of products and services | | | |
| 6.3 explain their salon procedures and manufacturers' instructions in relation to conducting tests | | | |
| 6.4 explain their salon rules of confidentiality | | | |
| 6.5 explain their salon's policy for referring clients to other salons. | | | |

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|---------------------------|
| 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

| | |
|--|------------------|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | Assessor: |
| <p>Unit title: G21 Provide hairdressing consultation services</p> <p>Learning outcome 7: Know services, products and pricing</p> <p>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).</p> <p>When using the standards it is important to read the knowledge requirements in relation to expectations and requirements of your job role.</p> <p>You need to show that you know, understand and can apply in practice what is listed below.</p> | |

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| Knowledge and understanding for this unit Assessment criteria | Evidence index number | Date | Evidence type |
|--|-----------------------|------|---------------|
| 7.1 explain the services and products available for use in the salon | | | |
| 7.2 explain their salon's pricing structure and payment policies, eg requirements for deposits | | | |
| 7.3 explain how to calculate the likely charge for services | | | |
| 7.4 explain the duration of services in your salon | | | |
| 7.5 explain the services for which they would need to give clients special advice prior to their visit and the type of advice to give (ie whether the service could affect their comfort, any special clothing requirements, the need for any tests, any special preparation activities) | | | |
| 7.6 explain the reasons why special advice is necessary for certain services, eg could be uncomfortable, very lengthy to perform, etc. | | | |
| 7.7 describe current fashion trends and looks. | | | |

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

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| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | Assessor: |
| Unit title: G21 Provide hairdressing consultation services | |
| Learning outcome 8: Know hair growth and characteristics | |
| 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. | |

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| Knowledge and understanding for this unit Assessment criteria | Evidence index number | Date | Evidence type |
|---|-----------------------|------|---------------|
| 8.1 explain the basic structure of hair and skin | | | |
| 8.2 explain the growth cycle of hair | | | |
| 8.3 compare the characteristics of different hair types and textures | | | |
| 8.4 explain the general factors that contribute to healthy hair, eg health, environment, chemicals. | | | |

Feedback/comments:

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

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| Learner's signature: | Date: |
| Assessor's signature: | Date: |
| Internal verifier's signature: | Date: |

Knowledge evidence record

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|--|------------------|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | Assessor: |
| Unit title: G21 Provide hairdressing consultation services | |
| Learning outcome 9: Know how to perform hair, skin and scalp analysis | |
| 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. | |

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| Knowledge and understanding for this unit Assessment criteria | Evidence index number | Date | Evidence type |
|--|-----------------------|------|---------------|
| 9.1 explain why it is important to identify factors that may limit or affect services and products which can be used | | | |
| 9.2 summarise how the following factors limit or affect the services and products that can be offered to clients: <ul style="list-style-type: none"> lifestyle adverse hair, skin and scalp conditions incompatibility of previous services and products used | | | |
| 9.3 explain how to visually recognise indications of ringworm, impetigo, scabies, eczema, alopecia, psoriasis, folliculitis, dandruff, ingrowing hair and head lice | | | |
| 9.4 explain the likely causes of various adverse hair, skin and scalp conditions (ie ringworm, impetigo, scabies, eczema, alopecia, psoriasis, folliculitis, dandruff, ingrowing hair and head lice) | | | |
| 9.5 distinguish which hair or scalp conditions and disorders should be referred to a pharmacist, general practitioner or registered trichologist and why | | | |
| 9.6 explain the importance of, and reasons for, not naming specific conditions when referring clients to a general practitioner or trichologist | | | |

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| 9.7 explain the importance of carrying out tests and the potential consequences of failing to do so | | | |
| 9.8 explain how and when tests are carried out on hair and skin. | | | |
| 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

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| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | Assessor: |
| Unit title: G21 Provide hairdressing consultation services | |
| Learning outcome 10: Know effective methods of communication | |
| 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. | |
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| Knowledge and understanding for this unit Assessment criteria | Evidence index number | Date | Evidence type |
|--|-----------------------|------|---------------|
| 10.1 explain the importance of effective communication | | | |
| 10.2 explain the importance of confidentiality and what might happen if this is not maintained | | | |
| 10.3 explain the importance of making openings in conversations to encourage clients to speak | | | |
| 10.4 explain the importance of confirming their understanding of what the client has said. | | | |

