



3

Hair

LEVEL 3 DIPLOMA IN HAIRDRESSING



9

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.



Hair

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STRUCTURE OF THE LEVEL 3 DIPLOMA IN HAIRDRESSING

The main aim of the ITEC Level 3 Diploma in Hairdressing is to enable Learners to gain the necessary practical and theoretical skills in order to provide Hairdressing Services

The ITEC Level 3 Diploma in Hairdressing is comprised of 6 Mandatory units total 36 credits and a minimum of 16 credits from the optional units. Total 52 credits to achieve full qualification

QCF Unit Number	ITEC Unit Number	Mandatory Units	Page no.
R/600/8634	618	Style and Dress Hair using a Variety of Techniques	04
Y/600/8635	615	Cut Women's Hair to Create a Variety of Looks	05
D/600/8636	617	Colour Hair to Create a Variety of Looks	06
H/600/9061	614	Hairdressing Consultation Support for Colleagues	07
R/600/8780	613	Monitor and Maintain Health and Safety Practice in the Salon	08
T/600/8769	627	Promote Products and Services to Clients in the Salon	09

Learners must also take a minimum of 16 credits from the following optional units:

QCF Unit Number	ITEC Unit Number	Optional Units	
M/601/2481	928	Human Resource Management	10
H/600/8637	920	Creative Hairdressing Design Skills	11
F/600/8533	623	Perm Hair to Create a Variety of Looks	12
K/600/9059	621	Bridal Hairstyling	13
A/600/9034	622	Hair Extension Services	14
K/600/8638	919	Make and Style a Hair Addition	15
A/601/5366	632	Wig Services	16
M/601/5378	633	Cultural, Social and Technological Influences on the Hair Industry	17
D/600/8779	918	Maintaining Personal Health and Wellbeing	18
A/600/8532	624	Style and Finish African Type Women's Hair using a Variety of Techniques	19
D/600/8538	625	Relaxing Services for African Type Hair	20
F/601/4347	635	Hair Colour Correction	21

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 618 | STYLE AND DRESS HAIR USING A VARIETY OF TECHNIQUES

Learning outcome	Assessment Criteria
1. Be able to prepare for styling service	1.1 Prepare themselves, the client and work area for styling services 1.2 Use suitable consultation techniques to identify service objectives 1.3 Evaluate the potential of the hair to achieve the desired style by identifying the influencing factors 1.4 Provide clear recommendations to the client based on factors 1.5 Explain the safety considerations that must be taken into account when styling and dressing hair 1.6 Describe the factors that need to be considered when styling and dressing hair 1.7 Describe the physical effects of styling the hair 1.8 Describe the effect humidity has on the hair during setting 1.9 State the importance of planning hair-up styles for special occasions 1.10 Describe a range of styles for women 1.11 Describe the different consultation techniques used to identify service objectives 1.12 Describe the salon's requirement for client preparation, preparing themselves and the work area
2. Be able to provide a styling service	2.1 Communicate and behave in a professional manner 2.2 Select and use products, tools and equipment to achieve the desired look 2.3 Position themselves and the client appropriately throughout the service 2.4 Combine and adapt styling techniques to achieve the desired effects 2.5 Personalise dressing techniques to take into account influencing factors 2.6 Create a finished style that is to the satisfaction of the client 2.7 Provide suitable aftercare advice 2.8 Follow safe and hygienic working practices 2.9 Describe the correct use, and routine maintenance of styling tools and equipment 2.10 Describe the techniques used for styling and dressing 2.11 Explain the importance of using styling and finishing products on the hair 2.12 Explain the importance of controlling and securing long hair effectively 2.13 Explain the importance of considering tension in hair-up styles 2.14 Explain the effects of incorrect use of heat on the hair and scalp 2.15 State the purposes of backcombing and back brushing when dressing hair 2.16 Describe the methods used to secure ornamentation in hair-up styles 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 within a salon environment A minimum of 3 practical performances
Assessment method:	Practical performances <input type="checkbox"/> 1) __/__/__ <input type="checkbox"/> 2) __/__/__ <input type="checkbox"/> 3) __/__/__ Assignment: <input type="checkbox"/> __/__/__ MCQ: <input type="checkbox"/> __/__/__

