
Unit Specification

iUHB323 – Create basic outlines and detailing in hair

Unit reference number: H/617/8089

Level: 2

Guided Learning (GL) hours: 48

Overview

This unit is about gaining the knowledge and skills to prepare for and providing basic outlines and detailing in hair using a variety of clipper and cutting techniques to create straight and curved lines. Learners will demonstrate these techniques to finish the perimeter edge of haircuts using a variety of tools and equipment.

Learners will also develop their understanding and knowledge of possible contra-indications, how to work safely and hygienically, consider client lifestyle, equality and diversity and any other factors which affect and influence the creation of basic outlines and detailing in hair.

Learning outcomes

On completion of this unit, learners will:

LO1 Be able to create basic outlines and detailing in hair

LO2 Know how health and safety policies and procedures affect creating basic outlines and detailing in hair

LO3 Understand the factors that influence creating basic outlines and detailing in hair

LO4 Understand the products, tools, equipment and techniques used to create basic outlines and detailing in hair

Unit content

LO1 Be able to create basic outlines and detailing in hair

Prepare for creating basic outlines and detailing in hair

Taught content to include

- Preparation of learners should include:
 - Personal image, ensuring industry standards of dress
 - Clean and hygienic appearance, e.g. avoidance of overpowering odours – tobacco, heavy perfume/aftershave
 - Good communication and listening skills
 - Correct posture with weight evenly balanced
- 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 electrical 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-indications, infections or infestations and suitability of service
 - Removal of obstructive jewellery
 - Check of the 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
- Check the clippers are in good working order and correctly aligned
- 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 to avoid a hazard or a risk
- Remove 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 the correct storage and handling of all products, tools and equipment to minimise damage
- Ensure manufacturers' instructions are followed and used safely to minimise harm or injury to self or others when using products and equipment
- Ensure that waste is disposed of hygienically and appropriately
- Ensure hygienic working practices throughout the service including own personal hygiene, e.g. eliminate 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 creating basic outlines and detailing in hair, to avoid leaving the client to get a pair of trimmers

Consult with clients to confirm the desired look

Taught content to include

- Assess the hair conditions for contra-indications and suitability for the creating basic outlines and detailing in hair to include:
 - Hair classification
 - Hair characteristics
 - Hair elasticity, porosity, texture, density, condition, growth patterns and hair length
- Assess the scalp/neck condition for contra-indications and the suitability of creating basic outlines and detailing in hair to include:
 - Cuts, sores and abrasions
 - Hyperpigmentation
 - Uneven skin surfaces
- Consult and confirm with the client before the outlines and detailing service commences to agree the chosen style, desired look and finished result
- Explain each stage of the outline and detailing service to the client
- Agree products, process and possible equipment to be used
- Check throughout the service to meet the client's needs
- Use visual aids where appropriate, e.g. photos (style book), internet search for images of outline or detail effects
- Discuss client's needs and requirements, e.g. outlining to improve the appearance or strong growth patterns
- Discuss limitations or adaptations that may be required ,e.g. tapering the length of the hair Toto blend with the requested outline
- The importance of informing the client of the likely cost, duration and expected outcome of the service

Carry out a suitable questioning process with the client for the service

Taught content to include

- To understand the client's requirements and expectations of the chosen style, e.g. wanting detailing to enhance the cut and head shape
- To provide the client with 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 hairstyle, e.g. detailing will grow out quickly and will need regular maintenance
- To ensure and confirm that the client's expectations are met for the outline and detailing required
- 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 create basic outlines and detailing in hair

Taught content to include

- Products:
 - Wax – to enhance finished detailing
 - Gel – to enhance finished detailing
 - Texturising paste – to enhance finished detailing
- Tools:
 - Scissors – used to remove length and bulk from the hair. Creates blunt ends to the hair for detailing and for blending outlines
 - 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
 - T- liners (if used) – takes hair length to bald, with a wider T shaped blade, for precision design work and close outlining
 - Razor – used to remove hair to bald for outlines/detailing, 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 leave more length when using scissor over comb
 - Sectioning clips/clamps, (if required) used to keep accurate cutting lines by keeping uncut hair out of the way where hair is longer
 - Neck strips – 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 outline 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 the creation of basic outlines and detailing in hair services

