

*Candidate logbook*  
Entry 3 VRQ

# Hairdressing and Beauty Therapy





# Introduction to the hair and beauty sector

Name:

City & Guilds enrolment number:

Date registered with City & Guilds:

Date enrolled with centre:

Centre name:

Centre number:

Centre address:

Centre contact:

Assessor name:

Internal Verifier name:

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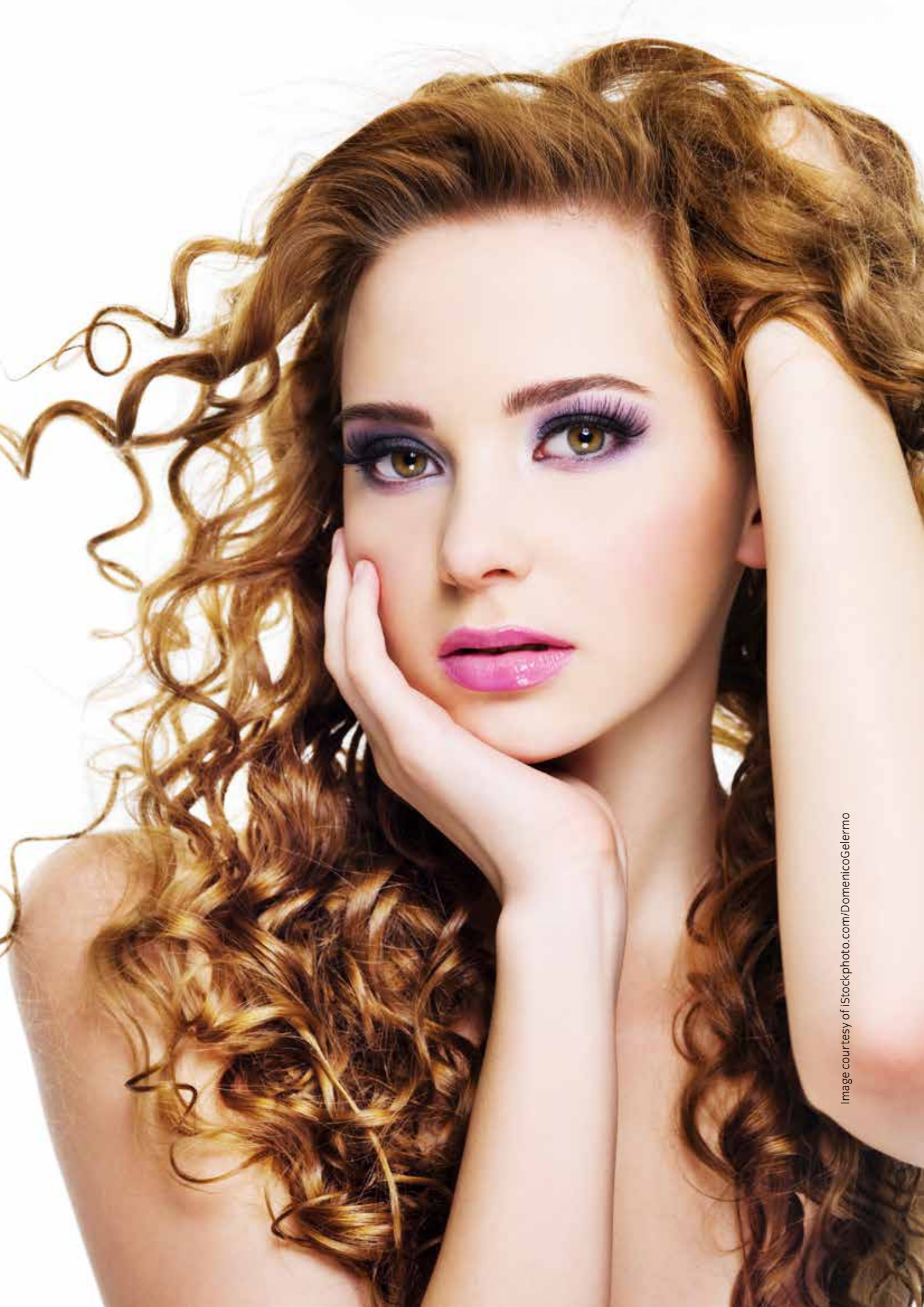
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## Further units (available for download at [cityandguilds.com](http://cityandguilds.com))

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## Summary of unit achievement

By signing this summary of unit achievement we are confirming that all the performance criteria and essential knowledge and understanding requirements for these units have been completed and that the evidence is authentic and has been obtained under specified conditions for which certification is now requested.

Candidate name:

Candidate enrolment number:

Centre name:

Centre number:

Start date:

001	Introduction to the hair and beauty sector
002	Presenting a professional image in a salon
003	Shampoo and conditioning
004	Hair plaiting
005	Create an image using colour for the hair and beauty sector
006	Skin care
007	Hand care
103	Styling women's hair
104	Styling men's hair
105	Plaiting and twisting hair
106	Basic make-up application
107	Themed face painting
108	Nail art application
109	Providing basic manicure treatment
110	Providing basic pedicure treatment
111	Colour hair using temporary colour
112	Create a hair and beauty image
113	Follow health and safety in the salon
114	Salon reception duties
115	Working with others in the hair and beauty sector

# Career ideas

So you want a career in hair and beauty?  
Complete the questionnaire below to find out what work you might be best suited to.

For each question, circle the answers A, B or C to find out your favourite career path.

## Q1 What's your favourite hobby?

- ☐ A Meeting new people
- ☐ B Catching up with friends
- ☐ C Looking through fashion/art magazines

## Q2 What's your image?

- ☐ A Latest up-to-date fashion
- ☐ B Smart casual
- ☐ C Individual and quirky



## Q3 Whose image do you like the most?

- ☐ A Cheryl Cole
- ☐ B Katy Perry
- ☐ C Lady Gaga

## Q4 What do you like best about your favourite magazine?

- ☐ A Glossy images
- ☐ B The problem page
- ☐ C Fashion articles

## Q5 What is on the walls of your bedroom?

- ☐ A Favourite musical group
- ☐ B Family and friends
- ☐ C Your own artwork

## Q6 What do your friends compliment you on?

- ☐ A Your sense of humour
- ☐ B Your sympathetic personality
- ☐ C Your artistic flair

## Q7 If you were stranded on a desert island and you could only take one of the following items with you, which would it be?

- ☐ A Glossy magazine
- ☐ B Mobile phone
- ☐ C Sketch book



**Q8 What's your favourite type of music?**

- ☐ A Rock
- ☐ B Dance
- ☐ C Hip hop

**Q9 You're going out for a meal. What type of food would you choose?**

- ☐ A Any – you love to experiment
- ☐ B Organically grown
- ☐ C Colourfully presented

**Q10 You have been invited to a fancy dress party. What would you go as?**

- ☐ A A famous celebrity
- ☐ B Your favourite singer
- ☐ C A cartoon character

**Answers**

**Mostly As**

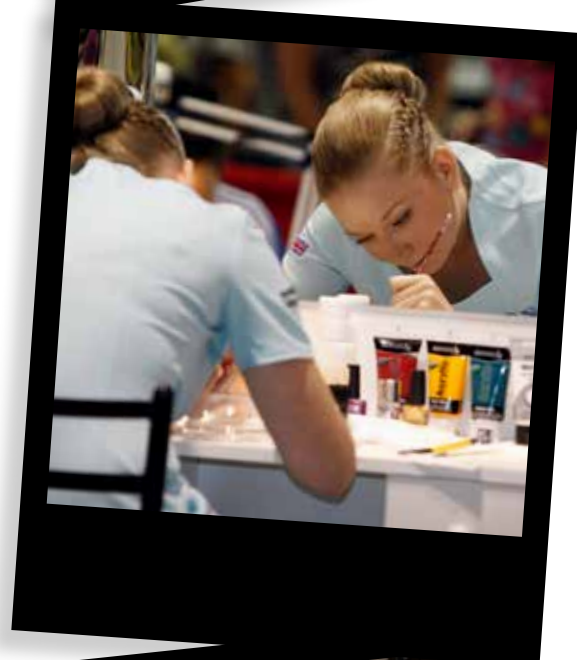
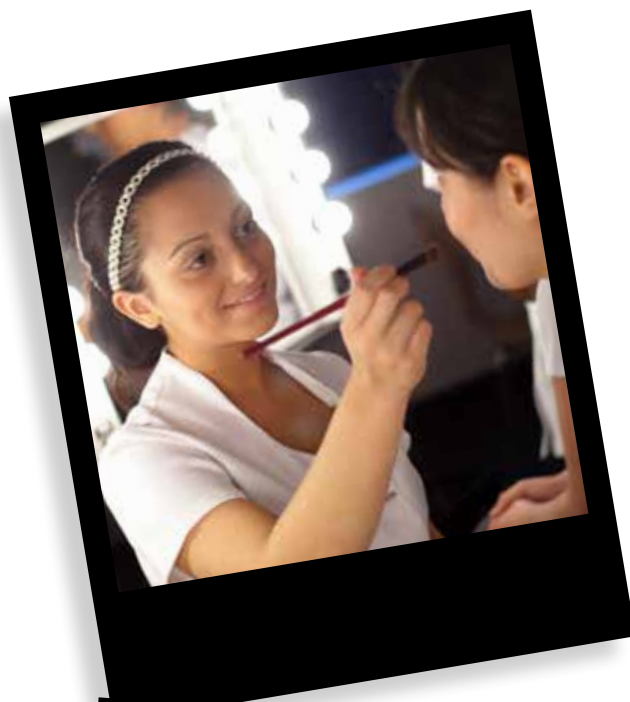
You love all things that have visible results. You are very sociable with a 'big' personality – qualities that are well suited to the hairdressing industry. This career path could lead you to becoming a specialist hair stylist or barber. There are a number of places in which you could work, such as a high street salon, on board a cruise liner or for the theatre.

**Mostly Bs**

You care a lot about the wellbeing of others. This could make you a great beauty therapist or make-up artist. You may enjoy working in the fashion industry, in retail or in consultancy. You may also want to check out working for a spa, as your love of learning about health and happiness could lead you into the world of holistic and complementary therapies.

**Mostly Cs**

You have a very artistic and creative personality. Your love of colour and eye for detail would be useful for planning and designing individual looks for clients. A career as a nail technician could be on the cards for you. You will love working with colour in a nail bar, a hotel or in a large salon that offers a variety of services and treatments.





# OOI

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## Introduction to the hair and beauty sector

In this unit you will be introduced to the exciting and creative world of the hair and beauty sector. You'll have the chance to look into a range of training and career options, and to think about which one you may want to go into. The theory that you cover will show you the many and varied hairdressing services and beauty treatments offered within the industry. You may have already tried out some of them as a paying client. What makes you or your friends chose one salon rather than another?



