



HB2D5

VTCT (ITEC) Level 2 Diploma in Hairdressing

603/3492/7

Learner name:

Learner number:

Centre name:

Centre code:

Logbook

VTCT (ITEC) Level 2 Diploma in Hairdressing

This logbook is to record the learners achievement of VTCT (ITEC) Level 2 Diploma in Hairdressing.

This logbook contains unit and examination tracking as well as the evidence of service forms that are to be completed by the lecturer and sampled by an External Examiner.

Unit tracking

This can be used to track unit progress and record the grade from the theory examination.

All mandatory units must be achieved to complete the qualification.

Mandatory units	Unit complete ✓	Theory examination grade
UHB212 Advise and consult with clients	<input type="checkbox"/>	<input type="text"/>
UHB213 Shampoo, condition and treat the hair and scalp	<input type="checkbox"/>	<input type="text"/>
UHB214 Cut ladies hair	<input type="checkbox"/>	n/a
UHB215 Style and finish hair	<input type="checkbox"/>	n/a
UHB216 Set and dress hair	<input type="checkbox"/>	n/a
UHB217 Colour and lighten hair	<input type="checkbox"/>	<input type="text"/>
UHB218 Fulfil salon reception duties	<input type="checkbox"/>	<input type="text"/>

A minimum of **one** unit must be chosen to complete the qualification.

Optional units	Unit complete ✓	Theory examination grade
UHB219 Perm and neutralise hair	<input type="checkbox"/>	<input type="text"/>
UHB220 Hair relaxing treatments and techniques	<input type="checkbox"/>	<input type="text"/>
UHB221 Cut men's hair	<input type="checkbox"/>	n/a
UHB222 Plait and twist hair	<input type="checkbox"/>	n/a
UHB223 Temporarily attach hair to enhance a style	<input type="checkbox"/>	n/a

Synoptic practical examination

This can be used to record the achievement of the synoptic practical examination. The final grade will be confirmed by the awarding organisation.

	✓	Grade
Synoptic Practical Examination	<input type="checkbox"/>	<input type="text"/>

Overall qualification grade

This can be used to record the overall grade achieved for this qualification. The final grade will be confirmed by the awarding organisation.

	Grade
Overall qualification grade	<input type="text"/>

Evidence of service forms

The forms are to be completed by the lecturer and sampled by the External Examiner.

Please note **all** requirements must be evidenced in order to gain a Pass grade. If any area is not completed, the service evidence will be referred until the learner has completed the full requirements.

UHB212

Advise and consult with clients

Required number of observations = 3
To include: new and existing clients

Evidence required	Yes (please tick)	No (please tick)
Consultation sheets		
Client feedback		
Have the required amount of observations been completed?		

Learner signature: _____ Date: _____

Lecturer signature: _____ Date: _____

Examiner signature: _____ Date: _____

UHB213

Shampoo, condition and treat the hair and scalp

Required number of observations = 3
To include: 2 hair conditions and 1 scalp condition

Evidence required	Yes (please tick)	No (please tick)
Consultation sheets		
Client feedback		
Have the required amount of observations been completed?		

Learner signature: _____ Date: _____

Lecturer signature: _____ Date: _____

Examiner signature: _____ Date: _____

UHB214

Cut ladies hair

Required number of observations = 6

To include the following cutting styles: 1 uniform layer, 1 one length, short graduation and long graduation

Evidence required	Yes (please tick)	No (please tick)
Consultation sheets		
Style collection - before and after photographs of each observation		
Client feedback		
Have the required amount of observations been completed?		

Learner signature: _____

Date: _____

Lecturer signature: _____

Date: _____

Examiner signature: _____

Date: _____

UHB215

Style and finish hair

Required number of observations = 3

To include the following finishes: 1 straightening and smooth, 1 movement and 1 volume and lift

Evidence required	Yes (please tick)	No (please tick)
Consultation sheets		
Style collection - before and after photographs of each observation		
Client feedback		
Have the required amount of observations been completed?		

Learner signature: _____

Date: _____

Lecturer signature: _____

Date: _____

Examiner signature: _____

Date: _____

UHB216

Set and dress hair

Required number of observations = 3

To include the following setting techniques: channel setting, brickwork setting and directional setting

Evidence required	Yes (please tick)	No (please tick)
Consultation sheets		
Style collection - before and after photographs of each observation		
Client feedback		
Have the required amount of observations been completed?		

Learner signature: _____

Date: _____

Lecturer signature: _____

Date: _____

Examiner signature: _____

Date: _____

UHB217

Colour and lighten hair

Required number of observations = 6

To include the following colour applications: semi-permanent, full head quasi-permanent, full head permanent, full head highlights and/or lowlights, pulled thorough highlights and/or lowlights and toner application

Evidence required	Yes (please tick)	No (please tick)
Consultation sheets		
Client feedback		
Have the required amount of observations been completed?		

Learner signature: _____

Date: _____

Lecturer signature: _____

Date: _____

Examiner signature: _____

Date: _____

UHB218

Fulfil salon reception duties

Required number of observations = 3

To include the following payments: cash and card payments

Evidence required	Yes (please tick)	No (please tick)
Client feedback		
Have the required amount of observations been completed?		

Learner signature: _____

Date: _____

Lecturer signature: _____

Date: _____

Examiner signature: _____

Date: _____

UHB219

Perm and neutralise hair

Required number of observations = 3

To include the following perm winding techniques: brick wind, directional wind and nine section wind

Evidence required	Yes (please tick)	No (please tick)
Consultation sheets		
Client feedback		
Have the required amount of observations been completed?		

Learner signature: _____

Date: _____

Lecturer signature: _____

Date: _____

Examiner signature: _____

Date: _____

UHB220

Hair relaxing treatments and techniques

Required number of observations = 3

To include the following relaxing treatment: 1 re-growth application and 1 virgin application

Evidence required	Yes (please tick)	No (please tick)
Consultation sheets		
Client feedback		
Have the required amount of observations been completed?		

Learner signature: _____ Date: _____

Lecturer signature: _____ Date: _____

Examiner signature: _____ Date: _____

UHB221

Cut men's hair

Required number of observations = 6

To include the following cutting styles: uniform layer, flat top, short graduation and long graduation

Evidence required	Yes (please tick)	No (please tick)
Consultation sheets		
Style collection - before and after photographs of each observation		
Client feedback		
Have the required amount of observations been completed?		

Learner signature: _____ Date: _____

Lecturer signature: _____ Date: _____

Examiner signature: _____ Date: _____

UHB222

Plait and twist hair

Required number of observations = 3

To include the following plaiting techniques: French plait, multiple cornrows and two strand twists

Evidence required	Yes (please tick)	No (please tick)
Consultation sheets		
Style collection - before and after photographs of each observation		
Client feedback		
Have the required amount of observations been completed?		

Learner signature: _____

Date: _____

Lecturer signature: _____

Date: _____

Examiner signature: _____

Date: _____

UHB223

Temporarily attach hair to enhance a style

Required number of observations = 3

To include the following techniques: clip in plait attachment, cold weft bonding attachment, taped weft attachment

Evidence required	Yes (please tick)	No (please tick)
Consultation sheets		
Style collection - before and after photographs of each observation		
Client feedback		
Have the required amount of observations been completed?		

Learner signature: _____

Date: _____

Lecturer signature: _____

Date: _____

Examiner signature: _____

Date: _____

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VTCT | Aspire House | Annealing Close | Eastleigh | Hampshire | SO50 9PX
Email: customersupport@vtct.org.uk | Tel: +44(0)23 8068 4500 | Website: www.vtct.org.uk

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