

GB3

*Cutting hair*

# Unit GB3 (City & Guilds Unit 025)

## Cut hair using basic barbering techniques

### Mandatory

This unit has three outcomes. As some are linked, you can be observed by your assessor for all three outcomes at the same time.

#### Outcome 1

Maintain effective and safe methods of working when cutting

#### Outcome 2

Cut hair to achieve a variety of looks.

#### Outcome 3

Provide aftercare advice.

### Evidence requirements

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To achieve this unit you must practically demonstrate in your everyday work that you have met the standard for developing client consultancy skills. The standards cover things you must do (performance criteria), things that you must cover (range) and things that you must know.

### What you must do

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Your assessor will observe your performance on **at least 10 occasions, 2 for each cutting look in the range (looks can be combined on the one head). These observations must include:**

### What you must cover

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You will see key words in bold on the 'What you must do' list. For each of these, there is a range of things that you must cover. You must show that you have:

- used all the tools and equipment
- taken into account all the factors
- cut all the looks
- used all the techniques
- cut all the hair types
- cut all the neckline shapes
- cut all the outline shapes
- given all the advice

It is likely most evidence of your performance will be gathered from the observations made by your assessor but you may be required to produce other evidence to support your performance if your assessor has not been present.

# Unit GB3 Cut hair using basic barbering techniques

What you must do

## Outcome 1

### Maintain effective and safe methods of working when cutting by

- a) ensuring your client's clothing is effectively protected throughout the service
- b) ensuring your client's skin is kept free of excess hair cuttings throughout the service
- c) positioning your client to meet the needs of the service without causing them discomfort
- d) ensuring your own posture and position whilst working minimises fatigue and the risk of injury
- e) keeping your work area clean and tidy throughout the service
- f) removing waste immediately at the end of the cutting service
- g) using working methods that
  - minimise the risk of damage to **tools and equipment**
  - minimise the risk of cross infection
  - make effective use of your working time
  - ensure the use of cleaning resources
  - minimise the risk of harm or injury to yourself or others
- h) ensuring your personal standards of health and hygiene minimise the risk of cross-infection, infestation and offence to your clients and colleagues
- i) using tools that are safe and fit for purpose
- j) accurately identifying **factors** likely to influence the service prior to cutting
- k) ensuring that used sharps are disposed of to meet legal and salon requirements
- l) completing the cutting service within a commercially viable time

Observation	1	2	3	4	5	6	7	8	9	10
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date										
Candidate signature										
Assessor signature										
IV signature (if sampled)										



# Unit GB3 Cut hair using basic barbering techniques

What you must do (continued)

## Outcome 2

### Cut hair to achieve a variety of looks by

- a) suitably preparing your client's hair prior to cutting
- b) confirming with your client the **look** agreed at consultation prior to commencing the cut
- c) accurately establishing and following the cutting guideline(s) to achieve the required **look**
- d) using cutting **techniques** suitable for your client's **hair type** and to achieve the desired look
- e) adapting your cutting techniques to take into account of **factors** likely to influence the service
- f) changing your own position and that of your client to help ensure the accuracy of the cut
- g) establishing accurate distribution of weight, balance and shape by regularly crosschecking the cut
- h) creating **neckline shapes** that are accurate and take account of the natural hairline
- i) achieving outlines that are accurate and removing unwanted hair outside the desired **outline shape \***
- j) balancing and shaping sideburns to suit the hair style and to meet your client's requirements\*\*
- k) consulting with your client during the cutting process to confirm the **desired** look
- l) making a final visual check when the hair is dry to ensure the finished cut is accurate
- m) leaving hair ready for the next part of the service or finished to meet your client's requirements
- n) confirming your client's satisfaction with the finished cut

Observation	1	2	3	4	5	6	7	8	9	10
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date										
Candidate signature										
Assessor signature										
IV signature (if sampled)										

\* Covered by observation  Date

Covered by oral questioning  Date

\*\* Covered by observation  Date

Covered by oral questioning  Date

## Unit GB3 Cut hair using basic barbering techniques

What you must do (continued)

### Outcome 3

#### Provide aftercare advice by

- a) giving **advice** and recommendations accurately and constructively
- b) giving your client suitable **advice** on the maintenance of their cut and style

Observation	1	2	3	4	5	6	7	8	9	10
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date										
Candidate signature										
Assessor signature										
IV signature (if sampled)										



#### Hints and tips

*The haircut will look groomed for longer if you do not cut into the natural hairline on the neck.*

# Unit GB3 Cut hair using basic barbering techniques

What you must cover

**Before ticking the circles below you must make sure that you have achieved ‘What you must cover’ in all the outcomes in which it occurs.**

**Tools and equipment** Tick the tools and equipment used in each observation. **All** tools and equipment must be used.

	1	2	3	4	5	6	7	8	9	10
scissors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clippers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
clippers with attachments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Razors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Factors** Tick the factors in each observation. **All** factors must be considered.

	1	2	3	4	5	6	7	8	9	10
hair density	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
hair texture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
head and face shape	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
hair growth patterns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
presence of male pattern baldness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
hair elasticity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
piercings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Looks** Tick the looks used in each observation. Each look must be achieved **twice**.

