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# Unit Specification

## iUHB320 – Cutting men’s hair using basic techniques

Unit reference number: R/617/8086

**Level: 2**

**Guided Learning (GL) hours: 111**

### Overview

The aim of this unit is to develop learner’s knowledge, understanding and barbers’ skills to create a variety of basic looks using club cutting, freehand, texturising and scissor over comb techniques.

Learners will understand about how influencing factors, hair classifications and characteristics will affect the men’s haircutting service.

Learners will need to maintain health, safety and hygiene salon/barbershop 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 cut men’s hair using basic techniques

LO2 Know how health and safety policies and procedures affect men’s cutting services

LO3 Understand the factors that influence men’s cutting services

LO4 Understand the tools, equipment, products and techniques used for cutting men’s hair services

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# Unit content

## LO1 Be able to cut men's hair using basic techniques

### Prepare for cutting services

#### Taught content to include

- Preparation of learners should include:
  - Personal image, ensuring industry standards of dress
  - 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 positioned correctly, including height
  - Adequate work area to allow safe use of haircutting equipment, e.g. using clippers
  - 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
  - All tools and equipment to be positioned for ease of use
- Preparation of the client to include:
  - Clean protective garments for the client
  - Cutting collar/cape
  - Visual check of client's hair and scalp for signs of contra-indication, infections or infestations and suitability of service
  - Removal of obstructive jewellery
  - Check client record card (where appropriate) for previous services and client history

## Apply safe and hygienic methods of working throughout services

### Taught content to include

- 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
- Cleanse/sterilise tools and equipment
- Work safely throughout the service to minimise risk, harm or injury to self or others
- Ensure equipment and products are readily available and free of dust and hair
- Ensure barber/stylist maintains good posture throughout the service
- Ensuring the client maintains the correct posture and is comfortable throughout the service/treatment to avoid a hazard or a risk
- Removing hair cuttings from the client's skin promptly to prevent discomfort or irritation to the client
- Clear away/sweep the hair from working area to prevent accidents by slipping on the hair
- Ensure manufacturers' instructions are followed and products are used safely
- Minimise the risk of damage to products, tools and equipment
- Ensure that waste is disposed of hygienically and appropriately
- Minimise the risk of harm or injury to themselves and others when using electrical equipment
- Ensure hygienic working practices throughout the service including own personal hygiene, e.g. eliminating offensive body odour or strong smell of tobacco
- Make effective use of their working time, e.g. ensure all tools and equipment are set up prior to the cutting service, to avoid leaving client to get a cutting tool

## Consult with clients to confirm the desired look

### Taught content to include

- Assessing the hair conditions for contra-indications and suitability for the facial hair cutting service to include:
  - Hair classification
  - Hair characteristics
  - Hair elasticity, porosity, texture, density, condition, growth patterns and hair length
- Assessing the scalp condition to assess for contra-indications and the suitability of the facial hair cutting service to include:
  - Cuts, sores and abrasions
- Consulting and confirming with the client before the facial hair cutting service commences to agree the chosen style, desired look and finished result
- Explaining each stage of the facial hair cutting service to the client
- Agreeing products, processes and possible equipment to be used
- Checking throughout the service to meet the client's needs
- Using visual aids where appropriate, e.g. photos (style book), internet search for images of styled facial hair effects
- Discussing client's needs and requirements, e.g. cutting to enhance a growth pattern
- Discussing limitations or adaptations that may be required, e.g. cutting hair to complement facial hair style
- The importance of informing the client of the likely cost, duration and expected outcome of the service

## Carry out a suitable questioning process to the client for the service

### Taught content to include

- Understanding the client's requirements and expectations of the chosen haircut, e.g. the particular style a client wants
- To provide the client the opportunity to ask questions (where necessary)
- To ensure the client is comfortable
- To gain information on how they maintain their hair, lifestyle and commitment to the chosen haircut, e.g. a hairstyle that requires a lot of grooming may not suit a busy lifestyle due to time limitations
- To ensure and confirm that the client's expectations are met by the finished result
- The legal significance of client questioning and the recording of client's responses to questioning
- The importance of informing the client of the likely cost, duration and expected outcome of the service
- The importance of confirming client's satisfaction

