



National Vocational Certificate Level 2 in Beauty Care (Hair Styling)

Competency Standards



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Competency Standards: Hair Stylist

Title A: Present a Professional Image

Overview: These competency standards will ensure that the trainee will be competent in presenting a professional image of themselves and the workplace whenever dealing with a client and in ensuring the health & safety responsibilities of everyone in workplace

Competency Unit	Performance Criteria	Knowledge and Understanding	Tools and Equipment
<p>A1: Prepare the work place:</p>	<p>P1. Explain the procedures of preparing the workplace</p> <p>P2. Identify requirements of preparing workplace in accordance with clients requirement</p> <p>P3. Check the status of preparation procedures through checklist</p> <p>P4. Ensure the reception area is clean and tidy all time and maintained according to standards</p> <p>P5. Arrange the required stationary for reception</p> <p>P6. Ensure the products on display are in stock</p> <p>P7. Maintain the cleanliness of all areas of work place</p> <p>P8. Select tools, equipments and products for specific service as required by client</p> <p>P9. Check, maintain and store the stock as per requirements</p> <p>P10. Deal with health& safety procedures to avoid any risk</p>	<p>K1. Explain how to prepare a work area</p> <p>K2. Explain why it is important to prepare all areas which are parts of the salons</p> <p>K3. Explain why it is important to prepare the reception area</p> <p>K4. Outline the workplace standards</p> <p>K5. List the types of cleaning materials</p> <p>K6. Identify all types of tools and equipment</p> <p>K7. Identify the inventory of stocks</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Printer • Internet <p>Consumables:</p> <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook

<p>A2: Present a professional appearance</p>	<p>P1. Demonstrate the standards of decorum, good manners, body language and social behavior according to Salon policy.</p> <p>P2. Select appropriate dress/uniform in accordance with established policies and procedures</p> <p>P3. Present yourself with a professional appearance in accordance with required standards of workplace</p> <p>P4. Plan time management before dealing with any client</p>	<p>K1. Explain why professional appearance is important in workplace</p> <p>K2. Explain the main aspects of professional appearance</p> <p>K3. Discuss how professional appearance should be shown and why salons prefer it</p> <p>K4. Describe why health and fitness is important for presenting a professional appearance.</p> <p>K5. Differentiate between professional and non-professional appearance at workplace</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Internet <p>Consumables:</p> <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook
<p>A3: Maintain personal hygiene</p>	<p>P1. Explain the importance of the maintenance of personal hygiene workplace</p> <p>P2. Demonstrate the health and safety requirements that must be practised in a salon environment</p> <p>P3. Implement the personal Hygiene policy in workplace</p> <p>P4. Demonstrate procedures to identify and manage the infections and allergies to maintain personal hygiene before dealing with the client</p>	<p>K1. Explain why personal hygiene is important in workplace</p> <p>K2. List key facts about maintaining personal hygiene</p> <p>K3. Explain the salon policies in regard to personal hygiene and self-presentation</p> <p>K4. Identify how infections and allergies can effect personal hygiene</p> <p>K5. Explain the procedures for different infections and allergies which can come across within a salon</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Printer • Internet <p>Consumables:</p> <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook • Sanitising lotions
<p>A4: Keep the workplace clean & safe</p>	<p>P1. Demonstrate the workplace hygiene practices</p> <p>P2. Handle and store all items in accordance with workplace policies</p>	<p>K1. Explain why it is important to have clean and safe place before dealing with client</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Printer • Internet • Steriliser <p>Consumables:</p> <ul style="list-style-type: none"> • Paper

	<p>P3. Demonstrate the procedure of workplace cleanliness and safety</p> <p>P4. Dispose the waste materials in accordance with Health & Safety rules</p> <p>P5. Explain the procedure of workplace cleanliness and safety</p> <p>P6. Demonstrate the procedures of cleaning and sanitizing the tools and equipment</p>	<p>K2. Explain how poor hygiene and inappropriate cleanliness practices at workplace can effect the whole environment</p> <p>K3. Identify the salon standards for cleanliness and safety</p> <p>K4. Explain why waste and extra material may cause a risk</p> <p>K5. Examine the workplace hygiene and its safety in regard to Health & Safety rules</p> <p>K6. Explain why it is important to clean and the tools and equipment</p>	<ul style="list-style-type: none"> • Pencil • Eraser • Sharpener • Pen • Notebook • Sterilising/ Sanitising lotions
<p>A5: Follow health & safety practices</p>	<p>P1. Identify the hazards and evaluate the risk in your workplace</p> <p>P2. Control hazards in accordance with workplace instructions and requirements</p> <p>P3. Perform duties in accordance with the level of competence, workplace instructions, and manufacturer's instructions and requirements</p> <p>P4. Follow the Health & safety for your personal safety in workplace</p>	<p>K1. Explain what "Hazards "and Risks are</p> <p>K2. Identify responsibilities and duties for health & safety in workplace</p> <p>K3. Explain hazards which exist in your workplace and the safe working practices which you must follow</p> <p>K4. Discuss the scope and responsibility for controlling risks</p> <p>K5. Explain why it is important to follow suppliers and manufacturers instructions for the safe use of equipment, materials and products.</p> <p>K6. Explain the importance of personal presentation in maintaining health & safety in workplace</p> <p>K7. Identify the risks to the environment which may be present in your workplace</p>	<p>Non Consumables:</p> <p>Consumables:</p> <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook

<p>A6: Check the whole procedure of preparation</p>	<p>P1. Describe the routine instructions and performance of tasks according to salon procedures</p> <p>P2. Check and maintain the whole area before serving the client</p> <p>P3. Demonstrate the stock rotation procedures in accordance with salon policies</p> <p>P4. Plan and priorities the tasks in accordance with salon procedures</p>	<p>K1. Explain why it is important to check the whole procedure of preparing the workplace daily before dealing with client</p> <p>K2. Explain why it is important to follow workplace standards of preparation before every service</p> <p>K3. Explain why it is important to inform the workplace in-charge about the missing things/products to avoid inconvenience</p> <p>K4. List the preparation procedures of the workplace</p> <p>K5. Identify the health & safety risks associated with the preparation procedures you carry out</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Printer • Internet <p>Consumables:</p> <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook
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Title B: Receive the client

Overview: These competency-standards will ensure that the trainee is competent in using the skills of welcoming and receiving people entering the salon, handling enquiries, making appointments, dealing with client and generally communicating with them whilst questioning them to find out what they require.

Competency Unit	Performance Criteria	Knowledge and Understanding	Tools and Equipment
B1: Greet the client	<p>P1. Greet your client respectfully and in a friendly manner</p> <p>P2. Accurately identify client requirements for the service requested</p> <p>P3. Allow the client sufficient time to explain their requirements</p> <p>P4. Use appropriate body language while dealing with client</p> <p>P5. Ask relevant questions in a way your client will understand</p> <p>P6. Use visual aids to present clients with suitable alternative ideas to help them reach a decision</p> <p>P7. Clarify your understanding of client's requirements</p> <p>P8. Encourage your client to ask questions regarding the treatment they need and areas of which they are unsure</p> <p>P9. Accurately identify and clearly confirm your client's wishes for services and products.</p>	<p>K1. Explain the importance of welcoming the client</p> <p>K2. Explain the methods of greeting the client</p> <p>K3. Describe your salon's standards for appearance and behavior</p> <p>K4. Highlight the important features and benefits of products and services to the client</p> <p>K5. Define why appropriate body language is important while dealing with client</p> <p>K6. Explain how to give the appropriate information of salon services to make the client prepare for the service</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Printer • Internet <p>Consumables:</p> <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook
B2: Communicate with client:	<p>P1. Make recommendations that are suitable for your client</p> <p>P2. Communicate with your client in a way that makes them feel valued and respected</p>	<p>K1. Discuss Your salon's rules and procedures regarding the methods of communication you use</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Printer • Internet <p>Consumables:</p>

	<p>P3. Select the most appropriate way of communicating with your client</p> <p>P4. Recognize information that your client might find complicated and make sure the client fully understands the information</p> <p>P5. Conduct all communications with your client in a manner that maintains goodwill, trust and confidentiality</p> <p>P6. Clearly state the likely cost and duration of the agreed services to your client</p> <p>P7. Collect the data of client and offer them discount deals</p>	<p>K2. Explain the importance of taking and recording messages and passing them on to the right person at the right time</p> <p>K3. Tell the importance of effective communication to the salon's business</p> <p>K4. Describe how can you Keep your client informed and reassured</p> <p>K5. Recognize when a client is angry or confused</p> <p>K6. Explain why effective communication is important for your salon's business</p> <p>K7. Explain how to adopt suitable action according to different situations (e.g. your manner and tone of voice, dealing with those with sight or hearing difficulties)</p> <p>K8. How to show you are listening closely (e.g. by body language) and responding appropriately (ask questions to show interest)</p>	<ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook
<p>B3: Behave in a professional manner with the client:</p>	<p>P1. Explain clearly to your client the reasons why their needs or expectations cannot be met</p> <p>P2. Treat your client courteously and helpfully at all times</p> <p>P3. Adapt your behavior to respond effectively to different client behavior</p> <p>P4. Respond promptly to a client seeking assistance</p> <p>P5. Maintain standards of decorum, good manners and social behavior and maintain a competent professional manner</p>	<p>K1. Explain the effects of positive and negative behavior</p> <p>K2. Describe the various types of professional behaviors that could be used in common situations. in professionalism</p> <p>K3. Explain how to create balance giving the correct amount of attention to individual clients whilst maintaining a responsibility towards other clients in busy trading periods</p> <p>K4. Summarize how positive behavior is the good tool of marketing</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Printer • Internet <p>Consumables:</p> <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook

<p>B4: Respond to the client's needs:</p>	<p>P1. Give your client the information they need about the services or products offered by saloon</p> <p>P2. Identify and confirm your client's expectations</p> <p>P3. Respond promptly and positively to your clients' questions and comments</p> <p>P4. Allow the client sufficient time to explain their requirements</p> <p>P5. Ask relevant questions in a way your client will understand</p> <p>P6. Accurately identify and clearly confirm your client's wishes for services and products</p> <p>P7. Agree services, products and outcomes that are acceptable to your client to meet their needs</p>	<p>K1. Explain the impact of giving prompt response to client's needs</p> <p>K2. Your salon's guidelines for how to recognize what your client wants and respond appropriately</p> <p>K3. Explain how and when to ask questions</p> <p>K4. Your salon's standards for timeliness in responding to client questions and requests for information</p> <p>K5. Explain how the information regarding services should be given according to salon procedures and client's demand</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Printer • Internet <p>Consumables:</p> <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook
<p>B5: Set the appointments</p>	<p>P1. Schedule appointments in a way that satisfy the client, the stylist and ensure the most productive use of salon time</p> <p>P2. Deal with all requests for appointments politely and promptly</p> <p>P3. Identify client requirement for the service requested</p> <p>P4. Confirm that the appointment details are acceptable to the client</p> <p>P5. Record appointment details accurately, clearly and to meet salon's requirements</p>	<p>K1. Describe the appointment booking system</p> <p>K2. Explain why it is important to make appointments accurately</p> <p>K3. Identify the common systems available for making appointments within Hair industry (e.g. Manual or electronic)</p> <p>K4. Describe the interpersonal skills to make appointments</p> <p>K5. Explain How appointments are made in person /on telephone</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Computer • Printer • Internet <p>Consumables:</p> <ul style="list-style-type: none"> • Paper • Pencil • Eraser • Sharpener • Pen • Notebook