Feedback/comments:

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

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| Learner's signature: | Date: |
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| Internal verifier's signature: | Date: |

Knowledge evidence record

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| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | Assessor: |
| Unit title: G21 Provide hairdressing consultation services | |
| Learning outcome 11: Know the information to give to clients on hair maintenance and management | |
| 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. | |
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| Knowledge and understanding for this unit Assessment criteria | Evidence index number | Date | Evidence type |
|--|-----------------------|------|---------------|
| 11.1 describe suitable conditioning treatments and the importance of regular conditioning | | | |
| 11.2 clarify the products to use for home care and those to avoid and why | | | |
| 11.3 explain how to protect their hair from the effects of humidity, eg environmental, sports related, steamy conditions | | | |
| 11.4 summarise how lifestyle can influence the client's choice of style, eg active sports, career and job requirements | | | |
| 11.5 explain how the use of excessive heat can damage the hair | | | |
| 11.6 explain how to maintain their agreed style. | | | |

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

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|---|---|--|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | | |
| Learner: | | |
| Assessor: | | |
| Unit title: G21 Provide hairdressing consultation services | | |
| Performance(s) observed by the assessor | <i>(Assessor to sign each time performance is observed)</i> | <i>(Assessor to insert date each time performance is observed)</i> |
| Observation 1 Consultation for technical unit 1 | | |
| Observation 2 Consultation for technical unit 2 | | |
| Observation 3 Consultation for technical unit 3 | | |
| Assessment requirements: | | |
| <ul style="list-style-type: none"> • Participated in all the types of learning opportunities listed: <ul style="list-style-type: none"> a) used all the means of identification: <ul style="list-style-type: none"> i. questioning ii. observation iii. testing. b) considered all the factors limiting or affecting services: <ul style="list-style-type: none"> i. adverse hair, skin and scalp conditions ii. incompatibility of previous services and products used iii. client's lifestyle. c) courses of action are: <ul style="list-style-type: none"> i. referral to a pharmacist ii. referral to a general practitioner iii. referral to a registered trichologist iv. referral to another salon in line with their salon's procedure. d) advised clients of all the implications that will impact on hairdressing services: <ul style="list-style-type: none"> i. cost and frequency of maintenance ii. limitations to other services iii. changes to their existing hair care regime. | | |

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| Feedback/comments: | |
| Learners's signature: | Date: |
| Assessor's signature: | Date: |

Externally set mandatory question paper(s)

| | <i>First sitting</i> | <i>Second sitting (if required)</i> | <i>Third sitting (if required)</i> |
|---|----------------------|---|--|
| 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 GH16: Creatively cut hair using a combination of techniques

Unit reference: H/600/1218

Credit: 8

Unit aim

This is a job ready unit which is competency based. This unit is about the use of advanced cutting skills to create a personalised and individual restyled look for women in a way that enhances their personal image.

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 creatively cutting women's hair using a combination of techniques.
3. The Assessor will observe the learner's performance on at least six occasions. Each observation must be of a different creative restyle cut, one of which must include a precision cut.
4. The learner must show that they have:
 - used all the tools and equipment:*
 - a) scissors
 - b) clippers
 - c) razors
 - taken into account all the factors:
 - a) head, face and body shape
 - b) hair growth patterns
 - c) hair density
 - d) hair length
 - e) hair texture
 - f) hair elasticity
 - g) client requirements
 - h) client lifestyle
 - hair is:
 - a) wet
 - b) dry
 - c) curly
 - d) straight.

- used seven out of the ten cutting techniques and effects:**
 - a) graduating
 - b) layering
 - c) tapering
 - d) club cutting
 - e) scissors over comb
 - f) clipper over comb
 - g) thinning
 - h) freehand
 - i) texturising
 - j) disconnecting
- used creative finishing techniques when styling hair and applying products:
 - a) styling
 - b) product application
- given all the advice:
 - a) suitable products and their use
 - b) how to maintain the look
 - c) the time interval between cuts.

*Use of clipper attachments is not allowed at Level 3.

**However, the learner must prove to the assessor that they have the necessary knowledge, understanding and skills to be able to perform competently.