## Select suitable products, tools and equipment for cutting men's hair

### Taught content to include

- Products
  - Water spray, keeps hair damp during the haircut
  - Detangling solution, used to help detangle and prevent knotting during the haircut
- Tools
  - Scissors – used to remove length and bulk from the hair. Creates blunt, textured and/or tapered ends to the hair
  - Thinning scissors – used to remove bulk from the hair or to taper and blend the ends of hair
  - Clippers – removes length from the hair and may be used for neckline shaping/tidying/fading
  - Clipper attachments/grades – added to the clippers allowing hair length to be shortened using different size grades:
    - Grade 1 - 3mm
    - Grade 2 - 6mm
    - Grade 3 - 9mm
    - Grade 4 - 12mm
    - Grade 5 - 15mm
    - Grade 6 - 18mm
    - Grade 7 - 21mm
    - Grade 8 - 24mm
  - Trimmers – removes length. Smaller, lighter and more versatile than clippers, ideal for sideburns and design work
  - Razor – removes bulk from the hair and length from the hair, creates textured and tapered effects throughout the hair length and ends
  - Combs – small tooth comb used to control the hair when cutting. Wider tooth combs can be used to detangle hair
  - Sectioning clips/clamps, (if required) used to keep accurate cutting lines by keeping uncut hair out of the way where hair is longer
  - Eye pads – placed over client's eyes when trimming eyebrows, dispose of after use
  - Neck strips (if used) – placed around the neckline to protect client when working on shorter styles to avoid hair clippings slipping down below the gown. Dispose of after use
- Equipment
  - Mirror, used to show the client the sides and back of the haircut or to confirm required length to be cut
  - Cape/gown used to protect client's outer garments from hair cuttings
  - Cutting collar/cape (if used) used to protect the neck area from hair cuttings
  - Neck brush, used to remove unwanted hair cuttings from around the client
  - Hand held hairdryer (if required) to dry/style hair or remove excess moisture from the hair

## Carry out cutting men's hair using basic techniques services

### Taught content to include

- Compare hair preparation methods suitable to achieve the desired style i.e. cutting hair wet or dry or both
- Cutting hair wet:
  - Hair wet with water spray – quicker for the client but hair may not be clean, may not be evenly wet
  - Pre-shampooed and conditioned hair – clean hair to cut, hair fully returns to alpha-keratin
  - Advantages of cutting hair wet – supports cleaner section making, hair easier to control, greater accuracy for precision cutting, able to see hair in natural state (curls, waves), guide lines more visible
  - Disadvantages of cutting hair wet – hair growth patterns less obvious, takes longer to complete the appointment from start to finish
- Cutting hair dry:
  - Hair shampooed, conditioned and dried/straightened
  - Good for texturising and removing bulk from the hair especially curly or coarse hair types or where hair has been shampooed and styled straight
  - Quick, easy fringe cutting hair service for the client between full haircut appointment
  - Advantages of cutting hair dry – quick, easier to see natural hair movement and fall, accurately assess actual hair length
  - Disadvantages of cutting hair dry – hair may not be clean, less accurate sections, less control, more static, harder to comb
- Choose the most appropriate methods of cutting hair depending upon the hair type, classification and characteristics as identified during consultation. To include cutting methods and techniques:
  - Club cutting
    - Creates a blunt end to hair, used for precision cutting, retains hair bulk and weight, used for both curly and straight hair types
  - Freehand
    - Cutting hair with no tension without holding the hair with the hand, fingers or tools
  - Scissor over comb
    - Hair supported by comb when cut with scissors. Produces a soft-layered effect. Often used for very short styles cut into nape/sides, shorten to less than finger depth, cut to head shape/size or when blending layers
  - Clipper over comb
    - Hair supported by comb when cut with clippers. The clipper over comb technique can be used to provide an even, consistent cut and a variety of different finishes depending upon the size of the clipper, and/or blade/guard and angle the comb is placed to the head
    - Often used for very short styles cut into nape/sides, shorten to less than finger depth, cut to head shape/size or when blending layers. Can be used to 'polish' short hair when blending and fading
  - Thinning
    - Removes bulk and weight, retaining length. Blends weight lines
  - Fading