# Assignment mark sheet

## Unit 001 Introduction to the hair and beauty sector

This page is used to record when you pass the 'What you must know' and 'What you must do'. There is no practical task in this unit. A pass equals 1 point, a merit equals 2 points and a distinction equals 3 points.

### Conversion chart

Grade	Points
Pass	1–1.5
Merit	1.6–2.5
Distinction	2.6–3

### What you must know

Task 1a: fact sheet

Task 1b: list

Task 1c: worksheet

### Tick when complete


### Grade


Total points for graded tasks

Divided by

= Average grade for tasks

**Overall grade**  
(see conversion chart)

÷ 3

Candidate name:

Candidate signature:

Date:

Assessor signature:

Date:

Quality assurance co-ordinator signature  
(where applicable):

Date:

External Verifier signature  
(where applicable):

Date:



Image courtesy of Workwear World



## What does it mean?

Some useful words are explained below

Images courtesy of Thinkstock



### Barber

A person who carries out services on male clients, for example haircuts, facial massage or shaving.

### Beauty therapist

A person who is qualified to carry out a variety of treatments within a beauty salon or spa, for example facial cleansing or a body massage.



### Career opportunities

The roles and places that you may work in once you are qualified.



### Fashion and photographic settings

Where fashion and photographic events take place, for example fashion shows and magazine shoots.

### Hair stylist

A person who is qualified to carry out many different services within a hairdressing salon, for example cutting and hair colouring.

### Make-up artist

A person who applies make-up for a variety of occasions in various settings, for example in a department store or on a fashion shoot.

Images courtesy of The London College of Beauty Therapy



### Nail technician

A person who can carry out a variety of nail services, for example manicures or nail enhancements.

### Occupational role

The activities that a person is employed to carry out as part of their job.

### Receptionist



In a salon or spa, this person greets clients and also makes the appointments for the services and treatments being carried out. They may also be responsible for answering any enquiries made by clients.

### Salon junior

A person who is employed to help the senior members of staff in a salon or spa. Their duties will include shampooing the hair or preparing the work area for a beauty treatment.

### Salon manager

This person is in charge of the day-to-day running of the salon, for example making decisions on staff responsibilities, and recruitment of employees.

### Salon owner

A person who owns a salon business and makes important decisions regarding the overall running of the salon.

### Specialist salons

Salons that specialise in certain services, for example African type hairdressing.

### Working patterns

The hours that an employee will work, for example part time, full time, or shift work.

#### Revision tip

Try to visit some of the hair and beauty salons in your area as this will help you to discover the different services or treatments that they offer.

## What you must know

You must be able to:

- 1 State job roles in the hair and beauty sector
- 2 State the main career opportunities available in the hair and beauty sector
- 3 Identify the different types of salon
- 4 List the main hairdressing services offered by salons
- 5 List the main beauty treatments offered by salons

Image courtesy of Klara Capoušková

#### Revision tip

Go to the Habia website and look at the different training and career pathways available within the hair and beauty sector.



Image courtesy of Klara Capoušková

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*You can have the most amazing  
fun working in the hair and  
beauty industry!*

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*Everything gets better with practice!*

Images courtesy of Hertford Regional College

# Hair and

Talk to people who work in the hair and beauty sector. They can help you to understand their different roles and find out the career pathways available.







Many large hair and beauty businesses advertise their salons on the internet and list the variety of services and treatments that they offer.

# d beauty



## Comment form

### Unit 001 Introduction to the hair and beauty sector

This form can be used to record comments by you or your assessor.

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Image courtesy of iStockphoto.com/Quavondo







# 002

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## Presenting a professional image in a salon

In this unit, you will learn how to present and maintain a professional image in the salon. Your appearance, communication skills and behaviour affects the way customers feel about you. By knowing the standards you need to maintain, you will learn how to meet the needs of a range of different people. After completing this unit, you will be able to dress and present yourself well and communicate professionally in the salon environment.

# Assignment mark sheet

## Unit 002 Presenting a professional image in a salon

This page is used to record when you pass the 'What you must know' and 'What you must do'. The practical task is not graded in this unit. A pass equals 1 point, a merit equals 2 points and a distinction equals 3 points.

What you must know	Tick when complete	Grade
Task 1: worksheet		

What you must do	Tick when complete
Task 2: practical observation	

Complete overall
------------------

Candidate name:

Candidate signature: Date:

Assessor signature: Date:

Quality assurance co-ordinator signature (where applicable): Date:

External Verifier signature (where applicable): Date:



Image courtesy of Epping Forest College

## What does it mean?

Some useful words are explained below



### Antiperspirant

Used to reduce underarm perspiration.



### Body language

Consists of your posture, gestures, facial expressions and eye movements.



### Communication

Giving or exchanging of information, signals, or messages through talk, gestures, or writing.

### Deodorant

Used to prevent underarm and foot odour.

### Dress code

The rules around dress/uniform, hairstyle, make-up, nails and jewellery that you are required to follow.



### Negative behaviour

This is bad behaviour while working in the salon, for example offensive body language, poor/rude attitude, or unprofessional personal presentation.



### Oral hygiene

Regular cleaning of the teeth to ensure fresh breath and to prevent tooth decay.

### Personal hygiene

Daily cleansing of the body, face, hands and feet, oral hygiene, and the use of skin and body care products.



### Positive attitude

Demonstrated with good body language, making eye contact, smiling and tone of voice.



### Professional image

Presenting yourself well in the salon, including following the rules of the dress code and using positive body language.

## What you must know

You must be able to:

- 1 State the personal hygiene required for working in a salon
- 2 State how to communicate and behave in a salon environment



### Revision tip

Ask your family and friends what makes them feel comfortable when they are in a salon.



Image courtesy of Hertford Regional College

Image courtesy of Walsall College





Image courtesy of Charlie Miller



Images courtesy of Walsall College

# Profession

During practical sessions, remember to use positive body language and to keep any discussions focused on the service/treatment. This will ensure you present a professional image.



First impressions are important as they will affect whether or not a client returns to the salon in the future. So, make sure you look and act professionally at all times.

# mal image



## What you must do

### Practical observations

This page shows what you need to do during your practical task. You can look at it beforehand, but you're **not** allowed to have it with you while carrying out your practical task. You must achieve **all** the criteria. The practical task is not graded in this unit.

	Tick when complete
1 Maintained an alert, natural and confident manner	
2 Maintained a good standard of personal hygiene	
3 Female where cosmetics were used: they were correctly applied in an appropriate style and amount	
Female where no make-up was used: the face was well presented	
Male: maintained a clean-shaven face, trimmed beard (or 'designer stubble' well-maintained)	
4 Wore an appropriate hairstyle	
5 Kept teeth clean and breath fresh	
6 Kept hands clean and any cuts well covered	
7 Ensured nails were appropriately maintained and nail varnish (if worn) was not chipped	
8 Wore well-fitting, appropriate shoes	
9 Wore appropriate, clean and well-maintained clothes	
10 Wore the appropriate amount of jewellery	
11 Communicated professionally	
12 Behaved professionally	
13 Demonstrated appropriate non-verbal communication, eg smiling	
Candidate signature and date	
Assessor signature and date	



## Comment form

### Unit 002 Presenting a professional image in a salon

This form can be used to record comments by you, your client, or your assessor.

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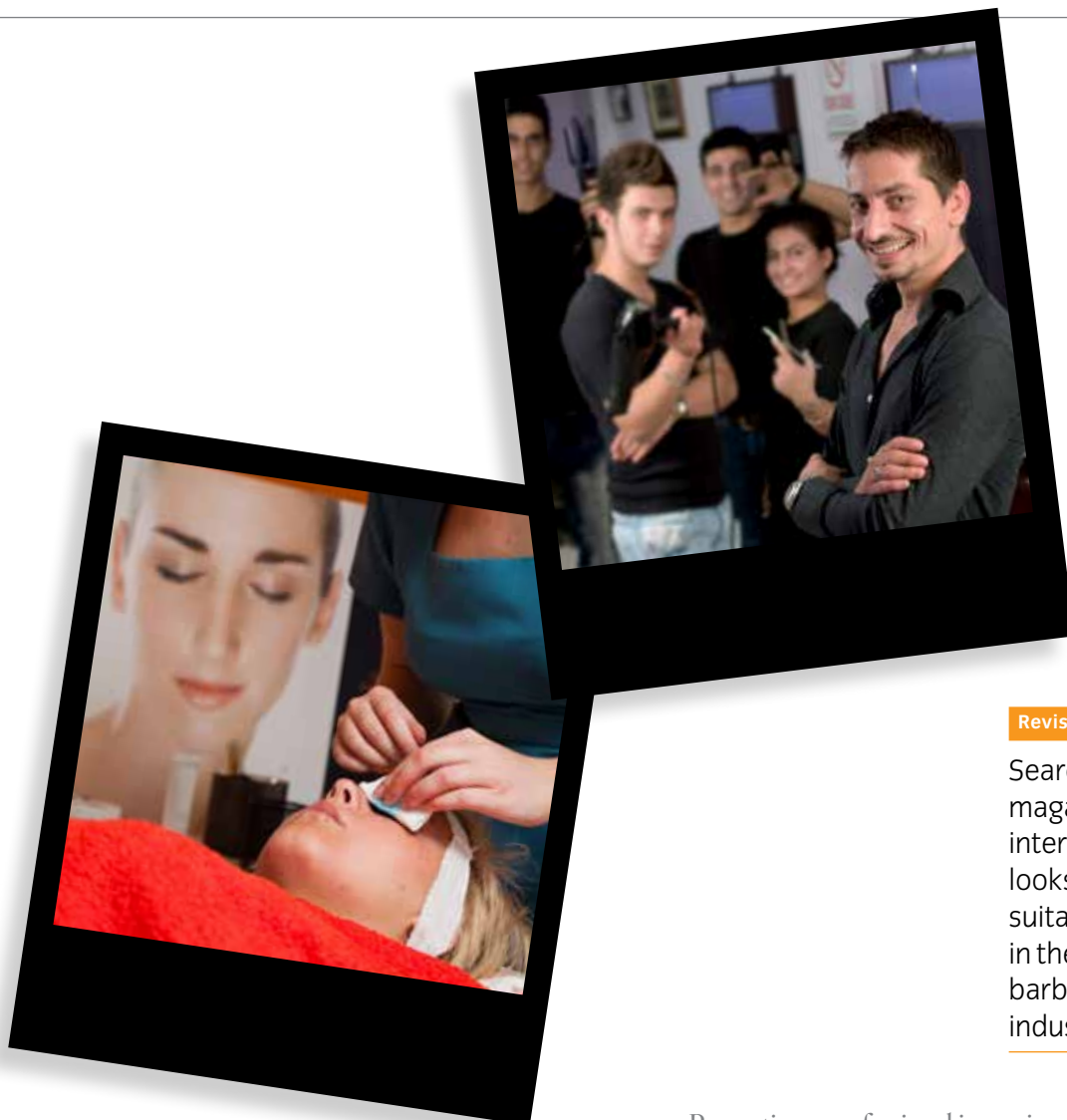
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Image courtesy of iStockphoto.com/Faith

Image courtesy of HEBE



#### Revision tip

Search through magazines and the internet for different looks that would be suitable for working in the hairdressing, barbering or beauty industry.