Title C: Perform Shampoo & Conditioning

Overview: These competency-standards will ensure that the trainee is competent in the skills of shampooing, conditioning and treating the hair and scalp using appropriate techniques and products for a variety of hair and scalp conditions

Competency Unit	Performance Criteria	Knowledge and Understanding	Tools and Equipment
C1: Prepare the client:	<p>P1. Prepare yourself, the client and work area for shampoo and conditioning services</p> <p>P2. Identify the condition of client's hair and scalp using suitable consultation techniques</p> <p>P3. Ensure your client's clothing is effectively protected throughout the service</p> <p>P4. Wear personal protective equipment, if required</p> <p>P5. Position your client to meet the needs of the service without causing them discomfort</p> <p>P6. Ensure your own posture and position in comfortable way and minimize the risk of injury</p> <p>P7. Keep your work area clean and tidy throughout the service</p> <p>P8. Remove waste immediately at the end of the service</p> <p>P9. Use those working methods that minimize the wastage of products, the risk of cross-infection, effective use of your working time and ensure the use of clean resources</p> <p>P10. Use equipment that is safe and fit for purpose</p>	<p>K1. Outline salon's requirements for client preparation</p> <p>K2. Understand range of protective clothing that should be available for clients</p> <p>K3. List the type of personal protective equipment available</p> <p>K4. Identify the safety considerations and relevant procedures which must be taken into account when shampooing and conditioning hair and scalp</p> <p>K5. Explain why it is important to keep your work area clean and tidy</p> <p>K6. Report unrecognized hair and scalp conditions</p> <p>K7. Explain the importance of personal hygiene in work area</p> <p>K8. Describe Why it is important to check electrical equipment used to aid conditioning and treatment processes</p> <p>K9. Discuss different ranges of shampooing and conditioning products and equipment</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Hydraulic Chair, • Towels, • Aprons <p>Consumables:</p> <ul style="list-style-type: none"> • Gloves, • Paper, • Pencil, • Eraser, • Sharpener, • Pen, • Notebook

<p>C2: State the types and the structure of hair:</p>	<p>P1. Identify the basic structure of Hair</p> <p>P2. Conduct visual checks on the hair, skin and scalp in accordance with specified procedures</p> <p>P3. Identify types, conditions and any disorders of hair and scalp, and make recommendations and referral to physicians as required</p> <p>P4. Prepare and use tools, supplies and materials according to hair condition</p> <p>P5. Provide first aid treatment to client if required</p>	<p>K1. Describe the basic structure of hair and scalp</p> <p>K2. List the characteristics of different hair types and textures</p> <p>K3. Describe the likely causes of adverse hair and scalp conditions visible to the naked eye</p> <p>K4. Identify hair and scalp conditions and their causes (i.e. chemically damaged hair, heat damaged hair, environmentally damaged hair, dandruff affected scalp, oily scalp, dry scalp, product build up on hair and scalp)</p> <p>K5. Explain the effects of water temperature on the scalp and structure of the hair</p> <p>K6. Identify how the formulations of shampoos and conditioning products vary to suit different hair conditions</p> <p>K7. Explain the reasons for</p> <ul style="list-style-type: none"> • Skin and scalp disorders and diseases, • Cuts and abrasions, product allergies, recent injuries can affect the Hair and scalp massage service 	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Hydraulic Chair, • Magnifying glass, • Aprons, • Gloves • Magnifying glass <p>Consumables:</p> <ul style="list-style-type: none"> • Paper, • Pencil, • Eraser, • Sharpener, • Pen, • Notebook
<p>C3: Select appropriate products:</p>	<p>P1. Identify different types of shampoos</p> <p>P2. Identify different types of conditioners</p> <p>P3. Classify products, tools and equipment suitable for your client's hair and scalp condition and/or further service</p> <p>P4. Identify products which are safe and fit for purpose</p>	<p>K1. Explain range of available shampooing and conditioning products and equipment</p> <p>K2. Understand the manufacturers' instructions relating to the use of shampooing and conditioning products in your salon</p>	<p>Non Consumables:</p> <p>Consumables:</p> <ul style="list-style-type: none"> • Shampoo • Conditioner • Litmus paper, • Gloves, • Paper, • Pencil, • Eraser, • Sharpener,

	<p>P5. Identify the products which need reordering for a particular client to the relevant person in the salon</p> <p>P6. Identify factors that limit or affect services and the choice of products</p>	<p>K3. Discuss when and how to use shampoos and conditioning products to treat the hair and scalp conditions</p> <p>K4. Explain when the shampooing process should be repeated</p> <p>K5. Describe what may happen if the incorrect shampooing and conditioning products are used</p> <p>K6. Explain how to use and handle products and equipment during shampooing and conditioning processes</p>	<ul style="list-style-type: none"> • Pen, • Notebook
<p>C4: Apply Shampoo:</p>	<p>P1. Adapt shampooing massage techniques to meet the needs of your client's hair length and density, hair condition and scalp condition</p> <p>P2. Adapt shampooing massage techniques to ensure your client's comfort</p> <p>P3. Maintain the water temperature and flow to suit the needs of your client's hair, scalp and comfort</p> <p>P4. Leave your client's hair and scalp clean and free from shampoo and of excess water</p> <p>P5. Comb through your client's hair, if required, prior to the next part of the service, without causing damage to the hair</p> <p>P6. Take care of the client throughout the service process</p>	<p>K1. Explain when and how rotary and effleurage massage techniques should be used when shampooing different lengths and densities of hair</p> <p>K2. Identify the effects of water temperature on the scalp and structure of the hair</p> <p>K3. Understand when and how to apply shampoo products</p> <p>K4. Explain the importance of removing shampoo products, when required</p> <p>K5. List the possible consequences of using incorrect shampooing and conditioning products</p> <p>K6. Identify the effects of massage techniques when shampooing different lengths and densities of hair</p> <p>K7. Explain the importance of thoroughly rinsing hair to remove shampoos</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Apron • Shampoo Unit • Towels <p>Consumables:</p> <ul style="list-style-type: none"> • Shampoo • Gloves • Paper • Pencil • Eraser • Sharpener • Pen • Notebook
<p>C5: Apply Conditioner:</p>			<p>Non Consumables:</p> <ul style="list-style-type: none"> • Shampoo Unit • Apron

	<p>P1. Ask your client questions to identify if they have contra-indications to hair and scalp treatment services</p> <p>P2. Apply conditioning products to meet the needs of your client's hair and scalp, following your salon's and manufacturers' instructions</p> <p>P3. Adapt conditioner application techniques to meet the needs of your client's hair condition and scalp condition consistent with manufacturer's instructions</p> <p>P4. Accurately monitor the timing of the preparation of the conditioning product and application of heat at the correct temperature, if required</p> <p>P5. Remove the conditioning product, if required, in a way that avoids disturbing the direction of the cuticle</p> <p>P6. Effectively remove excess water from conditioning.</p> <p>P7. Identify safe and hygienic working practice following salon policies</p>	<p>K1. Explain when and how to apply the conditioner while conditioning different lengths and densities of hair</p> <p>K2. Explain the importance of removing conditioning products, when required</p> <p>K3. Explain The importance of using conditioners</p> <p>K4. Explain The importance of removing excess water from the hair at the end of the service</p> <p>K5. Describe the aftercare advice that should be provided</p> <p>K6. Outline safe and hygienic working practices following salon policies</p>	<ul style="list-style-type: none"> • Towels <p>Consumables:</p> <ul style="list-style-type: none"> • Conditioner • Gloves • Paper • Pencil • Eraser • Sharpener • Pen • Notebook
<p>C6: Dry & detangle hair:</p>	<p>P1. Remove moisture from hair (squeeze hair with towel)</p> <p>P2. Comb your client's hair, if required, prior to the next part of the service, without causing damage to the hair and scalp.</p> <p>P3. Give accurate and constructive advice and recommendations to your clients</p> <p>P4. Give your clients suitable advice on maintaining the condition of their hair and scalp.</p>	<p>K1. Explain how to use combs and brushes to correctly comb hair from point to root</p> <p>K2. Explain how to give effective advice and recommendations to clients.</p> <p>K3. Identify how the incorrect application of heat can affect the hair and scalp</p> <p>K4. Describe why hair should be kept damp during the blow drying and finger drying processes</p> <p>K5. Identify products for home use that will benefit the client</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Hydraulic Chair • Blow-dryer • Aprons • Towels <p>Consumables:</p> <ul style="list-style-type: none"> • Comb • Gloves • Towel • Paper • Pencil • Eraser • Sharpener • Pen • Notebook

Title D: Perform Styling Techniques:

Overview: These competency-standards will ensure that the trainee is competent in the skill of styling hair using blow drying, straightening, perming, up do, hair pleating and Mohawk style techniques to achieve desired looks. Also prepare and consult the client for agreed styling technique.

Competency Unit	Performance Criteria	Knowledge and Understanding	Tools and Equipment
D1: Perform Blow Dry:	<p>P1. Confirm with your client the look agreed at consultation prior to and during styling</p> <p>P2. Control your styling tools to minimise the risk of damage to the hair, client discomfort and to achieve the desired look</p> <p>P3. Towel dry the hair and keep them dry throughout the styling process</p> <p>P4. Use blow drying tools and equipment in a way that achieves the desired blow dry finish</p> <p>P5. Use back combing and back brushing techniques, when required, to achieve the desired look</p> <p>P6. Ensure the finished look meets the intended shape, direction, balance and volume agreed with your client</p> <p>P7. Apply finished product (Hair Spray) after blow dry</p> <p>P8. Confirm your client's satisfaction with the finished look.</p> <p>P9. Give your client suitable advice on the maintenance of their style and hair condition.</p>	<p>K1. Discuss the effects of humidity on the hair</p> <p>K2. Explain how the incorrect application of heat can affect the hair and scalp</p> <p>K3. Explain why the direction of the airflow is important to achieve the desired look and avoid damage to the hair cuticle</p> <p>K4. Identify how the finished result of blow drying is affected by:</p> <ul style="list-style-type: none"> • Tension • Size of hair • Size of brush • The angle at which the brush is held <p>K5. Tell why hair needs to be sectioned for styling</p> <p>K6. Give advice to clients prior to the use of heated styling equipment (e.g. the use of heat protectors, the need to avoid sudden movement etc.)</p> <p>K7. Describe how the continual use of heated equipment can affect the hair</p> <p>K8. Suggest the products for home use that will benefit the client and explain why others should be avoided</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Hydraulic /Styling Chair • Blow dry brushes • Hair Dryer • Aprons • Set of combs • Sectioning, clips/pins <p>Consumables:</p> <ul style="list-style-type: none"> • Hair serums • Hair Mosses • Hair Spray • Paper • Pencil • Eraser • Sharpener • Pen • Notebook

