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# Unit Specification

## UHB215 – Style and finish hair

Unit reference number: F/617/1716

**Level: 2**

**Guided Learning (GL) hours: 58**

### Overview

The aim of this unit is to develop learner's knowledge, understanding and skills to style hair using blow-drying and finger-drying techniques. They will learn how to finish hair using heated styling equipment. A high degree of manual dexterity will be required to work on different hair lengths.

Learners will need to maintain health, safety and hygiene salon procedures throughout the unit.

Additionally, learners must maintain their personal appearance and demonstrate effective communication and consultation skills.

### Learning outcomes

On completion of this unit, learners will:

LO1 Be able to style and finish hair

LO2 Know how health and safety policies and procedures affect styling and finishing services

LO3 Understand the factors that influence styling and finishing services

LO4 Understand the science of styling and finishing hair

LO5 Understand the tools, equipment, products and techniques used to style and finish hair

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# Unit content

## LO1 Be able to style and finish hair

### Prepare for styling and finishing services

#### Taught content to include

- Preparation of learners should include:
  - Clean and hygienic appearance
  - Good communication and listening skills
  - Correct posture
- Preparation of the working area to include:
  - Chair and work area to be clean before the client arrives
  - Chair is positioned correctly
  - Adequate work area to allow safe use of electrical equipment
  - Products on display to be clean of dust and hair
  - Tools and equipment to be clean and sterilised
  - Electrical equipment to be visually checked before use e.g. for centres within the United Kingdom portable appliance testing (PAT) may be required when using electrical equipment
  - All tools and equipment to be positioned for ease of use
- Preparation of the client to include
  - Clean protective garments for the client
  - Visual checks of client's scalp for signs of cuts, sores, abrasions or infections
  - Check the hair for infestations and suitability of service
  - Removal of obstructive jewellery

### Apply safe and hygienic methods of working throughout service

#### Taught content to include

- Ensure learner maintains good posture throughout the service
- Ensuring the client maintains the correct posture and comfort throughout the service treatment to avoid a hazard or a risk
- Ensure the correct storage and handling of all products, tools and equipment
- Ensure manufacturers' instructions are followed and used safely when using products
- Minimise the risk of damage to products, tools and equipment
- Ensure that waste is disposed of hygienically and appropriately
- Ensure there is sufficient stock, which is used appropriately to minimise the wastage of products
- Ensure resources are clean and all hygienic precautions are followed to minimise the risk of cross-infection
- Make effective use of their working time
- Minimise the risk of harm or injury to themselves and others when using electrical equipment
- Ensure the scalp is protected when using direct heat e.g. a comb placed on scalp when using tongs
- Ensure hygienic working practices throughout the service including own personal hygiene, e.g. eliminating offensive body odour or strong smell of tobacco