 Unit complete ☐ Date __/__/__ Lecturer's/Assessor's name Signature

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

UNIT 615 | CUT WOMEN'S HAIR TO CREATE A VARIETY OF LOOKS

Learning outcome	Assessment Criteria
1. Be able to prepare for cutting hair	1.1 Prepare themselves, the client and work area for cutting services 1.2 Use suitable consultation techniques to identify service objectives 1.3 Evaluate the potential of the hair to achieve the desired look by identifying influencing factors 1.4 Provide clear recommendations to the client based on factors 1.5 Describe the range of looks for women 1.6 Explain how to achieve looks for women using a combination of cutting techniques 1.7 Explain the safety considerations that must be taken into account 1.8 Describe the factors that need to be considered when cutting hair 1.9 Explain how to maximise the potential of the client's hair taking into account identified factors 1.10 Describe the different consultation techniques used to identify service objectives 1.11 Describe the salon's requirements for client preparation, preparing themselves and the work area
2. Be able to provide a cutting service	2.1 Communicate and behave in a professional manner 2.2 Select and use cutting tools and equipment required to achieve the desired look 2.3 Establish and follow guidelines where required to achieve the required look 2.4 Combine and personalise cutting techniques to take account of the identified factors and the desired look 2.5 Position themselves and the client appropriately throughout the service to ensure the accuracy of the cut 2.6 Check the cut to ensure required balance, weight distribution and shape 2.7 Create a finished cut that is to the satisfaction of the client 2.8 Provide suitable aftercare advice 2.9 Follow safe and hygienic working practices 2.10 Outline safe and hygienic working practices 2.11 Describe the correct use and routine maintenance of cutting tools and equipment 2.12 Explain the effect cutting hair at different angles has on the finished look 2.13 State the importance of applying the correct degree of tension to the hair when cutting 2.14 State the importance of checking the cut 2.15 Describe the aftercare advice that should be provided 2.16 State how to communicate and behave within a salon environment A minimum of 6 practical performances
Assessment method:	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) __/__/__ Assignment: <input type="checkbox"/> __/__/__ MCQ: <input type="checkbox"/> __/__/__

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Quality assured by Name _____ Signature _____ Date sampled __/__/__

UNIT 617 | COLOUR HAIR TO CREATE A VARIETY OF LOOKS

Learning outcome	Assessment Criteria
1. Be able to prepare for colouring service	<p>1.1 Prepare themselves, the client and work area for colouring services</p> <p>1.2 Use suitable consultation techniques to identify service objectives</p> <p>1.3 Evaluate the potential of the hair to achieve the desired look by identifying influencing factors</p> <p>1.4 Describe the range of colouring techniques</p> <p>1.5 Describe the factors that need to be considered when colouring and lightening hair</p> <p>1.6 Describe the effects that colouring and lightening products have on the hair structure</p> <p>1.7 Explain how natural hair pigmentation affects colour selection</p> <p>1.8 Explain the reasons for pre-lightening</p> <p>1.9 Explain the importance of carrying out tests prior to and during the colouring process and recording the results</p> <p>1.10 Explain the principles of colour selection</p> <p>1.11 Explain how the international colour chart is used to select colour</p> <p>1.12 Explain how to remedy correction requirements identified during consultation</p> <p>1.13 Explain how to use pre-softening and pre-pigmenting during a colouring service</p> <p>1.14 State what percentage and volume strength hydrogen peroxide means</p> <p>1.15 Provide clear recommendations to the client based on factors</p> <p>1.16 Describe the different consultation techniques used to identify service objectives</p> <p>1.17 Describe the salon's requirement for client preparation, preparing themselves and the work area</p> <p>1.18 Explain the safety considerations that must be taken into account when colouring and lightening hair</p>
2. Be able to provide a colouring service	<p>2.1 Communicate and behave in a professional manner</p> <p>2.2 Select and use colouring techniques, products, tools and equipment to colour the hair</p> <p>2.3 Prepare and apply the colour and lightening products to complement the desired look</p> <p>2.4 Position themselves and the client appropriately throughout the service</p> <p>2.5 Monitor the development of the colour accurately following manufacturers' instructions</p> <p>2.6 Remedy problems that may occur during the colouring process</p> <p>2.7 Check that the colour is thoroughly removed from the hair and scalp without disturbing any packages still requiring development</p> <p>2.8 Apply a suitable conditioner or post colour treatment to the hair following manufacturers' instructions</p> <p>2.9 Create a finished look that is to the satisfaction of the client</p> <p>2.10 Provide suitable aftercare advice</p> <p>2.11 Follow safe and hygienic working practices</p> <p>2.12 Describe the correct use and routine maintenance of tools and equipment</p> <p>2.13 Describe the colouring process for the range of colour and lightening products</p> <p>2.14 Describe how to remedy colour problems identified during colouring and lightening processes</p> <p>2.15 State the importance of restoring the hairs' pH after colouring</p> <p>2.16 Describe the aftercare advice that should be provided</p> <p>2.17 Outline safe and hygienic working practices</p> <p>2.18 State how to communicate and behave within a salon environment</p> <p>A minimum of 3 practical performances</p>
Assessment method:	<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 __/__/__