		<p>K9. Explain aftercare advice for clients on how to recreate and maintain the agreed style</p> <p>K10. Give effective advice and recommendations to clients.</p>	
<p>D2: Perform straightening:</p>	<p>P1. Check the humidity of hair</p> <p>P2. Check scalp condition if free from scratches and open wounds</p> <p>P3. Check and analyse hair texture and condition in accordance with hair elasticity and porosity</p> <p>P4. Determine the previous chemical treatments applied to hair</p> <p>P5. Prepare tools and materials according to H&S?? requirements</p> <p>P6. Blow-dry the hair according to salon procedures.</p> <p>P7. Perform hair straightening and establish acceptable procedures</p> <p>P8. Set the iron temperature in accordance with hair condition</p> <p>P9. Sub-section the Hair according to straightening procedures</p> <p>P10. Perform straightening from root to edge of hair</p> <p>P11. Check the result and style the hair according to client's choice</p> <p>P12. Ensure client's safety during the entire process</p>	<p>K1. Explain how the basic structure of the hair can affect the performance of straightening</p> <p>K2. Explain why blow dry is important before straightening the hair</p> <p>K3. Discuss the effects of humidity on the hair</p> <p>K4. Identify how the incorrect application of heat can affect the hair and scalp</p> <p>K5. Why the direction of the hair Straightener is important to achieve the desired look</p> <p>K6. Outline the proper method of straightening to avoid damage to the hair cuticle</p> <p>K7. Explain aftercare advice for clients on how to recreate and maintain the agreed style</p> <p>K8. Give effective advice and recommendations to clients.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Hydraulic /Styling Chair • Hair Straighteners/ Irons • Aprons • Set of combs • Sectioning, clips/pins <p>Consumables:</p> <ul style="list-style-type: none"> • Hair serums • Paper • Pencil • Eraser • Sharpener • Pen • Notebook

<p>D3: Perform Roller setting:</p>	<p>Trainee will be able to:</p> <p>P1. Confirm and agree with your client the setting techniques and required look</p> <p>P2. Control your tools and equipment to minimize the risk of damage to the hair, client discomfort and to achieve the desired look</p> <p>P3. Take meshes of hair which suit the size of the tools and equipment</p> <p>P4. Section and wind the hair cleanly and evenly to achieve the desired look</p> <p>P5. Maintain the correct tension throughout the setting process</p> <p>P6. Keep the hair damp throughout the setting process, when necessary</p> <p>P7. Apply suitable products following manufacturers' instructions</p> <p>P8. Remove any items used for setting, keeping in mind your client's comfort</p> <p>P9. Ensure your setting techniques achieve the desired look.</p> <p>P10. Using heated equipment, when necessary, at the correct temperature for your client's hair and the desired look</p> <p>P11. Secure the hair so that pins and grips, when used, are invisible</p> <p>P12. Ensure your roller techniques and effects achieve the intended shape, direction and volume agreed with your client</p>	<p>K1. Identify the range of products available for setting and dressing</p> <p>K2. Describe the current techniques for roller setting</p> <p>K3. Define the types of setting techniques and why and when they are used</p> <p>K4. Explain why and how to use the different types of sectioning and winding techniques in the range</p> <p>K5. Explain why and how to use smoothing, back-combing and back-brushing techniques</p> <p>K6. Describe why set hair sections need to be brushed out thoroughly</p> <p>K7. Explain methods of handling, controlling and securing hair to achieve curls and rolls</p> <p>K8. Explain how the continual use of heated equipment can affect the hair</p> <p>K9. Identify how to recreate and maintain the agreed style</p> <p>K10. Explain the importance of securing the rollers for next service</p> <p>K11. Give Aftercare advice for clients</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Hydraulic /Styling Chair • Hair Straighteners/ Irons • Aprons • Set of combs • Plastic Rollers • Bandals • Sectioning, clips/pins <p>Consumables:</p> <ul style="list-style-type: none"> • Hair serums • Hair Mosses • Hair Spray • Paper • Pencil • Eraser • Sharpener • Pen • Notebook
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	<p>P13. Confirm your client's satisfaction with the finished look.</p> <p>P14. Provide aftercare advice by giving your client suitable advice on the maintenance of their style and hair condition</p>		
<p>D4: Perform Perming:</p> <p>:</p>	<p>P1. Identify the contra-indications of your client to perming services</p> <p>P2. Accurately record your client's responses to questioning</p> <p>P3. Conduct all necessary tests following manufacturers' instructions</p> <p>P4. Seek assistance from the relevant person when contra-indications and/or reactions to tests cause doubts as to the suitability of the service for your client</p> <p>P5. Choose products, tools and equipment based on the results of necessary tests, consultation with your client and the factors influencing the service</p> <p>P6. Prepare products following manufacturers' instructions</p> <p>P7. Effectively protect your client's hair and skin prior to perming</p> <p>P8. Section and wind the hair cleanly and evenly to achieve the desired look</p> <p>P9. Taking meshes of hair which suit the size of the perm rod</p> <p>P10. Maintain an even tension throughout the winding process</p>	<p>K1. Explain why it is important to use personal protective equipment</p> <p>K2. Identify the importance of accurate timing when neutralizing perms</p> <p>K3. Discuss the importance of thoroughly rinsing neutralisers</p> <p>K4. List The types and causes of problems that may occur when neutralising perms</p> <p>K5. Explain the effects of perm lotions and neutralisers on the hair structure</p> <p>K6. Evaluate the importance of accurate timing and thorough rinsing of products</p> <p>K7. Evaluate the importance of considering water temperature during the neutralising process</p> <p>K8. Define How and why the contra-indications in the range can affect the delivery of perming services</p> <p>K9. List the types of equipment used during the perm development process</p> <p>K10. Read the manufacturers' instructions for the specific perming and neutralising products in your salon</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Hydraulic /Styling Chair, • Hair Straighteners/ Irons • Aprons • Set of combs • Sectioning, clips/pins • Perming Rollers/Rods <p>Consumables:</p> <ul style="list-style-type: none"> • Hair serums, • Perming Lotion Kit • Perming Paper • Paper • Pencil • Eraser • Sharpener • Pen • Notebook

	<p>P11. Follow manufacturers' instructions accurately when apply perming lotion and neutralisers evenly to all wound hair</p> <p>P12. Monitor the timing during the perming process</p> <p>P13. Apply suitable conditioners</p> <p>P14. Confirm the required degree of curl has been achieved by taking development checks curls at suitable times throughout the perming process</p> <p>P15. Ensure the water temperature and flow suit your client's hair and scalp and comfort needs</p> <p>P16. Leave the hair free of perm lotion when the desired degree of curl is achieved</p> <p>P17. Remove excess moisture before neutralising without disturbing the wound hair</p> <p>P18. Remove the perm rods without disturbing the curl formation</p> <p>P19. Leave the hair free of neutraliser after the final rinse</p> <p>P20. Identify any problems during the perming processes and resolve them</p> <p>P21. Refer problems you cannot resolve to the relevant person promptly</p> <p>P22. Achieve the correct degree of curl necessary for the final, desired look.</p> <p>P23. Provide aftercare advice by giving suitable advice to your clients on the maintenance of their perming</p> <p>P24. Clean and store all tools after perming</p>	<p>K11. Discuss when and why it is important to use pre-perm treatments</p> <p>K12. Differentiate the various types and uses of available perm lotions and neutralisers</p> <p>K13. Differentiate the various types and uses of post-perm conditioners</p> <p>K14. Discuss the importance of using products economically</p> <p>K15. When to use the types of sectioning techniques listed in the range and why</p> <p>K16. Explain the factors that influence the use of different sized perm rods</p> <p>K17. Method of checking curl development</p> <p>K18. Methods of application of perming lotions and neutralising agents</p> <p>K19. Methods of resolving perming problems</p> <p>K20. Explain the aftercare advice for clients about products for home use that will benefit the client and those to avoid</p> <p>K21. Define how the continual use of heated equipment can affect permed hair</p> <p>K22. Discuss how perming can affect other services (e.g. the need for regular cutting, effect on colour services)</p>	
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	P25. Dispose waste materials according to Health & safety rules		
D5: : Perform Hair Plaiting:	<p>P1. Plait hair by confirming with your client the look agreed at consultation prior to and during the service</p> <p>P2. Part the sections cleanly and evenly to achieve the direction of the plates</p> <p>P3. Effectively secure any hair not being plaited to keep your section clearly visible</p> <p>P4. Maintain a suitable and even tension throughout the service</p> <p>P5. Effectively control and secure your client's hair throughout the plaiting processes</p> <p>P6. Apply suitable products, when necessary, at the right time in the process to achieve the style requirements</p> <p>P7. Ensure the direction and balance of the finished plaits achieves the desired look</p> <p>P8. Apply hair spray after plaiting the hair</p> <p>P9. Confirm your client's satisfaction with the finished look.</p> <p>P10. Give your client suitable advice on the maintenance of their style and hair condition</p>	<p>K1. Describe the physical effects on the hair structure of plaiting</p> <p>K2. Explain the different types of Hair plaiting techniques (on scalp, off scalp)</p> <p>K3. Define how hair texture affects the plaiting process and styling possibilities</p> <p>K4. Outline how to create a French plait, two strand twists, fishtail plaits and flat twists</p> <p>K5. Discuss the importance of sectioning hair accurately when plaiting and twisting</p> <p>K6. Explain methods of securing the completed plaits and twists</p> <p>K7. Tell how to handle the hair when plaiting and twisting to maintain a correct and even tension</p> <p>K8. Identify the removal requirements for plaits and twists</p> <p>K9. Give effective advice and recommendations to client</p> <p>K10. Discuss Importance of neat and tidy workplace for next service</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Hydraulic / Styling Chair • Hair, Straighteners/ Irons, Blow dryer, Rollers (Electric, plastic, flexible, Velcro, foam) • Clips • Iron rod • Aprons • Set of combs, • Sectioning, clips/pins <p>Consumables:</p> <ul style="list-style-type: none"> • Hair fixtures/ Serums • Hair Spray • Hair Gel • Paper • Pencil • Eraser • Sharpener • Pen • Notebook
D 6: Perform Up-do styles:	<p>P1. Up do hair by confirming with your client the look agreed at consultation prior to the service</p>	<p>K1. Explain importance of different types of hair up-do before service</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Hydraulic / Styling Chair • Hair Straighteners/ Irons, Blow dryer

	<p>P2. Part the sections cleanly and evenly according to the style of hair up- do</p> <p>P3. Effectively control and secure your client's hair throughout the up- do processes</p> <p>P4. Apply suitable products, when necessary, at the right time in the process to achieve the style requirements</p> <p>P5. Ensure the direction and balance of the finished up do achieves the desired look</p> <p>P6. Perform brushing and combing techniques</p> <p>P7. Demonstrate tool and hand manipulation techniques</p> <p>P8. Demonstrate up do techniques. i.e. twists ,knots , rolls and overlaps , Curly ,Victorian ,Rope ,Chinese braided and Classic twisted up-do</p> <p>P9. Identify the hair placement and securing options for long hair design pinning</p> <p>P10. Use ornamentation or hair attachments to enhance hairstyle bridal hair, placing tiaras etc.</p> <p>P11. Apply styling and finishing products</p> <p>P12. Perform visual inspection</p> <p>P13. Confirm your client's satisfaction with the finished look.</p> <p>P14. Give your client suitable advice on the maintenance of their style and hair condition</p>	<p>K2. Identify the hair up-do according to face structure and client's choice</p> <p>K3. List the different types of Hair up-do techniques (twists ,knots , rolls and overlaps ,Curly ,Victorian ,Rope ,Chinese braided and Classic twisted up-do</p> <p>K4. Explain how hair texture affects the up-do process and styling possibilities</p> <p>K5. Describe how to create a bridal hair and placement of tiara</p> <p>K6. Identify the importance of sectioning hair accurately according to Hair up-do style, if requires</p> <p>K7. Outline methods of securing the completed hair up-do</p> <p>K8. Explain how to handle the hair while performing the hair up-do to maintain a correct and even tension</p> <p>K9. Define the removal requirements for hair up-do</p> <p>K10. Give effective advice and recommendations to client</p> <p>K11. Explain the importance of neat and tidy workplace for next service</p>	<ul style="list-style-type: none"> • Rollers (Electric, plastic, flexible, Velcro, foam) • Clips • Iron rod • Aprons • Set of combs • Sectioning clips/pins <p>Consumables:</p> <ul style="list-style-type: none"> • Hair fixtures • Hair Spray • Hair Gel • Paper • Pencil • Eraser • Sharpener • Pen • Notebook
<p>D7: Perform the techniques of Hair Buns:</p>	<p>P1. Select appropriate hair bun technique according to face structure, trend and client's demand</p>	<p>K1. Describe the physical effects of hair buns on hair</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Hydraulic / Styling Chair • Hair Straighteners/ Irons, Blow dryer

