



2

Hair

LEVEL 2 CERTIFICATE IN BARBERING



Candidate name:

Candidate number:



AN INTRODUCTION TO ITEC

ITEC is the premier International Awarding Organisation for qualifications in Beauty, Complementary and Sports Therapy and now our exciting new addition of Hairdressing. As a niche Awarding Organisation we offer a variety of exciting career pathways for example:

- In Hairdressing we offer the traditional Hairdressing route or you may prefer to specialise in Barbering or African Type Hair. Alternatively there is also advanced hairdressing training to up skill and develop your techniques further
- In Beauty we offer Traditional Beauty Therapy or the specialisms of Nail Technology and Spa
- In Sport we offer Personal Training or the specialism of Yoga and Pilates
- In Complementary Therapy you may choose to study massage or broaden your skills to offer Reflex and Aromatherapy

If you are wishing to deliver the best quality qualifications for your learners, then you are in the right place.



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STRUCTURE OF THE LEVEL 2 CERTIFICATE IN BARBERING

The main aim of the ITEC Level 2 Certificate in Barbering is to enable Candidates to gain the necessary practical and theoretical skills in order to provide Barbering Services

The ITEC Level 2 Certificate in Barbering is comprised of 4 mandatory units

QCF Unit Number	ITEC Unit Number	Mandatory Units	Page no.
A/600/9065	601	Client Consultation for Hair Services	04
A/600/9146	604	Cut Men's Hair	05
T/600/9064	610	Cut Facial Hair	06
R/600/8763	600	Follow Health and Safety Practice in the Salon	07

RECORD OF ASSESSMENT

- The ITEC assessment booklet has been designed to record the practical performances, written questioning and completion of the assignments as identified for each unit of the qualification.
- The recordings must be made by the assessor in black or blue ink, pencil should not be used at any time.
- The assessor should sign and date the practical performance stage after observing the candidate complete the minimum number of services successfully and meeting the assessment criteria.
- When the candidate has completed the written questions or the assignment successfully then the assessor can sign and date the unit to confirm completion.
- Once a number of pieces of evidence and have been recorded in the assessment book it is recommended that the centre's internal verifier sample the evidence to ensure it is sufficient, valid and meets the appropriate standard for the level of qualification undertaken.
- This assessment booklet must be readily available for inspection by the ITEC visiting external verifier who will sample the candidate evidence to complete the quality assurance process.

UNIT 601 | CLIENT CONSULTATION FOR HAIR SERVICES

Learning outcome	Assessment Criteria
<p>1. Be able to consult and advise clients</p>	<ul style="list-style-type: none"> 1.1 Communicate in a manner that creates confidence, trust and maintains good will 1.2 Establish client requirements for products and services using appropriate communication techniques 1.3 Consult and complete client records 1.4 Identify factors that may limit or prevent the choice of services or products 1.5 Advise the client on any factors which may limit, prevent or affect their choice of service or product 1.6 Provide the client with clear recommendations for referral when required 1.7 Recommend and agree a service or product 1.8 Follow safe and hygienic working practices 1.9 Explain how to communicate effectively 1.10 Outline communication techniques used during client consultation 1.11 State the importance of consulting client records 1.12 Describe the tests carried out for different services 1.13 State the importance of following manufacturers' instructions, salon policy and legal requirements 1.14 State the importance of identifying factors that may limit, prevent or affect the service 1.15 State the importance of identifying and recording contraindications 1.16 State who to refer to for different contraindications 1.17 State the importance of not naming referable contraindications 1.18 Describe the information that should be on a record card 1.19 Describe how client records should be held and maintained 1.20 State the importance of client confidentiality 1.21 Outline legislation that affects how information is used during client consultation
<p>2. Know the characteristics of the hair</p>	<ul style="list-style-type: none"> 2.1 Describe visual signs of suspected infections, infestations and disorders visible to the naked eye 2.2 Describe the basic structure of the skin and hair 2.3 Describe the characteristics of the hair structure with the different hair types 2.4 Describe the hair growth cycle 2.5 State the average hair growth rate 2.6 Describe the general factors that contribute to healthy hair <p style="text-align: center;">A minimum of 3 practical performances</p>
<p>Assessment method:</p>	<p>Practical performances <input type="checkbox"/> 1) ___/___/___ <input type="checkbox"/> 2) ___/___/___ <input type="checkbox"/> 3) ___/___/___</p> <p>Assignment: <input type="checkbox"/> ___/___/___ MCQ: <input type="checkbox"/> ___/___/___</p>

