

Unit summary sheet

Unit GH23: Provide creative hair extension services

Unit reference: F/600/1274

Credit: 8

Unit aim

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

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 demonstrate in their everyday work that they have met the standard for providing creative hair extension services.
3. The Assessor will observe the learners performance on three occasions, each on different clients which must include:
 - a full head of extensions
 - a partial head of extensions covering at least 25% of the head
 - use of man-made fibre extensions.
4. The learner must show that they have:
 - used all the attachment systems:
 - a) hot
 - b) cold.
 - used two out of the four cutting tools*:
 - a) clippers
 - b) scissors
 - c) thinning scissors
 - d) razors
 - taken account of all the factors:
 - a) attachment method
 - b) direction and fall of the hair extensions
 - c) the quantity of added hair
 - d) the need to blend client's hair and hair extensions
 - e) head and face shape
 - f) hair growth pattern
 - g) client's own hair length
 - h) hair texture
 - i) hair density
 - j) hair elasticity
 - k) evident hair damage

- l) traction alopecia
- m) lifestyle
- n) hairstyle.
- considered all the contra-indications:
 - a) skin sensitivities
 - b) history of previous allergic reactions
 - c) hair and scalp disorders
 - d) medical advice or instructions
- carried out all tests
 - a) pull
 - b) elasticity
 - c) skin.
- used both types of hair extensions
 - a) man-made
 - b) human.
- carried out full head and partial head extensions
 - a) full head
 - b) partial head.
- used three out of the five cutting techniques*
 - a) point cutting
 - b) tapering
 - c) freehand
 - d) razoring
 - e) texturising
- used three out of the four creative finishing techniques*
 - a) drying
 - b) product application
 - c) setting
 - d) use of heated styling equipment.
- given all the advice
 - a) suitable homecare products, tools and equipment and their use
 - b) hair care
 - c) how to maintain their style
 - d) types of problems that can arise and courses of action.
- * 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 the learner may be required to produce other evidence to support their performance if the assessor has not been present.

NOTE: Use of clipper attachments is not allowed in this unit.

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: GH23 Provide creative hair extension services
Learning outcome 1: Be able to maintain effective and safe methods of working when adding hair extensions
Assessment criteria:
1.1 make sure the client's clothing is effectively protected throughout the service
1.2 wear personal protective equipment, when required
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 sequence the work in a way that is suitable for the attachment system used, style and ease of working
1.7 use working methods that <ul style="list-style-type: none"> - minimise the risk of damage to cutting tools and equipment - minimise the wastage of products - 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 their personal standards of health and hygiene minimise the risk of cross-infection, infestation and offence to clients and colleagues
1.9 use cutting tools and equipment that are safe and fit for the purpose
1.10 make sure that all sharps are disposed of to meet legal and salon requirements
1.11 complete the hair extension service within a commercially viable time
1.12 complete client records so that they are accurate, easy to read and up-to-date