# 003

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## Shampoo and conditioning

The shampoo and conditioning service is often the client's first taste of the salon, and will be your chance to make a good impression. It is a very important service as it prepares the hair for the other services that follow. In this unit, you will select and use a range of products that will cleanse and improve the condition of the hair. You'll have a chance to treat different hair types and conditions, and will learn safe and hygienic working practices. You'll also learn how the shampoo and conditioning products work. The knowledge that you gain will help you to understand the structure of the hair.

# Assignment mark sheet

## Unit 003 Shampoo and conditioning

This page is used to record when you pass the 'What you must know' and 'What you must do' tasks. The practical or the knowledge tasks are not graded in this unit.

### What you must know

Task 1: test

### Tick when complete

### What you must do

Task 2: practical observation

### Tick when complete

### Complete overall

Candidate name:

Candidate signature:

Date:

Assessor signature:

Date:

Quality assurance co-ordinator signature  
(where applicable):

Date:

External Verifier signature  
(where applicable):

Date:



Image courtesy of Cheynes Training



Image courtesy of Goldwell



## What does it mean?

Some useful words are explained below



### Client preparation

Using a gown and towels to protect the client's clothes, brushing their hair, and positioning them comfortably at the basin.



### Conditioner

A product that helps the hair to look shiny and feel silky and smooths down the cuticle.

### Cortex

The inner part of the hair, which gives it its strength.

### Cuticles

The outer layer of the hair. Cuticle scales overlap one another. This layer protects the internal hair structure.

### Dandruff

Skin cells on the hair, which look like small white flakes.



### Hair types and conditions

How the hair feels and looks. Types of hair are: normal, dry, oily, dandruff and damaged.

### Layers

The three layers of the hair are like a pencil. The cuticle is like the varnish on the outside of a pencil, which sometimes gets a little flaky. The cortex is like the wood in the pencil, giving it strength, and the medulla is like the lead.

### Medulla

This is the middle section of the hair, and is not affected by hairdressing treatments.



### Personal Protective Equipment (PPE)

These are items that protect you, your skin and clothes from damage. For example, gloves and aprons.

### Shampoo

A product that cleans the hair and scalp.

### Sterilisation

This is the procedure used to remove germs from tools and equipment. Sterilisation is something you will hear a lot about while doing your hair and beauty training as it is very important.

## What you must know

You must be able to:

- 1 State the procedure for client preparation
- 2 State the main hair types and conditions
- 3 State the basic structure of the hair
- 4 State the effects of shampooing and conditioning on the hair



### Revision tip

Gently use a wide-toothed comb to detangle hair **after** the shampooing and conditioning process.



Image courtesy of iStockphoto.com/Nicholas Kilford

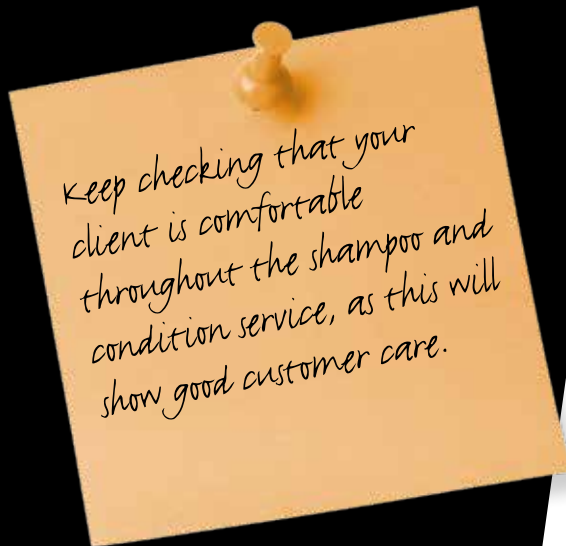
Image courtesy of Epping Forest College





Image courtesy of iStockphoto.com/A-Motion Media Productions

# Shampoo and

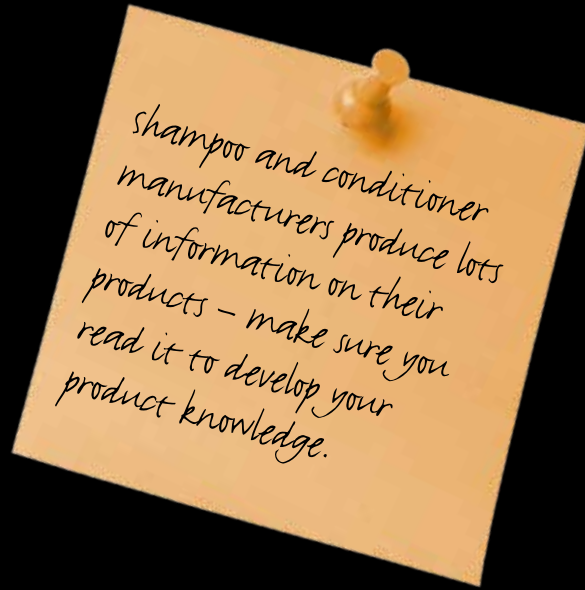


Keep checking that your client is comfortable throughout the shampoo and condition service, as this will show good customer care.



Image courtesy of iStockphoto.com/mbirdy





# and conditioner



## What you must do

### Practical observations

This page shows what you need to do during your practical task. You can look at it beforehand, but you're **not** allowed to have it with you while carrying out your practical task. You must achieve **all** the criteria. The practical task is not graded in this unit.

	Tick when complete
1 Client gowned and protected to a professional standard for the required service	
2 Client hair condition identified with supervision	
3 Selected products, tools and equipment with support and prepared work area	
4 Positioned the client correctly	
5 Checked the water temperature, flow and direction for client comfort and requirements	
6 Used products selected as to the manufacturers' requirements	
7 Selected and used massage techniques as required for the relevant service and products used	
8 Carried out the shampoo process in a professional manner	
9 Carried out the surface conditioning in a professional manner	
10 Rinsed hair thoroughly	
11 Towel dried the hair	
12 Detangled the hair	
13 Ensured client comfort at all times (if appropriate)	
14 Ensured that all equipment and the work area is cleaned and sterilised	
15 Followed safe and hygienic working practice	
16 Communicated in a professional manner	
17 Behaved in a professional manner	
Candidate signature and date	
Assessor signature and date	

## Comment form

### Unit 003 Shampoo and conditioning

This form can be used to record comments by you, your client, or your assessor.

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#### Revision tip

Always brush the hair thoroughly **before** shampooing to remove any tangles and to break down any product build-up.







# 006

## Skin care

Skin care treatments are one of the most popular treatment carried out in beauty salons. In this unit you will learn how to carry out basic skin care and recognise different skin types. You'll use different products for cleansing, toning and moisturising the skin. You will learn how to follow safe and hygienic working practices and to communicate in a professional manner during skin care services.

# Assignment mark sheet

## Unit 006 Skin care

This page is used to record when you pass the 'What you must know' and 'What you must do' tasks. The practical or the knowledge tasks are not graded in this unit.

What you must know	Tick when complete
Task 1: complete the chart	
What you must do	Tick when complete
Task 2: practical observation	

Candidate name:

Candidate signature:

Date:

Assessor signature:

Date:

Quality assurance co-ordinator signature  
(where applicable):

Date:

External Verifier signature  
(where applicable):

Date:

make a list of all the products, tools and materials you need to have ready for a skin care treatment. You don't want to forget anything when preparing your work area!

## What does it mean?

Some useful words are explained below

Images courtesy of Ahava



### Cleanser

A product that removes make-up, oil, dead skin cells, dirt and dust from the skin and pores.

### Control of Substances Hazardous to Health (COSHH)

Laws that mean employers must assess the risks from harmful products and take safety precautions. All products must be used and stored safely, and must be disposed of following the manufacturer's instructions.

### Moisturiser

A product that softens and protects the skin's surface, re-hydrates the skin and helps the application of make-up by providing a smooth base.

### Personal Protective Equipment (PPE)

Equipment to protect you, your skin and clothes from damage. Examples include gloves, aprons and uniforms.

Image courtesy of Epping Forest College



### Skin care treatment

In this unit this means to cleanse, tone and moisturise the skin.

### Skin types

Oily, dry, combination and normal.

### Sterilisation

Killing all micro-organisms that might be found on objects.



### Toner

A product that removes cleansing products, dissolves oil and cools and tightens the skin and pores.



### Working co-operatively

Being helpful and supportive of your team.

## What you must know

You must be able to:

- 1 State the procedure for client preparation
- 2 State the main skin types



### Revision tip

Try practising the routine for client preparation on your friends and family.