- The hair on the sides and back of the head are tapered in length gradually until no more hair is left on the skin
- Cutting effects
  - Uniform layer – hair is held at 90 degrees. No weight line, cut with scissors or clippers
  - Long graduation/square layer – hair held at a range of angles between 90° – 180° depending on the degree of graduation required, short internal layers and longer external layers
  - Short graduation – hair held at up to 45° angle, back and sides shorter, length longer through the top
  - Flat top – usually achieved with clippers using the clipper over comb technique, though it can also be cut scissor over comb or freehand with a clipper:
    - Hair at crown cut to desired shortness/length
    - The exact lengths are dependent on skull shape and the style of flat top
    - Specific cutting of the top and upper sides is required to achieve an inclination and square effect
    - The sides, back and neckline are blended according to desired finish requirements
    - Adaptations of this haircut include: DA, horseshoe, high top fade
- Cutting all neckline shapes to include:
  - Tapered neckline – hair is cut very short and blended into neck-line following the growth pattern
  - Squared neckline – following the head shape, hair is combed flat to head and extra length is removed cutting straight along the neck area. The hair is shaped upwards towards the ears following the outline neck shape
  - Natural neckline – following the head shape the hair is combed flat to head and extra length is removed cutting straight along the neck area. The hair is shaped upwards following the contours of the head
- Haircut looks include:
  - With and without a fringe – taking into account growth patterns and client requirements
  - With and without a parting – client requirement and hair's natural fall must be considered when planning a fringe
  - Around the ear outline or over the ear – client ear size and shape should be considered along with client requirements
  - If required - eyebrows are trimmed by using a scissor or clipper over comb method. Clients eyes are adequately protected from hair clippings, e.g. eye pads are used for protection
  - Neckline and outline shapes are created taking into account head and face shape and neckline growth patterns
- Haircut is adapted by:
  - Hair classification and characteristics
  - Working with natural fall of hair

- Accommodating hair growth patterns
- Undertaking remedial action to resolve emerging issues during the haircut

### **Apply the correct technique during cutting men's hair using basic techniques services**

#### **Taught content to include**

- Reasons for using the correct products, tools and equipment for the hair classification, characteristics and length to include
  - Ensure products are suitable for the hair classification and characteristics, e.g. using a variety of cutting method(s) for hair classification
  - Ensure the tools are suitable for the hair classification and characteristics and characteristics, e.g. using the correct tools to cut hair and able to demonstrate skills to control the hair with chosen tools
  - Ensuring the equipment is suitable for the hair classification and characteristics, e.g. if using a razor for tidying up necklines, the skin is prepared
- Using the correct tools for the area to be cut, e.g. narrow end of comb used for scissor over comb work around nape area
- Using correct tension and angles when cutting to create the style or blend hair
- Using the correct angle and holding the hair taught when using the comb against the skin to create neck, sides or front outline detail
- Adapting techniques where required to take into account specific hair growth patterns, e.g. ensuring clippers are moved over areas of unusual growth against the hair growth
- Use of equipment – e.g. ensure the barbering chair is positioned correctly to suit the client and the chair is locked into place

### **Communicate effectively when cutting men's using basic techniques services**

#### **Taught content to include**

- Use open questions that require more than one answer to gain information from the client
- Use closed questions which can be used to close the consultation service and confirm agreement from the client
- Adopt a positive body language, examples will include good stance, arms uncrossed, eye contact and smiling
- Establish client requirements – avoids misunderstandings, ensures client satisfaction, reduces complaints
- Create positive working relationships with clients, staff, visitors
- Improve client retention, for example, a client will be more inclined to return to a barber/stylist who has communicated well and offered the best advice suited to their needs
- Importance of giving the client realistic expectations of the chosen service(s)
- Language difficulties, e.g. limited speech, vocabulary or accents may present a barrier
- Cultural differences, e.g. choice of vocabulary could potentially cause offence
- Physical disabilities, e.g. speech, hearing problems may present a barrier
- Psychological difficulties, e.g. low self-esteem and a lack of client confidence may make communicating difficult
- The importance of not discriminating against clients with illnesses or disabilities



