

Portfolio reference:

Learner name:					
Client name/reference:			New client <input type="checkbox"/>	Regular client <input type="checkbox"/>	
Date:					
	Advise and consult with clients <input type="checkbox"/>		Perm and neutralise hair <input type="checkbox"/>		
	Shampoo, condition and treat the hair and scalp <input type="checkbox"/>		Hair relaxing treatments and techniques <input type="checkbox"/>		
	Cut ladies hair <input type="checkbox"/>		Cut men's hair <input type="checkbox"/>		
	Style and finish hair <input type="checkbox"/>		Plait and twist hair <input type="checkbox"/>		
	Set and dress hair <input type="checkbox"/>		Temporarily attach hair to enhance a style <input type="checkbox"/>		
	Colour and lighten hair <input type="checkbox"/>				
Service overview/service timings:	Client wishes/occasion;				

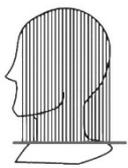
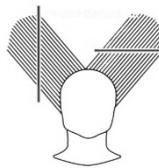
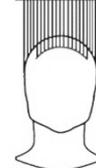
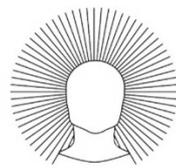
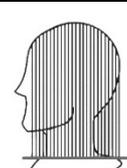
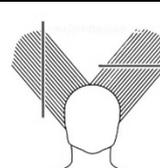
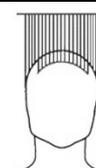
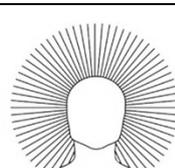
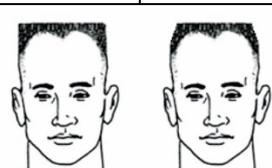
Hair classifications	Texture		
	1a Fine	1b Medium	1c Coarse
Type 1 – Straight hair	Straight <input type="checkbox"/>	Straight with volume <input type="checkbox"/>	Straight difficult hair <input type="checkbox"/>
Type 2 – Wavy hair	2a Fine 'S' pattern <input type="checkbox"/>	2b Medium Frizzy 'S' pattern <input type="checkbox"/>	2c Coarse Very frizzy 'S' pattern <input type="checkbox"/>
Type 3 – Curly hair	3a Fine Soft curl <input type="checkbox"/>	3b Medium Loose curl <input type="checkbox"/>	3c Coarse Tight curl <input type="checkbox"/>
Type 4 – Very curly hair	4a Fine Tightly coiled curl pattern <input type="checkbox"/>	4b Medium Z pattern & spring curl <input type="checkbox"/>	4c Coarse Tight Z pattern <input type="checkbox"/>

Influencing factors:					
Density (amount of hair)	Thick <input type="checkbox"/>	Medium <input type="checkbox"/>	Thin <input type="checkbox"/>		
Hair length	Above shoulder <input type="checkbox"/>	Below shoulder <input type="checkbox"/>	One length <input type="checkbox"/>	Layered <input type="checkbox"/>	Fringe <input type="checkbox"/>
% of white hair	None <input type="checkbox"/>	10% <input type="checkbox"/>	25% <input type="checkbox"/>	50% <input type="checkbox"/>	75% <input type="checkbox"/>
Skin tone	Warm <input type="checkbox"/>	Neutral <input type="checkbox"/>	Cool <input type="checkbox"/>	Ash <input type="checkbox"/>	
Hair condition	Normal <input type="checkbox"/>	Heat damaged <input type="checkbox"/>	Chemically damaged <input type="checkbox"/>	Product build-up <input type="checkbox"/>	Environmentally damaged <input type="checkbox"/>
Scalp condition	Normal <input type="checkbox"/>	Oily <input type="checkbox"/>	Dandruff <input type="checkbox"/>	Dry <input type="checkbox"/>	Product build-up <input type="checkbox"/>
Chemically treated	Virgin <input type="checkbox"/>	Previously permed <input type="checkbox"/>	Previously coloured <input type="checkbox"/>	Previously hi-lighted <input type="checkbox"/>	Previously relaxed <input type="checkbox"/>
Growth patterns	Cowlick <input type="checkbox"/>	Widows peak <input type="checkbox"/>	Nape whorl <input type="checkbox"/>	Double crown <input type="checkbox"/>	Male pattern baldness <input type="checkbox"/>

Face shapes:					
					
Oval	Square	Round	Heart	Oblong	Diamond

Will the contra-indications affect the service:			Advice given/actions taken
History of allergic reaction colour	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Other known allergies	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Skin disorders and diseases	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Incompatibility of products on hair	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Medical history	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Medical advice or instructions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Evident hair damage	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Cuts and abrasions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Recent injuries/scar tissue	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Removal of extensions/plaits	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Lifestyle	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Piercings	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Personal protective equipment:					
PPE	Gown <input type="checkbox"/>	Cutting collar <input type="checkbox"/>	Towel(s) <input type="checkbox"/>	Cotton wool <input type="checkbox"/>	Cape <input type="checkbox"/>
	Neck protection <input type="checkbox"/>	Cap <input type="checkbox"/>	Gloves <input type="checkbox"/>	Apron <input type="checkbox"/>	Chemical proof gown <input type="checkbox"/>

