



Hair by Sophia Hilton; Photography by Andrew Buckle

GHIO styling hair

Drying, styling and finishing are some of the most popular salon services. These skills are important because they create the overall finish that clients demand. Blow drying, finger drying and finishing are the basic skills in each hairdresser's toolbox. Using straighteners and curling tongs will help you

get the fabulous finish your clients love. The basic science will help you understand what happens inside the hair to make these new shapes stay in place. As your skills, knowledge and confidence grow you will see how you can create some amazing styles.



Unit GH10 (City & Guilds Unit 016)

Style and finish hair

Mandatory

Image courtesy of Renella

This unit has five outcomes. As some are linked, you can be observed by your assessor for up to four outcomes at the same time.

Outcome 1

Maintain effective and safe methods of working when styling and finishing hair

Outcome 2

Blow dry hair into shape

Outcome 3

Finger dry hair into shape

Outcome 4

Finish hair

Outcome 5

Provide aftercare advice



Evidence requirements

You must practically demonstrate in your everyday work that you have met the standards for styling and finishing hair. The standards cover things that you must do (performance criteria), things that you must cover (range) and things that you must know.

What you must do

Your assessor will observe your performance on at least **three** occasions, each on different clients, which must include blow drying with a brush to create volume, blow drying with a round brush to create curl, straightening and smoothing with a brush, and the use of heated styling equipment. You must do correctly all the things listed under 'What you must do' on the sign-off sheets that follow.

Simulation is not allowed for any performance evidence within this unit. 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.

What you must cover

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 four of the following products:

- heat protectors
- sprays
- mousse
- creams
- gels
- lotions
- serums

Used both of the following heated styling equipment:

- straighteners
- tongs

Image courtesy of Goldwell

“*Subtle changes are often big changes to a client; even the way the hair is blow dried can make them feel very different about their hair.*

Andrew Barton

”

Styled the following types of hair:

curly
 straight
 above shoulder length
 below shoulder length
 one length
 layered

Taken into account the following factors:

hair cut
 hair growth patterns
 hair elasticity
 head and face shape
 hair texture
 hair length
 hair density

Given the following advice:

suitable aftercare products and their use
 safe use of heated styling equipment and hand dryers
 how to recreate and maintain the styles

Used the following blow drying tools and equipment:

hand dryer
 round brush
 flat brush
 diffuser
 nozzle

Produced the following blow dry finishes:

straightening
 smoothing
 creating volume
 creating movement
 creating curl

What you must know

You will be assessed on your knowledge of the following:

Salon and legal requirements
 How to work safely, effectively and hygienically when styling
 Basic science
 Products, equipment and their use
 Blow drying and styling techniques and methods
 Aftercare advice for clients
 Communication

This will be completed through written and oral questioning by your assessor, or by an online GOLA test. For details of what you must know, see pages 105–108.



Styling hair

Useful words

Some terms that you will come across in this unit are explained below.

Aftercare products Products such as lotions, sprays or serums which are used to help maintain a style.

Creating curl The size of the brush will determine how much curl is produced. The smaller the brush, the curlier the finish.

Creating movement Determined by the direction of the style and the amount of waves and curls the style has.

Creating volume Created by the direction at which the hair is held at the roots when drying. The finished result will be bouncy at the roots.

Curly hair Hair that has a natural, uneven distribution of keratin along the hair shaft.

Finger drying Using the fingers and hands to lift, mould and style the hair into shape whilst drying it with a hand-held dryer.

Hair density Whether the hair is sparse or abundant. This is a factor to consider when advising clients on hair styles.

Hair elasticity An indication of the hair's strength which allows it to stretch and return to its original length without damage.

Hair texture Individual hair thickness. Hair can be fine, medium or coarse.

Heat protectors A product that is applied to wet or dry hair to coat and protect it from damage caused by using heated styling/finishing equipment.

Serum A product applied to wet or dry hair to add moisture and shine.

Smoothing Working with the lie of the cuticle to ensure a smooth finish. This may be created when straightening, adding movement or volume to the hair.

Tonging A technique that uses any heated equipment that traps hair to change its structure.