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

### Taught content to include

- Products to use, e.g. use of styling products or styling finishing sprays
- Home care maintenance, for example the daily routine could include styling using wax or gel
- Discuss client's needs, requirements and lifestyle to provide further advice and guidance on use of home care products, e.g. a client with busy outdoor lifestyle may require advice and guidance on products that will maintain their look when exposed to extremes in temperatures
- Discussing client's needs and requirements for future services, for example the need to grow a certain part of the hair for developing a new style
- Discussing limitations, for example a specific growth pattern, e.g. cow lick fringe – may inhibit a chosen haircut or may require the client to dry the hair in a specific way to achieve results
- Suggested interval between cuts, the client should be aware of the recommended time to return for maintenance of the style
- Other offers or promotions for example salon/barbershop loyalty cards

## LO2 Know how health and safety policies and procedures affect men's cutting 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)
  - Barbershop/salon insurance requirements, employers liability, public liability, professional indemnity
- Responsibilities for health and safety, to include:
  - The reasons why all staff working in the barbershop/salon have a responsibility for the health and safety of themselves and others
  - The barbershop/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 describe accurately the features and benefits of products and services
  - The reasons for and importance of gaining client consent
  - The maintenance of the salon/barbershop environment including:
    - The comfort of the salon/barbershop
    - Cleanliness of the salon/barbershop 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 garments/gown for clients when cutting hair
    - Making visual checks on all electrical equipment and reporting faults/isolating power, e.g. hand held hairdryer used to remove excess moisture or style the finished cut
  - Ensuring manufacturers' instructions are always followed when using products and equipment associated with the cutting service
  - Responsibilities of reporting certain work-related incidents or accidents, diseases and dangerous occurrences to a senior staff member

- Ensuring the public are protected from supplied unsafe goods or misleading price indications
- Prevent a false trade description of any goods that are supplied or offered, or making a false statement about the provision of any service
- Ensure that all personal client data records remain safe and confidential
- Update client records following services
- Disposing of waste and hair cuttings correctly and hygienically

### **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. unprotected scissors, or blades left open when not cutting
- Risks – a chance, high or low, that harm caused by the hazard may occur, e.g. potential to cut client's or own skin
- Working safely throughout the cutting 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 any obstructions are removed before cutting and that the seat is at correct height
- Ensuring the client is comfortable and free from harm throughout the service, e.g. removing jewellery that may restrict movement whilst cutting
- Disposing of waste appropriately to minimise risk of cross-infection and ensure there is no unnecessary risk to the environment, e.g. hair cuttings from the floor immediately after the cutting service
- The Control of Substances Hazardous to Health (COSHH), or legislation relevant to the country, including handling and storage of all products, tools and equipment
- The course of action to be taken when accidentally cutting own or client's skin:
  - Cut own skin – stop immediately, clean wound, apply pressure to stop bleeding and apply a plaster
  - Cut client's skin – stop immediately, provide sterile cloth to client to hold against the cut skin, provide plaster for client to apply. Stylist to wash hands to remove blood from own skin, stylist to wear gloves if applying plaster to client cut
- 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 cutting
- Risk of electric shock when using electrical equipment to enhance the service to include potential hazards of trailing wires
- Fire – the barbershop's/salon's policy in the event 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