Unit complete Date ___/___/___ Lecturer's/Assessor's name Signature

Quality assured by Name Signature Date sampled ___/___/___

Learning outcome	Assessment Criteria
<p>1. Be able to prepare for cutting hair</p>	<ul style="list-style-type: none"> 1.1 Prepare themselves, the client and work area for cutting services 1.2 Use suitable consultation techniques to identify service objectives 1.3 Assess the potential of the hair to achieve the desired look by identifying the influencing factors 1.4 Explain the safety considerations that must be taken into account when cutting hair 1.5 State the factors that need to be considered when cutting hair 1.6 Describe the typical patterns of male pattern baldness 1.7 State the effects created by different sized clipper blades and attachments 1.8 State the risk of in-growing hair from continual close cutting on dark skin 1.9 Describe the different consultation techniques to identify service objectives 1.10 Describe the salons requirement for client preparation, preparing themselves and the work area 1.11 Describe a range of looks for men
<p>2. Be able to provide a cuttin service</p>	<ul style="list-style-type: none"> 2.1 Communicate and behave in a professional manner 2.2 Select and use cutting equipment to achieve the desired look 2.3 Establish and follow guidelines to accurately achieve the required look 2.4 Use cutting techniques that take into account the identified factors 2.5 Create neckline shapes that are accurate and take account of the natural hairline 2.6 Position themselves and the client appropriately throughout the service 2.7 Cross check the haircut to ensure even balance and weight distribution 2.8 Remove unwanted hair outside the desired outline shape 2.9 Create balanced and shaped sideburns that suit the required look 2.10 Create a finished cut that is to the satisfaction of the client 2.11 Provide suitable aftercare advice 2.12 follow safe and hygienic working practices 2.13 State how to communicate and behave within a salon environment 2.14 Describe the correct use, and routine maintenance of cutting tools and equipment 2.15 Describe the effect of different cutting techniques 2.16 State the effect cutting hair at different angles has on the finished look 2.17 State the importance of applying the correct degree of tension to the hair when cutting 2.18 State the importance of cutting to the natural hairline in barbering 2.19 Explain how to ensure that sideburns are cut level 2.20 State the importance of cross checking the cut 2.21 Describe the aftercare advice that should be provided 2.22 Outline safe and hygienic working practices <p>A minimum of 8 practical performances</p>
<p>Assessment method:</p>	<p>Practical performances <input type="checkbox"/> 1) ___/___/___ <input type="checkbox"/> 2) ___/___/___ <input type="checkbox"/> 3) ___/___/___ <input type="checkbox"/> 4) ___/___/___ <input type="checkbox"/> 5) ___/___/___ <input type="checkbox"/> 6) ___/___/___ <input type="checkbox"/> 7) ___/___/___ <input type="checkbox"/> 8) ___/___/___</p> <p>Assignment: <input type="checkbox"/> ___/___/___ MCQ: <input type="checkbox"/> ___/___/___</p>