5. It is likely most evidence of the learners performance will be gathered from the observations made by the assessor but they may be required to produce other evidence to support their performance if the assessor has not been present.
6. No mandatory written question required for this unit.

Additional information

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

Learning outcome achievement record

| | |
|--|--------------|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | |
| Assessor: | |
| Unit title: GH16 Creatively cut hair using a combination of techniques | |
| Learning outcome 1: Be able to maintain effective and safe methods of working when cutting | |
| Assessment criteria: | |
| 1.1 make sure the client's clothing is effectively protected throughout the service | |
| 1.2 make sure the client's skin is kept free of excess hair cuttings throughout the service | |
| 1.3 position the client to meet the needs of the service without causing them discomfort | |
| 1.4 make sure their own posture and position whilst working minimises fatigue and the risk of injury | |
| 1.5 keep the work area clean and tidy throughout the service | |
| 1.6 remove waste immediately at the end of the cutting service | |
| 1.7 use working methods that <ul style="list-style-type: none"> - minimise the risk of damage to tools and equipment - minimise the risk of cross-infection - make effective use of the working time - ensure the use of clean resources - minimise the risk of harm or injury to themselves and others | |
| 1.8 make sure that personal standards of health and hygiene minimise the risk of cross-infection, infestation and offence to clients and colleagues | |
| 1.9 use tools that are safe and fit for purpose | |
| 1.10 identify accurately factors that may influence the service prior to cutting | |
| 1.11 make sure that used sharps are disposed of to meet legal and salon requirements | |
| 1.12 complete the cutting service within a commercially viable time. | |
| Feedback/comments from the assessor: | |
| | |
| Learner's signature: | Date: |
| Assessor's signature: | Date: |
| Internal verifier's signature (if required): | Date: |

Learning outcome achievement record

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|---|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) |
| Learner: |
| Assessor: |
| Unit title: GH16 Creatively cut hair using a combination of techniques |
| Learning outcome 2: Be able to creatively restyle women's hair |
| Assessment criteria: |
| 2.1 explore the variety of looks with the client using relevant visual aids |
| 2.2 recommend a look that is suitable for the client |
| 2.3 base their recommendations on an accurate evaluation of the client's hair and its potential to achieve the look |
| 2.4 suitably prepare the client's hair prior to cutting |
| 2.5 confirm with the client the look agreed at consultation before commencing the cut |
| 2.6 establish and follow suitable cutting guideline(s), when required, to achieve the desired look |
| 2.7 personalise the cutting techniques and effects to take account of factors that will influence the desired look |
| 2.8 combine and adapting the cutting techniques and effects in an innovative way to achieve the desired look |
| 2.9 change their own position and that of the client to help to ensure the accuracy of the cut |
| 2.10 establish accurate distribution of weight, balance and shape by crosschecking the cut |
| 2.11 create outline shapes that are accurate, defined and achieve the look required by the client |
| 2.12 remove any unwanted hair outside the desired outline shape |
| 2.13 consult with the client during the cutting service to confirm the desired look |
| 2.14 take suitable remedial action to resolve any problems arising during the cutting service |
| 2.15 make a final visual check to ensure the finished cut is accurate |
| 2.16 use creative finishing techniques that complement the cut |
| 2.17 make sure the finished restyled look complements the client's features and enhances their personal image and that of the salon |
| 2.18 confirm the client's satisfaction with the finished look. |

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| Feedback/comments from the assessor: | |
| Learner's signature: | Date: |
| Assessor's signature: | Date: |
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Knowledge evidence record

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| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | Assessor: |
| Unit title: GH16 Creatively cut hair using a combination of techniques | |
| Learning outcome 4: 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). | |
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| Knowledge and understanding for this unit Assessment criteria | Evidence index number | Date | Evidence type |
|---|-----------------------|------|---------------|
| 4.1 explain their salon's requirements for client preparation | | | |
| 4.2 explain the salon's expected service times for cutting hair to shape | | | |
| 4.3 explain their salon's and legal requirements for disposal of sharps and waste materials | | | |
| 4.4 explain their responsibilities under the current Electricity at Work Regulations | | | |
| 4.5 summarise their salon's image and expected standards of service. | | | |