- The use of clean towels and gowns for all clients
- The use of clean and sterile tools and equipment for all clients
- The safe work practices and use of tools and equipment to include:
  - Prevention of cross-infection, e.g. covering any open cuts
  - The need to be organised and ready to undertake a cutting service
  - The maintenance of tools and equipment
  - Avoidance of trailing wires
  - Avoidance from water sprays and cuttings on the floor
  - The need to store sharp objects safely, e.g. return scissors to closed case after use
- Protecting the client's scalp when using electrical equipment, e.g. if using straighteners a comb should be placed on the scalp as a barrier to the straightening irons
- Apply heat protectors (where required) to the hair when using electrical equipment
- Organisation of working area

## **The safe working methods to operate the barber chair**

### Taught content to include

- The use of correct and safe controlling techniques whilst using the barber chair during a haircut
- The importance of ensuring there are no objects, cables or people obstructing the chair, foot pedal or footrest before operating
- The methods of operating or adapting the barber chair depending on manufacturer's instructions, to include:
  - Adjusting the height
    - Chair height – can be raised or lowered to avoid the barber/stylist stretching or straining during bending whilst performing cutting services
    - Raising the chair – pump the foot pedal gently (following manufacturer's operating instructions)
    - Lowering the chair – gently press down and hold the foot pedal (following manufacturer's operating instructions)
    - When operating the foot pedal care should be taken to avoid hitting the backrest with the knee
  - Rotating
    - Chair rotation – the chair can be rotated to allow access for clients to get in and out of the chair, and to help the barber/stylist achieve a better cutting posture
    - Before rotating the chair, ensure that the client's feet are not going to be pinched between the footrest and the foot pedal
    - To rotate the chair ensure that it has been unlocked (following manufacturer's operating instructions), then swivel the chair carefully with two hands
  - Locking
    - To unlock, gently press down on the foot pedal/lock pedal (following manufacturer's operating instructions)

- To lock the chair in place, gently press upwards on the foot pedal/lock pedal (following manufacturer's operating instructions)
- The importance of the barber's chair being at its lowest position to allow the client to enter and exit the chair
- The safety advice to the client, e.g. should be instructed not to enter and exit the chair by stepping on the foot rest as this will cause the chair to tip over
- For comfort and stability while seated, the client should be advised to keep their feet on the footrest
- How to avoid injury, e.g. care should be taken when using the chair by avoiding careless behaviour, for example sitting on the armrest or unintentionally rotating the chair

## 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 cutting service
  - Rinsing and drying hands thoroughly
  - Use of moisturisers or barrier creams
- Following Control of Substances Hazardous to Health (COSHH) regulations
- Following and adhering to manufacturers' instructions when using products to enhance a haircut style

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

### **Taught content to include**

- To understand what the client wants and their expectations of the chosen cut and finished style
- To ensure the amount of hair to be cut is agreed
- To provide the opportunity for the client to ask questions
- To check that the client is comfortable
- To ensure the client understand the process
- To gain information on how they maintain their hair, lifestyle and commitment to the style
- To ensure the client's expectations are met
- The legal significance of client questioning and the recording of client's responses to questioning

## LO3 Understand the factors that influence men's cutting services

### The factors that influence cutting services

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:

- 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 has been chemically or physically affected by chemicals or external elements
- Growth patterns – the direction in which the hair grows from the scalp and how difficult growth patterns can influence chosen service/style
- Head and face shape and size – this relates to the overall shape and size of the client's head and includes any specific features. When haircutting, it is important to ensure that the client has a style they can manage and which suits their overall appearance
- Lifestyle – this is about the client's everyday activities and working patterns
- Hair length – this will affect the general condition of the hair
- Piercings – can be a possible obstruction when cutting, mostly those found around the ears or eyebrows