Women's hair cut type				
	One length <input type="checkbox"/>	Short or long graduation <input type="checkbox"/>	Square layer <input type="checkbox"/>	Uniform layer <input type="checkbox"/>
Combination of haircuts: (state) <input type="checkbox"/>			Disconnection <input type="checkbox"/>	
Men's hair cut type (Optional unit)				
	Square <input type="checkbox"/>	Taper <input type="checkbox"/>	Round <input type="checkbox"/>	Fade <input type="checkbox"/>
				
	Parting <input type="checkbox"/>	One length <input type="checkbox"/>	Short or long graduation <input type="checkbox"/>	Square layer <input type="checkbox"/>
				
Uniform layer <input type="checkbox"/>	Flat top <input type="checkbox"/>			



Testing hair results:					
Porosity test	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>		
Elasticity test	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>		
Incompatibility test	Negative reaction <input type="checkbox"/>	Positive reaction <input type="checkbox"/>			
Skin test	Negative reaction <input type="checkbox"/>	Positive reaction <input type="checkbox"/>			
Test cutting/colour test	Achieved target result <input type="checkbox"/>	Other result:			
Development strand test	Achieved target result <input type="checkbox"/>	Other result:			
Test curl/development test curl					
Pull test	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>		

Tools/Equipment:					
Tools/Equipment used	Multi-purpose/wide tooth comb <input type="checkbox"/>	Cutting comb <input type="checkbox"/>	Pin tail comb <input type="checkbox"/>	Tail comb <input type="checkbox"/>	Dressing comb <input type="checkbox"/>
	Round brush(es) <input type="checkbox"/>	Vent brush <input type="checkbox"/>	Flat brush <input type="checkbox"/>	Bristle brush <input type="checkbox"/>	Conical wand <input type="checkbox"/>
	Hand held dryer <input type="checkbox"/>	Diffuser <input type="checkbox"/>	Hand held dryer nozzles <input type="checkbox"/>	Curling tongs <input type="checkbox"/>	Water spray <input type="checkbox"/>
	Hot brush <input type="checkbox"/>	Straighteners <input type="checkbox"/>	Hood dryer <input type="checkbox"/>	Timer <input type="checkbox"/>	Cotton wool <input type="checkbox"/>
	Heat accelerator <input type="checkbox"/>	Steamer <input type="checkbox"/>	Heated damp towels <input type="checkbox"/>	Grips, pins/adornments <input type="checkbox"/>	Heated rollers <input type="checkbox"/>
	Pin curl clips <input type="checkbox"/>	Roller with pins <input type="checkbox"/>	Bendy soft rollers <input type="checkbox"/>	Velcro rollers <input type="checkbox"/>	Sectioning clips/clamps <input type="checkbox"/>
	Hair net <input type="checkbox"/>	Mirror <input type="checkbox"/>	Neck brush <input type="checkbox"/>	Bowl and brush <input type="checkbox"/>	Clipper attachments/grades <input type="checkbox"/>
	Scissors <input type="checkbox"/>	Razors <input type="checkbox"/>	Thinning scissors <input type="checkbox"/>	Clippers <input type="checkbox"/>	Extension latch hook <input type="checkbox"/>
	Extension clips <input type="checkbox"/>	Hot glue gun <input type="checkbox"/>	Extension thread <input type="checkbox"/>	Extension needle <input type="checkbox"/>	
	Other:				

Service information/techniques used:					
Shampoo/condition/treat	Effleurage <input type="checkbox"/>	Petrissage <input type="checkbox"/>	Rotary <input type="checkbox"/>	Tapotement <input type="checkbox"/>	Friction <input type="checkbox"/>
Women's/men's cutting	Club cutting <input type="checkbox"/>	Scissor over comb <input type="checkbox"/>	Clipper over comb <input type="checkbox"/>	Freehand <input type="checkbox"/>	Texturising <input type="checkbox"/>
	Thinning <input type="checkbox"/>	Covering the ear <input type="checkbox"/>	Around the ear <input type="checkbox"/>	With fringe <input type="checkbox"/>	
Men's necklines	Natural <input type="checkbox"/>	Square <input type="checkbox"/>	Round <input type="checkbox"/>	Full neckline <input type="checkbox"/>	
Style and finish	Creating curl <input type="checkbox"/>	Straightening <input type="checkbox"/>	Smoothing <input type="checkbox"/>	Creating movement <input type="checkbox"/>	Creating volume <input type="checkbox"/>
Set and dress	Brick <input type="checkbox"/>	Directional <input type="checkbox"/>	Spiral curling <input type="checkbox"/>	On/off base <input type="checkbox"/>	Pin curl volume/flat <input type="checkbox"/>
	Root to point <input type="checkbox"/>	Point to root <input type="checkbox"/>	Back-brushing <input type="checkbox"/>	Back-combing <input type="checkbox"/>	Creating curl <input type="checkbox"/>
	Straightening <input type="checkbox"/>	Smoothing <input type="checkbox"/>	Creating movement <input type="checkbox"/>	Creating volume <input type="checkbox"/>	
Colour and lighten	Temporary <input type="checkbox"/>	Semi-permanent <input type="checkbox"/>	Quasi <input type="checkbox"/>	Permanent <input type="checkbox"/>	Lightening <input type="checkbox"/>
	Full head <input type="checkbox"/>	Re-growth <input type="checkbox"/>	Full head woven highlights/lowlights <input type="checkbox"/>	Pulled through highlights/lowlights <input type="checkbox"/>	Other: (state) <input type="checkbox"/>
Identify the hair colour using ICC numbering system	Roots	Mid-lengths	Ends		
					