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: GH23 Provide creative hair extension services	
Learning outcome 2: Be able to plan and prepare to add hair extensions	
Assessment criteria:	
2.1 examine the hair and scalp to identify any factors that may affect the service	
2.2 ask the client appropriate questions to establish any known contra-indications to the hair extension service	
2.3 accurately record the client's responses to questioning	
2.4 conduct a range of tests on the client's hair and skin following manufacturer's instructions and recognised industry procedures	
2.5 take a suitable course of action when contra-indications cause doubts as to the suitability of the service for the client	
2.6 confirm with the client the type, length and colour of hair extensions before ordering	
2.7 select and use hair extensions which are: <ul style="list-style-type: none"> i. of a suitable texture ii. of a suitable colour iii. custom blended iv. of a suitable length v. of a suitable width 	
2.8 prepare the hair extensions to avoid wastage, tangling and to meet the manufacturer's instructions	
2.9 prepare the client's hair in a way suitable for the technique to be used	
2.10 make sure of the availability of assistance, where required.	
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: GH23 Provide creative hair extension services	
Learning outcome 3: Be able to attach hair extensions	
Assessment criteria:	
3.1 confirm with the client the look agreed at consultation prior to starting the service	
3.2 part the sections cleanly and evenly to meet the requirements of the technique to be used	
3.3 section the hair in a way that will allow the hair extensions to lie in the direction required	
3.4 secure any hair not being extended to keep the section clearly visible	
3.5 use attachment systems that effectively secure hair extensions into the client's hair to meet style requirements	
3.6 add and attach hair in a way that takes into account the factors influencing the service	
3.7 maintain a suitable and even tension throughout the process	
3.8 check the comfort of the client at regular intervals throughout the service	
3.9 give suitable reassurance to the client, if necessary	
3.10 identify and resolve any problems occurring during the service	
3.11 make sure, on completion, that the hair extensions give a balanced and well proportioned look suitable for the intended style and the density of the client's hair	
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: GH23 Provide creative hair extension services	
Learning outcome 4: Be able to cut and finish hair with extensions	
Assessment criteria:	
4.1 establish and follow cutting guidelines suitable to achieve the look required	
4.2 adapt the cutting techniques to take account of factors which influence working on hair extensions	
4.3 adapt the crosschecking methods to suit the fall of the hair extensions	
4.4 change their position around the client in a way to help them to ensure the accuracy of the cut	
4.5 combine and adapt the cutting techniques in an innovative way to achieve the desired look	
4.6 consult with the client during the cutting service to confirm the desired look	
4.7 make a final visual check to ensure the cut is accurate	
4.8 use creative finishing techniques that complement the required look	
4.9 use suitable styling and finishing products, when necessary, at the right time in the service to achieve the style requirements	
4.10 make sure the finished look complements the client's features and enhances their personal image and that of the salon	
4.11 confirm that the client is satisfied with overall look.	
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: GH23 Provide creative hair extension services	
Learning outcome 5: Be able to maintain and remove hair extensions	
Assessment criteria:	
5.1 maintain and remove hair extensions following manufacturers' instructions	
5.2 use the correct tools effectively and minimise damage to the client's hair	
5.3 use the correct products to remove extensions, when necessary, avoiding damage to the client's hair	
5.4 leave the client's hair free of product build up and debris	
5.5 leave the client's hair clean and prepared ready for the next 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: GH23 Provide creative hair extension services	
Learning outcome 6: Be able to provide aftercare advice	
Assessment criteria:	
6.1 give advice and recommendations accurately and constructively	
6.2 give the clients suitable advice on the maintenance of their own hair, hair extensions and finished look.	
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: GH23 Provide creative hair extension services</p> <p>Learning outcome 7: 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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	WT = WITNESS TESTIMONY	S = SIMULATION	APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING
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Knowledge and understanding for this unit Assessment criteria	Evidence index number	Date	Evidence type
7.1 explain their salon's requirements for client preparation			
7.2 explain their salon's expected service times for adding hair extensions			
7.3 explain their salon's and legal requirements for disposal of sharps and waste materials			
7.4 explain their responsibilities under the current Electricity at Work Regulations			
7.5 explain their responsibilities under the current Control of Substances Hazardous to Health in relation to hair extension products			
7.6 summarise their salon's image and expected standards of service.			

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:
Unit title: GH23 Provide creative hair extension services	
Learning outcome 8: Know how to work safely, effectively and hygienically when adding hair extensions	
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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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 describe the appearance of contact dermatitis and how to avoid developing it whilst carrying out hair attachment services			
8.2 explain the range of protective clothing that should be available for clients			
8.3 explain the type of personal protective equipment that should be available and used by themselves			
8.4 explain why it is important to use personal protective equipment			
8.5 explain why it is important to protect clients from hair clippings			
8.6 explain how the position of the client and themselves can affect the desired outcome and reduce fatigue and the risk of injury			
8.7 explain the safety considerations which must be taken into account when adding hair extensions, eg possible reaction to adhesives, removal solutions, traction alopecia etc			
8.8 explain why it is important to avoid cross-infection and infestation			
8.9 explain why it is important to keep the work area clean and tidy			

8.10	compare methods of cleaning, disinfection and/or sterilisation used in salons			
8.11	summarise methods of working safely and hygienically and which minimise the risk of cross-infection and cross-infestation			
8.12	explain the correct use and maintenance of tools and equipment			
8.13	explain the importance of personal hygiene			
8.14	explain the importance of questioning clients to establish any contra-indications to hairdressing services			
8.15	explain why it is important to record client responses to questioning			
8.16	explain the legal significance of client questioning and of recording the client's responses.			