## The ways of dealing with any influencing factors

### Taught content to include

- How hair classifications and characteristics may influence the cutting methods and techniques employed
- Club cutting:
  - Creates a blunt end to hair, used for precision cutting, retains hair bulk and weight, used for both curly and straight hair classifications
- Freehand:
  - Cutting hair with no tension without holding the hair with the hand, fingers or tools – suitable for most hair types. Removes length
- Scissor over comb:
  - Hair supported by comb when cut with scissors. Produces a layered effect. Often used for very short styles cut into nape/sides. This method shortens the hair to less than finger depth, and is usually cut to head shape/size. Also used for blending layers
- Clipper/clipper over comb:
  - Hair is supported with comb which is placed at different angles to the head when removing bulk, or used with or without guards of different sizes to remove both length and bulk
- Growth patterns:
  - Ensuring the hair growth pattern has been accounted for prior to cutting, e.g. the hair may need extra length to weigh it down, or be cut shorter to remedy the issue
  - Ensuring the natural fall of the hair is accounted for prior to and during the cutting service
- Density:
  - The amount of hair on the scalp will influence the cutting method used, e.g. hair that is fine in appearance may require club cutting to help give an overall thicker appearance
- Texture:
  - As an example, coarse straight hair may require different cutting techniques, e.g. texturising around the hairline for a softer finish
- Porosity:
  - This will influence the overall expected hair cut finish. When the hair is porous a cut will help improve the overall appearance and improve the hair's ability to accept other services
- Elasticity:
  - Cutting may help to improve the overall condition of the hair if there are signs of damage
- Head and face shape and size:
  - As an example, a client with a long face may not require height on the crown or a client with a high forehead may be best suited to a longer fringe effect haircut
- Lifestyle:
  - Will influence the longevity or suitability of a finished style, e.g. a client who is a mother to small children and needs to do the school run may require a low maintenance, manageable style
- Hair length:



- The expectations of the client about either the amount of hair to be removed or the expected new style can be influenced by the hair length in order to achieve a realistic outcome
- Piercings which may require removing when cutting men's hair specifically around the ears or eyebrows

### Contra-indications and how they affect cutting men's hair services

#### Taught content to include

- A contra-indication to the hair and scalp can prevent or alter the service, products or techniques used in the shampoo, condition and treat hair and scalp service. Contra-indications to include, bacterial, viral or fungal infections. Contagious conditions can be passed person to person and will prevent services, to include
  - Bacterial infection examples include:
    - Barber's itch, e.g. possible infection around ears/hairline
    - Impetigo – begins as blisters that itch, then fill with a yellowish-brown fluid, that once ruptured become 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 pinpoints, 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
- Non – contagious, contra-indications which might contribute to preventing or restricting a men's hair cutting service, e.g. a client with an allergy to perfumes or oils may not be suited to some products or tonics, to include:
  - Scalp sensitivity – an inflamed, sore and red scalp may prevent direct heat being placed on scalp and care should be taken when using products
  - Sebaceous cyst – lump on top or under scalp/head, care should be taken when using brushes and combs, hair could be styled to cover lump
  - Psoriasis – dry silvery scales of skin, care should be taken when using brushes and combs not to catch the skin. Certain products may cause the condition to worsen

- Contact dermatitis – dry, red, sore, itchy and may be weeping. Care should be taken when using brushes and combs not to catch the skin. Certain products may cause the condition to worsen
- Recent scar/tissue injury, may be tender when using combs or brushes
- Hair loss, possible after hair extension removal, medication, stress or trauma (alopecia), use tools and equipment carefully to avoid damage to hair or skin
- Hair defects, contra-indication examples include:
  - 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. Use tools and equipment carefully to avoid damage to 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
  - Whom to report to and where to record the findings
  - Referral for medical attention or advice
  - History of previous allergic reaction

### **The known causes and typical patterns of male pattern baldness**

#### **Taught content to include**

- Known causes:
  - Genetic, e.g. androgenetic alopecia is a common form of hair loss in both men and women. In men, this condition is also known as male-pattern baldness. Hair is lost in a well-defined pattern, beginning above both temples
  - Hereditary, i.e. a natural condition caused by some combination of genetics, hormone levels and the ageing process
- Typical male pattern baldness patterns:
  - Receding hair line around temples/front hairline
  - Thinning hair
  - Bald areas around the crown

### **The importance of identifying factors that may limit or affect services**

#### **Taught content to include**

- Factors to include:
  - Contra-indications
  - Growth patterns
  - All tests including density, porosity and elasticity
  - Head and face shape, lifestyle
  - Hair characteristics and classifications
  - Facial/skin piercings
- To avoid mistakes, examples may include:
  - Preventing damage to the hair and scalp
  - Preventing legal action
  - Informed consent
  - Avoiding cross-contamination