Taught content to include

- Choose the most appropriate methods of outlining and detailing hair depending upon the hair type, classification and characteristics as identified during consultation. To include cutting methods and techniques:
 - Freehand:
 - Cutting hair with no tension without holding the hair with the hand, fingers or tools, used for creating detailing
 - Scissor over comb:
 - Hair supported by comb when cut with scissors. Often used for very short styles cut into nape/sides, shortens to less than finger depth; cut to head shape/size or when blending the outlines into the main haircut
 - Clipper over comb:
 - Used on dry hair. Hair supported by comb when cut with clippers. 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, shortens to less than finger depth, cut to head shape/size or when blending the outlines
 - Fading:
 - The hair on the sides and back of the head are tapered in length gradually fading out to skin level at the nape of the neck and on the sides of the head
- The range of outlines and detailing to include:
 - Straight lines – straight lines creating a design within the hairline
 - Curved lines – curved lines creating a design within the hairline
 - Repeated patterns – a shape created in the hair and repeated throughout
 - Symmetrical patterns/lines – a shape that is equal on both sides of the head
- Haircut is adapted by:
 - Working with natural fall of hair
 - Accommodating hair growth patterns
 - Undertaking remedial action to resolve emerging issues during the outlining and detailing service

Apply the correct technique during creating basic outlines and detailing in hair 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 appropriate dry and finishing aid to enhance the detailing
 - Ensure the tools are suitable for the hair classification and characteristics, e.g. using the correct tools to outline and detail the hair. Demonstrate skills to manipulate and control the hair with chosen tools
 - Ensuring the equipment is suitable for the hair classification and characteristics, e.g. using the correct additional electrical aid to create the outline or detail, e.g. clippers, trimmers, t-liners, and razor. Demonstrate suitable management of equipment. Remain in control of equipment and be aware of any change in performance
- Adapt techniques where required to take into account specific hair growth patterns, e.g. changing cutting directions to adapt to growth patterns around the hairline
- Apply the correct tension to the skin, pulling taut, e.g. ensuring the skin is sufficiently lubricated and taut enough for the chosen tool to pass over without damage
- Use of equipment – e.g. when using a barbering chair adapting the position to suit the client, ensuring the chair is locked into place when reclining to avoid the chair tipping over
- Using the correct tools for the area to be cut, e.g. narrow end of comb used for scissor over comb work around the nape area

Communicate effectively when creating basic outlines and detailing in hair

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 and 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 routine could include styling using wax or gel to define detailing
- Discuss client's needs, requirements and lifestyle to provide further advice and guidance on use of home care products, e.g. using a growth pattern to enhance the outline, allowing the haircut to last longer
- 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, e.g. presence of male pattern baldness may inhibit a chosen outline shape
- 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 barbershop/salon loyalty cards

LO2 Know how health and safety policies and procedures affect creating basic outlines and detailing in hair

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 barber shop/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 and importance for gaining client consent
 - The maintenance of the barbershop/salon environment including:
 - The comfort of the barbershop/salon
 - Cleanliness of the barbershop/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 shampooing to prepare the hair for outlining services
 - Making visual checks on all electrical equipment and reporting faults/isolating power, e.g. T liners used for precision detailing
 - Ensuring manufacturers' instructions are always followed when using products and equipment associated with the outlining and detailing 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 unsafe goods or misleading price indications

- Prevent a false trade description of any goods that are supplied or offered; prevent a false statement about the provision of any service
- Ensure that all personal client data records remain safe and confidential
- Update client records following service
- Dispose 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. clippers incorrectly aligned
- Risks – a chance, high or low, that harm caused by the hazard may occur, e.g. potential to cut client's skin
- 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 clippers are checked for loose wires and blade settings
- Ensuring the client is comfortable and free from harm throughout the service, e.g. ensuring the barber chair is locked in place
- Disposing of waste appropriately to minimise risk of cross-infection and ensure there is no unnecessary risk to the environment, e.g. remove hair cuttings from the floor immediately after the outlining and detailing 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. Barber/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 using clippers
- Risk of electric shock when using electrical equipment to enhance the service, to include potential hazards of trailing wires
- Fire – the barbershop/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
- Use of clean and sterile tools and equipment for all clients
- The importance of the correct personal protective equipment (PPE) for the barber/stylist and client
- Protecting the client's scalp when using electrical equipment, e.g. checking blade alignment before using clippers and trimmers to avoid cutting the skin
- 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 an outlining and detailing service
 - The maintenance of tools and equipment
 - Avoidance of trailing wires
 - Avoidance from water sprays and hair cuttings on the floor
- Organisation of working area – there should be adequate room to allow the barber/stylist to work safely using the electrical equipment