Image courtesy of iStockphoto.com/Iconogenic

Images courtesy of Walsall College



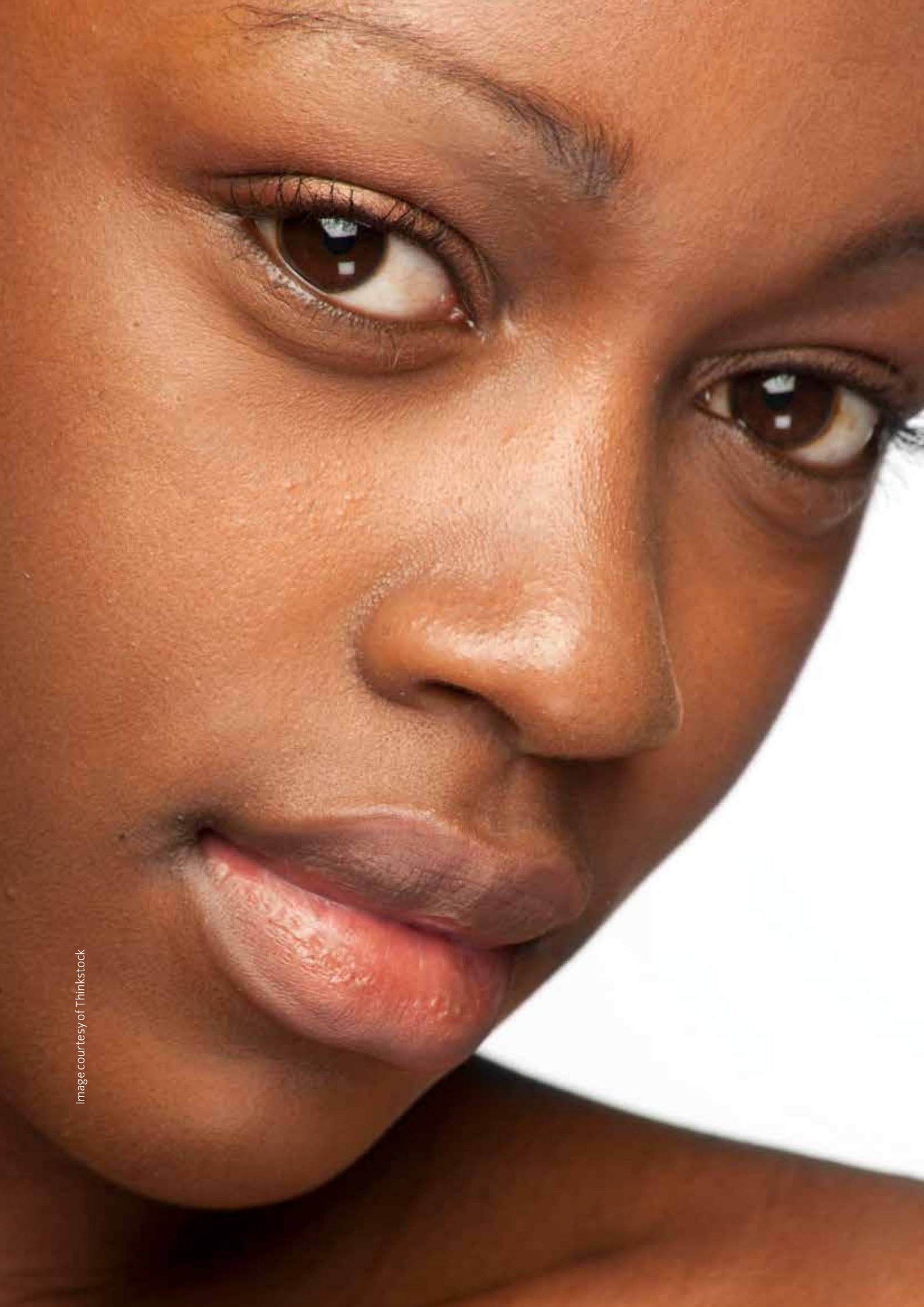


Image courtesy of Thinkstock

# Skin



Image courtesy of Hertford Regional College

Look at the different skin types and collect example images to remind you what to look for.



Image courtesy of Thinkstock



Make a list of all the products, tools and materials you need to have ready for a skin care treatment. It's important not to forget anything when preparing your work area.

# care



Look at people's body language when they talk to you. This will help you to be aware of your own body language when carrying out skin care treatments.

## What you must do

### Practical observations

This page shows what you need to do during your practical task. You can look at it beforehand, but you're **not** allowed to have it with you while carrying out your practical task. You must achieve **all** the criteria. The practical task is not graded in this unit.

Tick when complete	
1 Selected appropriate work area	
2 Ensured work area is clean, safe and fit for purpose	
3 Selected appropriate products and materials with supervision	
4 Prepared self and/or client	
5 Carried out a visual inspection of skin and face shape with supervision	
6 Cleansed the face with appropriate product	
7 Toned the face with appropriate product	
8 Moisturised the face with appropriate product	
9 Ensured client comfort at all times (if appropriate)	
10 Followed safe and hygienic working practice	
11 Communicated in a professional manner	
12 Behaved in a professional manner	
Candidate signature and date	
Assessor signature and date	



## Comment form

### Unit 006 Skin care

This form can be used to record comments by you, your client, or your assessor.

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# 007

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## Hand care

Hands and nails that are well looked after can really help to make a person's hands look nice, and hand care treatments are very popular. This unit will help you to learn how to prepare and provide basic hand care treatments. You'll learn how to select the right products and materials for use, and how to shape nails as well. You will also learn about the nail structure and lots of hand care terms.

# Assignment mark sheet

## Unit 007 Hand care

This page is used to record when you pass the 'What you must know' and 'What you must do' tasks. The practical or the knowledge tasks are not graded in this unit.

What you must know	Tick when complete
Task 1: test	
What you must do	Tick when complete
Task 2: practical observation	

### Complete overall

Candidate name:

Candidate signature:

Date:

Assessor signature:

Date:

Quality assurance co-ordinator signature  
(where applicable):

Date:

External Verifier signature  
(where applicable):

Date:





## What does it mean?

Some useful words are explained below

Images courtesy of Creative Nail Design Inc.



### Base coat

This is applied before the coloured nail varnish to smooth the nail, cut down on staining, and to help prevent the varnish from chipping.

### Nail shapes

The shape that the nail can be filed into, including oval, square, pointed and round.

### Nail structure

This is what makes up the nail and surrounding area.

### Salon requirements

As well as health and safety requirements, the salon will have its own rules that must be followed.

Image courtesy of Professionals



### Cuticle cream

Moisturising cream that is used to soften and feed the cuticle.



### Top coat

This coat of varnish gives a good shine to the nails and helps to make the coloured varnish last longer.

### Hand care treatment

In this unit it means improving the condition and appearance of the hands and nails.



### Hand cream

Used to moisturise the skin on the hands and lower arms.

Image courtesy of Ellisons



### Methods of sterilisation

These are the different ways in which high temperature is used to kill off all germs, for example using steam.

## What you must know

### You must be able to:

- 1 State the procedure for client preparation
- 2 Identify typical nail shapes and basic nail structure

#### Revision tip

Look at different nail shapes and match them to different clients. For example, what shape would be best for an athlete, a model, or a beauty therapist?







# Hand

make yourself a list of all the products, tools and materials you need to have ready for a hand care treatment so that you don't forget anything when preparing your work area.





When carrying out hand care treatments, try to look at the health and safety legislation that you are following, as this will help to make it feel more relevant to what you do.

# Hand care



## What you must do

### Practical observations

This page shows what you need to do during your practical task. You can look at it beforehand, but you're **not** allowed to have it with you while carrying out your practical task. You must achieve **all** the criteria. The practical task is not graded in this unit.

	Tick when complete
1 Selected appropriate work area	
2 Ensured work area is clean, safe and fit for purpose	
3 Selected appropriate products and materials with supervision	
4 Prepared self and/or client	
5 Carried out a visual inspection of hand and nails with supervision	
6 Remove any existing nail varnish (if appropriate)	
7 File the nails in the correct direction	
8 Carried out a hand massage	
9 Applied base coat	
10 Applied varnish	
11 Applied top coat (if appropriate)	
12 Ensured client comfort at all times (if appropriate)	
13 Followed safe and hygienic working practice	
14 Communicated in a professional manner	
15 Behaved in a professional manner	
Candidate signature and date	
Assessor signature and date	

## Comment form

### Unit 007 Hand care

This form can be used to record comments by you, your client, or your assessor.

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#### Revision tip

Find out what the different parts of the nail do, as this will help you to understand their importance.



# 103

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## Styling women's hair

In this unit, you will be developing your creative hair styling skills. You will need to research fashion trends and client demands to decide on the styles to create. As well as having fun trying out the different styles, you will create a style book to show off your finished looks.

You will also learn about professional styling products and how to use them, and you will get to know a range of hair styling terms.



# Assignment mark sheet

## Unit 103 Styling women's hair

This page is used to record when you pass the 'What you must know' and 'What you must do'.  
The practical task is not graded in this unit.  
A pass equals 1 point, a merit equals 2 points  
and a distinction equals 3 points.

What you must know	Tick when complete	Grade
Task 1a: style book		
Task 1b: chart		

What you must do	Tick when complete
Task 2: practical observation	

### Conversion chart

Grade	Points
Pass	1–1.5
Merit	1.6–2.5
Distinction	2.6–3

Total points for  
graded tasks

Divided by

= Average grade  
for tasks

**Overall grade**  
(see conversion chart)

÷ 2

Candidate name:

Candidate signature:

Date:

Assessor signature:

Date:

Quality assurance co-ordinator signature  
(where applicable):

Date:

External Verifier signature  
(where applicable):

Date:



Image courtesy of Hertford Regional College

## What does it mean?

Some useful words are explained below

### Adverse skin, scalp and hair conditions

Conditions that can stop or restrict a service or treatment, eg head lice, impetigo psoriasis.

### Correct posture

Ensuring that the way you work does not put a strain on your spine, causing fatigue or long-term damage.



### Finger drying

Using your fingers to create a soft, natural style.

### Hair density

The number of hairs that a person has, which will partly affect how thick a person's hair appears. Hair density can be sparse (few hairs), normal, or dense (many hairs).

### Hair elasticity

The internal condition of the hair, which affects its ability to stretch and return to its original shape.

### Hair growth cycle

Hair growth goes through three stages: anagen, catagen and telogen.

### Hair growth patterns

The direction that the hair grows in, which needs to be considered when styling the hair.

### Hair texture

The texture of the hair can be smooth or coarse.



### Pin curling

Clips are used to create soft waves or curls.



### Setting

Rollers are used to create curls, volume or hair direction.



### Smoothing

Using tools and equipment to smooth the hair temporarily.



### Straightening

Using heated equipment to straighten the hair temporarily.

## What you must know

### You must be able to:

- 1 Identify basic techniques for styling women's hair
- 2 State the factors that influence the choice of hair styling techniques for women
- 3 State the importance of the preparation procedures for styling women's hair
- 4 State the purpose of basic hair styling and finishing products, tools and equipment

#### Revision tip

Use the internet and magazines to collect different hair styling looks. This will help you to design your style book.



Image courtesy of iStockphoto.com/Goldmund

Image courtesy of iStockphoto.com/DomenicoGelermo







Image courtesy of iStockphoto.com/Maica

# Styl



Practise different styling techniques on your friends and family, as this will help you develop your skills further.

Image courtesy of Joico



Think about the feedback  
given to you by your tutor  
and how it can help you  
improve your finished looks.



## What you must do

### Practical observations

This page shows what you need to do during your practical task. You can look at it beforehand, but you're **not** allowed to have it with you while carrying out your practical task. You must achieve **all** the criteria. The practical task is not graded in this unit.

	Tick when complete
1 Completed consultation sheet	
2 Client gowned and protected to a professional standard for the required service	
3 Basic styling requirements and suitable tools and equipment identified	
4 Selected suitable products, tools and equipment with supervision and prepared work area/trolley	
5 Shampooed and conditioned hair (if appropriate)	
6 Sectioned hair cleanly and evenly for required drying/styling technique	
7 Used the tools and equipment correctly and in a safe manner	
8 Followed manufacturers' instructions for the products selected	
9 Controlled air flow and temperature (if appropriate)	
10 Selected and used appropriate materials, products, tools and equipment to finish and secure hair as required with supervision	
11 Ensured client comfort at all times (if appropriate)	
12 Followed safe and hygienic working practice	
13 Communicated in a professional manner	
14 Behaved in a professional manner	
Candidate signature and date	
Assessor signature and date	

## Comment form

### Unit 103 Styling women's hair

This form can be used to record comments by you, your client, or your assessor.