	<p>P2. Record the agreed look on consultation form</p> <p>P3. Demonstrate tool and hand manipulation techniques</p> <p>P4. Demonstrate hair bun's techniques. i.e. Basic Bun ,Ballerina Bun, Ballet Bun ,Double Bun ,Side Bun, Braided Bun, High Bun, Low Bun and Curly Bun</p> <p>P5. Identify the hair placement and securing options for long hair design pinning</p> <p>P6. Brush hair properly throughout the process to give tidy and neat look</p> <p>P7. Apply a gel/spray after brushing/combing at the end of the hair according to hair bun requirement</p> <p>P8. Back comb hair to create volume and do this until the desired level of Back comb is achieved.</p> <p>P9. Repeat Back comb with the sides of your hair by lifting your hair and back brushing.</p> <p>P10. Gently smooth your hair back over the crown of your head</p> <p>P11. Maintain a suitable and even tension throughout the service</p> <p>P12. Effectively control and secure your client's hair throughout the Hair bun processes</p> <p>P13. Apply suitable products, when necessary, at the right time in the process to achieve the style requirements</p> <p>P14. Ensure the direction and balance of the finished hair bun achieves the desired look</p> <p>P15. Apply hair spray after the completion of Hair bun</p>	<p>K2. List the different types of Hair Bun techniques (Basic Bun, Ballerina Bun, Ballet Bun, Double Bun ,Side Bun, Braided Bun, High Bun, Low Bun</p> <p>K3. Explain how hair texture affects the hair bun process and styling possibilities</p> <p>K4. Explain how and why teasing is important in hair bun process</p> <p>K5. Define the accurate process of teasing the hair for hair bun</p> <p>K6. Discuss the importance of sectioning hair accurately while creating hair buns</p> <p>K7. Outline the methods of securing the completed hair buns</p> <p>K8. Explain how to handle the hair when plaiting and twisting to maintain a correct and even tension</p> <p>K9. Define the removal requirements for plaits and twists</p> <p>K10. Give effective advice and recommendations to client</p> <p>K11. Tell the Importance of neat and tidy workplace for next service</p>	<ul style="list-style-type: none"> • Rollers (Electric, plastic, flexible, Velcro, foam) • Clips • Iron rod • Aprons, • Set of combs, • Sectioning clips/pins <p>Consumables:</p> <ul style="list-style-type: none"> • Hair fixtures • Paper • Pencil • Eraser • Sharpener • Pen • Notebook
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	<p>P16. Use ornamentation or attachments to enhance hairstyle e.g. flowers, ribbons, beads etc.</p> <p>P17. Apply styling and finishing products</p> <p>P18. Perform visual inspection</p> <p>P19. Confirm your client's satisfaction with the finished look.</p> <p>P20. Give your client suitable advice on the maintenance of their style and hair condition</p>		
<p>D8: Perform Mohawk Style:</p>	<p>P1. Explain the Mohawk related styles in various sizes and shapes to the client</p> <p>P2. Explain the client the placement of Mohawk style on their head</p> <p>P3. Confirm with your client the look agreed at consultation prior to and during the service</p> <p>P4. Confirm the length and thickness of desired Mohawk look with the client according to salon procedures.</p> <p>P5. Style the hair using industry standard steps for the style</p> <p>P5. Wet the clients hair--shower and then lightly towel dry--to make it more manageable</p> <p>P6. part the sections cleanly and evenly to achieve the direction of the Mohawk Style</p> <p>P7. Blow dry the hair</p> <p>P8. Grasp the hair hair you want to use to form a spike/fan</p>	<p>K1. Explain the meaning of Mohawk word and relate it to Mohawk style</p> <p>K2. List different types of Mohawk styles before service</p> <p>K3. Identify the Mohawk Hair style according to face structure, trend and client's choice</p> <p>K4. Explain the different types of Mohawk Hair styles techniques for women e.g. spikes, fan and African Mohawk style</p> <p>K5. Describe how hair texture affects the Mohawk process and styling possibilities</p> <p>K7. Explain the importance of sectioning hair accurately according to Mohawk style ,if requires</p> <p>K8. Define why hair spray and blow dry is used in Mohawk process</p> <p>K9. Discuss why stickiness is important to create a Mohawk look</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Hydraulic / Styling Chair • Hair Straighteners/ Irons • Blow dryer • Aprons • Set of combs • Sectioning clips/pins <p>Consumables:</p> <ul style="list-style-type: none"> • Hair fixtures • Hair Gel • Hair Spray • Paper • Pencil • Eraser • Sharpener • Pen • Notebook

	<p>P9. Back comb the hair if you want according to desired hair style</p> <p>P10. Effectively control and secure your client's hair throughout the Mohawk processes using standard procedures</p> <p>P11. Apply suitable products, when necessary, at the right time and according to manufacturer's specifications in the process to achieve the style requirements</p> <p>P12. Confirm with the client that the direction and balance of the finished Mohawk achieves the desired look</p> <p>P13. Apply hair spray /gel/mousse after Mohawk the hair as needed to secure the style</p> <p>P14. Fan the Mohawk evenly with Blow dry</p> <p>P15. Use fine conditioner and shampoo for Mohawk style hair according to salon procedures and manufacturer's specifications.</p> <p>P16. Confirm your client's satisfaction with the finished look.</p> <p>P17. Give your client suitable advice on the maintenance of their style and hair condition</p>	<p>K10. Outline the methods of securing the completed Mohawk style</p> <p>K11. Explain how to handle the hair while performing the Mohawk Hair style to maintain a correct and even tension</p> <p>K12. Identify the removal requirements for Mohawk style</p> <p>K13. give effective advice and recommendations to client</p> <p>K14. Tell the importance of neat and tidy workplace for next service</p>	
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Title E: Colouring the Hair:

Over view: These competency standards will ensure that the trainee will be able to perform hair colouring competently by using skills such as selection of appropriate products, preparation of colour, one colour dye, Low and Highlights to achieve desired looks. Also prepare and consult the client for agreed hair colour.

Competency Unit	Performance Criteria	Knowledge and Understanding	Tools and Equipment
<p>E1: Select appropriate colouring products</p>	<p>P1.Identify the types of colouring and lightening products in industry standard classifications .e.g.</p> <ul style="list-style-type: none"> • Temporary rinses • Semi-permanent colours • Permanent tints • Quasi – colours • Lightening products and bleaches <p>P2.Explain how each of the colour products affects the hair structure. e.g.</p> <ul style="list-style-type: none"> • Temporary- coats cuticle layer • Semi-permanent – penetrates the cuticle layer and lies on the cortex layer • Permanent tints – penetrate the cortex layer and swells • Lightening products and bleaches – penetrate the cortex layer and render the natural pigments colourless • Effect of the hair's porosity influences the colouring process 	<p>K1.List the types of tools, materials and equipment used for colouring and lightening hair and how and when to use them</p> <p>K2.Compare the different types of colouring products and lighteners available and how and when to use them</p> <p>K3.Explain the factors that can influence the choice of product and/or application techniques</p> <p>K4. Describe the importance of following manufacturers' instructions when measuring and mixing colouring products and lighteners</p> <p>K5.Describe how to accurately measure and mix colouring products to manufacturers' instructions</p> <p>K6. Explain how to accurately measure and mix lighteners to the consistency required to meet manufacturers' instructions and the needs of the hair</p> <p>K7. Describe how different colour products affect the hair structure</p> <p>K8. Define the range of protective clothing and products that should be available for clients</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Colouring Unit • Colour Mixing bowl(plastic or glass works fine) • Wooden spoon or some other stirring tool • Paintbrush or a hair tint brush (optional) • Combs <p>Consumables:</p> <ul style="list-style-type: none"> • Shampoo • Colouring kit • Foil Papers • Plastic Cap • Clip • Towels • Aprons • Plastic gloves • Old clothes or protective salon-

		<p>K9. Identify the importance of using products economically.</p> <p>K10. Discuss why it is important to leave the hair and scalp free of colouring and lightening products.</p> <p>K11. Describe how and why the contra-indications in the range can affect the delivery of colouring services to clients</p> <p>K12. Explain how porosity levels can affect the choice and application of products and the results of the colouring process</p> <p>K13. Describe how the natural pigment within hair affects the choice of colour and colouring products and the possible need to pre-lighten</p> <p>K14. Outline the types of colouring and lightening products available, including temporary colours</p>	
<p>E2: Prepare appropriate Colour:</p>	<p>P1. Identify Colour wheel/star</p> <p>P2. Identify how the international colour chart is used to select colour</p> <p>P3. Prepare appropriate colour in accordance with clients demand :</p> <ul style="list-style-type: none"> • Highlights • Low-lights • Re-growth • Full-head <p>P4. Accurately measure and mix colour and lightening products to manufacturers' instructions</p> <p>P5. Identify appropriate percentage and volume strength hydrogen peroxide before mixing the colour</p>	<p>K1. Explain the principles of colour selection</p> <p>K2. Explain how the natural pigment within hair affects the choice of colour and colouring products and the possible need to pre-lighten</p> <p>K3. Discuss how the different strengths of hydrogen peroxide influence colouring and lightening</p> <p>K4. Describe when to use the different types of lighteners and toners available in the market.</p> <p>K5. List the types and causes of colouring and lightening problems that may occur during processing (eg skin staining, deterioration of hair condition and product seepage)ways of resolving simple colouring and lightening problems that may occur during processing</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Colouring Unit • Colour Mixing bowl(plastic or glass works fine) • Wooden spoon or some other stirring tool • Paintbrush or a hair tint brush (optional) • Combs • Towels • Aprons <p>Consumables:</p> <ul style="list-style-type: none"> • Shampoo • Colouring kit • Foil Papers • Plastic Cap • Clip • Plastic gloves