## Consult with clients to confirm the desired look

### Taught content to include

- Consulting and confirming with the client before styling and finishing hair service commences to agree the chosen style and desired look
- The use visual aids where appropriate e.g. style books
- Agreeing products to be used
- Agreeing the tools to be used e.g. types of brushes and/or other electrical items to be used
- Checking throughout the service to meet the client's needs including:
  - Suitability of the style
  - The amount of wave, curl or straightness required to achieve the finished result
- Carrying out and assessing the hair and scalp for signs of infection, infestation or injury
- Explaining each stage of the process to the client
- Carrying out and assessing the hair and scalp for suitable services to include hair classifications
- Hair characteristics
  - Elasticity – the hair's ability to stretch and retract to its original size
  - Porosity – the condition of the cuticle
  - Texture – the feel of an individual hair – fine, medium or coarse, examples may include:
    - Caucasian – wavy and straight
    - African type – very curly, fine, medium
    - Asian – straight
  - Density – the number of hairs on the scalp
  - Hair condition – if it's been chemically or physically affected by chemicals or external elements e.g. heat damaged, environmentally damaged, product build-up, over processing
  - Hygroscopic – hair has the ability to absorb moisture; this function gives the hair its elasticity and makes the hair hygroscopic. The properties are changed when hair has been shampooed or becomes wet, weaker hydrogen bonds break down to its natural state, and at this stage hair is known as alpha keratin. This allows the hair to be stretched using heat. Once hair is stretched and dried into a new shape it becomes known as beta keratin state
  - Growth patterns – this relates to the direction the hair grows from the scalp and may influence the products and tools used. Selection of appropriate tools and products may help overcome a difficult growth pattern, e.g. a client may have a problem controlling a particular part of their hair and may affect the required end result
  - Hair length – this may affect the general condition, style required or types of styling techniques required of the hair e.g. if the hair is very short and layered straightening irons would not be suitable to use
- Services prior to style and finish hair – other services offered prior to this service may influence the end result, e.g. a client who has had a new hair cut may require a different style design
- Scalp conditions to include:
  - Cuts, sores or abrasions
  - Sebaceous cyst – tender or sore raised bump on skin, which if infected or inflamed will contain pus
  - Psoriasis – common skin condition that changes the life cycle of skin cells. Causes a build-up of skin cells which may appear thick silvery and inflamed. May cause itching
  - Contact dermatitis – is a rash caused by the skin reacting to a substance it has come into contact with e.g. chemicals. Symptoms can be varied and include:

- Skin redness
  - Extreme itching
  - Oozing or blisters, may make skin swell
  - Skin that appears darkened or hard/leathery to touch that may become dry or flaky
  - Sensitive to products and sunlight
- Seborrhoea – over activity of sebaceous glands by excessive secretion of sebum resulting in an oily coating on the skin.
- Scalp sensitivity – an inflamed, sore and red scalp, requires careful handling, drying techniques and use of tools
- Recent scar/tissue injury may be tender and sensitive
- Alopecia
  - Total hair loss on the scalp
  - Loss of hair in patches on the scalp
- Traction alopecia – hair loss at the point of tension, possible after the removal of hair extensions, use appropriate products and tools carefully when styling and finishing these areas
- Hair loss as a result of chemotherapy – usually temporary and hair is lost over scalp and body
- Hair loss as a result of medication or medical conditions, e.g. thyroid imbalance
- Hair loss as a result of hormonal changes, e.g. after giving birth
- Purpose of style and finish hair service examples may include:
  - Special occasion e.g. special event
  - Change of style
  - Straightening and soothing
  - Volume and lift
  - Movements and waves
  - curls

### Select suitable products, tools and equipment

#### Taught content to include

- Products
  - Styling
    - Mousse, activators, serum, gel, styling lotion/cream, moisturisers, heat protectors
  - Finishing
    - Serum, paste, gloss, gel, hairspray, wax, heat protector
- Tools
  - Combs to include:
    - Wide tooth combs, cutting comb, dressing out comb, tail comb
  - Selection of brushes examples include:
    - Flat, vent, dressing out, and those suitable for back-brushing
  - Velcro rollers – various sizes
  - Section clips
- Equipment
  - Electric equipment may include:
    - Hand held hairdryer
    - Hairdryer attachments