UNIT 614 | HAIRDRESSING CONSULTATION SUPPORT FOR COLLEAGUES

Learning outcome	Assessment Criteria
1. Be able to provide consultation support to colleagues	<p>1.1 Communicate effectively with colleagues and their clients in a manner that maintains client goodwill, trust and confidentiality</p> <p>1.2 Deal with analysis problems reported by colleagues promptly</p> <p>1.3 Make sure client records are accurately completed</p> <p>1.4 Balance the clients' requirements with salon resources</p> <p>1.5 Provide the type of support required for the reported analysis problems</p> <p>1.6 Provide clear recommendations based on client requirements and the outcome of analysis of the hair, skin and scalp</p> <p>1.7 Explain how and why tests are carried out for different services</p> <p>1.8 State the likely causes of adverse hair, skin and scalp conditions</p> <p>1.9 State which adverse hair, skin and scalp conditions should be referred to other specialists</p> <p>1.10 Explain the salon's policy for referring clients to other specialists when requested services are not offered</p> <p>1.11 Describe how to take part in group discussions in a way that will maintain client goodwill and confidentiality</p> <p>1.12 State the importance of recording client responses to questions about contraindications</p> <p>A minimum of 3 practical performances</p>
Assessment method:	<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 _____

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UNIT 627 | PROMOTE PRODUCTS AND SERVICES TO CLIENTS IN A SALON

Learning outcome	Assessment Criteria
1. Be able to promote products and services to the client	1.1 Establish the client's requirements 1.2 Introduce services and/or products to the client at the suitable time 1.3 Give accurate and relevant information to the client 1.4 Identify buying signals and interpret the client's intentions correctly 1.5 Secure agreement with the client 1.6 Close the sale 1.7 Identify services and/or products to meet the requirements of the client 1.8 Describe the benefits to the salon of promoting services and products to the client 1.9 Describe the listening and questioning techniques used for promotion and selling 1.10 Explain the terms 'features' and 'benefits' as applied to services or products 1.11 Describe the principles of effective face to face communication 1.12 State the importance of effective personal presentation 1.13 State the importance of good product and service knowledge 1.14 Describe how to interpret buying signals 1.15 Outline the stages of the sale process 1.16 Explain the legislation that affects the selling of services and products 1.17 Describe methods of payment for services and products
	A minimum of 3 practical performances
Assessment method:	Practical <input type="checkbox"/> 1) __/__/__ <input type="checkbox"/> 2) __/__/__ <input type="checkbox"/> 3) __/__/__ Assignment: <input type="checkbox"/> __/__/__ MCQ: <input type="checkbox"/> __/__/__

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UNIT 920 | CREATIVE HAIRDRESSING DESIGN SKILLS

Learning outcome	Assessment Criteria
1. Be able to plan an image	<ul style="list-style-type: none"> 1.1 Identify opportunities for creating a total look 1.2 Research ideas for developing the image of the total look 1.3 Create and provide a detailed design plan for the total look 1.4 Agree design plan with others involved in a manner which promotes good working relationships 1.5 Evaluate the design plan 1.6 Explain how to research and develop ideas for creating an image for a total look 1.7 Describe ways of combining styling, dressing and finishing techniques to create the completed total look 1.8 Explain ways of presenting a created image and look effectively 1.9 Describe methods of evaluating the design plan 1.10 Describe the potential commercial benefits of developing and creating design work 1.11 State the importance of accurate planning, attention to detail and working to timescales 1.12 Explain how the venue could affect design plans 1.13 Describe how to remedy problems that may occur with the different opportunities for creating an image
2. Be able to create an image	<ul style="list-style-type: none"> 2.1 Communicate and behave in a professional manner 2.2 Select other services to complement the image and look 2.3 Select and use products, tools and equipment required to achieve the image 2.4 Use and combine techniques and skills to present the image 2.5 Create the finished image to the requirements of the final design plan 2.6 Follow safe and hygienic working practices 2.7 Evaluate the finished result 2.8 Explain the safety considerations that must be taken into account 2.9 Outline the skills required for presenting the image 2.10 Explain how other services can develop and complement the image and look 2.11 Outline safe and hygienic working practices 2.12 State how to communicate and behave within a salon environment <p>A minimum of 1 practical performance</p>
Assessment method:	<p>Practical <input type="checkbox"/> 1) __/__/__</p> <p>Assignment: <input type="checkbox"/> __/__/__ MCQ: <input type="checkbox"/> __/__/__</p>