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:
Unit title: GH23 Provide creative hair extension services	
Learning outcome 9: Know tests and testing for hair extension services	
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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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 the types and purposes of tests in the range			
9.2 explain the importance of following manufacturers' instructions for testing			
9.3 explain the methods of and reasons for conducting pull tests			
9.4 explain when and how tests should be carried out and the expected results			
9.5 explain how the results of tests can influence all aspects of the service			
9.6 explain the potential consequences of failing to carry out tests			
9.7 explain the courses of action to take in the event of adverse reactions to tests and when contra-indications are encountered (ie when to encourage the client to seek medical advice, when to explain the service is not possible, when a modification to the service will be necessary)			
9.8 explain why it is important to record test results.			

Feedback/comments:

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

Learner's signature:

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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: GH23 Provide creative hair extension services</p> <p>Learning outcome 10: Know hair and skin structure</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	Evidence index number	Date	Evidence type
Assessment criteria			
10.1 explain the factors that must be taken into consideration prior to adding hair extensions, eg hair density, hair and skin disorders, etc.			
10.2 explain the average rate of hair growth			
10.3 explain the potential consequences of excessive tension on the hair			
10.4 explain how to identify the signs of traction alopecia			
10.5 explain the potential effects on the client's hair of wearing extensions over a long period of time			
10.6 explain how contra-indications can affect the delivery of hair extension services to clients.			

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:
Unit title: GH23 Provide creative hair extension services	
Learning outcome 11: Know preparation requirements for hair extension services	
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	Evidence index number	Date	Evidence type
Assessment criteria			
11.1 compare the types of hair extension products available and their respective advantages and disadvantages			
11.2 explain the principles for blending added hair			
11.3 describe how to mix a number of added hair colours, eg to give block colour and highlighting effects			
11.4 explain how to prepare hair extensions ready for use following manufacturers' instructions			
11.5 compare the general differences in preparation requirements between human hair and man-made extensions			
11.6 explain how the client's hair should be prepared for each of the hair attachment techniques in the range			
11.7 explain how to conduct an examination of the hair and scalp to recognise factors which will affect the hair extension service			
11.8 explain the importance of following the manufacturer's preparation instructions for the system(s) in use in the salon			

11.9 explain the hair extension systems and attachment methods where assistance may be required			
11.10 compare the length of time the hair attachment processes are likely to take.			
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:
Unit title: GH23 Provide creative hair extension services	
Learning outcome 12: Know how to perform hair extension services	
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	Evidence index number	Date	Evidence type
Assessment criteria			
12.1 explain how to judge the quantity of hair to be added to achieve a balanced and well proportioned look			
12.2 explain how the intended final styling can affect the hair extension process			
12.3 compare how the attachment systems can affect the way extensions are added and cut			
12.4 explain how the attachment systems secure hair extensions into the client's hair			
12.5 compare the advantages and disadvantages of the different methods of attachment			
12.6 explain the range of specialist equipment necessary for each attachment method and how these are used			
12.7 summarise the generally accepted sequences of working for the hair attachment systems			
12.8 explain the manufacturer's instructions for the attachment of extensions for the system(s) in use in the salon			
12.9 explain why it is important to maintain a correct and even tension when adding hair extensions			

12.10 explain how to maintain hot and cold hair attachment systems and why maintenance is important to how long the hair style will last			
12.11 explain how to remove hot and cold hair attachment systems			
12.12 explain why it is important to remove product build up and debris as part of the extension removal 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:	
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: GH23 Provide creative hair extension services</p> <p>Learning outcome 13: Know problem solving</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
13.1 explain the types of problems that can occur when adding hair extensions and how to remedy them			
13.2 explain the courses of action to take in the event of the presence of the contra-indications in the range (ie when to encourage the client to seek medical advice, when to explain the service is not possible, when a modification to the service will be necessary).			

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: GH23 Provide creative hair extension services</p> <p>Learning outcome 14: Know cutting techniques when working with extensions</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	Evidence index number	Date	Evidence type
Assessment criteria			
14.1 explain the reasons for establishing and following guidelines			
14.2 explain why and how hair sectioning needs to be adapted when hair extensions are present			
14.3 explain how to creatively carry out cutting techniques to blend the client's own hair and the hair extensions to suit the style requirements			
14.4 explain why and how cutting techniques should be adapted when hair extensions are present			
14.5 explain why and how checking methods for cutting should be adapted when hair extensions are present.			