- Diffuser
- Tongs
- Straighteners
- Conical wands

### Carry out styling and finishing services

#### Taught content to include

- Consult with the client to confirm the look agreed at consultation prior to and during styling
- Ensure the client is positioned correctly and at the right height and is adjusted when necessary e.g. when drying the nape area the clients head should be tilted forward
- Ensure own posture is correct for the service e.g. weight evenly balanced
- Sectioning the hair working methodically
- Ensuring correct airflow when using electrical hair drying equipment:
  - Select the correct temperature for hair classification and characteristics e.g. medium heat for finer hair
  - The airflow should flow over the cuticle in the direction of the hairstyle in order to keep the cuticles smooth and prevent tangles or damage
  - Ensure the airflow is kept moving and does not stay in one place on the scalp to avoid scalp burns
- Ensure the correct techniques are used for electrical equipment
  - When using electrical tongs, wands, or straighteners do not allow contact with the scalp – use a comb as a barrier between the scalp and the equipment
- Avoidance of disturbing the hair already dried or waved, curled or straightened
- Controlling the styling tools to minimise the risk of damage to the hair, client discomfort and to achieve the desired look
- The techniques used to achieve a style and finish effect:
  - Blow-drying
    - Ensure the correct size sections are chosen
    - Taking meshes of hair which suit the size of the styling, brush size, desired look, degree of straightness, curl, movement and volume required
    - The hair remains damp throughout the styling and drying process
    - The heat can penetrate the size meshes chosen to achieve the result required
    - If applicable use an attachment e.g. nozzle or diffuser, when finger drying to control air flow
    - Ensure all the hair is dry
  - Use of electrical equipment
    - Ensure the hair is thoroughly dry before using equipment
    - Used to provide extra support or to smooth and straighten hair
    - The mesh i.e. the size of hair selected – are suitable for the equipment used e.g. if the sections selected and the mesh size is too large the equipment may become tangled in the hair
- Maintenance of an even tension throughout the styling process ensuring the correct hair direction of style is followed whilst drying
- Keeping the hair initially damp when carrying out the drying and styling process to allow the hair to be stretched into its new shape
- Taking account of influencing factors when using products and tools

- Controlling the hair during the styling process, taking account of influencing factors e.g. over porous chemically damaged hair may not be suitable for an application of heated electrical equipment i.e. tongs, straighteners
- Allowing the hair to cool after using electrical equipment e.g. heated rollers to become cold before removing from the hair

### **Provide clients with advice and recommendations on the service(s) provided**

#### Taught content to include

- Explain the products used to clients including the benefits and effects for the style and finish
- Costs (if appropriate) to maintain the style
- Provide aftercare advice including potential costs of further services or products
- Discussing client's needs and requirements for future services
- Avoidance of humid atmosphere after the styling and finishing service
- Advice and guidance on applying further back-combing or back-brushing (if used/required)
- Advice and guidance for removing back-combing or back-brushing (if used)
- Other services, offers or promotions

## LO2 Know how health and safety policies and procedures affect styling and finishing services

### The responsibilities for health and safety in own role

#### Taught content to include

- Relevant legislation for consultation, client care, confidentiality and consumer/retail, for the country the qualification is taken, which includes: General Data Protection Regulation (GDPR), consumer rights, health and safety, equality. Health and safety regulations for the country where the qualification is taken, examples within the United Kingdom would include:
  - The Health and Safety at Work act
  - The Management of Health and Safety at Work Regulations
  - Provision and Use of Work Equipment Regulations
  - Personal Protective Equipment at Work Regulations
  - Electricity at Work Regulations
  - Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
  - The Consumer Protection Act
  - The Trade Descriptions Act
  - Control of Substances Hazardous to Health Regulations (COSHH)
  - Salon insurance requirements, employers liability, public liability, professional indemnity
- Responsibilities for health and safety to include:
  - The reasons why all staff working in the salon have a responsibility for the health and safety of themselves and others
  - The salon safety regulations to ensure their actions do not put others at risk, which includes all staff, clients and visitors
- Additional factors will include:
  - The reasons why it is important to accurately describe the features and benefits of products and services
  - The reasons and importance for gaining client consent
  - The maintenance of the salon environment including:
    - The comfort of the salon
    - Cleanliness of the salon to prevent cross infections via direct or indirect contact
    - Provisions and use of workplace equipment – using only products, tools and equipment trained to use
    - Reasons for personal protective equipment (PPE) e.g. using protective gloves to prevent contact dermatitis when using certain products
    - Making visual checks on all electrical equipment and reporting faults/isolating power
  - Ensuring manufacturers' instructions are always followed when using products and equipment
  - Responsibilities of reporting certain work-related incidents or accidents, diseases and dangerous occurrences to a senior staff member
  - Ensuring the public are protected from the manufacture of supplied unsafe goods or misleading price indications
  - Prevent a false trade description to any goods that are supplied or offered to supply any goods to which a false trade description has been applied, or false statement about the provision of any service
  - Ensure that all personal client data records remain safe and confidential
  - Update client records following service