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

#### **Taught content to include**

- How to avoid cross-contamination, cross-infection or infestation – use of correct sterilising and disinfecting methods for all tools and equipment
- Ensuring the client's skin and hair are checked prior to the cutting service
- Avoidance of cross-contamination, e.g. using unclean tools or protective garments from one client could contaminate the next client's hair, skin or scalp
- Ensure the professional barbershop/salon image is maintained

## The methods of sterilisation and disinfecting methods used in barbershops and salons

Taught content to include

- Tools, equipment and work surfaces must be kept clean, well maintained and sterilised or disinfected
- Sterilisation and disinfecting will prevent cross-infection/contamination
  - Sterilisation – the killing of organisms such as bacteria, fungi and parasites
  - Disinfecting – the elimination of the most harmful micro-organisms (not including their spores) from surfaces or objects
- The methods of cleaning and sterilisation:

Cleaning/sterilisation	Tools	Use/instructions
Autoclave	Metal tools for hair, e.g. scissors	Steam is used at high temperatures to sterilise equipment. Tools/equipment usually take 20 minutes to sterilise; autoclaves are not suitable for wooden handled tools
Chemical sterilisers	Scissors, combs, brushes, sectioning clips	Mostly used in chemical jars, a solution is made following manufacturers' instructions. Tools are submerged for 20 minutes to be fully sterilised. Also available in a spray form to avoid rusting for metal cutting tools and equipment
Ultra-violet cabinet	All tools	Ultra-violet rays sterilise tools, turn tools after 20 minutes to ensure both sides are fully sterilised
Moist heat	Towels, gowns	Hot cycle on washing machine used to kill bacteria and clean effectively
Cleaning detergents	Work surfaces	Must be used at correct concentrations and is used mostly to decontaminate surfaces and air

## LO4 Understand the tools, equipment, products and techniques used for cutting men's hair services

### The importance of preparing the hair prior to cutting

#### Taught content to include

- The importance of preparing hair prior to cutting, to include:
  - Removing tangles/knots
  - Checking hair growth patterns/natural fall of the hair
  - Checking hair and scalp prior to shampooing if cutting hair wet to remove dirt/debris, product build-up
  - Checking hair and scalp if cutting hair dry
  - Checking for influencing factors
  - Checking for contra-indications/signs of infections or infestations
  - Checking for piercings that may inhibit the service
- The importance of checking hair when wet/shampooed for:
  - Natural movement
  - Hair growth pattern/movement of hair
  - Male pattern baldness
  - Partings
  - Elasticity
- The importance of checking hair when dry for:
  - Hair growth pattern/movement, e.g. ensuring clippers are held against hair growth to enable all hair to be cut uniformly
  - Natural fall of the hair

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

#### Taught content to include

- Scissors:
  - Used to remove length and bulk, creates blunt, textured and/or tapered end to the hair
  - Maintain by removing loose hair, wipe clean, sterilise, stored in appropriate pouch, and sharpened if required, only use for cutting hair
- Razors:
  - Used to remove bulk from coarse or thick hair or to add texture or taper the ends of the hair
  - Maintain by disposing of blade in sharps/appropriate dispenser. Avoid touching the blade
- Thinning scissors:
  - Thinning scissors can help to blend haircuts or reduce bulk from thicker coarse hair. The scissors possess a number of teeth that allow them to cut some but not all strands of hair and the effect is to thin out the hair