	<p>P6. Mix higher percentage or volume to achieve the more lightening effect</p> <p>P7. Identify the hair's natural colour from an industry standard range of tones in accordance with clients requirement</p> <p>P8. Mix Color and developer according to client's hair condition, length and desired outcome</p> <p>P9. Comply with occupational health & safety requirements while mixing and applying colours</p>	<p>K6. Identify the methods of working safely and hygienically and which minimise the risk of cross-infection</p> <p>K7. Explain how to accurately measure and mix colour and lightening products to manufacturers' instructions</p> <p>K8. Interpret client consultation information for selection of colour and lightening products</p> <p>K9. State what percentage and volume strength hydrogen peroxide means</p> <p>K10. Distinguish How the higher the percentage or volume, the more lightening effect is achieved</p> <p>K11. Define how the hair's natural colour is made up from a range of tones</p> <p>K12. Explain how to dilute hydrogen peroxide to form different strengths of solutions</p> <p>K13. Differentiate among all categories of colour and lightening products</p> <p>K14. Classify each stage of decolourisation.</p>	
<p>E3: Perform one colour dye:</p>	<p>P1. Position your client to meet the needs of the service without causing them discomfort</p> <p>P2. Ensure your own posture and position whilst working minimizes fatigue and the risk of injury</p> <p>P3. Ensure the health and safety of your client and yourself by using industry standard techniques and processes</p>	<p>K1. Explain the whole method of one colour dye</p> <p>K2. Describe why it is important to use personal protective equipment</p> <ul style="list-style-type: none"> • The dangers associated with the inhalation of lighteners • How to use lighteners safely • The precautions that must be taken when handling lighteners 	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Colouring Unit • Colour Mixing bowl(plastic or glass works fine) • Wooden spoon or some other stirring tool • Paintbrush or a hair tint brush (optional) • Combs • Bath towel (black) • Apronsgown/ Cape • Shampoo

	<p>P4. Keep your work area clean and tidy throughout the service according to salon standards and procedures</p> <p>P5. Ask your client appropriate questions to identify if they have any contra-indications to colour products</p> <p>P6. Use salon standard working methods that minimize the wastage of products, risk of cross-infection, the use of clean resources and risk of harm or injury to yourself</p> <p>P7. Effectively prepare your client's hair and protect their skin using standard processes, where necessary, prior to the service.</p> <p>P8. Inform your client of the likely cost, duration and expected outcome of the service</p> <p>P9. Section the hair cleanly and evenly to assist the accurate application of products</p> <p>P11. Use colour application techniques suitable for achieving the desired look and following manufacturers' instructions</p> <p>P12. Apply products using industry standard techniques that minimize the risk of the product being spread to your client's skin, clothes and surrounding area</p> <p>P13. Massage the hair by using standard techniques and procedures to emulsify the colour, when used, prior to removal following manufacturers' instructions</p> <p>P14. Remove colouring or lightening materials from hair using standard techniques and processes to minimize discomfort to your client</p> <p>P15. Shampoo the hair and scalp free from products using standard techniques and processes after the desired effect is achieved</p>	<p>K3. Discuss the importance of questioning clients to establish any contra-indications to the colouring and lightening service</p> <p>K4. Describe the importance of following manufacturers' instructions for skin testing</p> <p>K5. Tell the importance of constantly monitoring the development of lightener</p> <p>K6. Explain what is meant by the term 'oxidation'</p> <p>K7. Define how the natural pigmentation of hair affects the colouring and lightening process</p> <p>K8. Identify the effects on the hair of different colouring products and lighteners</p> <p>K9. Explain how the different strengths of hydrogen peroxide affect the colouring and lightening of the hair</p> <p>K10. Compare the effects of temperature on the application and development of colouring products and lighteners</p> <p>K11. Explain how to dilute hydrogen peroxide to form different strengths of solutions</p> <p>K12. Demonstrate how to identify the PH level of hair before colouring/lightening</p> <p>K13. Discuss why it is important to leave the hair and scalp free of colouring products and lighteners</p> <p>K14. Explain how and why the contra-indications in the range can affect the delivery of the colouring service to clients</p>	<p>Consumables:</p> <ul style="list-style-type: none"> • Hair clips and clamps • Ear pads • Blower • Color chart • Mixing bowl • Tinting brush • Rubber gloves/disposable gloves • Client's consultation record
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	<p>P16. Apply a suitable conditioner or post colour treatment to the hair, following manufacturers' instructions and using standard techniques and processes</p> <p>P17. Create a desired look to the satisfaction of the client</p> <p>P18. Give your client suitable advice on the maintenance of their hair colour</p> <p>P19. Completing the service within salon standard time period.</p> <p>P20. Remove waste immediately at the end of the service using salon standard processes</p> <p>P21. Follow industry standards safe and hygienic working practices</p>	<p>K15. List the types and causes of colouring and lightening problems and how to rectify them (eg over and under processing, overlapping, skin staining, deterioration of hair condition, uneven results and product seepage)</p> <p>K16. Explain the process of colouring previously chemically treated hair</p> <p>K17. Discuss why it is important to leave the hair and scalp free of colour correction products</p> <p>K18. Identify the importance of sectioning hair accurately for the colour correction service</p> <p>K19. Outline the Methods of applying and removing colour correction products</p> <p>K20. Explain how to remove artificial colour</p> <p>K21. Explain how to remove bands of colour</p> <p>K22. Explain how to re-colour hair previously treated with lighteners</p> <p>K23. Summarize how the application and removal of lightener should be adapted to minimise scalp sensitivity and hair damage</p> <p>K24. Explain how to carry out a full head and regrowth application using lighteners</p> <p>K25. Summarize what factors will influence the sequence of colour application</p> <p>K26. Describe and apply the methods and procedural steps for a retouch application</p> <p>K27. Identify how the different strengths of hydrogen peroxide influence colouring and lightening</p>	
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		<p>K28. When and how shampoos and conditioners should be used when colouring and lightening hair</p> <p>K29. Demonstrate procedural steps for colouring virgin hair darker</p> <p>K30. Demonstrate procedural steps for colouring virgin hair lighter</p> <p>K31. Determine procedural steps for corrective service</p> <p>K32. Explain how the continual use of heated equipment can affect the hair colour</p> <p>K33. Suggest the products for home use that will benefit the client and those to avoid and why</p>	
<p>E4: Perform Low lights:</p>	<p>P1. Consult the client on health condition and previous hair chemical treatment availed and advise on possible service options and outcome results</p> <p>P2. Advise the client to remove all personal accessories. How to re-colour hair that has had artificial colour removed</p> <p>P3. Position your client to meet the needs of the service without causing them discomfort</p> <p>P4. Ensure your own posture and position whilst working minimizes fatigue and the risk of injury</p> <p>P5. Ensure the health and safety of your client and yourself according to industry health and safety requirements</p> <p>P6. Keep your work area clean and tidy throughout the service according to salon standards</p>	<p>K1. Explain how and why to adapt the sequence of application to take account of the relevant factors in the range</p> <p>K2. List the techniques for low lighting hair</p> <p>K3. Define how the application and removal of lightener should be adapted to minimise scalp sensitivity and hair damage</p> <p>K4. Calculate the ratio and proportion of the cut down</p> <p>K5. Discuss how and why to restore depth and tone of colour</p> <p>K6. Explain the methods of applying and removing colouring and lightening products</p> <p>K7. Describe when to use the different types of lighteners and toners available</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Colouring Unit • Colour Mixing bowl(plastic or glass works fine) • Wooden spoon or some other stirring tool • Paintbrush or a hair tint brush (optional) • Combs • Bath towel (black) • Apronsgown/ Cape • Shampoo <p>Consumables:</p> <ul style="list-style-type: none"> • Hair clips and clamps • Ear pads • Blower • Color chart • Mixing bowl • Tinting brush • Rubber gloves/disposable gloves

	<p>P7. Prepare your client's hair and protect their skin, where necessary, prior to the service according to common procedures.</p> <p>P8. Use working methods that minimize the wastage of products risk of cross-infection the use of clean resources and risk of harm or injury to yourself according to salon guidelines</p> <p>P9. Shampoo Client's hair without scratching the scalp before low lights and blow-dry hair, if required</p> <p>P10. Identify the types and causes of colour correction problems that may occur during processing and explain how to rectify them(e.g. over and under processing, skin staining, deterioration of hair condition, scalp sensitivity and product seepage)</p> <p>P11. Perform Foil Method/cap method using standard procedures</p> <p>P12. Section the hair cleanly and evenly to assist the accurate application of products</p> <p>P13. Use colour application techniques suitable for achieving the desired look and following manufacturers' instructions</p> <p>P14. Apply products using procedures that minimizes the risk of the product being spread to your client's skin, clothes and surrounding area</p> <p>P15. Cut down the hair chunks according to established or acceptable procedures</p> <p>P16. Shampoo the hair and scalp free of cut down after the desired effect is achieved</p> <p>P17. Apply color as per client's need and suitability and manufacturers instructions.</p>	<p>K8. Define how the different strengths of hydrogen peroxide affect the colouring and lightening of the hair</p> <p>K10. Identify the types and causes of colouring and lightening problems that may occur during processing (eg skin staining, deterioration of hair condition and product seepage)</p> <p>K11. Describe how to correct lowlights with retaining a lowlight effect</p> <p>K12. Explain how to place colour in a way to complement a hair style</p> <p>K13. Explain when and how shampoos and conditioners should be used when colouring and lightening hair</p> <p>K14. List procedural steps for colouring virgin hair lowlights in dark colour</p> <p>K15. Demonstrate procedural steps for colouring virgin hair low lights in lighter colour</p> <p>K16. Determine procedural steps for corrective service</p> <p>K17. Identify how the continual use of heated equipment can affect the hair colour</p> <p>K18. Suggest products for home use that will benefit the client and those to avoid and why</p>	<ul style="list-style-type: none"> • Client's consultation record
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	<p>P18. Shampoo, rinse and Blow dry to check the final results to the client's satisfaction.</p> <p>P19. Apply a suitable conditioner or post colour treatment to the hair, following manufacturers' instructions</p> <p>P20. Clean the Workstation and prepare it for next salon activity according to salon procedures.</p>		
<p>E5: Perform Highlights:</p>	<p>P1. Consult the client on health condition and previous hair chemical treatment availed and advise on possible service options and outcome results</p> <p>P2. Advise the client to remove all personal accessories. How to re-colour hair that has had artificial colour removed</p> <p>P3. Position your client to meet the needs of the service without causing them discomfort</p> <p>P4. Ensure your own posture and position whilst working minimizes fatigue and the risk of injury</p> <p>P5. Ensure the health and safety of your client and yourself</p> <p>P6. Keep your work area clean and tidy throughout the service</p> <p>P7. Effectively prepare your client's hair and protect their skin, where necessary, prior to the service</p> <p>P8. Use working methods that minimize the wastage of products risk of cross-infection the use of clean resources and risk of harm or injury to yourself</p> <p>P9. .Shampoo Client's hair without scratching the scalp before highlights and blow-dry hair, if required</p>	<p>K1. Describe how and why to adapt the sequence of application to take account of the relevant factors in the range</p> <p>K2. List the techniques for highlighting hair</p> <p>K3. Explain how the application and removal of lightener should be adapted to minimise scalp sensitivity and hair damage</p> <p>K4. Compare the ratio and proportion of the cut down</p> <p>K5. Define how and why to restore depth and tone of colour</p> <p>K6. Outline the methods of applying and removing colouring and lightening products</p> <p>K7. Discuss when to use the different types of lighteners and toners available</p> <p>K8. Compare how the different strengths of hydrogen peroxide affect the colouring and lightening of the hair</p> <p>K10. List the types and causes of colouring and lightening problems that may occur during</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Colouring Unit • Colour Mixing bowl(plastic or glass works fine) • Wooden spoon or some other stirring tool • Paintbrush or a hair tint brush (optional) • Combs • Bath towel (black) • Apronsgown/ Cape • Shampoo <p>Consumables:</p> <ul style="list-style-type: none"> • Hair clips and clamps • Ear pads • Blower • Color chart • Mixing bowl • Tinting brush • Rubber gloves/disposable gloves • Client's consultation record