- Hazards associated when styling and finishing hair
- Risks associated to styling and finishing hair

### **The potential hazards and possible risks that may occur in the workplace and affect services**

#### Taught content to include

- Hazards – anything that has the potential to cause harm, e.g. spillage of products on the floor
- Risks – a chance, high or low, that harm caused by the hazard may occur, e.g. potential for self, client or others to slip on the spillage
- Working safely throughout the service, an example may include ensuring there is adequate room around the client and no obstructions
- Ensuring use and maintenance of any equipment is monitored e.g. conduct visual checks such as ensuring hand held dryers are checked for loose wires and temperature settings
- Ensuring the client is comfortable and free from harm throughout the service e.g. removing jewellery that may obstruct the use of tools and equipment when styling and finishing
- Disposing of waste appropriately to minimise risk of cross-infection and ensure there is no unnecessary risk to the environment, e.g. ensure clean protective garments are freshly laundered for every client
- Correct handling and storage of all products, tools and equipment as applicable to the country the qualification is being taken in
- The course of action to be taken for a minor burn to the skin:
  - Cool the Skin. Apply a cold compress to the affected area immediately
  - Cover if possible
  - Avoid touching the area
  - If burn is severe refer for medical attention
- The importance of ensuring a thorough visual check of the hair and scalp is performed prior to the service to prevent cross infection e.g. ensuring the scalp is not tender when combing hair for sectioning prior to styling
- Risk of electric shock when using electrical equipment to enhance the service to include potential hazards of trailing wires
- Fire – the salon’s policy in the outcome of a fire and where the assembly point is
- The need to ensure personal protective equipment (PPE) requirements are followed

### **The safe and hygienic working methods and practices that must be followed throughout the services**

Taught content to include

- Use of clean towels and gowns for all clients
- Use of clean and sterile tools and equipment for all clients
- The importance of the correct personal protective equipment (PPE) for the stylist and client
- Cover open cuts
- Protecting the client's scalp when using electrical equipment
- Apply heat protectors when using electrical equipment
- Control of heated equipment and air flow temperature on hairdryer
- Organisation of working area – there should be adequate room to allow the stylist to work safely using the electrical equipment
- Ensuring that equipment used is not placed directly onto work surfaces e.g. the need for protective mat when using straighteners
- Avoid trailing wires, spillages from water sprays and products or sprays on the floor

### **Contact dermatitis and how it can be prevented**

Taught content to include

- Recognising contact dermatitis symptoms
- Contact dermatitis – is a rash caused by the skin reacting to a substance it has come into contact with e.g. chemicals. Symptoms can be varied and include:
  - Skin redness
  - Extreme itching
  - Oozing or blisters, may make skin swell
  - Skin that appears darkened or hard/leathery to touch that may become dry or flaky
  - Sensitive to products and sunlight
- How to avoid contracting and preventing measures which may include:
  - Wearing gloves (recommended) when shampooing hair prior to style and dress hair service
  - Rinsing and drying hands thoroughly
  - Use of moisturisers or barrier creams
- Correct handling and storage of all products, tools and equipment

### **The importance of questioning clients prior to and during services**

Taught content to include

- Understanding their requirements and expectations of the chosen style
- To ensure the client understands the process
- To gain information on how they maintain their hair, lifestyle and commitment to the style
- To provide the client the opportunity to ask questions (where necessary)
- To ensure the client is comfortable
- To ensure the client's expectations are met
- The legal significance of client questioning and the recording of client's responses to questioning

