

UHB52

Provide creative hair extension services

The aim of this unit is to develop your knowledge, understanding and skills required to provide a full and partial hair extension service to clients to reflect current trends. It includes preparing, creatively selecting, blending and placing hair extensions to add length, colour and/or volume to the client's hair. Cutting the new extensions for creatively styling and finishing is required, as is the maintenance and removal of extensions.

Throughout this unit you will need to maintain a high level of health, safety and hygiene throughout your work. You will also need to maintain a professional personal appearance and demonstrate effective communication skills.

National Occupational
Standards (NOS)

CH12

Level

3

Credit value

8

GLH

72

Observations

3

External paper(s)

1



Provide creative hair extension services

Learning outcomes

On completion of this unit you will:

1. Be able to attach hair extensions
2. Understand how health and safety policies and procedures affect hair extension services
3. Understand the factors that influence hair extension services
4. Understand the tools, equipment, products and techniques used for hair extension services

Evidence requirements

1. *Environment*
Evidence for this unit may be gathered within the workplace or realistic working environment (RWE).
2. *Simulation*
Simulation is not permitted in this unit. All Observation outcomes must be on real clients.
3. *Observation outcomes*
Competent performance of Observation outcomes must be demonstrated on **at least three occasions, each on different clients**. Assessor observations, witness testimonies and products of work are likely to be the most appropriate sources of performance evidence. Professional discussion may be used as supplementary evidence for those criteria that do not naturally occur.

Assessed observations should not be carried out on the same day for the same learning outcome. There should be sufficient time between assessments for reflection and personal development.

You need to meet the same standard on a regular and consistent basis. Separating the assessments by a period of at least two weeks is recommended as competence must be demonstrated on a consistent and regular basis.

4. *Range*
All ranges must be practically demonstrated or other forms of evidence produced to show they have been covered.
5. *Knowledge outcomes*
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
6. *Tutor/Assessor guidance*
Your tutor **must** refer to the '**Habia Assessment Strategy**' when delivering this unit to ensure that you cover all the requirements for this unit. This can be found on www.vtct.org.uk under the relevant qualification page.

You will be guided by your tutor/assessor on how to achieve learning outcomes and ranges in this unit. All outcomes and ranges must be achieved.
7. *External paper*
Knowledge and understanding in this unit will be assessed by an external paper. The criteria that make up this paper can be found in the 'Exam requirements' section of this unit. **There is one external paper that must be achieved.**

Achieving observations and range

Achieving observation outcomes

Your assessor will observe your performance of practical tasks. The minimum number of observations required is indicated in the evidence requirements section of this unit.

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through oral questioning.

Your assessor will sign off a learning outcome when all criteria have been competently achieved in a single client service.

Achieving range

The range section indicates what must be covered. Ranges should be practically demonstrated as part of an observation. Where this is not possible other forms of evidence may be produced. All ranges must be covered.

Your assessor will document the portfolio reference once a range has been competently achieved.



Observations

Learning outcome 1

Be able to attach hair extensions

You can:

- a. Prepare for hair extension services
- b. Apply safe and hygienic methods of working throughout services
- c. Consult with clients to confirm the desired look
- d. Select suitable products, tools and equipment
- e. Carry out hair extension services
- f. Provide clients with advice and recommendations on the service(s) provided

** May be assessed by supplementary evidence.*

Observation	1	2	3
Criteria questioned orally			
Date achieved			
Portfolio reference			
Learner signature			
Assessor initials			

Range



You must practically demonstrate that you have:

Used a minimum of 2 cutting tools	Portfolio reference
Scissors	
Thinning scissors	
Razors	
Taken into account all factors	Portfolio reference
Hair characteristics	
Hair classification	
Test results	
Attachment method	
Direction and fall of the added hair	
Client's own hair length	
Evident hair damage	
Quantity of added hair	
Head and face shape	
Finished look	
Used a minimum of 2 short term attachment systems	Portfolio reference
Sewn	
Plaited	
Rings	
Tapes	
Clip in hairpieces and additions	
Taped weft	
Cold bonding - latex	
Wefted hair – tracks or rows	
Plaited corn row	

It is strongly recommended that all range items are practically demonstrated. Where this is not possible, additional **observed** evidence may be produced to demonstrate competence.