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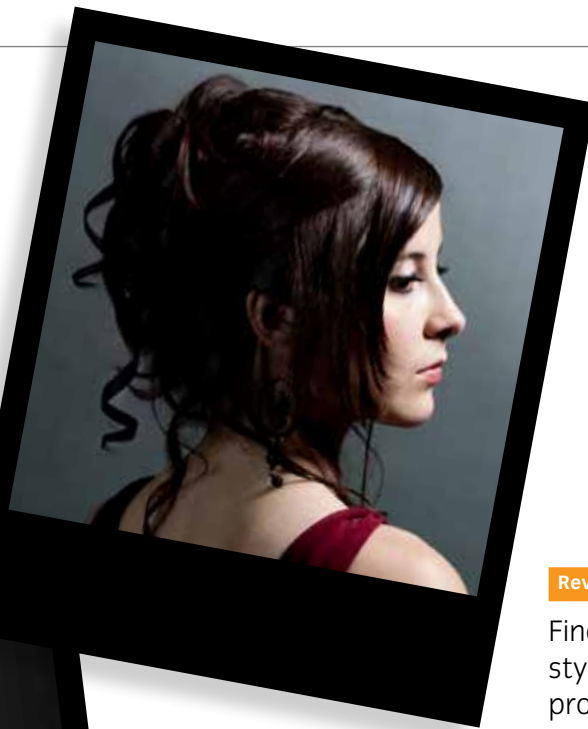
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#### Revision tip

Find out about different adverse skin, scalp and hair conditions so you become familiar with how to spot them.



#### Revision tip

Find out about all the styling and finishing products available in your centre and take note of their features and benefits.

**Feature** – what the product does, how to use it.

**Benefit** – helps the style last longer, gives the hair extra body.







# IO4

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## Styling men's hair

In this unit, you will be developing your creative hair styling skills. You will need to research fashion trends and client demands to decide on the styles to create. As well as having fun trying out the different styles, you will create a style book to show off your finished looks.

You will also learn about professional styling products and how to use them, and you will get to know a range of hair styling terms.



# Assignment mark sheet

## Unit 104 Styling men's hair

This page is used to record when you pass the 'What you must know' and 'What you must do'.  
The practical task is not graded in this unit.  
A pass equals 1 point, a merit equals 2 points  
and a distinction equals 3 points.

What you must know	Tick when complete	Grade
Task 1a: style book		
Task 1b: chart		

What you must do	Tick when complete
Task 2: practical observation	

### Conversion chart

Grade	Points
Pass	1–1.5
Merit	1.6–2.5
Distinction	2.6–3

Total points for  
graded tasks

Divided by

= Average grade  
for tasks

**Overall grade**  
(see conversion chart)

÷ 2

Candidate name:

Candidate signature:

Date:

Assessor signature:

Date:

Quality assurance co-ordinator signature  
(where applicable):

Date:

External Verifier signature  
(where applicable):

Date:

### Revision tip

Find out about all the men's styling and finishing products available in your centre and take note of their features and benefits.

**Feature** – what the product does, how to use it.

**Benefit** – helps the style last longer, gives the hair extra body.

## What does it mean?

Some useful words are explained below



### Adverse skin, scalp and hair conditions

Conditions that can stop or restrict a service or treatment.

### Correct posture

Make sure that the way you work does not put a strain on your spine, causing tiredness or long-term damage.

### Finger drying

Using your fingers to create a soft, natural style.



### Hair density

The number of hairs that a person has, which will partly determine how thick a person's hair appears. Hair density can be sparse (few hairs), normal, or dense (many hairs).



### Hair elasticity

The internal condition of the hair, which affects its ability to stretch and return to its original shape.

### Hair growth cycle

Hair growth goes through three stages: anagen, catagen and telogen.

### Hair growth patterns

The direction that the hair grows in, which needs to be considered when styling the hair.



### Hair texture

The texture of the hair can be smooth or coarse.

### Smoothing

Using tools and equipment to smooth the hair temporarily.

### Straightening

Using heated equipment to straighten the hair temporarily.



## What you must know

### You must be able to:

- 1 Identify basic techniques for styling men's hair
- 2 State the factors that influence the choice of hair styling techniques for men
- 3 State the importance of the preparation procedures for styling men's hair
- 4 State the purpose of basic hair styling and finishing products, tools and equipment

#### Revision tip

Use the internet and magazines to collect different male hair styling looks. This will help you to design your style book.



Image courtesy of Adam Sloan at Big Yin





Practise different styling techniques on your friends and family, as this will help you develop your skills further.



Image courtesy of iStockphoto.com/StellerPhotography



Image courtesy of Adam Sloan at Big Yin



# 1. *ling*

Think about the feedback  
given to you by your tutor  
and how it can help you  
improve your finished looks.



## What you must do

### Practical observations

This page shows what you need to do during your practical task. You can look at it beforehand, but you're **not** allowed to have it with you while carrying out your practical task. You must achieve **all** the criteria. The practical task is not graded in this unit.

Tick when complete	
1 Client gowned and protected to a professional standard for the required service	
2 Basic styling requirements and suitable tools and equipment identified	
3 Selected suitable products, tools and equipment with supervision and prepared work area/trolley	
4 Shampooed and conditioned hair (if appropriate)	
5 Sectioned hair cleanly and evenly for required drying/styling technique (if appropriate)	
6 Used the tools and equipment correctly and in a safe manner	
7 Followed manufacturers' instructions for the products selected	
8 Controlled air flow and temperature (if appropriate)	
9 Selected and used appropriate materials, products, tools and equipment to finish and secure hair as required with supervision	
10 Ensured client comfort at all times (if appropriate)	
11 Followed safe and hygienic working practice	
12 Communicated in a professional manner	
13 Behaved in a professional manner	
Candidate signature and date	
Assessor signature and date	

## Comment form

### Unit 104 Styling men's hair

This form can be used to record comments by you, your client, or your assessor.

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#### Revision tip

Explore different adverse skin, scalp and hair conditions so you become familiar with how to spot them.



Image courtesy of iStockphoto.com/Steller Photography

Image courtesy of Goldwell



# 105

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## Plaiting and twisting hair

Plaiting and twisting hair gives you the chance to show off your creative skills, as well as how well you can work with your hands. You'll learn how to section and secure the hair, and to use a range of decorations. You will also learn how various products can help and support the plaiting and twisting service. Finally, you will learn how to give aftercare advice to clients to help their style last longer.

Plaiting and twisting styles can help clients express their cultural uniqueness, and in designing and creating different looks by plaiting and twisting hair, you can help them to do this.



## Assignment mark sheet

### Unit 105 Plaiting and twisting hair

This page is used to record when you pass the 'What you must know' and 'What you must do'.  
The practical task is not graded in this unit.  
A pass equals 1 point, a merit equals 2 points  
and a distinction equals 3 points.

What you must know	Tick when complete	Grade
Task 1: style book		

What you must do	Tick when complete
Task 2: practical observation	

Complete overall
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Candidate name:

Candidate signature:

Date:

Assessor signature:

Date:

Quality assurance co-ordinator signature  
(where applicable):

Date:

External Verifier signature  
(where applicable):

Date:

## What does it mean?

Some useful words are explained below

### Client preparation

Preparation of the hair, gowning and protecting the client.

### Correct posture

Positioning yourself correctly to prevent fatigue and long-term injury.



### Cultural and fashion trends

Looks that either complement fashion changes or support cultural occasions or needs.



### Decoration

Ornaments such as flowers and jewels, used to enhance the finished look.

### Excessive tension

Pulling the hair too tight when plaiting and twisting, causing traction alopecia (hair loss) at partings and around the hair line.

### Gender

Whether a client is male or female.

### Home care and aftercare advice

The advice given to clients to help them keep their style longer.



### Plaiting and twisting techniques

On scalp plaits, off scalp plaits, and twists.



### Prepare the work area

Arranging products, tools and equipment ready for the service to follow.

### Safe and hygienic working practices

Following health and safety legislation to ensure you and your client are not harmed.

## What you must know

### You must be able to:

- 1 Identify the range of finished looks that use plaiting and twisting techniques
- 2 State the factors that influence the choice of plaiting and twisting techniques
- 3 State the importance of the preparation procedures for plaiting and twisting hair
- 4 State when and how to use products, tools and equipment
- 5 State the importance of home care advice

#### Revision tip

Find out about different plaiting and twisting looks used on men and women. Try to source a range of both fashion trends and cultural influences.



Image courtesy of iStockphoto.com/Simon McConico Photography





# Plait

Keep practising plaiting  
and twisting on your  
friends and family to get  
used to sectioning and  
controlling the hair.





start to collect a variety of decorations that you could use to enhance your plaits and twists.

# styling

Find out about and use different products to discover which ones help you create a good finish on the hair, as well as ensuring that the style stays in place.



## What you must do

### Practical observations

This page shows what you need to do during your practical task. You can look at it beforehand, but you're **not** allowed to have it with you while carrying out your practical task. You must achieve **all** the criteria. The practical task is not graded in this unit.

	Tick when complete
1 Completed consultation sheet	
2 Client gowned and protected to a professional standard for the service required	
3 Identified requirements for basic plaiting/ twisting technique	
4 Prepared the hair for plaiting and twisting techniques	
5 Selected products, tools and equipment with supervision and prepared work area/trolley	
6 Sectioned hair cleanly and evenly for required technique	
7 Secured plaits/twists with supervision to minimise risk of excessive tension	
8 Provided home care advice	
9 Ensured client comfort at all times (if appropriate)	
10 Followed safe and hygienic working practice	
11 Communicated in a professional manner	
12 Behaved in a professional manner	
Candidate signature and date	
Assessor signature and date	

#### Revision tip

Make a list of the home care advice that you could offer your clients to help them keep their style in place for longer.

## Comment form

### Unit 105 Plaiting and twisting hair

This form can be used to record comments by you, your client, or your assessor.

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Image courtesy of Wella





# IO6

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## Basic make-up application

This unit will help you to develop your artistic and creative skills by learning how to carry out make-up services. You'll also learn how to cleanse, tone and moisturise the face before the make-up application, and how to use different products and tools. Your understanding will cover the functions and basic structure of the skin and facial bones. You will also need to look at cultural and fashion trends, which will help you to understand the needs and requirements of your clients.

# Assignment mark sheet

## Unit 106 Basic make-up application

This page is used to record when you pass the 'What you must know' and 'What you must do'. The practical task and the test are not graded in this unit. A pass equals 1 point, a merit equals 2 points and a distinction equals 3 points.

What you must know	Tick when complete	Grade
Task 1a: fact sheet		
Task 1b: test		
What you must do	Tick when complete	
Task 2: practical observation		

### Complete overall

Candidate name:

Candidate signature:

Date:

Assessor signature:

Date:

Quality assurance co-ordinator signature  
(where applicable):

Date:

External Verifier signature  
(where applicable):

Date:



## What does it mean?

Some useful words are explained below



### Bone structure of the face

The bones of the face include the mandible, maxillae, zygomatic and frontal.

### Concealers

Products used to mask blemishes visible on the skin.



### Cultural and fashion trends

Looks that either match fashion changes or support cultural occasions or needs.



### Factors

Factors such as face shape and skin type must be taken into account when planning a basic make-up application.