	<p>P10. Identify the types and causes of colour correction problems that may occur during processing and how to rectify them(eg over and under processing, skin staining, deterioration of hair condition, scalp sensitivity and product seepage)</p> <p>P11. Perform Foil Method/cap method</p> <p>P12. Section the hair cleanly and evenly to assist the accurate application of products</p> <p>P13. Use colour application techniques suitable for achieving the desired look and following manufacturers' instructions</p> <p>P14. Apply products in a way that minimizes the risk of the product being spread to your client's skin, clothes and surrounding area</p> <p>P15. Cut down the hair according to established or acceptable procedures for highlights</p> <p>P16. Shampoo the hair and scalp free of cut down after the desired effect is achieved</p> <p>P17. Apply color as per clients need and suitability</p> <p>P18. Shampoo, rinse and Blow dry to check the final results</p> <p>P19. Apply a suitable conditioner or post colour treatment to the hair, following manufacturers' instructions</p> <p>P20. Clean the Workstation and prepare it for next salon activity.</p>	<p>processing (eg skin staining, deterioration of hair condition and product seepage)</p> <p>K11. Define how to correct highlights with retaining a highlight effect</p> <p>K12. Explain how to place colour in a way to complement a hair style</p> <p>K13. Examine when and how shampoos and conditioners should be used when colouring and lightening hair</p> <p>K14. List procedural steps for colouring virgin hair highlights in dark colour</p> <p>K15. List procedural steps for colouring virgin hair highlights in lighter colour</p> <p>K16. Determine procedural steps for corrective service</p> <p>K17.Identify how the continual use of heated equipment can affect the hair colour</p> <p>K18.Suggest products for home use that will benefit the client and those to avoid and why</p>	
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Title F: Perform Hair Cuts:

Over view: These competency standards will ensure that the trainee will be able to perform hair cutting styles like trimming, front flick cutting, 'U-shaped cutting, wedge cutting, forward cutting, layer cutting, step cutting, and bob cutting to achieve desired looks and also prepare and consult the client for agreed hair cutting style.

Competency Unit	Performance Criteria	Knowledge and Understanding	Tools and Equipment
F1: Perform Trimming:	<p>P1. Confirm and agree with your client the cutting techniques and look require.</p> <p>P2. Identify hair growth pattern using industry standard classifications</p> <p>P3. Demonstrate standard tool and hand manipulation techniques for trimming</p> <p>P4. Perform hair trimming according to the standard procedure :</p> <ul style="list-style-type: none"> • Wetting the hair • Part the sections cleanly and evenly according to the trimming's technique. • Hair trimming <p>P5. Perform appropriate method of using the comb during the process.</p> <p>P6. Effectively control and secure your client's hair throughout the trimming processes.</p> <p>P7. Apply styling and finishing products if require according to manufacturer's specifications and standard procedures</p> <p>P8. Blow- dries the hair according to salon procedures.</p> <p>P9. Perform visual inspection using standard methods</p>	<p>K1. Explain importance of hair trimming before service</p> <p>K2. Identify the hair trimming according to hair style and client's choice</p> <p>K3. Explain different techniques of hair trimming.</p> <ul style="list-style-type: none"> • Simple trimming • According to hairstyle trimming <p>K4. Recognise the hair growth pattern:</p> <ul style="list-style-type: none"> • Double crown • Nape whorls • Calf licks • Widow's peak <p>K5. Identify Material, tools and equipment for hair trimming.</p> <p>K6. List the hair trimming method.</p> <p>K7. Describe the importance of sectioning hair accurately according to Hair style.</p> <p>K8. Give the different aftercare advices according to hair condition.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Cutting Unit • Brushes • Combs • Section Clips/Pins • Hair Dryer • Scissors • Towels • Aprons • Water spray bottle <p>Consumables:</p> <ul style="list-style-type: none"> • Gloves (if required)

	<p>P10. Confirm your client's satisfaction with the finished look.</p> <p>P11. Demonstrate aftercare advices in accordance with salon standard practice.</p>	<p>K9. Recognize the importance of neat and tidy workplace for next service.</p>	
<p>F2: Perform Front Flick:</p>	<p>P1. Confirm and agree with your client the front flick cutting techniques and look require.</p> <p>P2. Identify hair growth pattern using industry standard classifications</p> <p>P3. Demonstrate standard tools and hand manipulation techniques for front flick cutting.</p> <p>P4. Perform front flick cutting according to the standard procedure</p> <ul style="list-style-type: none"> • Wetting the hair • Part the sections cleanly and evenly according to the front flick cutting. • Front flick cutting <p>P5. Perform appropriate method of using the comb during the process.</p> <p>P6. Effectively control and secure your client's hair throughout the front flick cutting processes.</p> <p>P7. Apply styling and finishing products if require.</p> <p>P8. Blow- dries the hair according to salon procedure.</p> <p>P9. Perform visual inspection.</p> <p>P10. Confirm your client's satisfaction with the finished look.</p> <p>P11. Demonstrate aftercare advices.</p>	<p>K1. List different types of front flick cutting for different face shapes before service.</p> <p>K2. Identify the front flick cutting according to hair style and client's choice</p> <p>K3. Explain different techniques of front flick cutting.</p> <ul style="list-style-type: none"> • Short flicks • Long flicks • Side flicks • Front flicks <p>K4. Recognise the hair growth pattern:</p> <ul style="list-style-type: none"> • Double crown • Nape whorls • Calf licks • Widow's peak <p>K5. Identify Material, tools and equipment for front flick cutting.</p> <p>K6. Describe the method of front flick cutting.</p> <p>K7. Identify the importance of sectioning hair accurately according to Hair style.</p> <p>K8. Give the different aftercare advices according to hair condition.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Cutting Unit • Brushes • Combs • Section Clips/Pins • Hair Dryer • Scissors • Towels • Aprons • Water spray bottle <p>Consumables: Gloves (if required)</p>

		K9. Recognize the Importance of neat and tidy workplace for next service.	
F3: Perform 'U' shaped cutting:	<p>P1. Confirm and agree with your client the 'U'-shaped cutting techniques and look require.</p> <p>P2. Identify hair growth pattern using industry standard classifications</p> <p>P3. Demonstrate standard tool and hand manipulation techniques for 'U'-shaped cutting.</p> <p>P4. Identify different techniques of 'U'- shaped cutting.</p> <p>P5. Perform 'U' -shaped cutting according to the standard procedure:</p> <ul style="list-style-type: none"> • Wetting the hair • Part the sections cleanly and evenly according to 'U'-shaped cutting. • 'U' shaped hair cutting. <p>P6. Appropriate method of using the comb during the process</p> <p>P7. Effectively control and secure your client's hair throughout the 'U'-shaped cutting processes.</p> <p>P8. Apply styling and finishing products if require.</p> <p>P9. Blow- dries the hair according to salon procedure.</p> <p>P10. Perform visual inspection.</p> <p>P11. Confirm your client's satisfaction with the finished look.</p> <p>P12. Demonstrate aftercare advices.</p>	<p>K1. List different types of 'U'-shape cutting for different face shapes before service.</p> <p>K2. Identify the 'U'-shaped cutting according to client's requirement.</p> <p>K3. Explain the different techniques of 'U' shape cutting.</p> <ul style="list-style-type: none"> • Deep 'U' shaped • Wide 'U' shaped <p>K4. Recognise the hair growth pattern:</p> <ul style="list-style-type: none"> • Double crown • Nape whorls • Calf licks • Widow's peak <p>K5. Identify Material, tools and equipments for 'U' shape cutting.</p> <p>K6.State'U' shape cutting method.</p> <p>K7. Describe the importance of sectioning hair accurately according to Hair style.</p> <p>K8. Explain the different aftercare advices according to hair condition.</p> <p>K9. Recognize the Importance of neat and tidy workplace for next service.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Cutting Unit • Brushes • Combs • Section Clips/Pins • Hair Dryer • Scissors • Towels • Aprons • Water spray bottle <p>Consumables: Gloves (if required)</p>

<p>F4: Perform Wedge cutting:</p>	<p>P1. Confirm and agree with your client the wedge cutting techniques and look require.</p> <p>P2. Identify hair growth pattern using industry standard classifications</p> <p>P3. Demonstrate standard tool and hand manipulation techniques for wedge cutting.</p> <p>P4. Identify different techniques of wedge cutting.</p> <p>P5. Perform wedge cutting according to the standard procedure:</p> <ul style="list-style-type: none"> • Wetting the hair • Part the sections cleanly and evenly according to Wedge cutting. • Wedge hair cutting. <p>P6. Perform appropriate method of using the comb during the process</p> <p>P7. Effectively control and secure your client's hair throughout the 'Wedge cutting processes.</p> <p>P8. Apply styling and finishing products if require.</p> <p>P9. Blow- dry the hair according to salon procedure.</p> <p>P10. Perform visual inspection.</p> <p>P11. Confirm your client's satisfaction with the finished look.</p> <p>P12. Demonstrate aftercare advices.</p>	<p>K1. List different types of wedge cutting for different face shapes before service.</p> <p>K2. Identify the wedge cutting according to client's requirement.</p> <p>K3. Explain different techniques of wedge cutting.</p> <ul style="list-style-type: none"> • Short wedge haircut. • Stylish wedge haircut. <p>K4. Recognize the hair growth pattern:</p> <ul style="list-style-type: none"> • Double crown • Nape whorls • Calf licks • Widow's peak <p>K5. Identify Material, tools and equipment for wedge cutting.</p> <p>K6. State the method of wedge cutting</p> <p>K7. Describe the importance of sectioning hair accurately according to Hair style.</p> <p>K8. Give the different aftercare advices according to hair condition.</p> <p>K9. Recognize the importance of neat and tidy workplace for next service.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Cutting Unit • Brushes • Combs • Section Clips/Pins • Hair Dryer • Scissors • Towels • Aprons • Water spray bottle <p>Consumables: Gloves (if required)</p>
<p>F5: Perform forward cutting:</p>	<p>P1. Confirm and agree with your client the forward cutting techniques and look require.</p>		<p>Non Consumables:</p> <ul style="list-style-type: none"> • Cutting Unit • Brushes • Combs • Section Clips/Pins