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UNIT 623 | PERM HAIR TO CREATE A VARIETY OF LOOKS

Learning outcome	Assessment Criteria
1. Be able to prepare to creatively perm the hair	1.1 Prepare themselves, the client and work area for creatively perming hair 1.2 Use suitable consultation techniques to identify service objectives 1.3 Evaluate the potential of the hair to achieve the desired look by identifying influencing factors 1.4 Provide clear recommendations based on factors 1.5 Describe the salon's requirements for client preparation, preparing themselves and the work area 1.6 Compare the range of perming products, tools and equipment and the effects produced 1.7 Describe the different consultation techniques used to identify service objectives 1.8 Explain the importance of carrying out the necessary tests prior to and during the service and recording the results 1.9 Explain the importance of following manufacturers' instructions 1.10 Outline the factors that need to be considered
2. Be able to creatively perm hair	2.1 Communicate and behave in a professional manner 2.2 Select and use products and techniques, taking into account factors likely to influence the service 2.3 Follow safe and hygienic working practices 2.4 Monitor the development of the perming and neutralising processes, following manufacturer's instructions and remedying any arising problems 2.5 Use creative finishing techniques to achieve the desired effect 2.6 Confirm the client's satisfaction with the finished effect 2.7 Provide suitable aftercare advice 2.8 Explain the effects of perming products and neutralisers on the molecular structure of the hair 2.9 Describe how the chemical composition of different types and strengths of perming products affects their use on different hair types 2.10 Describe the effects of pre-perm and post-perm treatments on the hair structure 2.11 Explain the importance of accurate timing and thorough rinsing of products 2.12 Explain the sectioning and winding techniques that are suitable for different types of hair and the effects that can be created 2.13 Outline safe and hygienic working practices 2.14 Describe the types and causes of problems that can occur during the perming and neutralising and how to remedy them 2.15 State how to communicate and behave within a salon environment 2.16 Describe the aftercare advice that should be provided A minimum of 3 practical performances
Assessment method:	Practical performances <input type="checkbox"/> 1) __/__/__ <input type="checkbox"/> 2) __/__/__ <input type="checkbox"/> 3) __/__/__ Assignment: <input type="checkbox"/> __/__/__ MCQ: <input type="checkbox"/> __/__/__

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UNIT 621 | BRIDAL HAIRSTYLING

Learning outcome	Assessment Criteria
1. Be able to prepare for bridal hairstyling services	<p>1.1 Prepare themselves, the client and the work area for bridal hairstyling services</p> <p>1.2 Use suitable consultation techniques to identify service objectives</p> <p>1.3 Evaluate the clients existing hair length, texture and density</p> <p>1.4 Provide clear recommendation to the client based on the factors identified</p> <p>1.5 Describe the range of looks for bridal occasions</p> <p>1.6 Explain how to achieve the different looks for bridal occasions</p> <p>1.7 Describe the factors to be considered when styling bridal hair</p> <p>1.8 Explain the range of additional accessories available for bridal hair</p> <p>1.9 Explain the range of additional services and products available to support bridal hair styling</p> <p>1.10 Explain the health and safety considerations that must be taken into account</p> <p>1.11 Describe the different consultation techniques used to identify service objectives</p> <p>1.12 Describe the salon's requirements for client preparation, preparing themselves and the work area</p>
2. Be able to create a variety of bridal effects	<p>2.1 Communicate and behave in a professional manner</p> <p>2.2 Select and use hair styling products, tools and materials, ornamentation and added hair to achieve desired look</p> <p>2.3 Use techniques that take into account the identified factors for the finished look</p> <p>2.4 Position self and the client appropriately throughout the service</p> <p>2.5 Follow safe and hygienic work practices</p> <p>2.6 Check the balance and shape throughout the service to ensure correct proportion</p> <p>2.7 Create the finished Bridal style to the satisfaction of the client</p> <p>2.8 Provide suitable after care advice</p> <p>2.9 Describe the correct use of products, tools and materials</p> <p>2.10 Explain the use of ornamentation in bridal hair styling</p> <p>2.11 Explain the advantages of added hair and hair pieces when styling Bridal hair</p> <p>2.12 Describe how to remedy problems that may occur during the bridal hairstyling</p> <p>2.13 Describe the aftercare advice that should be provided</p> <p>2.14 Outline safe and hygienic working practices</p> <p>2.15 State how to communicate and behave in a professional manner</p> <p>A minimum of 3 practical performances</p>
Assessment method:	<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>