### Foundation

This product smoothes out the skin and covers uneven skin colouration.



### Functions of the skin

Shapes:

S = sensation

H = heat regulation

A = absorption

P = protection

E = excretion

S = secretion.

### Methods of sterilisation

The most reliable methods are dry heat and steam sterilising.

### Skin types

These include oily, dry, combination and normal.

## What you must know

### You must be able to:

- 1 State the factors that could influence the choice of basic make-up products and techniques
- 2 State the importance of the preparation procedures for applying basic make-up
- 3 State how and when to use products, tools and equipment for basic make-up
- 4 State the basic skin types
- 5 State the basic structure and functions of the skin
- 6 State the bone structure of the face



#### Revision tip

Look at how celebrities use make-up to make the most of their facial features, as this will help you to design different looks.



Image courtesy of Dermalogica

Image courtesy of iStockphoto.com/Pixinity



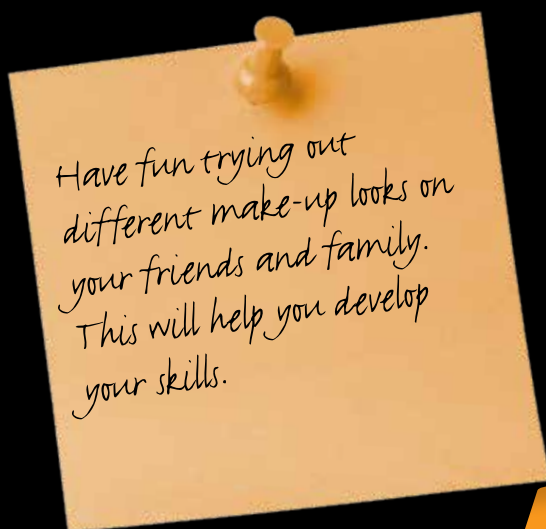




# Maak



Look at what different products do to the skin. This will support your choice when carrying out make-up services in the salon.



# re-up



## What you must do

### Practical observations

This page shows what you need to do during your practical task. You can look at it beforehand, but you're **not** allowed to have it with you while carrying out your practical task. You must achieve **all** the criteria. The practical task is not graded in this unit.

Tick when complete	
1 Selected appropriate work area	
2 Ensured work area is clean, safe and fit for purpose	
3 Selected appropriate tools/products and equipment with supervision	
4 Prepared self and/or client	
5 Carried out a visual inspection of skin and face shape with supervision	
6 Cleansed, toned and moisturised face to remove any existing make-up with appropriate product	
7 Applied basic make-up in a logical sequence	
8 Ensured client comfort at all times (if appropriate)	
9 Completed treatment plan	
10 Followed safe and hygienic working practice	
11 Communicated in a professional manner	
12 Behaved in a professional manner	
Candidate signature and date	
Assessor signature and date	

## Comment form

### Unit 106 Basic make-up application

This form can be used to record comments by you, your client, or your assessor.

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#### Revision tip

Practise labelling the skin structure and facial bones, so that you become familiar with their positions.





# IO7

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## Themed face painting

This unit gives you the chance to show off your skills, imagination and artistic flair! With practice, you will be able to look at a picture (2D image) and carry out a face painting service on a real face. You'll use a range of products, tools and face painting techniques to achieve the different finished looks. You will also look into the cultural and topical themes that influence client requirements.

The knowledge you gain will help you to understand the importance of the preparation, application and removal of face paint products.

# Assignment mark sheet

## Unit 107 Themed face painting

This page is used to record when you pass the 'What you must know' and 'What you must do'.  
The practical task is not graded in this unit.  
A pass equals 1 point, a merit equals 2 points  
and a distinction equals 3 points.

What you must know	Tick when complete	Grade
Task 1: fact sheet		

What you must do	Tick when complete
Task 2: practical observation	

### Complete overall

Candidate name:

Candidate signature:

Date:

Assessor signature:

Date:

Quality assurance co-ordinator signature  
(where applicable):

Date:

External Verifier signature  
(where applicable):

Date:



Image courtesy of iStockphoto.com/kgas

## What does it mean?

Some useful words are explained below



### 2D image

Flat surface showing an image like a picture drawing.



### 3D surface

For face painting, this is either a mannequin, the client's face, or a mask.



### Face painting techniques

Application using sponges or brushes.

### Factors

Influences that may prevent or restrict the service to follow, such as adverse skin conditions.

### Safe and hygienic working practices

Using methods of sterilisation, following relevant health and safety legislation.



### Topical (up-to-date) themes

For example: football team colours, animals, super heroes, cultural occasions, and combat camouflage.

## What you must know

### You must be able to:

- 1 State the factors that could influence the choice of themed face painting techniques
- 2 State the importance of the preparation and removal procedures for themed face painting
- 3 State the products and tools used in themed face painting

#### Revision tip

Research different adverse skin conditions that you may come across when carrying out a visual inspection of the skin.



Image courtesy of iStockphoto.com/jhorrocks







Image courtesy of iStockphoto.com/duncan1980 and Michal Herman

# Face paint



Keep an eye out for media coverage of carnivals: the Venice carnival is a face paint spectacular.

Look out for interesting pictures or drawings, as these can help you with your face painting design development.

Image courtesy of iStockphoto.com/mandymn

Image courtesy of iStockphoto.com/clu



Have fun developing your  
artistic talent by practising  
on your friends and family.  
Take pictures so you can use  
them on your fact sheet.

# Painting

Image courtesy of iStockphoto.com/kkgas



## What you must do

### Practical observations

This page shows what you need to do during your practical task. You can look at it beforehand, but you're **not** allowed to have it with you while carrying out your practical task. You must achieve **all** the criteria. The practical task is not graded in this unit.

Tick when complete	
1 Selected appropriate work area	
2 Ensured work area is clean, safe and fit for purpose	
3 Selected appropriate tools/products and equipment	
4 Sanitised the hands of self	
5 Carried out a visual inspection of the skin	
6 Agreed the face painting design with the model	
7 Created the face painting design using suitable products, tools and equipment	
8 Removed face painting design in agreement with the model	
9 Ensured client comfort at all times	
10 Completed treatment plan	
11 Followed safe and hygienic working practice	
12 Communicated in a professional manner	
13 Behaved in a professional manner	
Candidate signature and date	
Assessor signature and date	

## Comment form

### Unit 107 Themed face painting

This form can be used to record comments by you, your client, or your assessor.

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#### Revision tip

Look into the different products and tools that can be used to create themed face painting images.







# 108

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## Nail art application

This unit gives you the chance to show off your skills, imagination and artistic flair! With practice, you will be able to use a picture or drawing to create a finished look on the nail plate. You'll use a range of products, tools and nail art techniques to achieve the different finished looks. You will also look into the cultural and topical themes that influence client requirements. The knowledge you learn will help you to understand the importance of the preparation and removal of nail art products.

# Assignment mark sheet

## Unit 108 Nail art application

This page is used to record when you pass the 'What you must know' and 'What you must do'.  
The practical task is not graded in this unit.  
A pass equals 1 point, a merit equals 2 points  
and a distinction equals 3 points.

What you must know	Tick when complete	Grade
Task 1: fact sheet		

What you must do	Tick when complete
Task 2: practical observation	

Complete overall
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Candidate name:

Candidate signature:

Date:

Assessor signature:

Date:

Quality assurance co-ordinator signature  
(where applicable):

Date:

External Verifier signature  
(where applicable):

Date:



## What does it mean?

Some useful words are explained below

### 2D image

Flat surface showing a picture or drawing.



### 3D surface

For nail art application, this is a nail, either natural or artificial tip.



### Nail growth rate

The rate at which the natural nail grows.



### Safe and hygienic working practices

Using methods of sterilisation, following relevant health and safety legislation.

### Artificial nail structure

A structure that is applied on top of the natural nail.

### Factors

Influences that may prevent or restrict the service to follow, such as adverse skin or nail conditions.



### Nail art techniques

3D designs, striping, and colour blending.



## What you must know

### You must be able to:

- 1 State the factors that could influence the choice of basic nail art techniques and products
- 2 State the importance of the preparation procedures for nail art
- 3 State the products and basic techniques used in nail art
- 4 State the products and tools used in nail art

#### Revision tip

Research different adverse skin and nail conditions that you may come across when preparing to carry out nail art services.



Image courtesy of Nail Delights ([www.naildelights.com](http://www.naildelights.com))



Image courtesy of Central Sussex College



Image courtesy of Professionals





# Nail



Look out for interesting pictures and drawings, as these can help you with your nail art design development.

Image courtesy of Central Sussex College



Have fun developing your artistic talent by practising on your friends and family. Take pictures so you can use them in your collection of nail art images, themes and techniques.

# Nail Art

Image courtesy of iStockphoto.com/Imagegami



## What you must do

### Practical observations

This page shows what you need to do during your practical task. You can look at it beforehand, but you're **not** allowed to have it with you while carrying out your practical task. You must achieve **all** the criteria. The practical task is not graded in this unit.

	Tick when complete
1 Selected appropriate work area	
2 Ensured work area is clean, safe and fit for purpose	
3 Selected appropriate tools/products and equipment	
4 Ensured tools are clean, safe and fit for purpose	
5 Prepared tools and products	
6 Sanitised the hands of client and self	
7 Carried out a visual inspection of hands and nails	
8 Recognised any problem areas	
9 Sought clarification with supervisor that treatment can go ahead	
10 Prepared the nail plate	
11 Created nail art techniques using suitable products, tools and equipment	
12 Nail art design is consistent and clear	
13 Tools and equipment are cleaned and put away	
14 Work surfaces cleaned and stored, if appropriate	
15 Completed treatment plan	
16 Communicated and behaved in a professional manner	
17 Followed safe and hygienic working practice	
Candidate signature and date	
Assessor signature and date	

## Comment form

### Unit 108 Nail art application

This form can be used to record comments by you, your client, or your assessor.

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#### Revision tip

Look into the different products and nail art techniques that can be used to create a finished image.





# 109

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## Providing basic manicure treatment

Hands and nails that are well cared for can improve the appearance straight away, and manicures are a popular service within the beauty industry.

This unit will help you learn how to carry out a visual study of the hands and nails, and spot anything that will affect the treatment to follow. Knowledge covered will ensure you understand how to recognise contra-actions and the best way to respond to them whilst carrying out a treatment. You'll also learn about different products and equipment, which will help you to select the correct ones when carrying out treatments.

# Assignment mark sheet

## Unit 109 Providing basic manicure treatment

This page is used to record when you pass the 'What you must know' and 'What you must do'. The practical task is not graded in this unit. A pass equals 1 point, a merit equals 2 points and a distinction equals 3 points.