You must practically demonstrate that you have:

Used a minimum of 1 long term attachment system	Portfolio reference
Hot bonded or fusion	
Micro ring or loop	
Corn row based wefts	
Corn row plaits	
Used all types of hair extensions	Portfolio reference
Artificial	
Human	
Carried out all extensions	Portfolio reference
Full head	
Partial head	
Used a minimum of 3 cutting techniques	Portfolio reference
Point cutting	
Tapering	
Freehand	
Razoring	
Texturising	
Used a minimum of 3 creative finishing techniques	Portfolio reference
Drying	
Product application	
Setting	
Use of heated styling equipment	
Given all advice and recommendations	Portfolio reference
How to maintain the attachment system	
Time interval between services	
Present and future products and services	

It is strongly recommended that all range items are practically demonstrated. Where this is not possible, additional **observed** evidence may be produced to demonstrate competence.

Developing knowledge

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

**This is not an exhaustive list.*

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

Each assessment criterion in the knowledge learning outcomes has been mapped to the relevant statement in the National Occupational Standard (NOS). In the Knowledge section of this book, the assessment criteria and related NOS references are listed. There is a column for the portfolio reference to be inserted.

The NOS statements covered in the external exam have been presented separately to assist you with your revision and are listed in the Exam Requirements section of this book. The NOS statements listed in both the Exam Requirements and Knowledge Requirements sections of this book, must be evidenced in a portfolio.

Achieving the external paper

The external paper will test your knowledge of the criteria detailed in the 'Exam requirements' section. **A pass mark of 70% must be achieved.**

Your assessor will complete the table below when the 70% pass mark has been achieved.

Paper	Date achieved	Assessor initials
1 of 1		

Knowledge



Learning outcome 2

Understand how health and safety policies and procedures affect hair extension services

You can:	NOS CH12 reference	Portfolio reference
a. Explain responsibilities for health and safety in own role	K1, K3, K12	
b. Describe the potential hazards and possible risks that may occur in the workplace and affect services		
c. Describe safe and hygienic working methods and practices that must be followed throughout the services	K2, K5, K6, K8, K14	
d. Describe contact dermatitis and how it can be prevented	K4	
e. Explain the importance of questioning clients prior to and during services	K19, K21	
f. Explain the importance of preventing cross-infection and cross-infestation	K7, K10, K11	

You will be required to have a portfolio of evidence for all assessment criteria.



Learning outcome 3

Understand the factors that influence hair extension services

You can:	NOS CH12 reference	Portfolio reference
a. Explain the factors that may influence the services	K15, K16, K17, K20, K34	
b. Describe ways of dealing with any influencing factors		
c. Explain the importance of testing the hair and scalp prior to during hair extension services	K25	
d. Describe when and how tests are carried out	K23	
e. Explain how test results influence hair extensions	K24	
f. Describe the potential consequences of excessive tension on the hair		
g. Explain the hair growth cycle	K18	

You will be required to have a portfolio of evidence for all assessment criteria.



Learning outcome 4

Understand the tools, equipment, products and techniques used for hair extension services

You can:	NOS CH12 reference	Portfolio reference
a. Explain why it is important to prepare the hair prior to attaching hair extensions	K29, K30	
b. Describe the tools, equipment and products available and their use	K9, K39, K43, K51	
c. Explain the importance of following salon and manufacturers' instructions for products, tools and equipment	K13, K32, K38	
d. Explain the principles of blending added hair	K28, K31	
e. Explain the different types of hair attachment systems	K26, K27, K33, K35, K37	
f. Describe the different methods of attaching, maintaining and removing hair extensions	K36, K48, K52	
g. Describe how and when to adapt cutting techniques to suit the finished look	K44, K45, K46	
h. Explain the types and causes of hair extension problems	K40	
i. Describe ways of dealing with hair extension problems		
j. Explain the importance of providing clients with advice and recommendation on the service(s) provided and products available	K22, K41, K42, K47, K49, K50	

You will be required to have a portfolio of evidence for all assessment criteria.

Knowledge requirements



You will be required to produce a portfolio of evidence for all the NOS statements listed in this section. Each assessment criterion in the knowledge learning outcomes has been mapped to the NOS statements listed in this section.

NOS CH12	NOS statements to be included in a portfolio of evidence
K1	Your responsibilities for health and safety as defined by any specific legislation covering your job role
K2	Your salon's requirements for client preparation
K3	The range of protective clothing that should be available for clients
K4	What contact dermatitis is, and how to avoid developing it whilst carrying out hair extension systems
K5	How the position of your client and yourself can affect the desired outcome and reduce fatigue and the risk of injury
K6	The different types of working methods that promote environmental and sustainable working practices
K7	Why it is important to keep your work area clean and well organised
K8	Why it is important to position your tools, products and equipment for ease of use
K9	The correct use and maintenance of tools, products and equipment
K10	Methods of cleaning, disinfecting and sterilisation used in salons
K11	Methods of working safely and hygienically and which minimise the risk of cross-infection and cross-infestation
K12	The importance of personal hygiene, protection and presentation in maintaining health and safety in your workplace
K13	Suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow
K14	The correct methods of waste disposal
K15	Your salon's expected service times for applying hair extension systems
K16	How to conduct an examination of the hair and scalp to recognise factors which will affect the hair attachment system



You will be required to produce a portfolio of evidence for all the NOS statements listed in this section. Each assessment criterion in the knowledge learning outcomes has been mapped to the NOS statements listed in this section.