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UNIT 6 2 2 | HAIR EXTENSION SERVICES

Learning outcome	Assessment Criteria
1. Be able to prepare for hair extensions services	1.1 Prepare themselves, the client and the work area for hair extensions services 1.2 Use suitable consultation techniques to identify service objectives 1.3 Evaluate the hair and scalp for suitability of hair extension services 1.4 Provide clear recommendations based on factors 1.5 Prepare hair extensions 1.6 Explain the influencing factors that need to be considered when preparing for hair extension services 1.7 Explain the safety considerations that must be taken into account 1.8 Describe the different consultation techniques used to identify service objectives 1.9 Describe the salon's requirements for preparing themselves, the client and the work area
2. Be able to attach hair extensions	2.1 Communicate and behave in a professional manner 2.2 Prepare the hair in suitable sections allowing the hair to fall into the direction required 2.3 Use suitable hair extension methods to meet the hair type being worked on, taking into account influencing factors and following manufacturers' instructions 2.4 Position themselves and the client appropriately throughout the service 2.5 Check the balance and shape throughout the service 2.6 Use suitable tension throughout the service 2.7 Provide hair extensions to the satisfaction of the client 2.8 Monitor and make adjustments throughout the service 2.9 Follow safe and hygienic work practices 2.10 Provide suitable aftercare advice 2.11 Describe how to remedy problems that may occur during the service 2.12 Describe the aftercare advice that should be provided 2.13 Outline safe and hygienic working practices 2.14 State how to communicate and behave in a salon environment
3. Be able to remove hair extensions	3.1 Use suitable removal methods for the type of extensions worn 3.2 Remove hair extensions following manufacturers' instructions 3.3 Follow safe and hygienic work practices 3.4 Provide suitable aftercare advice 3.5 Describe how to remedy problems that may occur during the removal service 3.6 Describe the aftercare advice that should be provided 3.7 Outline safe and hygienic working practices A minimum of 3 practical performances
Assessment method:	Practical performances <input type="checkbox"/> 1) __/__/__ <input type="checkbox"/> 2) __/__/__ <input type="checkbox"/> 3) __/__/__ Assignment: <input type="checkbox"/> __/__/__ MCQ: <input type="checkbox"/> __/__/__

 Unit complete ☐ Date __/__/__ Lecturer's/Assessor's name Signature

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UNIT 919 | MAKE AND STYLE A HAIR ADDITION

Learning outcome	Assessment Criteria
1. Be able to develop a mood board	<p>1.1 Develop a mood board which incorporates woven hair additions and accessories, and takes into account influencing factors</p> <p>1.2 Describe how to develop a mood board</p> <p>1.3 Outline the purpose of a mood board</p> <p>1.4 Outline how to present a mood board which incorporates hair additions, accessories and ornamentation</p> <p>1.5 Describe the main styles of wigs and hair additions used in historical civilisations and cultures</p> <p>1.6 Explain how wigs and hair additions are used in modern society</p> <p>1.7 Describe the employment opportunities for wig making and hair additions specialists</p> <p>1.8 Describe the influencing factors that need to be considered when creating a hair addition</p>
2. Be able to make and style a hair addition	<p>2.1 Communicate and behave in a professional manner</p> <p>2.2 Select products, tools, equipment and accessories to achieve the desired effect</p> <p>2.3 Produce a woven weft of hair on a weaving frame</p> <p>2.4 Produce a final finished hair addition</p> <p>2.5 Style the woven weft of hair using permanent styling techniques</p> <p>2.6 Present the final finished styled hair addition</p> <p>2.7 Provide suitable aftercare advice</p> <p>2.8 Record techniques, products, tools, equipment and accessories used to achieve the finished hair design</p> <p>2.9 Follow safe and hygienic working practices</p> <p>2.10 Evaluate the finished hair design</p> <p>2.11 Describe how to maintain hair additions</p> <p>2.12 Describe hair styling techniques for hair additions for men and women</p> <p>2.13 Describe the aftercare advice that should be provided</p> <p>2.14 Outline safe and hygienic working practices</p> <p>2.15 State how to communicate and behave within a salon environment</p> <p>A minimum of 1 practical performance</p>
Assessment method:	<p>Practical <input type="checkbox"/> 1) __/__/__</p> <p>Assignment: <input type="checkbox"/> __/__/__ MCQ: <input type="checkbox"/> __/__/__</p>