## The importance of preventing cross-infection and cross-infestation

### Taught content to include

- Avoidance of cross-contamination e.g. using unclean tools from one client could contaminate the next client's hair or scalp
- Ensure the professional salon image is maintained
- The contra-indications to styling and finishing services to include:
  - Adverse skin conditions
  - Bacterial, viral or fungal infections
  - Bacterial infection examples include:
    - Impetigo – begins as blisters that itch, then fill with a yellowish-brown fluid, that once rupture becomes a flat crust
    - Folliculitis – infection of the hair follicle, causes bumps with pus. May be painful, itchy, sore or swollen
  - Viral infection examples include:
    - Herpes simplex, a raised red blister full of fluid. It will usually be painful and tender to the touch
    - Warts, small, fleshy, grainy bumps usually flesh-coloured, white, pink or tan. Rough to the touch and can be sprinkled with black pinpoint, which are small, clotted blood vessels
  - Fungal infection examples include:
    - Ringworm – depends where it appears but may be red, itchy, scaly, or raised patches that develop blisters or begin to ooze. Patches that may be redder on the outside edges creating a 'ring' effect
  - Infestation/parasites examples include:
    - Head lice – are tiny grey/brown insects. Head lice cling to hairs but stay close to the scalp which they feed off. Head lice lay eggs which hatch after 7 to 10 days. It takes about 7 to 10 days for a newly hatched louse to grow into an adult and start to lay eggs known as nits. Nits are the empty yellow-white eggshells which are left when the lice hatch. Nits look like dandruff but stick strongly to hair
    - Scabies – itchy skin condition causing a rash which may cause tiny blisters or sores where mites have burrowed into the skin
- Hair defects, including:
  - Trichorrhexis nodosa – hair which breaks easily. Symptoms can include patches of hair loss or extremely short hair that appears not to grow. The hair shaft has thickened or thinned areas or has excessively split ends with discolouration
  - Monilethrix – is a condition that affects hair growth. Its most characteristic feature is that individual strands of hair have a beaded appearance that results in short, fragile and broken hair
- The course of action to be taken if contra-indications are suspected to include:
  - The limits and boundaries of duties
  - Not to offer diagnosis
  - Which conditions need reporting and when
  - Who to report to and where to record the findings
  - Referral for medical attention or advice

## LO3 Understand the factors that influence styling and finishing services

### The factors that may influence the services provided

Taught content to include

- Hair classification

Hair classifications table			
Type 1: Straight hair	1A - Fine/thin	1B - Medium	1C - Coarse
	Straight	Straight with volume	Straight difficult hair
Type 2: Wavy hair	2A - Fine/thin	2B - Medium	2C - Coarse
	'S' pattern	Frizzy 'S' pattern	Very frizzy 'S' pattern
Type 3: Curly hair	3A - Fine/thin	3B - Medium	3C - Coarse
	Soft curl	Loose curl	Tight curl
Type 4: Very curly hair	4A - Fine/thin	4B - Medium	4C - Coarse
	Tight coiled curl pattern	'Z' pattern and spring curl	Tight 'Z' pattern

- Hair characteristics and clients features to include:

- Density – this is defined as the number of hairs on the scalp and will affect the choice of tools and products used and the time of the service
- Texture – the circumference of an individual strand of hair. Hair can be fine, medium or coarse. Coarse hair has the largest circumference, and fine hair the smallest. Texture may affect the porosity of the hair
- Porosity – this relates to the condition of the cuticle. Porosity levels are caused by both chemical and physical damage. Cuticles which are raised and feel rough and may tangle easily. Porous hair will absorb water and products more easily
- Elasticity – this relates to the condition of the cortex layer of the hair. Elasticity levels are affected by how the hair is treated and its general condition. Hair should stretch and return to its normal size, this indicates the hair is in good condition hair and no damage to the cortex. If hair stretches and snaps or does not return to its original length this indicates internal damage to the cortex
- Growth patterns – this relates to the direction the hair grows from the scalp and may influence the desired finish
- Head and face shape and size – this relates to the overall shape and size of the client's head and includes any specific features
- Lifestyle – this is about the client's everyday activities and working patterns
- Hair length – this will affect the general condition of the hair
- The current style hair or haircut e.g. adaptations may be required to achieve the client expectations
- Temperature and humidity of salon – will affect the hair's ability to be dried
- General external weather conditions – will affect the longevity of the style