	1	2	3	4	5	6	7	8	9	10
uniform layer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Graduation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
with a fringe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
without a fringe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
with a parting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
without a parting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
around the ear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
outline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
with a fade	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Hints and Tips

*‘Cutting skills are the most important skills a barber has’.*

**Techniques**

Tick the cutting techniques considered for each observation. **All** cutting techniques must be carried out.

	1	2	3	4	5	6	7	8	9	10
club cutting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
scissors over comb	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
clippers over comb	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Freehand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thinning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
fading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Hair types**

Tick the hair types covered. **Both** hair types must be covered.

	1	2	3	4	5	6	7	8	9	10
curly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
straight	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Neckline shapes**

Tick the neckline shapes covered. **All** neckline shapes must be created.

	1	2	3	4	5	6	7	8	9	10
tapered	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squared	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
rounded	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Outline shapes**

Tick the outline shapes covered. **All** outline shapes must be created.

	1	2	3	4	5	6	7	8	9	10
natural	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Created	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
tapered	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Advice given**

Tick the advice given. **All advice** must be given.

	1	2	3	4	5	6	7	8	9	10
time intervals between cuts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
use of styling products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
potential for style change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Observation Achieved**  
**Date**  
**Candidate signature**  
**Assessor signature**  
**IV signature (if sampled)**

	1	2	3	4	5	6	7	8	9	10
<b>Observation Achieved</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Date</b>										
<b>Candidate signature</b>										
<b>Assessor signature</b>										
<b>IV signature (if sampled)</b>										

# Unit GB3      Cut hair using basic barbering techniques

## Comment form

This form can be used to record oral questioning, or for assessor/candidate comments, if required

Comments	Date
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	



## Unit GB3 Cut hair using basic barbering techniques

### What you must know

You need to understand:	Evidence type	Date	Portfolio ref.
<b>Salon and legal requirements</b>			
1. your salon requirements for client preparation	E3		
2. your salon's expected service times for hair cutting services	E3		
3. your salon's legal requirements for disposal of waste materials and sharps	E3		
4. your responsibilities under the current Electricity at Work Regulations	E3		
<b>How to work safely and hygienically when cutting hair</b>			
5. the range of protective clothing that should be available for clients	E3		
6. why it is important to protect clients from hair clippings	E3		
7. how the position of your client and yourself can affect the desired outcome and reduce fatigue and the risk of injury	E3		
8. the safety considerations which must be taken into account when cutting hair	E3		
9. why it is important to check for infestation to avoid cross-infection	E3		
10. why it is important to keep your own work area clean and tidy	E3		
11. why it is important to position your cutting tools for ease of use	E3		
12. methods of cleaning, disinfecting and/or sterilisation used in salons	E3		
13. methods of working safely and hygienically and which minimises the risk of cross-infection and cross-infestation	E3		
14. the correct use and maintenance of cutting tools	E3		
15. the importance of personal hygiene	E3		

### Hints and tips

*Make sure all hair outside the outline shape is removed or the haircut will look untidy.*

<b>Hair</b>	
16. the factors must be taken into consideration prior to cutting (eg hair density, hair growth patterns, hair and scalp disorders etc)	E3
17. the factors which should be considered when cutting wet hair and dry hair	E3
18. why hair products should be removed from the hair prior to cutting	E3
19. the average rate of hair growth	E3
20. the known causes of male pattern baldness	E3
21. the typical patterns of male pattern baldness	E3
<b>Cutting techniques</b>	
22. the importance of correctly combing out the hair prior to cutting	E3
23. which tools can be used on either wet or dry hair or both	E3
24. how the factors in the range can affect the way the hair is cut	E3
25. the importance of consulting with clients throughout the cutting process	E3
26. the importance of applying the correct degree of tension to the hair when cutting	E3
27. how and when to use club, freehand, scissors over comb, clipper over comb, thinning, fading techniques and the effects achieved	E3
28. the reason for establishing and following guidelines	E3
29. how to create and follow a guideline for uniform layer, graduation, with a fringe, without a fringe, without a parting, around the ear outline and fade	E3
30. the importance of crosschecking the cut	E3
31. how to crosscheck and balance the cut	E3
32. the importance of working with the natural fall of the hair when considering the weight distribution within a hair cut	E3
33. how the angle at which the hair is held will affect the weight distribution, balance and degree of graduation of the cut	E3
34. how to create the neckline and outline shapes in the range	E3
35. the importance of cutting to the natural neckline in barbering	E3
<b>Equipment and its use</b>	
36. the types of clipper blades and attachments available And the effects that these achieve	E3
37. how the angle at which the cutting tools and the head are positioned will affect the weight distribution, balance and degree of graduation of the cut	E3
<b>Aftercare advice for clients</b>	
38. the recommended time interval between cuts or to achieve the desired new look	E3
39. how lifestyle can influence the client's choice of style (eg active sports, career and job requirements)	E3
40. products for home use that will benefit the client and those to avoid and why	E3
41. styling tools suitable for home use between cuts	E3

Continues on next page

<b>Communication</b>	
42. how to give effective advice and recommendations to Clients	E3
Shaded knowledge is covered in cross unit knowledge test.	
Tick if E3 was a GOLA test	<input type="radio"/>
Tick if E4 was a GOLA test	<input type="radio"/>



### Hints and tips

*Keep the client free from excess hair cuttings. The client will be more comfortable and stay still making the service safer and less time consuming.*