Tools Any tools, eg brushes or rollers, necessary to deliver a hairdressing service.



Observation sign-off sheet

Unit GH10 Style and finish hair

What you must do

96 Level 2 NVQ/SVQ Hairdressing

Within your work, you must show your assessor that you can do the following. You will be observed a number of times (as a guide, at least **three** times). Each time you achieve **all** the points listed within a single client service, your assessor will tick the circle and enter the date. Outcomes 1, 2, 4 and 5 or 1, 3, 4 and 5 are assessed together.



Outcome 1

Maintain effective and safe methods of working when styling and finishing hair

- Ensure your client's clothing is effectively protected throughout the service
- Wear personal protective equipment, if required
- Position your client to meet the needs of the service without causing them discomfort
- Ensure your own posture and position whilst working minimises fatigue and the risk of injury
- Keep your work area clean and tidy throughout the service
- Use working methods that:
 - minimise the wastage of **products**
 - minimise the risk of damage to tools, equipment and **heated styling equipment**
 - minimise the risk of cross-infection
 - make effective use of your working time
 - ensure the use of clean resources
 - minimise the risk of harm or injury to yourself and others

Continues on next page

- g Ensure your personal standards of health and hygiene minimise the risk of cross-infection, infestation and offence to your clients and colleagues
- h Use styling products, methods and equipment identified as a result of consultation with your client
- i Use equipment that is safe and fit for purpose
- j Test the temperature of **heated styling equipment** prior to use and continually throughout the service *
- k Keep your tools and **heated equipment** free of product build-up **
- l Complete your styling and finishing services within a commercially viable time



Styling hair

Observation	1	2	3		
Achieved	<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

Continues on next page



Testing your equipment before use will ensure that no interruptions occur during your service.

Timing tip

A commercially acceptable time for blow drying hair shorter than shoulder length is 35 minutes. For long hair, 45 minutes is acceptable.



Observation sign-off sheet

Unit GH10 Style and finish hair

What you must do (continued)

Outcome 2

Blow dry hair into shape

- a Confirm with your client the look agreed at consultation prior to and during styling
- b Apply suitable **products**, when used, following manufacturers' instructions
- c Control your styling tools to minimise the risk of damage to the **hair**, client discomfort and to achieve the desired look
- d Take meshes of hair which suit the size of the styling tools
- e Maintain an even tension throughout the styling process
- f Keep the **hair** damp throughout the styling process
- g Effectively control the **hair** during the styling process taking account of **factors** influencing the service
- h Use **blow drying tools and equipment** in a way that achieves the desired **blow dry finish**



Image courtesy of Goldwell

Observation	1	2	3		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date					
Candidate signature					
Assessor signature					
IV signature (if sampled)					

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Outcome 3

Finger dry hair into shape

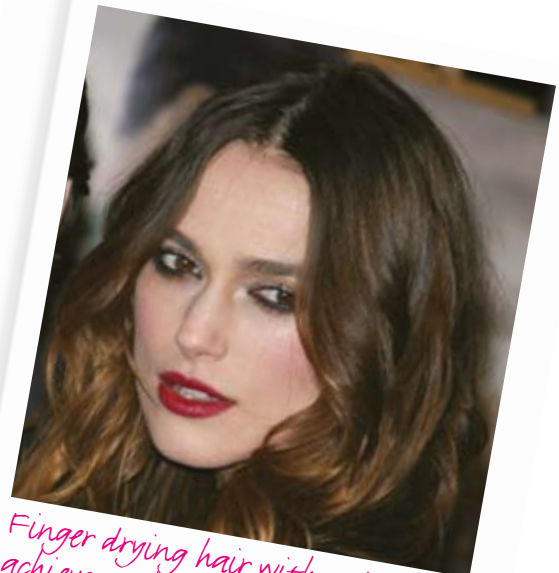
- Confirm with your client the look agreed at consultation prior to and during styling
- Apply suitable **products**, when used, following manufacturers' instructions
- Keep the **hair** damp throughout the styling process
- Effectively control the **hair** during the styling process taking account of **factors** influencing the service
- Ensure that finger drying achieves the direction, balance and volume for the desired look



Styling hair

Observation	1	2	3		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date					
Candidate signature					
Assessor signature					
IV signature (if sampled)					

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Finger drying hair with a diffuser achieves curls like Keira Knightley's.