- Maintain by removing loose hair, wipe clean, sterilise and store in appropriate pouch
- Cutting comb(s):
  - Used to detangle hair, support hair when cutting, create sections, control hair when cutting
  - Maintain by cleaning comb of hair clippings, wash and dry, place in sterilising solution, store on clean receptacle/area
- Clippers/clipper guards/attachments:
  - Undertake clipper maintenance as per manufacturer's instructions
  - Clean after use to remove loose hairs
  - Wash guards/attachments, dry thoroughly
  - Apply sterilising solution – store in clean container
- Sectioning clips:
  - Used to keep hair out of the way when sectioning hair for accurate and precise cutting lines
  - Maintain by cleaning sectioning clips of hair clippings, wash and dry, place in sterilising solution, store in clean receptacle/area
- Cutting collar/cape (if used);
  - Used to protect neck area from hair clippings
  - Wash in warm soapy water – dry thoroughly
  - Maintain by wiping clean, store at work station or clean trolley
- Back mirror:
  - Used to show client the sides and back of the haircut
  - Maintain by cleaning for smear free reflection, store at workstation
- Neck brush:
  - Soft brush that removes excess hair from client's neck, and shoulders
  - Maintain by washing in warm soapy water, rinse and dry thoroughly
- Water spray:
  - Use to keep hair damp during the haircut
  - Maintain by refreshing water
- Detangling solution:
  - Used to prevent knotting during the haircut
  - Maintain by ensuring product bottle is clean after use, replaced in storage
- Hand held dryer:
  - Used to dry or remove excess moisture after cutting
  - Maintain as per manufacturers' instructions, ensure air filter is cleaned regularly

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

#### **Taught content to include**

- Working with the natural fall/movement of the hair, including hair partings
- Weight distribution of the hair to ensure the expected shape can be achieved
- Adapting cutting methods where needed to take into account any specific hair growth patterns, e.g. cow lick, whorl
- Using the correct cutting method(s) for hair type and classification
- Using the correct cutting method(s) to achieve the desired style
- Using correct sectioning
- Holding the hair at the correct tension
- Holding the comb at the correct angle to the head
- Using correct angles when cutting

### **The importance of following barbershop/salon and manufacturers' instructions for products, tools and equipment**

#### **Taught content to include**

- To prevent hazards, e.g. when applying the product ensuring spillages are wiped up if dropped onto the floor
- To minimise risks, e.g. to avoid slips on spilt products
- The importance of ensuring there is adequate ventilation when using disinfecting sprays to minimise unnecessary inhalation of product
- To produce satisfactory results, e.g. using a moisturising tonic on fine hair making it oily
- To avoid problems or mistakes, e.g. ensuring correct attachment/guard is used to avoid cutting the hair too short
- Following and adhering to manufacturers' instructions when using products and equipment to cut facial hair
- To avoid legal action, e.g. misuse of clippers leading to cutting the client's skin

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

#### **Taught content to include**

- Applying products in a logical sequence
- Applying products evenly to minimise wastage, e.g. using recommended manufacturer amounts and ensure even distribution to produce an even texture result and prevent waste
- The effect on the hair and/or scalp if excessive products are used, e.g. saturating fine hair could result in difficulty in finishing the style, or cause the scalp to 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. disinfecting sprays/aerosols should be stored away from direct heat and sunlight
- Follow barbershop/salon and organisation policy, e.g. ensuring manufacturers' instructions are adhered to when using products for cutting men's hair

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# Assessment requirements

Learners must complete all assessment requirements related to this unit:

1. Service portfolio
2. Synoptic practical examination

## 1. Service Portfolio

Learners must produce a service portfolio along with a style collection 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, to ensure that they meet the given criteria.

The performance of learning outcome 1 must be demonstrated as part of all technical observations and will be recorded on **at least 6 occasions**. This should be conducted on a range of new and existing clients and cover a range of different cutting techniques to produce different styles including those with and without fringes.

The learner is required to complete a men's style collection. This style collection must be presented in a hard copy format (not digital) and that will show a range of dry and wet cutting techniques on a variety of different hair classifications to include club cutting, freehand, scissor over comb, clipper over comb, thinning and fading. The cutting effects should incorporate uniform layer, long and short graduation and flat top on tapered, squared and natural neckline.

The men's style collection will be internally marked and must be available to view by the external examiner during the practical examination.

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
1.0	02/09/2019	First published	Head of Qualifications and Processing