What you must know	Tick when complete	Grade
Task 1: information sheet		

What you must do	Tick when complete
Task 2: practical observation	

### Complete overall

Candidate name:

Candidate signature:

Date:

Assessor signature:

Date:

Quality assurance co-ordinator signature  
(where applicable):

Date:

External Verifier signature  
(where applicable):

Date:



Image courtesy of iStockphoto.com/Iconogenic

## What does it mean?

Some useful words are explained below

### Base coat

Applied before the coloured nail varnish to smooth the nail, cut down on staining, and help prevent early chipping or wearing off of the colour.



### Basic structure of the nail

The basic structure of the nail is made up of the nail plate, nail wall, cuticle, and free edge.

### Contra-actions

An unwanted reaction to a treatment, for example erythema (redness), irritation (itching), or swelling.



### Cuticle cream

Moisturising cream that is used to soften and nourish the cuticle.

### Factors

Influences that may prevent or restrict the treatment to follow, for example nail length and condition.



### Hand cream

Used to moisturise the skin on the hands and lower arm.

### Methods of sterilisation

The most reliable methods are dry heat and steam sterilising. You will use these to remove any germs from your tools and equipment.

### Nail shapes

These include oval, rounded and square.

### Salon requirements

As well as health and safety requirements, the salon will have their own policies and procedures that must be followed.

### Top coat

Gives a shine to the coloured nails and helps to make the varnish last longer.

## What you must know

### You must be able to:

- 1 Outline the salon's requirements for client preparation, preparing yourself and the work area
- 2 State the importance of carrying out a visual study of the hands and nails to identify factors that will influence the treatment
- 3 Identify typical nail shapes
- 4 Identify the basic structure of the nail
- 5 State possible contra-actions and how to respond

#### Revision tip

Look at different nail shapes and find out which one is best for different hand shapes and client lifestyles.

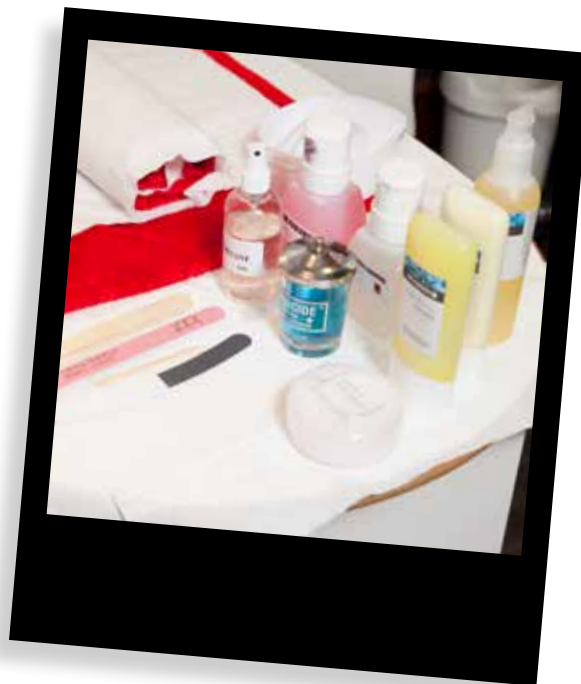


Image courtesy of Hertford Regional College







# Man

make yourself a chart with  
images of the different  
things that may restrict  
or prevent a manicure  
treatment taking place.

Image courtesy of iStockphoto.com/MoosyElk



Practise manicure treatments on yourself and your friends as the practice will give you more confidence for your practical assessment.

# manicure

Image courtesy of iStockphoto.com/Mansi Ltd      Image courtesy of Naitiques



# What you must do

## Practical observations

This page shows what you need to do during your practical task. You can look at it beforehand, but you're **not** allowed to have it with you while carrying out your practical task. You must achieve **all** the criteria. The practical task is not graded in this unit.

- |    |  |
|----|--|
| 1  | Selected appropriate work area                                   |
| 2  | Ensured work area is clean, safe and fit for purpose             |
| 3  | Selected appropriate tools/products and equipment                |
| 4  | Ensured tools are clean, safe and fit for purpose                |
| 5  | Prepared tools and products                                      |
| 6  | Sanitised the hands of client and self                           |
| 7  | Carried out a visual inspection of hands and nails               |
| 8  | Recognised any problem areas                                     |
| 9  | Sought clarification with supervisor that treatment can go ahead |
| 10 | Removed existing nail varnish from both hands, if appropriate    |

Tick when complete

Continues on next page



Image courtesy of Ahava UK

	Tick when complete
11 Filed the nails in the correct direction	
12 Carried out superficial hand and arm massage correctly	
13 Softened cuticle and soaked hands	
14 Followed correct procedure for varnish application (base coat, varnish, top coat)	
15 Varnish covers all of the nail without flooding the cuticle or nail wall	
16 Tools and equipment are cleaned and put away	
17 Work surfaces cleaned and stored, if appropriate	
18 Completed treatment plan	
19 Communicated and behaved in a professional manner	
20 Followed safe and hygienic working practice	
Candidate signature and date	
Assessor signature and date	

## Comment form

### Unit 109 Providing basic manicure treatment

This form can be used to record comments by you, your client, or your assessor.

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#### Revision tip

Learn the functions of the parts of the nail structure, as this will help you to understand their importance.



Image courtesy of Orly









# III

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## Colour hair using temporary colour

Changing hair colour can be fun and dramatic. In this unit, you'll learn about a range of colouring products and how they are used in the hairdressing industry. You will have the chance to apply temporary colour using different techniques, and to design your own creative colour plans. The knowledge you cover will include the structure of the hair, and how the different colouring products work on the hair. You will also learn a range of hair colouring terms, and how to follow safe and hygienic working practices when carrying out temporary hair colour services.

# Assignment mark sheet

## Unit III Colour hair using temporary colour

This page is used to record when you pass the 'What you must know' and 'What you must do'. The practical task and the test are not graded in this unit. A pass equals 1 point, a merit equals 2 points and a distinction equals 3 points.

What you must know	Tick when complete	Grade
Task 1a: style book		
Task 1b: test		

What you must do	Tick when complete
Task 2: practical observation	

Complete overall	
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Candidate name:

Candidate signature: Date:

Assessor signature: Date:

Quality assurance co-ordinator signature (where applicable): Date:

External Verifier signature (where applicable): Date:



Image courtesy of iStockphoto.com/kirza

## What does it mean?

Some useful words are explained below

### Basic structure of the hair

The basic structure of the hair is made up of the cuticle, cortex and medulla.



### Control of Substances Hazardous to Health (COSHH)

This is the legislation that requires employers to assess the risks from harmful products and take safety measures.

S store  
H handle  
U use  
D dispose

### Factors

These may stop or restrict the service to follow, for example the client's natural hair colour or a hair or scalp condition. These factors must be taken into account when carrying out a consultation.



### Lightening products

These are products that lighten the hair.

### Methods and techniques

The methods and techniques used in temporary hair colouring are: scrunching, shoe shining, stencilling and combing.

### Permanent colour products

These products can add or change tone, darken or lighten (natural hair only).



### Personal Protective Equipment (PPE)

Equipment available for use in the workplace to protect you, your skin and clothes from damage. For example, gloves, apron, and uniform.

### Safe and hygienic working practices

Following health and safety legislation to ensure you and your client are not harmed.



### Temporary and semi-permanent colour products

These products add tone, darken natural hair, or can give a fashion effect.



### Working together

Being helpful and supportive while making a positive contribution to the team.



## What you must know

### You must be able to:

- 1 Identify the purpose and effect of applying temporary, semi permanent and permanent colouring and lightening products
- 2 State the factors that influence the choice of temporary colouring products and method of application
- 3 State the importance of the preparation procedures for temporary colouring
- 4 List types of temporary colouring products
- 5 Outline procedures for temporary colouring
- 6 State the basic structure of the hair
- 7 State the methods and techniques used for temporary colouring
- 8 State how to remove colouring products from hair



Image courtesy of Wella

#### Revision tip

Make sure you know the procedures and methods used to remove all the different colouring product types.



Image courtesy of Central Training Group







# Colour

Find out about the purpose and effect of different temporary colour products and application techniques, as this will help you to make suggestions when working on clients.



Make yourself a chart with  
images of the different  
factors that may restrict  
or prevent a temporary  
colour service taking place.



# r hair



# What you must do

## Practical observations

This page shows what you need to do during your practical task. You can look at it beforehand, but you're **not** allowed to have it with you while carrying out your practical task. You must achieve **all** the criteria. The practical task is not graded in this unit.

	Tick when complete
1 Completed consultation sheet	
2 Client gowned and protected to a professional standard for the required service	
3 Selected the temporary colouring products required to meet the client's requirements	
4 Selected suitable tools and equipment and prepared work area/trolley	
5 Prepared the hair for the service (shampoo the hair if required and section the hair appropriately)	
6 Selected and used protective clothing and ensured adequate protection for the client	
7 Colour applied in accordance with manufacturers' instructions under supervision	
8 Ensured all equipment and work area is cleaned and sterilised	
9 Ensured client comfort at all times (if appropriate)	
10 Followed safe and hygienic working practice	
11 Communicated in a professional manner	
12 Behaved in a professional manner	
Candidate signature and date	
Assessor signature and date	



## Comment form

### Unit III Colour hair using temporary colour

This form can be used to record comments by you, your client, or your assessor.

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#### Revision tip

Practise labelling the hair structure, so that you are familiar with it when tested.





# II2

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## Create a hair and beauty image

This unit will give you the chance to use your creative skills as well as what you have learned on your hair and beauty course to develop, produce and present an image. You'll be able to use a wide range of methods to research and plan your chosen image. You will then have the chance to look into and select a range of accessories, which can be used to improve your finished look. Knowledge covered will help you to understand the best way to plan and present your creative skills.

# Assignment mark sheet

## Unit 112 Create a hair and beauty image

This page is used to record when you pass the 'What you must know' and 'What you must do'. The practical task is not graded in this unit. A pass equals 1 point, a merit equals 2 points and a distinction equals 3 points.

What you must know	Tick when complete	Grade
Task 1a: mood board		
Task 1b: plan		

What you must do	Tick when complete
Task 2: practical observation	

### Conversion chart

Grade	Points
Pass	1–1.5
Merit	1.6–2.5
Distinction	2.6–3

Total points for graded tasks

Divided by

= Average grade for tasks

**Overall grade**  
(see conversion chart)

÷ 2

Candidate name:

Candidate signature:

Date:

Assessor signature:

Date:

Quality assurance co-ordinator signature  
(where applicable):

Date:

External Verifier signature  
(where applicable):

Date:



## What does it mean?

Some useful words are explained below



### Plan for creating an image

The plan for creating an image will include making a design plan, and producing a storyboard or mood board.



### Presenting a created image

You can present an image as part of a show, a competition, a presentation, or a photographic shoot.



### Sources of information (information methods)

These include the internet, magazines, photographs, sketches, textbooks, television/ DVDs, image libraries, and hair/fashion shows.

### Revision tip

Look at how you could plan ways to create an image. Think about where you get your ideas from.



### Safety considerations

You need to ensure that you carry out the right preparation, follow COSHH, use safe working methods, use or wear your provided PPE, and follow the manufacturers' instructions when using products or equipment.