Unit complete ☐ Date __/__/__ Lecturer's/Assessor's name Signature

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UNIT 632 | WIG SERVICES

Learning outcome	Assessment Criteria
1. Be able to prepare and fit different types of wigs	<p>1.1 Create the right setting in which client feels comfortable enough to express their needs, expectations and concerns</p> <p>1.2 Prepare themselves, the client, the wig/hairpieces and the work area for the service</p> <p>1.3 Use suitable consultation techniques that enable the client to express their concerns and expectations without embarrassment</p> <p>1.4 Identify factors that may influence the selection of wigs/hairpieces</p> <p>1.5 Fit and adjust wigs / hairpieces on the client's head</p> <p>1.6 Complete client records including head measurements/sizes</p> <p>1.7 Follow safe and hygienic working practices</p> <p>1.8 Explain the importance of creating a setting in which clients feel comfortable and ensures privacy</p> <p>1.9 Explain the importance of treating clients with sensitivity and empathy</p> <p>1.10 Explain why it is important to encourage and allow time for clients to ask questions</p> <p>1.11 Explain how to check that clients understand verbal and written information that they have been given</p> <p>1.12 Explain the types of expectations, concerns and needs that the clients may have and how to deal with them</p> <p>1.13 Describe the factors that may influence the choice of services and resources</p> <p>1.14 State the importance of identifying factors that may limit, prevent or affect the service</p> <p>1.15 State the importance of recording all service details</p> <p>1.16 Explain the reasons for wearing wigs/hair pieces</p> <p>1.17 Describe how to cleanse and condition wigs / hair pieces</p> <p>1.18 Explain why there is a need to be sensitive when dealing with clients with hair loss</p> <p>1.19 Describe the growth cycle of hair</p> <p>1.20 Describe the salon's requirement for client preparation, preparing themselves and the work area</p> <p>1.21 Outline safe and hygienic working practices</p>
2. Be able to cut and style wigs	<p>2.1 Select and use products, tools, equipment and techniques as required to achieve the desired look</p> <p>2.2 Cut and style wigs to achieve a personalised look</p> <p>2.3 Monitor and maintain client comfort throughout the service</p> <p>2.4 Complete the service to the satisfaction of the client</p> <p>2.5 Explain the importance of choosing the correct products, tools, equipment and techniques to suit the wig/hair pieces and the client</p> <p>2.6 Describe the styling techniques that can be carried out for different types of wigs/hair pieces</p> <p>2.7 Explain the importance of personalising wigs</p> <p>2.8 Explain the importance of monitoring and maintaining client comfort throughout the service</p> <p>2.9 Describe the aftercare advice that should be provided to the client</p> <p>A minimum of 3 practical performances</p>
Assessment method:	<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>

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Learning outcome	Assessment Criteria
1. Be able to maintain personal health and well-being	<p>1.1 Access sources of information on health and well-being</p> <p>1.2 State sources of information available on personal health and well-being</p> <p>1.3 Describe the components that contribute to a balanced diet</p> <p>1.4 Describe how nutrients are absorbed within the human body</p> <p>1.5 Describe the effects of nutrients on the human body</p> <p>1.6 Compare own dietary intake with recommended daily intake</p> <p>1.7 Describe the influencing factors that affect food intake and choice</p> <p>1.8 State the principles of healthy eating choices</p> <p>1.9 Describe how to interpret retail food labelling</p> <p>1.10 Describe the considerations that need to be identified when looking at body image</p> <p>1.11 Describe how lifestyle choices affect personal health and well-being</p>
2. Be able to monitor weight management	<p>2.1 Evaluate weight management programmes</p> <p>2.2 Explain the principles of figure analysis</p> <p>2.3 Describe how to identify and analyse good posture</p> <p>2.4 Describe the effects of poor posture on the body</p> <p>2.5 Evaluate safe exercise methods</p> <p>2.6 Explain the principles of safe exercise on the human body</p> <p>2.7 Describe the benefits that regular activities have on fitness</p> <p>2.8 Describe how to measure and improve personal fitness</p> <p>2.9 Communicate and behave in a professional manner</p> <p>2.10 Follow safe and hygienic working practices</p> <p>2.11 Outline safe and hygienic working practices</p> <p>No practical performances</p>
Assessment method:	<p>Assignment: <input type="checkbox"/> __ / __ / __ MCQ: <input type="checkbox"/> __ / __ / __</p>