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: GH23 Provide creative hair extension services</p> <p>Learning outcome 15: Know hair extension products</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	Evidence index number	Date	Evidence type
Assessment criteria			
15.1 explain the types of finishing products suitable for use with hair extensions			
15.2 clarify the types and purpose of specialist products available for the aftercare of hair extensions			
15.3 explain the types of products to use when removing hot and cold hair extensions.			

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: GH23 Provide creative hair extension services</p> <p>Learning outcome 16: Know hair extension finishing techniques</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
16.1 explain the types of styling and finishing techniques that can and cannot be used with hair extensions and why.			
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:
Unit title: GH23 Provide creative hair extension services	
Learning outcome 17: Know 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).	
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You need to show that you know, understand and can apply in practice what is listed below.	

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	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	Evidence index number	Date	Evidence type
Assessment criteria			
17.1 explain how to correctly detangle hair from point to root using specialised combs and brushes			
17.2 explain the importance of following manufacturers' instructions when shampooing and conditioning the hair			
17.3 clarify products for home use that will benefit the client and those to avoid and why			
17.4 explain how to protect the hair when sleeping and why			
17.5 summarise how lifestyle can affect the client's choice of style, eg active sports, career requirements			
17.6 explain how the use of artificial hair can affect their styling possibilities			
17.7 explain how to maintain their agreed style			
17.8 explain how long the hair extensions can be expected to last			
17.9 explain removal requirements for attached hair			
17.10 describe how to deal with signs of traction alopecia.			

Feedback/comments:

The learner has satisfied the assessor and the internal verifier that the performance evidence and criteria, the range, and 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: GH23 Provide creative hair extension services</p> <p>Learning outcome 18: Know different methods of communication</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>	

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
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Knowledge and understanding for this unit Assessment criteria	Evidence index number	Date	Evidence type
18.1 describe the types of anxieties commonly experienced by clients undergoing the hair extension process			
18.2 explain how to help relieve client anxieties in a reassuring way			
18.3 explain how to give effective advice and recommendations to clients.			

Feedback/comments:

The learner has satisfied the assessor and the internal verifier that the performance evidence and criteria, the range, and 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: NVQ Level 3 Diploma in Hairdressing		
Learner:		
Assessor:		
Unit title: GH23 Provide creative hair extension 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 Client 1 - full head of extensions		
Observation 2 Client 2 - partial head of extensions, covering at least 25% of hair		
Observation 3 Client 3 - use of man-made fibre extensions		
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 attachment systems: <ul style="list-style-type: none"> i. hot ii. cold b) used two out of the four cutting tools*: <ul style="list-style-type: none"> i. clippers ii. scissors iii. thinning scissors iv. razors c) taken account of all the factors: <ul style="list-style-type: none"> i. attachment method ii. direction and fall of the hair extensions iii. the quantity of added hair iv. the need to blend client's hair and hair extensions v. head and face shape vi. hair growth pattern vii. client's own hair length viii. hair texture ix. hair density x. hair elasticity xi. evident hair damage xii. traction alopecia xiii. lifestyle xiv. hairstyle 		

- d) considered all the contra-indications:
 - i. skin sensitivities
 - ii. history of previous allergic reactions
 - iii. hair and scalp disorders
 - iv. medical advice or instructions
- e) carried out all tests
 - i. pull
 - ii. elasticity
 - iii. skin
- f) used both types of hair extensions
 - i. man-made
 - ii. human
- g) carried out full head and partial head extensions
 - i. full head
 - ii. partial head.
- h) used three out of the five cutting techniques*
 - i. point cutting
 - ii. tapering
 - iii. freehand
 - iv. razoring
 - v. texturising
- i) used three out of the four creative finishing techniques*
 - i. drying
 - ii. product application
 - iii. setting
 - iv. use of heated styling equipment
- j) given all the advice
 - i. suitable homecare products, tools and equipment and their use
 - ii. hair care
 - iii. how to maintain their style
 - iv. types of problems that can arise and courses of action.

*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:

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:	