NOS CH12	NOS statements to be included in a portfolio of evidence
K17	The factors that must be taken into consideration prior to adding and attaching hair extensions
K18	The hair growth cycle
K19	The importance of questioning clients to establish any contra-indications to hair extension services
K20	How contra-indications can affect or restrict the delivery of hair extension services
K21	The legal significance of client questioning and of recording the client's responses
K22	Your salon's policy for referring clients to other professionals such as trichologist, general practitioner and the specialist services they can offer
K23	The types and purposes of tests
K24	How the results of tests can influence all aspects of the service
K25	The potential consequences of failing to carry out tests and the importance of recording test results
K26	The types of hair extension systems available and their advantages and disadvantages
K27	The principles for selecting the correct hair attachment systems
K28	The principles for blending added hair
K29	The general differences in preparation requirements between human hair and artificial extensions
K30	How the client's hair should be prepared for each of the hair attachment systems
K31	How to mix a number of added hair colours to give block colour and highlighting effects
K32	The importance of following manufacturer's instructions for different hair attachment systems



You will be required to produce a portfolio of evidence for all the NOS statements listed in this section. Each assessment criterion in the knowledge learning outcomes has been mapped to the NOS statements listed in this section.

NOS CH12	NOS statements to be included in a portfolio of evidence
K33	The hair attachment systems with which you may need assistance
K34	How to estimate the length of time the hair attachment systems can take
K35	Methods of applying short term and long term hair attachment systems
K36	How to judge the quantity of hair to be added to achieve a balanced and well proportioned finished look
K37	How the intended style can affect the choice and placement of different hair attachment systems
K38	Why it is important to maintain a correct and even tension when adding hair extensions
K39	The tools and equipment necessary for each attachment method and how these are used
K40	The types of problems that can occur when adding hair extensions and how to remedy them
K41	The types of anxieties commonly experienced by clients undergoing the different hair attachment systems such as natural hair shedding
K42	How to help relieve client anxieties in a reassuring way
K43	The types of finishing products and techniques suitable for use with hair extensions
K44	How to carry out creative cutting techniques to blend the client's own hair and different hair attachment system to suit the finished look
K45	How to adapt cutting techniques to suit different types of hair extensions such as artificial and human
K46	The importance of cross checking the cut for accuracy
K47	The importance of providing advice and recommendations on the products and services proved in the salon



You will be required to produce a portfolio of evidence for all the NOS statements listed in this section. Each assessment criterion in the knowledge learning outcomes has been mapped to the NOS statements listed in this section.

NOS CH12	NOS statements to be included in a portfolio of evidence
K48	How to maintain and remove the hair attachment system
K49	The recommended time interval between services
K50	How lifestyle will affect the maintenance and longevity of each hair attachment system
K51	The types of products and tools used to remove different hair attachment systems
K52	Why it is important to remove hair attachment residue and product build up as part of the extension removal process

Exam requirements



The exam will test all of the NOS statements below. You should use this section to help you to revise for the exam.

NOS CH12	NOS statements included in the exam
K17	The factors that must be taken into consideration prior to adding and attaching hair extensions
K18	The hair growth cycle
K19	The importance of questioning clients to establish any contra-indications to hair extension services
K20	How contra-indications can affect or restrict the delivery of hair extension services
K21	The legal significance of client questioning and of recording the client's responses
K23	The types and purposes of tests
K24	How the results of tests can influence all aspects of the service
K25	The potential consequences of failing to carry out tests and the importance of recording test results
K26	The types of hair extension systems available and their advantages and disadvantages
K27	The principles for selecting the correct hair attachment systems
K28	The principles for blending added hair
K31	How to mix a number of added hair colours to give block colour and highlighting effects
K34	How to estimate the length of time the hair attachment systems can take
K38	Why it is important to maintain a correct and even tension when adding hair extensions
K40	The types of problems that can occur when adding hair extensions and how to remedy them
K41	The types of anxieties commonly experienced by clients undergoing the different hair attachment systems such as natural hair shedding
K52	Why it is important to remove hair attachment residue and product build up as part of the extension removal process