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 manufacturers' 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 manufacturers' operating instructions)
 - Lowering the chair – gently press down and hold the foot pedal (following manufacturers' operating instructions)
 - When operating the foot pedal care should be taken to avoid hitting the backrest with the knee
 - Adjusting the back rest:
 - Back rest – this can be reclined to allow for a better client position when working on the face or neck
 - Before reclining the chair, ensure the head rest is extended to support the client's neck and head
 - Inform the client that the chair will be reclining, then push the recliner arm/switch (following manufacturers' operating instructions)
 - Ensure the chair is locked into position to avoid sudden movements that could cause injury by cutting the face or neck
 - Adjusting the head rest:

- Head rest – this can be extended to support the neck and head when the chair is in the recline position
 - Ensure the head rest is extended before reclining
 - Once full recline is achieved, adjust the head rest to suit the client’s body shape (following manufacturers’ operating instructions)
- Rotating:
 - Chair rotation – the chair can be rotated to allow access for clients to get in and out of the chair, and 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 manufacturers’ operating instructions), then swivel the chair carefully with two hands
- Locking:
 - To unlock, gently press down on the foot pedal/lock pedal (following manufacturers’ operating instructions)
 - To lock the chair in place, gently press upwards on the foot pedal/lock pedal (following manufacturers’ 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

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 hair style

The importance of questioning clients prior to and during services

Taught content to include

- Understanding what the client wants and their expectations of the chosen finished style or the shape, pattern or detailing required
- 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 understands 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 creating basic outlines and detailing in hair

The factors that influence creating basic outlines and detailing in hair 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, can be defined as low, medium or high density
 - 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
- Presence of male pattern baldness – this is about a general pattern of baldness, i.e. a receding hair line and thinning on the crown
- The current style hair or haircut, e.g. adaptations may be required to achieve client expectations
- Facial piercings – if the client has facial piercings it is important to take care with combs and clipper attachments, so as not to catch and pull them, causing discomfort to the client

The ways of dealing with any influencing factors

Taught content to include

- Hair classifications and characteristics may influence the creating outlines and detailing cutting methods and techniques employed
- The reasons why these factors may also affect the possible desired style
- Contra-indications that may prevent services to include:
 - Adverse skin conditions
 - Bacterial, viral or fungal infections
 - Infections or infestations
- Density – clients will require high density hair to achieve certain detailing effects
- Texture, as an example, finer hair will require more careful cutting prior to the detailing service to ensure the required amount of detail can be achieved
- Elasticity – it is important to ensure that the correct tension is used when outlining and detailing hair which must not be over stretched if in poor condition. May limit the use of some equipment and cutting techniques
- Growth patterns – selection of appropriate tools and equipment may be required, e.g. a client with a severe nape whorl may require adaptation to the outline to enhance the nape whorl
- Head and face shape and size – important to ensure that the client has a style they can manage and which suits their overall appearance; this will influence the products and tools used. As an example, a client with facial contours may not be suited to detailing in the temple areas, as it will emphasis any protrusions
- Lifestyle – the need to adapt the style to suit the clients everyday needs, e.g. a client with a very busy lifestyle would need a style that does not require regular maintenance, e.g. avoid creating patterns that will look untidy quickly
- Hair length – this will affect the not only the chosen style, but the use of tools and equipment, e.g. a client with longer hair may require a different hairline and outline shape to be cut prior to placement of detailing
- Presence of male pattern baldness – this can affect the choice of style of design that would be appropriate for the client
- Hairstyle/client requirements – this relates to the way that the client wears their hair and may have an effect on the look and design of the basic outline and detailing in hair service; it will be beneficial to the client to have a design that complements their style
- Services prior to creating basic outlines and detailing in hair services may affect the end result, e.g. it may not be possible to create the desired effect due to previous patterns that may have been cut in the hair