Quantity of colour products used	¼ tube <input type="checkbox"/>	½ tube <input type="checkbox"/>	¾ tube <input type="checkbox"/>	Whole tube <input type="checkbox"/>	
Quantity of lightening products used					
Peroxide strength used	2% <input type="checkbox"/>	4% <input type="checkbox"/>	6% <input type="checkbox"/>	9% <input type="checkbox"/>	12% <input type="checkbox"/>
	Other:				
Application sequence					
Perming	Channel <input type="checkbox"/>	Directional <input type="checkbox"/>	Brickwork <input type="checkbox"/>	Spiral <input type="checkbox"/>	
Relaxing	Re-growth (4 to 8 weeks) <input type="checkbox"/>	Re-growth (up to 12 weeks) <input type="checkbox"/>	Virgin application <input type="checkbox"/>	Hand application <input type="checkbox"/>	Top/bottom application <input type="checkbox"/>
Temporarily attach hair	Up to 24 hours <input type="checkbox"/>	24 hours to 6 weeks <input type="checkbox"/>			
	Clip in attachment <input type="checkbox"/>	Cold weft bonding <input type="checkbox"/>	Taped weft <input type="checkbox"/>	Man-made/synthetic <input type="checkbox"/>	Human hair <input type="checkbox"/>
Plait and twist	Multiple cornrows <input type="checkbox"/>	French plait <input type="checkbox"/>	Fishtail plait <input type="checkbox"/>	Two strand twist <input type="checkbox"/>	Flat twist <input type="checkbox"/>

Products use:					
Shampooing	Normal <input type="checkbox"/>	Oily <input type="checkbox"/>	Product build-up <input type="checkbox"/>	Dry <input type="checkbox"/>	Heat damaged <input type="checkbox"/>
	Environmentally damaged <input type="checkbox"/>	Fine/limp <input type="checkbox"/>	Pre-perming/ chemical process <input type="checkbox"/>		
Conditioning/ treatments	Surface <input type="checkbox"/>	Penetrating <input type="checkbox"/>	Scalp treatment <input type="checkbox"/>	Dandruff affected <input type="checkbox"/>	Dry scalp <input type="checkbox"/>
	Pre-perming/ chemical process <input type="checkbox"/>	Post-perming/ chemical process <input type="checkbox"/>	Treatment: (state) <input type="checkbox"/>		
	Oils <input type="checkbox"/>	Creams <input type="checkbox"/>	Spirit based <input type="checkbox"/>	Lotions <input type="checkbox"/>	Other: (state) <input type="checkbox"/>
Style and finish Set and dress	Lotions <input type="checkbox"/>	Mousse <input type="checkbox"/>	Activator <input type="checkbox"/>	Gel <input type="checkbox"/>	Heat protector <input type="checkbox"/>
	Spray <input type="checkbox"/>	Wax <input type="checkbox"/>	Cream <input type="checkbox"/>	Serum <input type="checkbox"/>	Gloss <input type="checkbox"/>
Perm and neutralise	Barrier cream <input type="checkbox"/>	Pre/post-treatment <input type="checkbox"/>	Chemical re-arranger <input type="checkbox"/>	Perm lotion <input type="checkbox"/>	Neutralisers <input type="checkbox"/>
Hair relaxing	Sodium relaxer <input type="checkbox"/>	Non-sodium relaxer <input type="checkbox"/>	Scalp protectors <input type="checkbox"/>	Pre-post-treatment <input type="checkbox"/>	Normalising shampoo <input type="checkbox"/>

Advice and recommendations	Advice given		
How to maintain style/service	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Additional services	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Additional products	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Time interval between services	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
How lifestyle can be affected	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Areas for future development:	
Service	
Techniques	
Timing	
Communication	
Client care	
Other	

Lecturer/Trainer signature:	Date:
Student signature:	Date:

Additional information (If required):