## The ways of dealing with any influencing factors

### Taught content to include

- How these may influence the style and finish hair methods and techniques
- How these factors may affect the possible desired style
- Density, examples include:
  - Product choice, e.g. thick dense hair will not require a product that increases volume when blow-drying
  - Brush type and size e.g. porous, damaged hair will require careful tension using a brush that will help smooth the cuticles
- Texture, as an example, finer hair will require products that helps give volume
- Porosity – products must be applied evenly and the hair may take longer to dry if used when blow-drying
- Elasticity – it is important to ensure that the correct tension is used when styling and finishing hair and not over stretched if in poor condition. May limit the use of some equipment and drying techniques
- Growth patterns – selection of appropriate products, tools and equipment may be required, e.g., a client with a curly fringe may require use of a larger brush to straighten the hair or the addition of straighteners to achieve the finish
- Head and face shape and size – important to ensure that the client has a style they can manage and suits their overall appearance and will influence the products and tools used
- Lifestyle – the need to adapt the style to suit the clients everyday needs e.g. styling waves and curls on shoulder length hair may require additional products to help the style stay in place
- Hair length – this will affect not only the chosen style, but the use of products tools and equipment e.g. a client with wavy hair may require the use of additional heated styling equipment (tongs, straighteners etc.) to straighten or further curl the style after blow-drying
- Temperature and humidity of salon – as the hair is hygroscopic the need to monitor the salon temperature is important when styling hair. For example, a salon with high levels of humidity can have an impact when applying electrical equipment to dry hair as the hair will absorb the atmospheric moisture more easily causing the hair to be less receptive to the service requirements
- General external weather conditions – will affect the longevity of the style and may require the use of additional products to protect the hair once finished

## LO4 Understand the science of styling and finishing hair

### The effects of humidity on hair

Taught content to include

- Two key properties of hair:
  - Hygroscopic is the hair's ability to absorb water
  - Elasticity is the hair's ability to stretch and return to its original shape
- Hair in its natural state when wet is known as alpha keratin – water or atmospheric moisture is absorbed into the cortex
- Hair in its stretched and dried state is known as beta keratin, temporarily reforming a new shape
- When it becomes wet again it reverts back to its normal un-stretched shape and goes back to alpha keratin state
- Porous hair has greater absorbent qualities of the hair for water and products
- Temperature of inside and outside the salon may affect the style and finish service e.g. ensure there is adequate ventilation
- The use of products to protect the hair from atmospheric moisture e.g. finishing sprays

### The physical effects of styling on the hair structure

Taught content to include

- Hair consists of hardened protein call keratin:
  - Made up amino acids and peptide bonds
  - Found in the cortex
  - Together form polypeptide chains or links
  - Polypeptide chains or links are supported by weaker hydrogen bonds and strong disulphide bonds
- Hair once shampooed removes grease and dirt but also changes the properties of the hair breaking temporarily the hydrogen bonds
- The use of products will aid the styling on the hair e.g. use of hair spray to hold the finish in place
- The correct hair sections and tension needs to be applied when blow-drying in order to achieve an even result e.g. directing air flow to dry sections thoroughly
- Ensuring the tools used are placed at the correct angles to style the hair
  - Brushes placed at 90° will produce root lift
  - The lesser degree angle at the root the straighter the hair will be at that point
  - When finger drying short hair, fingers are used to mould and lift the roots and hair to achieve the desired finish
  - When using a diffuser the hands are used to scrunch the hair in place allowing the heat to dry into its curl
  - Electrical equipment may be used to enhance the finish – straighteners are used from root to point to smooth the cuticles with little/no angle from the head, whereas tongs may be used to create lift and volume from the root at varying angles as required
- Ensure styling techniques used keep cuticles smooth to avoid unnecessary damage to the hair
- The care required when back combing or back brushing hair (if used) to enhance the finish e.g. use a flat bristle brush when back brushing to avoid unnecessary tearing or damage to the hair