Contra-indications and how they affect creating basic outlines and detailing in hair services

Taught content to include

- A contra-indication of the hair and scalp can prevent or alter the service, products or techniques used in the outline and detailing service. Contra-indications to create basic outlines and detailing in hair services to include, bacterial, viral or fungal infections. Contagious conditions can be passed from 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, 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 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 outlines and detailing hair services, e.g. the barber/stylist will need to take care when outlining a client with cyst on the neck, 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 combs and clippers
 - Sebaceous cyst – lump on top or under scalp/head care should be taken when using combs and clippers
 - Psoriasis – dry silvery scales of skin and care should be taken when using combs and clippers
 - Contact dermatitis – dry, red, sore, itchy and may be weeping and care should be taken when using combs and clippers
 - Recent scar/tissue injury – may be tender when using combs or clippers
 - Hair loss, possible after hair extension removal, medication, stress or trauma (alopecia), use tools and equipment carefully to avoid damage to hair or skin

- Hyperpigmentation – darker patches of skin caused by skin damage from scarring, ingrown hairs, shaving cuts, predominately occurring in Asian and African Caribbean skin types – extra care needs to be taken when cutting the neck and face hair to avoid nicks and ingrown hairs as they will leave darker marks on the skin
- Uneven skin surface – excessive pitting and scarring in facial hair/neckline regions caused by extreme acne, adapt and use tools to avoid further damage to the hair line
- 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.
- 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

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 including any specific facial features
 - 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

- Avoidance of 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 outline and detailing 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 products, tools, equipment and techniques used to create basic outlines and detailing in hair

The importance of preparing the hair prior to creating basic outlines and detailing in hair

Taught content to include

- The importance of preparing hair prior to creating basic outlines and detailing in hair to include:
 - Checking hair growth patterns/natural fall of the hair
 - Checking hair and scalp prior to shampooing, if cutting hair prior to creating outlines and details in hair wet, to remove dirt/debris, product build-up
 - Checking hair and scalp if creating basic outlines and detailing in hair dry
 - Checking for influencing factors
 - Checking for contra-indications/signs of infections or infestations
 - Checking for piercings that may inhibit the service
 - Checking for male pattern baldness
- The importance of ensuring the hair is thoroughly dry when using clippers

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

Taught content to include

- Products:
 - Gel – these products are used to add texture and hold to the finished style, giving definition to the detailing created. Applied to wet, shampooed hair after creating outlines and details in hair
 - Wax – these products are used to add texture and hold to the finished style, giving definition to the detailing created. Applied to wet, shampooed hair after creating outlines and details in hair
 - Texturising paste – these products are used to add texture and hold to the finished style, giving definition to the detailing created. Applied to wet, shampooed hair after creating outlines and details in hair
- Tools:
 - Scissors – to remove length from the hair
 - Combs – to detangle the hair, to pick up the hair for accurate outlining/detailing or for sectioning and managing the hair throughout the service
 - Clippers – usually available with a number of different size attachments, clippers used without attachments will remove all visible hair
 - Clipper attachments – to determine the overall length of the clipped hair. Attachments come in various sizes – always check specific manufacturers information, but a usual guide for sizes are:
 - 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 – various width sizes, used to create outlines and patterns in the hair, may also be used with different sized attachments
- T-liners – usually used for outlining hair lengths and precision detailing. Different size blades may be supplied with the T-liner
- Razors – open blade razors used for outlining or specific detailing. Use of open blade razors is governed by local by-laws and government regulations. All blades must be disposed of in an appropriate ‘sharps’ box and changed after every client. Ensure regulations for using open blades are known and followed appropriately
- Equipment:
 - Mirror/back mirror – used to confirm with client the style, shape or detailing during consultation and finished result
 - Sectioning clips or clamps – to hold and control longer hair lengths whilst creating outline or detailing other parts of the hair
 - Barber’s chair – to aid client comfort and allow the stylist to maintain the correct posture and positioning whilst creating basic outlines and detailing in hair
 - Towels – to protect clients’ clothes
 - Gowns – to protect clients’ clothes
 - Cutting collar/cape – to prevent hair clippings getting inside the client’s clothes
 - Neck strip – to protect the client from any hair clippings
 - Neck brush – to remove hair clippings from the client’s face and neck throughout the service
 - Hand held hairdryer (if required) to dry/style hair or remove excess moisture from the hair