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| 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: |
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| Internal verifier's signature: | Date: |

Knowledge evidence record

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| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | Assessor: |
| Unit title: GH16 Creatively cut hair using a combination of techniques | |
| Learning outcome 5: Know how to work safely, effectively and hygienically when cutting 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). | |
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| Knowledge and understanding for this unit Assessment criteria | Evidence index number | Date | Evidence type |
|--|-----------------------|------|---------------|
| 5.1 describe the range of protective clothing and materials that should be available for clients | | | |
| 5.2 explain why it is important to protect clients from hair cuttings | | | |
| 5.3 explain how the position of the client and themselves can affect the desired outcome and reduce fatigue and the risk of injury | | | |
| 5.4 explain the safety considerations which must be taken into account when cutting hair | | | |
| 5.5 explain why it is important to avoid cross-infection and infestation | | | |
| 5.6 explain why it is important to keep the work area clean and tidy | | | |
| 5.7 compare the methods of cleaning, disinfecting and/or sterilisation used in salons | | | |
| 5.8 summarise the methods of working safely and hygienically which minimise the risk of cross-infection and cross-infestation | | | |
| 5.9 explain the correct use and maintenance of cutting tools | | | |
| 5.10 explain why it is important to position cutting tools for ease of use | | | |
| 5.11 explain the importance of personal hygiene. | | | |

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

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| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | Assessor: |
| Unit title: GH16 Creatively cut hair using a combination of techniques | |
| Learning outcome 6: Know methods of communication | |
| 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). | |
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| Knowledge and understanding for this unit Assessment criteria | Evidence index number | Date | Evidence type |
|--|-----------------------|------|---------------|
| 6.1 explain the importance of consulting with clients throughout the cutting process | | | |
| 6.2 summarise how to clearly present information, advice and recommendations and to assist the client to come to an informed decision. | | | |

Feedback/comments:

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

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| Learner's signature: | Date: |
| Assessor's signature: | Date: |
| Internal verifier's signature: | Date: |

Knowledge evidence record

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| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | Assessor: |
| Unit title: GH16 Creatively cut hair using a combination of techniques | |
| Learning outcome 7: Know the hair growth factors | |
| 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). | |
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| Knowledge and understanding for this unit Assessment criteria | Evidence index number | Date | Evidence type |
|--|-----------------------|------|---------------|
| 7.1 explain the factors that must be taken into consideration prior to and during cutting, eg hair density, hair growth patterns, etc. | | | |
| 7.2 explain the factors which should be considered when cutting wet and dry hair | | | |
| 7.3 explain the average rate of hair growth | | | |
| 7.4 explain the potential risk of ingrowing hair resulting from the continual close cutting of curly hair. | | | |

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| Feedback/comments: | |
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| Learner's signature: | Date: |
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Knowledge evidence record

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| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | Assessor: |
| Unit title: GH16 Creatively cut hair using a combination of techniques | |
| Learning outcome 8: Know products | |
| 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). | |
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| Knowledge and understanding for this unit Assessment criteria | Evidence index number | Date | Evidence type |
|--|-----------------------|------|---------------|
| 8.1 explain why hair products should be removed from the hair prior to cutting | | | |
| 8.2 clarify the types of products available for finishing women's hair. | | | |

Feedback/comments:

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

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| Learner's signature: | Date: |
| Assessor's signature: | Date: |
| Internal verifier's signature: | Date: |

Knowledge evidence record

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| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | Assessor: |
| Unit title: GH16 Creatively cut hair using a combination of techniques | |
| Learning outcome 9: Know cutting techniques and looks | |
| 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). | |
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| Knowledge and understanding for this unit Assessment criteria | Evidence index number | Date | Evidence type |
|---|-----------------------|------|---------------|
| 9.1 describe women's classic and current fashion hair shapes and how to create them | | | |
| 9.2 review the different sources of creative information and inspiration, eg historical, cultural and fashion | | | |
| 9.3 explain the factors that can affect the way the hair is cut | | | |
| 9.4 explain how and why to use different cutting techniques on women's hair | | | |
| 9.5 clarify which tools can be used on either wet or dry hair or both | | | |
| 9.6 explain the reasons for establishing and following guidelines | | | |
| 9.7 explain how to create and follow guidelines | | | |
| 9.8 explain how to personalise and adapt cutting techniques | | | |
| 9.9 summarise the effects that can be created by combining and adapting different cutting techniques | | | |
| 9.10 clarify the importance of crosschecking the cut | | | |
| 9.11 explain how to crosscheck and balance the cut | | | |
| 9.12 explain the importance of considering weight distribution and working with the natural growth patterns of the hair | | | |