Image courtesy of iStockphoto.com/Dragan Trifunovic

Image courtesy of Epping Forest College

Image courtesy of iStockphoto.com/Valua Vitaly



## What you must know

### You must be able to:

- 1 Identify sources of information for creating an image
- 2 State the importance of researching when developing a plan for creating an image
- 3 Describe how to develop a plan for creating a range
- 4 State the importance of developing an image
- 5 Describe ways of effectively presenting a created image
- 6 Outline the safety considerations that must be taken into account

Image courtesy of Goldwell



#### Revision tip

Look at where you are getting your ideas from. Try to use different types of information. This will help you plan your design.



Image courtesy of iStockphoto.com/ASHSTUDIO





# Create a



Make a list of all the products, tools, equipment and accessories that you are going to need to create your image, as this will ensure you don't forget anything on the presentation day.





Ask a friend to model your planned image for you, so that you can make adjustments and additions before the final presentation.

# in image



# What you must do

## Practical observations

This page shows what you need to do during your practical task. You can look at it beforehand, but you're **not** allowed to have it with you while carrying out your practical task. You must achieve **all** the criteria. The practical task is not graded in this unit.

- |   |   |
|---|---|
| 1 | Followed own plan to create the image   |
| 2 | Selected and used appropriate products, tools, equipment and materials to produce the image |
| 3 | Used technical skills to create the image   |
| 4 | Presented the final image following the plan  |
| 5 | Worked effectively with colleagues and others if required                                   |
| 6 | Maintained a professional manner throughout   |
| 7 | Followed safe and hygienic working practices  |

Candidate signature  
and date

Assessor signature  
and date

Tick when complete




Image courtesy of Carole Whitehead      Image courtesy of iStockphoto.com/Aldra



## Comment form

### Unit 112 Create a hair and beauty image

This form can be used to record comments by you, your client, or your assessor.

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Image courtesy of iStockphoto.com/Olga Ekaterincheva Image courtesy of Kym Menzies-Foster



# II3

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## Follow health and safety in the salon

Having knowledge and understanding of health and safety in the hair and beauty industry is very important. This is so you can help to maintain a professional, safe and hygienic environment. In this unit, you'll learn how to identify hazards in the salon environment, and will learn and practise the procedures for dealing with accidents and emergencies.

Knowledge covered will enable you to carry out a simple risk assessment, and to understand how any risks may be reduced. You will also look at the responsibilities of employers and how they relate to your own working practices.

# Assignment mark sheet

## Unit 113 Follow health and safety in the salon

This page is used to record when you pass the 'What you must know' and 'What you must do'. The practical task and the test are not graded in this unit. A pass equals 1 point, a merit equals 2 points and a distinction equals 3 points.

What you must know	Tick when complete	Grade
Task 1a: plan		
Task 1b: test		
What you must do	Tick when complete	
Task 2: complete risk analysis		

### Complete overall

Candidate name:

Candidate signature:

Date:

Assessor signature:

Date:

Quality assurance co-ordinator signature  
(where applicable):

Date:

External Verifier signature  
(where applicable):

Date:



Image courtesy of Bedford College



## What does it mean?

Some useful words are explained below



### Control of Substances Hazardous to Health (COSHH)

This is the legislation that requires employers to assess the risks from harmful products and take safety measures.

S store  
H handle  
U use  
D dispose  
according to the manufacturer's instructions.



### Employer's responsibilities

It is the employer's responsibility to provide a safe place of work. They must put into place safety policies and procedures as well as provide health and safety equipment and training to ensure all employees and anyone entering the salon is kept safe.



### Hazards

Something that may cause risk of an accident.



### Health & Safety at Work Act (HASAWA)

This act states the duties of the employer and employee. All the other health and safety laws come under this one.

### Methods of sterilisation

The most reliable methods are dry heat and steam sterilising, but other methods are ultraviolet and heat destruction. You must use these to remove any germs from your tools and equipment.

### Personal Protective Equipment (PPE)

Equipment available for use in the workplace to protect you, your skin and clothes from damage. For example, gloves, apron, and uniform.



### Risk

The likelihood of an accident happening if a hazard is not removed.

When carrying out practical activities in the salon, check for any potential risks that might be present and try to think of ways to eliminate/reduce them.



## What you must know

### You must be able to:

- 1 Outline the main provisions of the Health and Safety at Work Act
- 2 State the difference between the terms 'hazard' and 'risk'
- 3 State the employer's responsibilities for the safety of employees and customers in the salon
- 4 Outline safe and hygienic working practices
- 5 State the procedures for dealing with accidents and emergencies

#### Revision tip

Find out the main provisions of the Health and Safety at Work Act (HASAWA), as this will help you to understand how it protects you and the clients in the salon.



Image courtesy of Fotolia

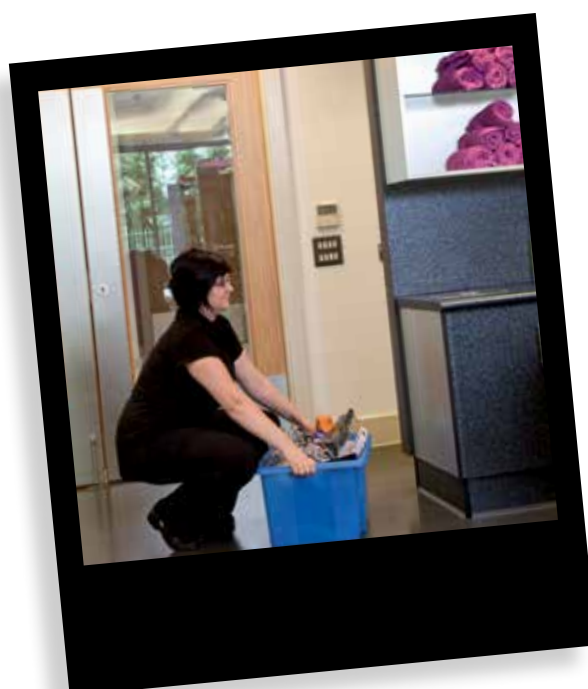


Image courtesy of Hertford Regional College



# What you must do

## Practical observations

This page shows what you need to do during your practical task. You can look at it beforehand, but you're **not** allowed to have it with you while carrying out your practical task. You must achieve **all** the criteria. The practical task is not graded in this unit.

1	Carried out risk analysis
2	Identified any hazards in the salon
	Candidate signature and date
	Assessor signature and date

Tick when complete

## Comment form

### Unit 113 Follow health and safety in the salon

This form can be used to record comments by you, your client, or your assessor.

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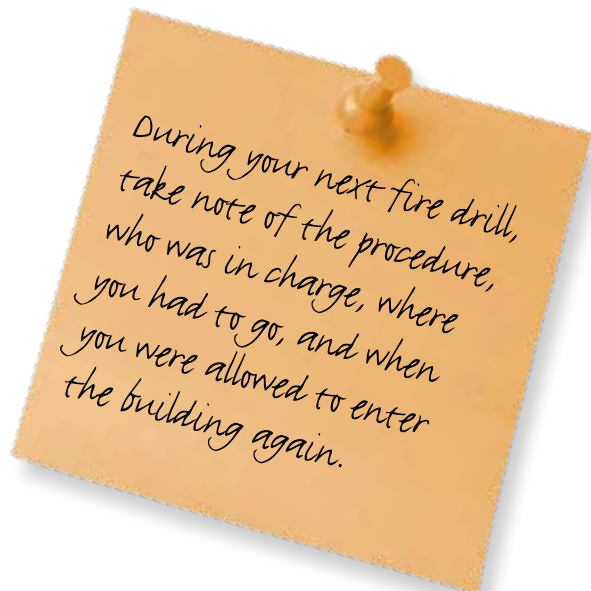
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Image courtesy of Fotolia

#### Revision tip

Look at the locations of all fire-fighting equipment in the salon and find out what types of fire they should be used on.







# II5

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## Working with others in the hair and beauty sector

It is important to develop good relationships with clients and colleagues. Working as a team by supporting others creates a good working atmosphere, and has lots of other benefits. In this unit, you'll learn how to communicate correctly and clearly with your colleagues, which will help you to resolve everyday problems. You will learn about the roles and responsibilities of team members, and when and who to refer problems to, if you can't solve them yourself.

## Assignment mark sheet

### Unit 115 Working with others in the hair and beauty sector

This page is used to record when you pass the 'What you must know' and 'What you must do'.

There is no practical task in this unit.

A pass equals 1 point, a merit equals 2 points and a distinction equals 3 points.

#### What you must know

Task 1a: leaflet

Task 1b: fact sheet or poster

Task 1c: diagram or chart

#### Tick when complete

#### Grade

#### Conversion chart

Grade	Points
Pass	1–1.5
Merit	1.6–2.5
Distinction	2.6–3

Total points for graded tasks

Divided by

= Average grade for tasks

**Overall grade**  
(see conversion chart)

÷ 3

Candidate name:

Candidate signature:

Date:

Assessor signature:

Date:

Quality assurance co-ordinator signature  
(where applicable):

Date:

External Verifier signature  
(where applicable):

Date:



Image courtesy of The London College of Beauty Therapy

## What does it mean?

Some useful words are explained below



### Benefits of effective team working

The benefits include: client satisfaction, personal and team achievement, positive salon reputation, repeat business, staff motivation and morale, and harmony within the working environment.

### How to adapt communication

You need to adapt your communication depending on the situation. Ways to do this are by using different tone and speed, using appropriate terminology, listening, and responding appropriately.

### Negative attitude and behaviour

This includes rudeness, bad temper, indifference, arrogance, poor time keeping, and closed body language.



### Safe and hygienic working practices

To work safely and hygienically in the salon, you must use the PPE provided, follow COSHH, use appropriate methods of sterilisation, and follow the relevant health and safety legislation.

### Ways of communicating

These include verbal (how you speak), and non-verbal (body language, writing, listening).



### When to refer problems

You will need to refer problems to a senior member of staff when the problems are outside your own level of responsibility.



## What you must know

### You must be able to:

- 1 State different ways of communicating
- 2 State how to adapt communication for different situations
- 3 Outline the benefits of effective team working
- 4 Identify the effects of negative attitude and behaviour on others
- 5 Identify roles and responsibilities of team members
- 6 State when to refer problems

#### Revision tip

List some examples of situations that you are likely to come across in the salon and identify how you might need to adapt your communication skills to avoid misunderstandings.



Image courtesy of Henley College Coventry

## Comment form

### Unit 115 Working with others in the hair and beauty sector

This form can be used to record comments by you, your client, or your assessor.

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#### Revision tip

Think about various types of body language and try to use only positive types when dealing with clients.







Image courtesy of Havering College

# Work with



Image courtesy of Hertford Regional College



Think about a variety of negative attitudes and behaviour, for example rudeness. Ask your friends how they might react to negative attitudes and behaviour in a salon.

# th others















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