	<p>P2. Identify hair growth pattern using industry standard classifications</p> <p>P3. Demonstrate standard tool and hand manipulation techniques for forward cutting.</p> <p>P4. Identify different techniques of forward cutting.</p> <p>P5. Perform forward cutting according to the standard procedure:</p> <ul style="list-style-type: none"> • Wetting the hair • Part the sections cleanly and evenly according to forward cutting. • Forward hair cutting. <p>P6. Appropriate method of using the comb during the process</p> <p>P7. Effectively control and secure your client's hair throughout the forward cutting processes.</p> <p>P8. Apply styling and finishing products if require.</p> <p>P9. Blow- dries the hair according to salon procedure.</p> <p>P10. Perform visual inspection.</p> <p>P11. Confirm your client's satisfaction with the finished look.</p> <p>P12. Demonstrate aftercare advices.</p>	<p>K1. List different types of forward cutting for different face shapes before service.</p> <p>K2. Identify the forward cutting according to client's requirement.</p> <p>K3. Explain the different techniques of forward cutting.</p> <ul style="list-style-type: none"> • Forward cutting for long hair • Forward cutting for short hair <p>K4. Recognize the hair growth pattern:</p> <ul style="list-style-type: none"> • Double crown • Nape whorls • Calf licks • Widow's peak <p>K5. Identify Material, tools and equipment for forward cutting.</p> <p>K6. State the method of forward cutting</p> <p>K7. Describeth the importance of sectioning hair accurately according to Hair style.</p> <p>K8. Explain the different aftercare advices according to hair condition.</p> <p>K9. Recognize the Importance of neat and tidy workplace for next service.</p>	<ul style="list-style-type: none"> • Hair Dryer • Scissors • Towels • Aprons • Water spray bottle <p>Consumables: Gloves (if required)</p>
<p>F6: Perform layer cutting:</p>	<p>P1. Confirm and agree with your client the layer cutting techniques and look require.</p> <p>P2. Identify hair growth pattern using industry standard classifications</p>	<p>K1. List different types of layer cutting for different face shapes before service.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Cutting Unit • Brushes • Combs • Section Clips/Pins • Hair Dryer • Scissors • Towels

	<p>P3. Demonstrate standard tool and hand manipulation techniques for layer cutting.</p> <p>P4. Identify different techniques of forward cutting.</p> <p>P5. Perform layer cutting according to the standard procedure:</p> <ul style="list-style-type: none"> • Wetting the hair • Part the sections cleanly and evenly according to forward cutting. • Layer hair cutting. <p>P6. Appropriate method of using the comb during the process</p> <p>P7. Effectively control and secure your client's hair throughout the layer cutting processes.</p> <p>P8. Apply styling and finishing products if require.</p> <p>P9. Blow- dry the hair according to salon procedure.</p> <p>P10. Perform visual inspection.</p> <p>P11. Confirm your client's satisfaction with the finished look.</p> <p>P11. Demonstrate aftercare advices.</p>	<p>K2. Identify the layer cutting according to client's requirement.</p> <p>K3. Explain different techniques of layer cutting.</p> <ul style="list-style-type: none"> • Layer short hair • Layer long hair • Box layers • Uniform layers <p>K4. Recognize the hair growth pattern:</p> <ul style="list-style-type: none"> • Double crown • Nape whorls • Calf licks • Widow's peak <p>K5. Identify Material, tools and equipment for layer cutting.</p> <p>K6. State the method of layer cutting</p> <p>K7. Describe the importance of sectioning hair accurately according to Hair style.</p> <p>K8. Explain the different aftercare advices according to hair condition.</p> <p>K9. Recognize the Importance of neat and tidy workplace for next service.</p>	<ul style="list-style-type: none"> • Aprons • Water spray bottle <p>Consumables: Gloves (if required)</p>
<p>F7: Perform step cutting:</p>	<p>P1. Confirm and agree with your client the step cutting techniques and look require.</p> <p>P2. Identify hair growth pattern using industry standard classifications</p>	<p>K1. List different types of step cutting for different face shapes before service.</p> <p>K2. Identify the step cutting according to client's requirement.</p> <p>K3. Explain different techniques of step cutting.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Cutting Unit • Brushes • Combs • Section Clips/Pins • Hair Dryer • Scissors • Towels • Aprons • Water spray bottle

	<p>P3. Demonstrate standard tool and hand manipulation techniques for step cutting.</p> <p>P4. Identify different techniques of step cutting.</p> <p>P5. Perform step cutting according to the standard procedure:</p> <ul style="list-style-type: none"> • Wetting the hair • Part the sections cleanly and evenly according to step cutting. • Step hair cutting. <p>P6. Appropriate method of using the comb during the process</p> <p>P7. Effectively control and secure your client's hair throughout the step cutting processes.</p> <p>P8 . Apply styling and finishing products if require.</p>	<ul style="list-style-type: none"> • Long step hair cut • Short step hair cut <p>K4. Recognize the hair growth pattern:</p> <ul style="list-style-type: none"> • Double crown • Nape whorls • Calf licks • Widow's peak <p>K5. Identify Material, tools and equipment for step cutting.</p> <p>K6. State the method of step cutting</p> <p>K7. Describe the importance of sectioning hair accurately according to Hair style.</p> <p>K8. Explain the different aftercare advices according to hair condition.</p> <p>K9. Recognize the Importance of neat and tidy workplace for next service.</p>	<p>Consumables: Gloves (if required)</p>
<p>F8: Perform bob cutting:</p>	<p>P1. Confirm and agree with your client the bob cutting techniques and look require.</p> <p>P2. Identify hair growth pattern using industry standard classifications</p> <p>P3. Demonstrate standard tool and hand manipulation techniques for bob cutting.</p> <p>P4. Identify different techniques of bob cutting.</p> <p>P5. Perform the method of bob cutting:</p> <ul style="list-style-type: none"> • Wet the hair • Part the sections cleanly and evenly according to bob cutting. 	<p>K1. List different types of bob cuttings for different face shapes before service.</p> <p>K2. Identify the bob cutting according to client's requirement.</p> <p>K3. Explain different techniques of bob cutting.</p> <ul style="list-style-type: none"> • Short bob • Long bob • Medium bob • Curled bob <p>K4. Recognize the hair growth pattern:</p> <ul style="list-style-type: none"> • Double crown • Nape whorls 	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Cutting Unit • Brushes • Combs • Section Clips/Pins • Hair Dryer • Scissors • Towels • Aprons • Water spray bottle <p>Consumables: Gloves (if required)</p>

	<ul style="list-style-type: none"> • Perform Bob hair cutting. <p>P9. Perform appropriate method of using the comb during the process</p> <p>P10. Effectively control and secure your client's hair throughout the bob cutting processes.</p> <p>P11. Apply styling and finishing products if require.</p>	<ul style="list-style-type: none"> • Calf licks • Widow's peak <p>K5. Identify Material, tools and equipment for bob cutting.</p> <p>K6. State the method of bob cutting</p> <p>K7. Describe the importance of sectioning hair accurately according to Hair style.</p> <p>K8. Explain the different aftercare advices according to hair condition.</p> <p>K9. Recognize the Importance of neat and tidy workplace for next service.</p>	
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Title G: Perform Hair Treatment

Over view: These competency standards will ensure that the trainee will be able to treat the hair and scalp using appropriate treatments for dry/damage, anti-dandruff, oily hair and products for a variety of hair and scalp conditions

Competency Unit	Performance Criteria	Knowledge and Understanding	Tools and Equipment
<p>G1: Perform Hair and Scalp Analysis:</p>	<p>P1. Classify the texture of hair using industry standard classifications.</p> <p>P2. Identify the types of hair.</p> <p>P3. Determine the condition of scalp using industry standard classifications and processes</p> <p>P4. Identify the density, porosity, Elasticity of hair using standard processes</p> <p>P5. Perform appropriate treatment according to hair and scalp analysis</p> <p>P6. Classify types, conditions and disorders of hair and scalp, according to industry standard classifications and make recommendations and referral to physicians as required</p> <p>P7. Check from your client's previous records, when available, any factors likely to affect future services</p> <p>P8. Accurately identify the condition of the hair and scalp using suitable visual, verbal and manual checks using industry standard procedures</p> <p>P9. Prepare and use tools, supplies and materials according to hair condition</p>	<p>K1. Outline the basic hair structure and different hair textures.</p> <ul style="list-style-type: none"> • Coarse hair • Fine hair • Rough hair • Weak hair <p>K2. List the types of hair</p> <ul style="list-style-type: none"> • Curley hair • Straight hair • Thin hair • Thick hair <p>K3. List the skin infections and allergies</p> <p>K4. Identify the elasticity and stretchiness of hair</p> <p>K5. Identify the general factors that contribute to healthy hair</p> <p>K6. Outline the different types of hair treatments</p> <ul style="list-style-type: none"> • Dry /Damage hair treatment • Anti-dandruff hair treatment • Oily hair treatment <p>K7. List hair and scalp conditions and their causes (i.e. chemically damaged hair, heat damaged hair, environmentally damaged hair, dandruff affected scalp, oily scalp, dry scalp, product build up on hair and scalp)</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Treatment Unit • Brushes • Combs • Towels • Aprons • Section Pins/Clips <p>Consumables:</p> <ul style="list-style-type: none"> • Treatment products • Gloves

		K8. Describe how the formulations of hair treatment products vary to suit different hair conditions	
G2: Select appropriate products for hair treatments	<p>P1. Select appropriate hair treatment products according to hair condition and manufacturer's specifications.</p> <p>P2: Identify different types of products according to clients need</p> <p>P3. Arrange products, tools and equipment suitable for your client's hair and scalp condition and further service</p> <p>P4. Separate products which are safe and fit for purpose</p> <p>P5. Identify and promptly report any products which need reordering to the relevant person</p> <p>P6. Accurately identify client and salon factors (issues in providing the service) that limit or affect services and the choice of products</p>	<p>K1. Outline different types of products for hair treatments:</p> <ul style="list-style-type: none"> • Synthetic/non-synthetic • Herbal/non-herbal • Chemically processed <p>K2. Explain the variety of hair treatment products for various types of hair.</p> <p>K3. Describe the manufacturers' instructions relating to the use of hair treatment products in your salon</p> <p>K4. Recognize the tools and equipment for hair treatment.</p> <p>K5. Explain when and how to use hair treatment products to treat the hair and scalp conditions in the range</p> <p>K6. Tell when the hair treatment process should be repeated</p> <p>K7. Define what may happen if the incorrect hair treatment products are used</p> <p>K8. State how-to use and handle equipment during treatment processes</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Treatment Unit • Brushes • Combs • Towels • Aprons • Section Pins/Clips <p>Consumables:</p> <ul style="list-style-type: none"> • Treatment products • Gloves
G3: Perform Dry/Damage hair treatment:	<p>P1. Identify and examine the dry /damage hair.</p> <p>P2. Select appropriate hair treatment products for dry/damage hair(conditioners, gels, thermal protectors and hairspray, contain a substance called polymer, oils, scrubs, serums, masks, etc.)</p>	<p>K1. Recognize the dry and damage hair.</p> <p>K2. List the types of damage hair:</p> <ul style="list-style-type: none"> • Chemical damage from color, perm etc. • Poor nutrition 	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Treatment Unit • Brushes • Combs • Towels • Aprons • Section Pins/Clips <p>Consumables:</p>