The correct maintenance of tools and equipment to create basic outlines and detailing in hair

Taught content to include

- Scissors – maintain by removing loose hair, wipe clean, sterilise, store in appropriate pouch, and sharpen if required, only use for cutting hair
- Clippers – maintained by brushing the loose clippings out, wipe clean, oil, ensuring blades are aligned, lead is tidy for storage, PAT tested
- Clipper attachments – maintain by wiping clean, place in sterilising solution, wash and dry, store in a clean container
- Trimmers – maintained by brushing the loose clippings out, wipe clean, oil, ensuring blades are aligned, lead is tidy for storage, PAT tested
- T liners – maintained by brushing the loose clippings out, wipe clean, oil, ensuring blades are aligned, lead is tidy for storage, PAT tested
- Razor – maintain by removing loose hair, wipe clean, sterilise, and store in appropriate pouch, change blade regularly, dispose of blade in sharps bin
- Combs – maintain by cleaning comb of hair clippings, place in sterilising solution, wash and dry, store in clean receptacle/area
- Neck brush – maintain by cleaning in hot soapy water and allowing to dry
- Mirror – maintain by cleaning for smear free reflection, store at workstation
- Gown – maintain by brushing off loose hair clipping and washing regularly in a washing machine
- Cutting cape or collar (if used) – maintain cutting collars by removing loose hairs and wiping with sterilising solution, wash regularly. Cutting capes should be thrown away after use

The importance of following barber shop/salon and manufacturers' instructions for products, tools and equipment

Taught content to include

- To prevent hazards, e.g. when applying the product, ensuring hair cuttings are swept up from the floor
- To minimise risks, e.g. to avoid slips on hair cuttings on the floor
- The importance of ensuring there is adequate ventilation when using chemical spray sterilisers to minimise unnecessary inhalation of product
- To produce satisfactory results, e.g. to ensure that all hair is removed from outside of the outline
- 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 outline and detail the hair
- To avoid legal action, e.g. misuse leading to hair cuttings getting in the client's eyes

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, 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. disinfecting sprays/aerosols should be stored away from direct heat and sunlight
- Follow barber shop/salon and organisation policy, e.g. ensuring manufacturers' instructions are adhered to when using products for outlining and detailing

Techniques used to create basic outlines and detailing in hair

Taught content to include

- Choose the most appropriate methods of outlining and detailing hair depending upon the hair type, classification and characteristics as identified during consultation. To include cutting methods and techniques:
 - Freehand:
 - Cutting hair with no tension without holding the hair with the hand, fingers or tools, used for creating detail
 - Scissor over comb:
 - Hair supported by comb when cut with scissors. Often used for very short styles cut into nape/sides, shortens to less than finger depth, cut to head shape/size or when blending the outlines into the main haircut
 - Clipper over comb:
 - Hair supported by comb when cut with clippers. 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, shortens to less than finger depth, cut to head shape/size or when blending the outlines
 - Fading:
 - The hair on the sides and back of the head are tapered in length gradually fading out to skin level at the nape of the neck and on the sides of the head
- The range of outlines and detailing that can be achieved using tools, equipment and techniques to include:
 - Straight lines – straight lines creating a design within the hairline
 - Curved lines – curved lines creating a design within the hairline
 - Repeated patterns – a shape created in the hair and repeated throughout
 - Symmetrical patterns/lines – a shape that is equal on both sides of the head

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 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 3 occasions**. This should be conducted on new and existing clients and cover a range of hair classifications and characteristics.

The learner is required to complete an outline and detailing of hair collection styles of work. This collection must be presented in a hard copy format (not digital) and that will show a range techniques on a variety of different hair classifications which shows outlines and detailing in the hair services undertaken on a range of clients to include, straight lines, curved lines, repeated patterns and symmetrical patterns/lines.

The outline and detailing collection styles of work 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