| | | | |
|--|--|--|--|
| 9.13 explain the importance of applying the correct degree of tension to the hair when cutting | | | |
|--|--|--|--|

| | | | |
|--|--|--|--|
| 9.14 explain the importance of keeping the hair damp throughout the wet cutting process. | | | |
|--|--|--|--|

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: |
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| Assessor's signature: | Date: |
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| Internal verifier's signature: | Date: |
|---------------------------------------|--------------|

Knowledge evidence record

| | |
|--|------------------|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | Assessor: |
| Unit title: GH16 Creatively cut hair using a combination of techniques | |
| Learning outcome 10: Know problem solving | |
| 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. | |

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

| Knowledge and understanding for this unit Assessment criteria | Evidence index number | Date | Evidence type |
|--|-----------------------|--------------|---------------|
| 10.1 describe the types of problems that can commonly arise when cutting women's hair and ways in which they can be remedied, if possible. | | | |
| Feedback/comments: | | | |
| The learner has satisfied the assessor and the internal 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

| | |
|--|------------------|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | |
| Learner: | Assessor: |
| Unit title: GH16 Creatively cut hair using a combination of techniques | |
| Learning outcome 11: Know how to provide aftercare advice for clients | |
| 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. | |

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

| Knowledge and understanding for this unit Assessment criteria | Evidence index number | Date | Evidence type |
|--|-----------------------|--------------|---------------|
| 11.1 justify the recommended time interval between cuts | | | |
| 11.2 explain how to use tools and equipment to maintain the look | | | |
| 11.3 explain the products for home use that will benefit the client. | | | |
| 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

| | | |
|---|---|--|
| NVQ title and level: Level 3 NVQ Diploma in Hairdressing (QCF) | | |
| Learner: | | |
| Assessor: | | |
| Unit title: GH16 Creatively cut hair using a combination of techniques | | |
| Performance(s) observed by the assessor | <i>(Assessor to sign each time performance is observed)</i> | <i>(Assessor to insert date each time performance is observed)</i> |
| Observation 1 Creative restyle cut 1 | | |
| Observation 2 Creative restyle cut 2 | | |
| Observation 3 Creative restyle cut 3 | | |
| Observation 4 Creative restyle cut 4 | | |
| Observation 5 Creative restyle cut 5 | | |
| Observation 6 Creative restyle cut 6 - precision cut | | |
| Assessment requirements: | | |
| <ul style="list-style-type: none"> • Participated in all the types of learning opportunities listed: <ul style="list-style-type: none"> a) used all the tools and equipment:* <ul style="list-style-type: none"> i. scissors ii. clippers iii. razors b) taken into account all the factors: <ul style="list-style-type: none"> i. head, face and body shape ii. hair growth patterns iii. hair density iv. hair length v. hair texture vi. hair elasticity vii. client requirements viii. client lifestyle c) hair is: <ul style="list-style-type: none"> i. wet ii. dry iii. curly iv. straight. | | |

- d) used seven out of the ten cutting techniques and effects:**
 - i. graduating
 - ii. layering
 - iii. tapering
 - iv. club cutting
 - v. scissors over comb
 - vi. clipper over comb
 - vii. thinning
 - viii. freehand
 - ix. texturising
 - x. disconnecting
- e) used creative finishing techniques when styling hair and applying products:
 - i. styling
 - ii. product application
- f) given all the advice:
 - i. suitable products and their use
 - ii. how to maintain the look
 - iii. the time interval between cuts.

*Use of clipper attachments is not allowed at Level 3.

**However, the learner must prove to the assessor that they have the necessary knowledge, understanding and skills to be able to perform competently.

Feedback/comments:

Assessor's signature:

Date:

Learners' signature:

Date:

January 2010

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