Observation sign-off sheet

Unit GH10 Style and finish hair

What you must do (continued)

100 Level 2 NVQ/SVQ Hairdressing



Outcome 4

Finish hair

- a Use **heated styling equipment**, when necessary, that is at the correct temperature for your client's **hair** and the desired look
- b Control your use of **heated styling equipment**, when used, to minimise the risk of damage to the hair and scalp, client discomfort and to achieve the desired look *
- c Use back combing and back brushing techniques, when required, to achieve the desired look
- d Effectively apply and use suitable **products**, when required, to meet manufacturers' instructions
- e Ensure the finished look takes into account relevant **factors** influencing the service
- f Ensure the finished look meets the intended shape, direction, balance and volume agreed with your client
- g Confirm your client's satisfaction with the finished look

Observation	1	2	3		
Achieved	<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 _____

Continues on next page

Outcome 5

Provide aftercare advice

- Give **advice** and recommendations accurately and constructively
- Give your client suitable **advice** on the maintenance of their style and hair condition



Styling hair

Observation	1	2	3		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date					
Candidate signature					
Assessor signature					
IV signature (if sampled)					

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Good aftercare advice makes all the difference and ensures a happy client.

Maurice Lister

”



Hints and tips

Never leave a damp towel on your client's shoulders while you're blow drying their hair.



Observation sign-off sheet

Unit GH10 Style and finish hair

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.

Products

Tick the products used for each observation. You must use at least **four**.

	1	2	3		
Heat protectors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sprays	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mousse	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lotions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Serums	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Heated styling equipment

Tick the heated styling equipment used for each observation. You must use **both** of them.

	1	2	3		
Straighteners	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tongs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Hair

Tick the hair type styled in each observation. You must style **all** of them.

	1	2	3		
Curly	<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"/>
Above shoulder length	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Below shoulder length	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
One length	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Layered	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Factors

Tick the factors taken into account in each observation. You must take into account **all** of them.

	1	2	3		
Hair cut	<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"/>
Hair elasticity	<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"/>
Hair texture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hair length	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hair density	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Blow drying tools and equipment

Tick the blow drying tools and equipment used in each observation. You must use **all** of them.

	1	2	3		
Hand dryer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Round brush	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flat brush	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Diffuser	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nozzle	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Blow dry finishes

Tick the blow dry finishes used in each observation. You must produce **all** of them.

	1	2	3		
Straightening	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Smoothing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creating volume	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creating movement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creating curl	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Advice

Tick the advice covered in each observation. You must cover **all** of them.

	1	2	3		
Suitable aftercare products and their use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Safe use of heated styling equipment and hand dryers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How to recreate and maintain the style	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	1	2	3		
Observation Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date					
Candidate signature					
Assessor signature					
IV signature (if sampled)					



Comment form

Unit GH10

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

Comments

Date

1

2

3



Straighteners will help you to perfect the finished look.

Knowledge sign-off sheet

Unit GH10 Style and finish hair

What you must know



Styling hair

You need to understand:	Evidence type
Salon and legal requirements	
1 your salon's requirements for client preparation	E3
2 your salon's expected service times for styling and finishing	E3
3 your own responsibilities under the current Control of Substances Hazardous to Health Regulations in relation to the use of styling and finishing products	E3
4 your responsibilities under the current Electricity at Work Regulations	E3
How to work safely, effectively and hygienically when styling	
5 what is contact dermatitis and how to avoid developing it whilst carrying out styling and finishing services	E3
6 the range of protective clothing that should be available for clients	E3
7 why it is important to use personal protective equipment	E3
8 the type of personal protective equipment available	E3
9 how the position of your client and yourself can affect the desired outcome and reduce fatigue and the risk of injury	E3
10 the safety considerations which must be taken into account when styling and finishing hair	E3
11 the importance of positioning equipment for ease of use	E3
12 why it is important to keep your work area clean and tidy	E3

Continues on next page

You will be assessed on your knowledge and understanding of all the following points. This will be completed by your assessor, either through oral or written questions (evidence type E3) or a mandatory written paper (evidence type E4). Either of these could be an online GOLA test. The form tells you which evidence type is needed for each point. Your mandatory test papers will be kept by your assessor, so they won't appear in your portfolio.