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UNIT 624 | STYLE AND FINISH AFRICAN TYPE WOMEN'S HAIR USING A VARIETY OF TECHNIQUES

Learning outcome	Assessment Criteria
1. Be able to prepare for styling service	1.1 Prepare themselves, the client and work area for styling service 1.2 Use suitable consultation techniques to identify service objectives 1.3 Evaluate the potential of the hair to achieve the desired style by identifying the influencing factors 1.4 Provide clear recommendations to the client based on influencing factors 1.5 Describe the salon's requirement for client preparation, preparing themselves and the work area 1.6 Describe the different consultation techniques used to identify service objectives 1.7 Describe the factors that need to be considered when styling and dressing hair 1.8 Describe the physical effects of styling on the hair 1.9 Describe the effect humidity has on the hair during setting 1.10 Describe a range of styles for women
2. Be able to provide styling and finishing services	2.1 Communicate and behave in a professional manner 2.2 Select and use products, tools and equipment to achieve the desired effect 2.3 Combine and adapt styling techniques to achieve the desired effects 2.4 Personalise dressing techniques to take account of influencing factors 2.5 Secure added hair and effectively blend with the natural hair 2.6 Incorporate and secure ornamentation effectively into the desired look 2.7 Create a finished style that is to the satisfaction of the client 2.8 Provide suitable aftercare advice 2.9 Follow safe and hygienic working practices 2.10 Describe the correct use and routine maintenance of styling equipment 2.11 Describe the techniques used for styling and dressing 2.12 Explain the importance of using styling and finishing products on the hair 2.13 Explain the importance of controlling and securing long hair effectively 2.14 Explain the importance of considering tension in hair-up styles 2.15 Explain the effects of incorrect use of heat on the hair and scalp 2.16 State the purposes of backcombing and back brushing when dressing hair 2.17 Describe the methods used to secure added hair and ornamentation during styling 2.18 Describe the aftercare advice that should be provided 2.19 Outline safe and hygienic working practices 2.20 State how to communicate and behave within a salon environment A minimum of 3 practical performances
Assessment method:	Practical performances <input type="checkbox"/> 1) __/__/__ <input type="checkbox"/> 2) __/__/__ <input type="checkbox"/> 3) __/__/__ Assignment: <input type="checkbox"/> __/__/__ MCQ: <input type="checkbox"/> __/__/__