	<p>P3. Choose products, tools and equipment based on the results , consultation with your client and the factors influencing the service</p> <p>P4. Prepare products following manufacturers' instructions</p> <p>P5. Perform appropriate method of treatment step by step.</p> <p>P6. Check the timing during the hair treatment process</p> <p>P7. Ensure the water temperature and flow suit your client's hair and scalp and comfort needs</p> <p>P8. Adapt required hair massage techniques to ensure your client's comfort if required</p> <p>P9. Identify any problems during the hair treatment and resolve them accordingly</p> <p>P10. Refer problems you cannot resolve to the relevant person promptly</p> <p>P11. Wash and blow dry the hair</p> <p>P12. Demonstrate aftercare advices.</p>	<ul style="list-style-type: none"> • Physical damage from over manipulation and hair tools <p>K3. Outline the different types of treatments for dry/damage hair:</p> <ul style="list-style-type: none"> • Polymer Treatment • Anti-Oxidant Treatments • Deep conditioning • Diet therapy treatment <p>K4. Identify the importance of accurate timing for hair treatment process</p> <p>K5. Discuss the types and causes of problems that may occur during treatment</p> <p>K6. Read the manufacturers' instructions for the specific treatment products in your salon</p> <p>K7. Identify the importance of using products economically</p> <p>K8. Recommend the aftercare advice for clients about products for home use that will benefit the client and those to avoid and why</p> <p>K9. Explain the importance of neat and tidy workplace for next service</p>	<ul style="list-style-type: none"> • Treatment products • Gloves
<p>G4: Perform Anti-dandruff hair treatment:</p>	<p>P1. Identify and examine the hair dandruff.</p> <p>P2. Select appropriate hair treatment products for dandruff hair as per industry standards.</p> <p>P3. Choose products, tools and equipment based on the results of the , consultation with your client and the factors influencing the service</p>	<p>K1. Recognize hair with dandruff.</p> <p>K2. List the causes of dandruff in hair:</p> <ul style="list-style-type: none"> • Dry skin • Reaction to hair products • Illness • Deficiency of zinc, vitamin B and some types of fats etc. 	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Treatment Unit • Brushes • Combs • Towels • Aprons • Section Pins/Clips • Hair dryer <p>Consumables:</p> <ul style="list-style-type: none"> • Treatment products • Gloves

	<p>P4. Prepare products following manufacturers' instructions</p> <p>P5. Perform the treatment according to hair condition</p> <ul style="list-style-type: none"> • The appropriate method step by step. • Apply the hair products for dandruff hair (conditioners, gels, thermal protectors and hairspray, contain a substance called polymer, oils, scrubs, serums, masks, etc.) <p>P6. Check the timing during the hair treatment process as per treatment requirement</p> <p>P7. Ensure the water temperature and flow suit your client's hair and scalp and comfort needs</p> <p>P8. Adapt required hair massage techniques to ensure your client's comfort if required</p> <p>P9. Identify any problems during the hair treatment and resolve as per defined parameters</p> <p>P10. Refer problems you cannot resolve to the relevant person promptly as per salon policy</p> <p>P11. Wash and blow dry the hair</p> <p>P12. Demonstrate aftercare advices as needed.</p>	<p>K3. Outline different types of treatments for dandruff hair:</p> <ul style="list-style-type: none"> • Oiling • Herbal treatment • Non-herbal treatment etc. <p>K4. Describe the importance of accurate timing for hair treatment process</p> <p>K5. Distinguish the types and causes of problems that may occur during treatment</p> <p>K6. Read the manufacturers' instructions for the specific treatment products in your salon</p> <p>K7. Identify the importance of using products economically</p> <p>K8. Recommend the aftercare advice for clients about products for home use that will benefit the client and those to avoid and why</p> <p>K9. Explain the importance of neat and tidy workplace for next service</p>	
<p>G5: Perform Oily Hair Treatment:</p>	<p>P1. Identify and examine the oily hair.</p> <p>P2. Select appropriate/standard hair treatment products for oily hair.</p> <p>P3. Choose products, tools and equipment based on the results of the consultation with your client and the factors influencing the service</p>	<p>K1. Recognize the oily hair.</p> <p>K2. List the causes of oily hair:</p> <ul style="list-style-type: none"> • Oily scalp • Hormones • Diseases and disorders • Brushing too often 	<p>Non Consumables:</p> <ul style="list-style-type: none"> • Treatment Unit • Brushes • Combs • Towels • Aprons • Section Pins/Clips • Hair dryer <p>Consumables:</p> <ul style="list-style-type: none"> • Treatment products

	<p>P4. Prepare products following manufacturers' instructions</p> <p>P5. Perform the treatment according to hair condition</p> <ul style="list-style-type: none"> • The appropriate method step by step. • Applying the hair products for oily hair (conditioners, gels, thermal protectors and hairspray, serums, masks, etc.) <p>P6. Check the timing during the hair treatment process as per treatment requirement</p> <p>P7. Ensure the water temperature and flow suit your client's hair and scalp and comfort needs</p> <p>P8. Adapt required hair massage techniques to ensure your client's comfort if required</p> <p>P9. Identify any problems during the hair treatment and resolve as per defined parameters</p> <p>P10. Refer problems you cannot resolve to the relevant person promptly as per salon policy</p> <p>P11. Wash and blow dry the hair</p> <p>P12. Demonstrate aftercare advices as needed.</p>	<p>K3. Outline different types of treatments for oily hair:</p> <ul style="list-style-type: none"> • Herbal treatment • Non-herbal treatment etc. <p>K4. Describe the importance of accurate timing for hair treatment process</p> <p>K5. Identify the types and causes of problems that may occur during treatment</p> <p>K6. Read the manufacturers' instructions for the specific treatment products in your salon</p> <p>K7. Explain the importance of using products economically</p> <p>K8. Recommend the aftercare advice for clients about products for home use that will benefit the client and those to avoid and why</p> <p>K9. Explain the importance of neat and tidy workplace for next service</p>	<ul style="list-style-type: none"> • Gloves
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Title H: Entrepreneurship Development:

Over view: These competency standards will ensure that the trainee will be able to develop entrepreneurship skills for the operation and administration of a hair stylist business. It involves preliminary investigation of a business opportunity to assess its potential viability, and how well it conforms with the current personal and business directions

Competency Unit	Performance Criteria	Knowledge and Understanding	Tools and Equipment
H1: Introduction of Entrepreneurship :	<p>P1. Explain the term entrepreneurship.</p> <p>P2. Identify and manage the risk involved in business.</p> <p>P3. Introduce the methods of earning.</p> <p>P4. Compare the expenses and apply cost saving methods.</p> <p>P5. Identify the units of sale for different types of services.</p> <p>P6. Prepare the future prospects of business.</p>	<p>K1. Describe the fundamentals of salon business operation and organization.</p> <p>K2. Differentiate the advantages and disadvantages of self-employment.</p> <p>K3. Identify the risk involved in business.</p> <p>K4. Outline the methods of earning.</p> <p>K5. List the cost saving methods.</p> <p>K6. Explain the Sales in terms of numbers.</p> <p>K7. Define the techniques of forecasting of future market trends.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> •Computer (PC) •Internet Connection •Printer •White Board •Duster <p>Consumables:</p> <ul style="list-style-type: none"> •Note book •Pencil/Pen •Notes •Books •Articles •Printer Ink •Board Marker
H2: Functions of Entrepreneur.	<p>P1. Plan every aspect of business including selection business place, services to render & monetary matters.</p> <p>P2. Analyze each business situation, compile data regarding clients, income, expenses and make conclusion based on data</p> <p>P3. Identify goals for sales of business.</p>	<p>K1. Recognize the planning techniques for services, rates and location identification for better business opportunities.</p> <p>K2. Describe the importance of client's data and skills for efficient financial controls of business.</p> <p>K3. Outline the techniques for Increasing sales of business.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> •Computer (PC) •Internet Connection •Printer •White Board •Duster <p>Consumables:</p> <ul style="list-style-type: none"> •Note book •Pencil/Pen •Books •Articles

	P4. Build a top notch team.	K4. Explain the Importance of team building.	<ul style="list-style-type: none"> •Printer Ink •Board Marker
H3: Role of Entrepreneur in Economic Development.	<p>P1. Prepare a plan to play vital role to boost economy by creating and providing new job opportunities.</p> <p>P2. Develop hiring plan as per need of business and prepare method to deposit social security and old age benefit contribution in relevant departments.</p> <p>P3. Generate methods to generate maximum profits.</p> <p>P4. Design an expansion plan of business.</p>	<p>K1. Explain the role of creating job opportunities in economy.</p> <p>K2. Identify the importance of appropriate and suitable work force for the business.</p> <p>K3. Discuss prevailing labour laws.</p> <p>K4. Describe prevailing taxes levied on the business.</p> <p>K5. Define the expansion plan according to demand and supply position prevailing in market.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> •Computer (PC) •Internet Connection •Printer •White Board •Duster <p>Consumables:</p> <ul style="list-style-type: none"> •Note book •Pencil/Pen •Notes •Books •Articles •Printer Ink •Board Marker
H4: Business and marketing plan.	<p>P1.Research market demand and make business plan to establish the viability of business opportunity</p> <p>P2. Identify areas of business or services which are more profitable and popular in clients.</p> <p>P3. Specify target market in line with potential market characteristics.</p> <p>P4. Analyze services and products offered by the competitors and make business strategy accordingly.</p> <p>P5. Prepare estimate of finance required for business.</p> <p>P6.Develop marketing, promotional and sales strategies for salon products and services</p> <p>P7. Analyse methods for attaining knowledge of current market trends.</p>	<p>K1. Describe market trends</p> <p>K2. Explain profitable and popular services of business.</p> <p>K3. Identify the procedure of implementation of business and marketing plan.</p> <p>K4. Describe Capital requirements for business.</p> <p>K5. Discuss the possible sources of finance.</p> <p>K6. Explain the Importance of relevant magazines, articles and journals.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> •Computer (PC) •Internet Connection •Printer •White Board •Duster <p>Consumables:</p> <ul style="list-style-type: none"> •Note book •Pencil/Pen •Notes •Books •Articles •Printer Ink •Board Marker

<p>H5: Basics of Small business.</p>	<p>P1. Distinguish money management and cash flows.</p> <p>P2. Identify importance of customer satisfaction.</p> <p>P3. Outline/Prepare customers comfort policies.</p> <p>P4. Analyse importance of Maintenance of record of purchases, sales, inventory and list of regular customers.</p> <p>P5. Apply methods to build team of honest workers on long term basis.</p>	<p>K1. List the techniques of money management.</p> <p>K2. Explain the importance of customer's satisfaction and demands of clients.</p> <p>K3. Explain the Importance of customer's comfort level in terms of prices and services.</p> <p>K4. Outline the techniques of maintaining records of purchases, sales and clients data.</p> <p>K5. Describe the importance of team working for longer time frame efficiently with honesty.</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> •Computer (PC) •Internet Connection •Printer •White Board •Duster <p>Consumables:</p> <ul style="list-style-type: none"> •Note book •Pencil/Pen •Notes •Books •Articles •Printer Ink •Board Marker
<p>H6: Reasons of failure and success in small business.</p>	<p>P1. Demonstrate fields of business causing loss.</p> <p>P2. Select proper suitable location of business place easily accessible for customers.</p> <p>P3. Identify factors annoying customers by action of worker.</p> <p>P4. Control utility bills especially turning off extra lights and ACs when clients are not in the business place.</p> <p>P5. Make purchases of best items keeping in view quality, quantity and prices</p> <p>P6. Communicate effectively and demonstrate good relations with the customers.</p> <p>P7. Prepare time schedule for self-workers and services.</p>	<p>K1. Define the major Fields of business causing loss.</p> <p>K2. Explain the importance of easily accessible location for setting up business.</p> <p>K3. Identify the importance of good behavior of workers with the customers.</p> <p>K4. Outline the methods of Cost efficient purchases of materials.</p> <p>K5. Describe the importance of pleasant communication skills.</p> <p>K6. Identify the importance of time management.</p> <p>K7. Explain the role of Proper time schedule for workers and services rendered to client</p>	<p>Non Consumables:</p> <ul style="list-style-type: none"> •Computer (PC) •Internet Connection •Printer •White Board •Duster <p>Consumables:</p> <ul style="list-style-type: none"> •Note book •Pencil/Pen •Notes •Books •Articles •Printer Ink •Board Marker



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