- The removal of back combing or back brushing the hair to avoid damaging the hair, e.g. advise client on methods of removal i.e. take small sections and comb or brush through from points to roots
- The avoidance of using unnecessary electrical equipment that may cause damage to the cuticle e.g. using tongs to create curls on short hair when drying with correct brushes would have achieved the same results

### **Why hair should be kept damp during blow-drying and finger-drying**

Taught content to include

- Hair stretches more when wet than when it is dry
- The reasons for removing excess moisture from the hair prior to using styling tools
- Keep the hair damp throughout to allow the hair to be stretched into its new shape
- Will achieve a smoother effect on the hair
- Hydrogen and salt bonds can be reformed into a new shape and produce a style

## LO5 Understand the tools, equipment, products and techniques used to style and finish hair

### The tools, equipment and products available and the effects they achieve

Taught content to include

- Tools
  - Wide tooth combs – used to de-tangle hair or as a multi-purpose comb for managing the hair
  - dressing out comb – helps style the hair and used for backcombing hair
  - Tail comb – used for sectioning the hair
  - Paddle brush or flat type – various sizes, used to produce straighter finishes to style
  - Vent brush/rake type brush – produces a softer free flowing style effect, ideal for shorter hair types
  - Different size round/radial brushes – various diameters, produce movement, curl or volume and may be used on all hair lengths depending on size selected
  - Section clips – used to section and manage the hair
  - Sectioning clips or clamps – used section and manage the hair whilst styling and finishing the hair
- Equipment
  - Hand held hairdryer – used on wet hair to dry and style the hair
  - Diffuser – an attachment for a hand held hairdryer. Used for producing natural curls, or waves when hand drying
  - Hot brush or air brush – produces a softer curl on dry hair
  - Tongs (small, medium and large diameter) – used on dry hair to produce curls, waves or ringlets
  - Straighteners – used on dry hair, straightens and can produce waves and curls
  - Conical wands – used on dry hair to produce waves and curls
- Products
  - Heat protectors – coat and add a protective layer to the hair
  - Hairsprays – varying degrees of strength (firm to soft hold) and bonds hair in place. Apply sparingly to dry hair at a distance of 20cm, being aware of the client's eyes and anyone who may unintentionally inhale product
  - Finishing sprays/mist/gloss (aerosol) – add a protective layer and gloss to dry hair and may be used after or instead of hairspray for natural soft finish. Apply very sparingly, over-use may weigh down hair. Be aware of client's eyes and anyone who may unintentionally inhale product. Check surrounding area after use and before client moves – any product on floor may cause a hazard and be slippery
  - Mousse – various strengths from 'light' to firm hold and can enhance the styling service. Suitable for most hair lengths. Apply to wet hair
  - Cream – adds a protective layer and gloss to wet hair and smoothes out frizz. Suitable for African and type 3 b, c and 4 b, c classification hair type
  - Gel – produces a firm hold and ideal for creating a short textured look. Apply to wet hair
  - Serum/oil – adds moisture and shine to hair and ideal for dry, brittle or chemically treated hair. Use sparingly on fine hair. Apply to wet or dry hair according to manufacturers' instructions
  - Styling lotions – various strengths from 'light' to firm hold and can smooth and prolong hold. May contain chemicals that protect hair from the heat of equipment or humidity and enhance the finish. Apply to wet hair

- Coloured styling lotions, creams or mousse – methods of application will depend on manufacturers’ instructions, used on wet hair to add colour
- Wax – small amounts are applied to dry hair to create a textured look and give a small degree of hold. Some waxes require softening in the hands first to make them malleable before application. Not suitable for very fine hair