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UNIT 625 | RELAXING SERVICES FOR AFRICAN TYPE HAIR

Learning outcome	Assessment Criteria
1. Be able to prepare to provide a variety of relaxing services	<p>1.1 Prepare themselves, the client and the work area for relaxing services</p> <p>1.2 Use suitable consultation techniques to identify the service objectives</p> <p>1.3 Conduct a range of tests following manufacturers' instructions and recognised industry procedures</p> <p>1.4 Present suitable options for a course of action, based on the nature and extent of any issues affecting the relaxing service required</p> <p>1.5 Apply pre-relaxing products to:</p> <ul style="list-style-type: none"> ■ protect the scalp ■ even out the porosity of the hair <p>1.6 Describe the salon's requirements for client preparation, preparing themselves and the work area</p> <p>1.7 Describe the different consultation techniques used to identify service objectives</p> <p>1.8 Explain the importance of hair and scalp analysis and tests</p> <p>1.9 Describe the action to take in the event of adverse reactions to tests and contraindications to the service</p> <p>1.10 Explain the importance of applying scalp protection and pre-relaxing products before the service</p> <p>1.11 Outline the main legislation that affects the relaxing service</p>
2. Be able to provide relaxing services	<p>2.1 Communicate and behave in a professional manner</p> <p>2.2 Select and use products, tools and equipment based on the outcomes of the consultation</p> <p>2.3 Carry out relaxing services using suitable application techniques</p> <p>2.4 Monitor the development of the product, remedying any arising problems</p> <p>2.5 Remove chemicals in a way that minimises risk of hair damage</p> <p>2.6 Achieve the desired degree of straightness</p> <p>2.7 Apply a suitable post-conditioning treatment</p> <p>2.8 Follow safe and hygienic working practices</p> <p>2.9 Provide suitable aftercare advice</p> <p>2.10 Describe how the different chemical ingredients in relaxing products affect the hair structure</p> <p>2.11 Explain the importance of using pre- and post-relaxing treatments and how the active ingredients affect the hair structure</p> <p>2.12 Explain the effect of neutralising shampoos on the hair structure</p> <p>2.13 Explain how the pH of relaxing products affects the pH balance of the hair and procedures used to restore the natural pH balance of the hair</p> <p>2.14 Explain the application techniques for relaxing the hair</p> <p>2.15 Explain the importance of timing and thorough rinsing of products</p> <p>2.16 Describe how and why contraindications can affect the delivery of relaxing services</p> <p>2.17 Describe the potential problems with corrective relaxing and relaxing services and how to remedy them</p> <p>2.18 Explain the importance of following manufacturers' instructions when using relaxing products in the salon</p> <p>2.19 Outline safe and hygienic working practices</p> <p>2.20 Describe the aftercare that should be provided</p> <p>2.21 State how to communicate and behave within a salon environment</p> <p>A minimum of 3 practical performances</p>
Assessment method:	<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>

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UNIT 635 | HAIR COLOUR CORRECTION

Learning outcome	Assessment Criteria
1. Be able to prepare for colour correction service	1.1 Prepare themselves, the client and work area for colouring services 1.2 Use suitable consultation techniques to identify service objectives 1.3 Accurately identify hair colour problems 1.4 Evaluate the potential of the hair to achieve the desired look by identifying influencing factors 1.5 Outline hair colour correction products and techniques required for different hair colour problems 1.6 Provide clear recommendations to the client based on factors 1.7 Describe the factors that need to be considered when correcting hair colour 1.8 Describe the effects that colouring and lightening products have on the hair structure 1.9 Explain how natural hair pigmentation affects colour selection 1.10 Explain the reasons for pre-lightening 1.11 Explain the importance of carrying out tests prior and during the colouring process and recording the results 1.12 Explain the principles of colour selection 1.13 Explain how the international colour chart is used to select colour 1.14 Explain how to use pre-softening and pre-pigmenting during a colour correction service 1.15 Explain how to remove artificial colour 1.16 State what percentage and volume strength hydrogen peroxide means 1.17 Explain how to select the correct strength hydrogen peroxide for correcting different hair colour problems 1.18 Describe the different consultation techniques used to identify service objectives 1.19 Describe the salon's requirement for client preparation, preparing themselves and the work area 1.20 Explain the safety considerations that must be taken into account when colouring and lightening hair
2. Be able to provide a colouring service	2.1 Communicate and behave in a professional manner 2.2 Select and use colour correction techniques, products, tools and equipment to colour the hair 2.3 Prepare and apply the colour correction products to the hair to correct hair colour problems 2.4 Position themselves and the client appropriately throughout the service 2.5 Monitor the development of the colour correction accurately following manufacturers' instructions 2.6 Remedy problems that may occur during the colouring correction service 2.7 Check that the colour is thoroughly removed from the hair and scalp without disturbing any areas still requiring development 2.8 Apply a suitable conditioner or post colour treatment to the hair following manufacturers' instructions 2.9 Create a finished look that is to the satisfaction of the client 2.10 Provide suitable aftercare advice 2.11 Evaluate the effectiveness of colour correction 2.12 Follow safe and hygienic working practices 2.13 Describe the correct use and routine maintenance of tools and equipment 2.14 Explain the importance of accurate timing and monitoring of the colour, correction process 2.15 Explain the types and causes of problems which may occur during the colour correction process 2.16 Describe how to remedy colour problems identified during colour correction processes 2.17 State the importance of restoring the hairs' pH after colouring 2.18 Describe the aftercare advice that should be provided 2.19 Outline safe and hygienic working practices 2.20 State how to communicate and behave within a salon environment
Assessment method:	A minimum of 3 practical performances Practical performance <input type="checkbox"/> 1) __/__/__ <input type="checkbox"/> 2) __/__/__ <input type="checkbox"/> 3) __/__/__ MCQ: <input type="checkbox"/> __/__/__

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