Unit complete Date ___/___/___ Lecturer's/Assessor's name Signature

Quality assured by Name Signature Date sampled ___/___/___

UNIT 610 | CUT FACIAL HAIR

Learning outcome	Assessment Criteria
<p>1. Be able to prepare for cutting facial hair services</p>	<ul style="list-style-type: none"> 1.1 Prepare themselves, the client and work area for cutting facial hair services 1.2 Use suitable consultation techniques to identify service objectives 1.3 Describe a range of basic facial hair shapes and looks 1.4 Assess the potential of the hair to achieve the desired look by identifying the influencing factors 1.5 Describe the factors that need to be considered when cutting facial hair 1.6 Explain how the factors may influence the way the hair is cut 1.7 Describe the effects created by different sized clipper blades and attachments 1.8 State the effects of continual close cutting on dark skin 1.9 Describe the potential risk of in-growing hair 1.10 Describe the different consultation techniques used to identify service objectives 1.11 Describe the salon's requirement for preparing themselves, the client and the work area 1.12 Explain how to maximise the potential of the client's facial hair taking into account identified factors
<p>2. Be able to provide a cutting service</p>	<ul style="list-style-type: none"> 2.1 Communicate and behave in a professional manner 2.2 Select and use cutting equipment to achieve the desired look 2.3 Establish and accurately follow guidelines to achieve the required look 2.4 Use cutting techniques that take into account the identified factors 2.5 Position themselves and the client appropriately throughout the service 2.6 Check the cut regularly to ensure accurate distribution of balance, weight and shape 2.7 Remove any unwanted hair outside the outline shape 2.8 Create a finished look that is to the satisfaction of the client 2.9 Follow safe and hygienic working practices 2.10 Provide suitable aftercare advice 2.11 Describe the correct use and routine maintenance of cutting tools and equipment 2.12 Describe the effect of cutting techniques used when cutting facial hair 2.13 Explain the cutting technique to use for different facial hair shapes and looks 2.14 State the importance of checking the cut 2.15 Describe how to check and balance the cut 2.16 State the importance of cutting to the natural facial hairline on full beards 2.17 Describe the aftercare advice that should be provided 2.18 Outline safe and hygienic working practices 2.19 State how to communicate and behave in a salon environment <p style="text-align: center;">A minimum of 3 practical performances</p>
<p>Assessment method:</p>	<p>Practical performances <input type="checkbox"/> 1) ___/___/___ <input type="checkbox"/> 2) ___/___/___ <input type="checkbox"/> 3) ___/___/___</p> <p>Assignment: <input type="checkbox"/> ___/___/___ MCQ: <input type="checkbox"/> ___/___/___</p>

Unit complete Date ___/___/___ Lecturer's/Assessor's name Signature

Quality assured by Name Signature Date sampled ___/___/___

Learning outcome	Assessment Criteria
<p>1. Be able to maintain health, safety and security practices</p>	<ul style="list-style-type: none"> 1.1 Conduct themselves in the workplace to meet with health and safety practices and salon policy 1.2 Deal with hazards within their own area of responsibility following salon policy 1.3 Maintain a level of personal presentation, hygiene and conduct to meet with legal and salon requirements 1.4 Follow salon policy for security 1.5 Make sure tools, equipment, materials and work areas meet hygiene requirements 1.6 Use required personal protective equipment (PPE) 1.7 Position themselves and the client safely 1.8 Handle, use and store products, materials, tools and equipment safely to meet with manufacturers' instructions 1.9 Dispose of all types of salon waste safely and to meet with legal and salon requirements 1.10 Explain the difference between legislation, codes of practice and workplace policies 1.11 Outline the main provisions of health and safety legislation 1.12 State the employers' and employees' health and safety responsibilities 1.13 State the difference between a hazard and a risk 1.14 Describe hazards that may occur in a salon 1.15 State the hazards which need to be referred 1.16 State the purpose of personal protective equipment used in a salon during different services 1.17 State the importance of personal presentation, hygiene and conduct in maintaining health and safety in the salon 1.18 State the importance of maintaining the security of belongings 1.19 Outline the principles of hygiene and infection control 1.20 Describe the methods used in the salon to ensure hygiene 1.21 Describe the effectiveness and limitations of different infection control techniques 1.22 Describe how to dispose of different types of salon waste
<p>2. Be able to follow emergency procedures</p>	<ul style="list-style-type: none"> 2.1 Follow emergency procedures 2.2 Follow accident reporting procedures which meet with salon policy 2.3 Identify named emergency personnel 2.4 Describe procedures for dealing with emergencies 2.5 Locate fire fighting equipment 2.6 Outline the correct use of fire fighting equipment for different types of fire 2.7 State the dangers of the incorrect use of fire fighting equipment on different types of fires 2.8 State the importance for reporting and recording accidents 2.9 Describe the procedure for reporting and recording accidents <p>A minimum of 4 practical performances</p>
<p>Assessment method:</p>	<p>Practical performances <input type="checkbox"/> 1) ___/___/___ <input type="checkbox"/> 2) ___/___/___ <input type="checkbox"/> 3) ___/___/___ <input type="checkbox"/> 4) ___/___/___</p> <p>Assignment: <input type="checkbox"/> ___/___/___ MCQ: <input type="checkbox"/> ___/___/___</p>

Unit complete Date ___/___/___ Lecturer's/Assessor's name Signature

Quality assured by Name Signature Date sampled ___/___/___



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