Some areas appear in more than one unit (shaded in darker pink). These are covered in a cross-unit knowledge test. You only need to be tested on these once.

Once you have been assessed on each point, fill in the date and reference any written evidence that you've put in your portfolio.



Knowledge sign-off sheet

Unit GH10 Style and finish hair

What you must know (continued)

106 Level 2 NVQ/SVQ Hairdressing

You need to understand:	Evidence type
13 methods of working safely and hygienically and which minimise the risks of cross-infection and cross-infestation	E3
14 the importance of personal hygiene	E3
15 why it is important to check electrical equipment used to aid styling and finishing processes	E3
16 methods of cleaning, disinfecting and/or sterilisation used in salons	E3
17 the importance of using products economically	E3
18 the reasons why tools and heated styling equipment should be kept free from excess oils and product build-up	E3
Basic science	
19 the effects of humidity on hair	E4
20 the physical effects of blow drying, finger drying and heated styling processes on the hair structure	E4
21 how the incorrect application of heat can affect the hair and scalp	E4
22 why hair should be allowed to cool prior to finishing	E4
23 why hair should be kept damp during the blow drying and finger drying processes	E4
24 how heat protectors act to protect the hair	E4

Continues on next page

You need to understand:	Evidence type
Products, equipment and their use	
25 the range of products and equipment available for styling and finishing hair	E3
26 manufacturers' instructions on the use of the specific styling and finishing products in your salon	E3
27 why and how to use the different types of: <ul style="list-style-type: none"> – styling brushes when blow drying – attachments when blow drying – heated styling equipment when styling and finishing – products and when to apply them 	E3
Blow drying and styling techniques and methods	
28 current techniques for blow drying, finger drying and finishing hair	E3
29 how the factors in the range affect the styling process and the finished look	E3
30 how the finished result of blow drying is affected by: <ul style="list-style-type: none"> – tension – size of hair mesh – size of brush – the angle at which the brush is held – not allowing the hair to cool before removing the hair mesh from the brush 	E3
31 why the direction of the air flow when drying is important to achieve the desired look	E3
32 why hair needs to be sectioned for styling	E3
33 how the size of the section and the angle at which the hair is held during drying influences the volume and direction of the hair movement	E3



Styling hair

Continues on next page

Hints and tips

The hair should be moist rather than wet before starting to blow dry, so always towel-dry hair first.



Knowledge sign-off sheet

Unit GH10 Style and finish hair

What you must know (continued)

You need to understand:	Evidence type
34 how to carry out the styling techniques in the range	E3
35 the effects that can be achieved by curling on and off base	E3
36 the advice to give to clients prior to the use of heated styling equipment (eg the use of heat protectors, the need to avoid sudden movement, etc)	E3
Aftercare advice for clients	
37 the products for home use that will benefit the client and those to avoid and why	E3
38 how the continual use of heated equipment can affect the hair	E3
39 how to recreate and maintain the agreed style	E3
40 how lifestyle can influence the client's choice of style (eg active sports, career and job requirements)	E3
Communication	
41 how to give effective advice and recommendations to clients	E3
Tick if E3 was a GOLA test	<input type="radio"/> Date
Tick if E4 was a GOLA test	<input type="radio"/> Date
Tick if E3 was a written test	<input type="radio"/> Date
Tick if E4 was a written test	<input type="radio"/> Date
Tick if cross-unit knowledge test was a GOLA test	<input type="radio"/> Date
Tick cross-unit knowledge	<input type="radio"/> Date

Supplementary notes

Unit GH10



Styling hair

Your assessor may use this space for any additional comments they may have about your work.

Comments

Date

Unit sign-off

This section must be signed when the unit is complete.

We confirm that this evidence is authentic and the assessments were conducted under specified conditions and that all the performance criteria, range and essential knowledge requirements have been met for this unit.

Candidate signature

Date

Assessor signature

Date

IV signature
(if sampled)

Date