### The correct use and maintenance of styling and finishing tools

#### Taught content to include

- To include the correct methods of use and maintenance of:
  - Tools
    - Brushes – de-hair and washed in warm soapy water, rinse and depending on materials used to make the brush, they can be immersed in disinfectant solution
    - All combs – de-hair and washed in warm soapy water and immersed in disinfectant solution for at least twenty minutes. Clean combs are essential for each client
    - Sectioning clips or clamps – wash or wipe with disinfectant/sterilising solution
  - Equipment
    - Fixtures and fittings, including chairs, mirror work station area – clean away all loose hairs and wash with warm soapy water or clean with disinfectant/sterilising wipes or sprays
    - Hand held hairdryer and all electrical equipment – ensure the equipment is turned off and cold. Wipe over to remove debris and check filters to remove excess dust build up. Check all working parts daily. Ensure the maintenance equipment reports are recorded and where appropriate how often any electrical testing is required. Clean handles with cloth or wipes
    - Diffuser or nozzles – wash with warm soapy water – dry thoroughly

### The importance of following salon and manufacturers’ instructions during styling and finishing services

#### Taught content to include

- To prevent hazards
- To minimise risks
- To produce satisfactory results
- To avoid problems or mistakes
- To avoid legal action
- Following and adhering to manufacturers’ instructions when using products to enhance a style and finish service

### **The importance of applying correct techniques during services**

#### Taught content to include

- Using the correct products, tools and equipment for the hair classification, characteristics and length
- Correct tension to the hair when straightening, waving or curling hair using hairdryer, products and tools
- Correct tension to the hair when applying electrical heated equipment
- Adapting techniques where required to take into account specific hair growth patterns
- Applying a barrier to the scalp, i.e. a comb, to prevent burns when applying electrical heated equipment
- Choice of products
- Choice of styling tools
- Choice of equipment
- Correct sectioning (where required)
- Size of hair mesh
- Ensuring temperature of hairdryer and heated styling equipment is set at the correct temperature for hair type and characteristic
- Allowing the hair to cool sufficiently prior to creating the finish

### **The importance of using products cost effectively**

#### Taught content to include

- Applying products in a logical sequence
- Applying products evenly to minimise wastage
- The effect on the hair and/or scalp if excessive products are used, i.e. saturating fine hair could result in difficulty in finishing the style, or the scalp become irritated by the product
- The safe storage of products as some may lose their ability to work or may present a risk or hazard, e.g. hairsprays/aerosols should be stored away from direct heat and sunlight
- Follow salon and organisation policy e.g. ensuring manufacturers' instructions are adhered to when using products for styling and finishing services
- Calculate costs of the hair service, include any retail products sold, e.g. client when using hair from home use, may require heat protection products

### **The importance of providing clients with advice and recommendations on the service(s) provided and products available**

#### Taught content to include

- To provide longevity of the style
- To help clients achieve the required result at home
- The reasons for using specific products at home
- The expected time interval for return services, e.g. to have maintenance services for a specific style
- Reputation and walking advertisement for the salon
- Suggesting other services to enhance the style

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# Unit requirements

Learners are required to complete all assessment requirements related to this unit:

1. Service portfolio
2. Synoptic practical examination

## 1. Service portfolio

Learners must produce a service portfolio which is required to be completed under the supervision of a lecturer who must monitor the quality of the services performed throughout the learners' training.

The performance of learning outcome 1 must be demonstrated as part of all technical observations and will be recorded on **at least three observations**. This must be conducted on a range of new and existing clients and include the following finishes: one straightening and smooth finish, one movement finish, and one volume and lift finish.

A style collection of before and after photographs of each observation must be produced to be sampled by the external examiner.

The service portfolio must be completed and marked prior to the learner completing the synoptic practical examination.

## 2. Synoptic practical examination

This unit forms part of the synoptic practical examination which will be externally set by the awarding organisation and examined and marked by an external examiner. The synoptic practical examination will take place at the end of the period of learning.

## Document History

Version	Issue Date	Changes	Role
v1	01/08/2018	First Published	Qualifications Manager
v2	14/02/2019	Update to ITEC branding as primary colour and logo	Qualifications Administrator