



Image courtesy of Barry Craig

# *dress hair*

## *GHII Set &*

---

**The skill of setting and dressing hair is what makes a stylist stand out from the crowd. Clients require this service as they find it so difficult to master for themselves. You will learn rollering, spiral curling and pin curling to achieve the most dramatic styles and make your clients return again and again!**

**The science will enable you to understand what happens inside the hair to make these styles stay in shape. As your confidence grows you will see amazing results which will encourage you to further your skills and use these for competitions and photographic work.**



# Unit GH11 (City & Guilds Unit 017)

## Set and dress hair

### Mandatory

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

#### Outcome 1

Maintain effective and safe methods of working when setting and dressing hair

#### Outcome 2

Set hair

#### Outcome 3

Dress hair

#### Outcome 4

Provide aftercare advice



### Evidence requirements

You must practically demonstrate in your everyday work that you have met the standards for setting and dressing 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 which must include observation of a curled effect, a smooth effect, and a rolled effect. At least one of the observations must be of a set using rollers secured with pins. 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:

setting lotions

gel

mousse

serums

creams

sprays

wax

#### Used the following setting techniques:

rollering

spiral curling

pin curling to give volume

pin curling to give flat movement

*“Don't be afraid to ask your client, 'how is that looking?' They can tell you if they want the style bigger or smaller. A great hairdresser should be able to combine their inspirational ideas with the client's expectations.*

*Patrick Cameron*



## Used the following tools and equipment:

rollers  
combs  
pin curl clips  
brushes  
grips and pins  
heated rollers  
tongs  
straighteners

## Set the following hair types:

above shoulder length  
below shoulder length

## Used the following sectioning and winding techniques:

point to root  
root to point  
on base  
off base  
directional  
brick

## Taken into account the following factors:

hair cut  
hair growth pattern  
hair length  
hair density  
head and face shape  
hair texture  
hair elasticity  
the occasion for which the style is required

## Used the following dressing techniques and effects:

curls  
rolls  
smoothing  
back-combing  
back-brushing

## Given the following advice:

suitable aftercare products and their use  
use of heated styling equipment  
how to recreate and maintain the style

## 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 setting and dressing hair

Basic science

Products, equipment and their use

Setting and dressing techniques and effects

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 123–126.



Set & dress 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.

**Brick winding** Placing wound curlers in a pattern that resembles brickwork to avoid gaps in the hair.

**Cream** A product used for setting and finishing a style.

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

**Directional winding** Winding the hair on to curlers in the direction it will be worn.

**Occasion** A special event (such as a wedding or party) for which clients often have their hair styled. You will create appropriate styles for these.

**Pin curling** A technique of winding hair into a series of curls or flat waves, which are pinned in place while drying.

**Point to root** A method of creating curl movement in hair by winding rollers in the traditional way (tip to root).

**Rollering** Velcro rollers or ones secured with pins are amongst the many types of rollers available. They are all used to create volume, curl and/or movement in the hair.

**Rolls** A method of dressing medium-long hair to achieve a chignon, bouffant or vertical/horizontal roll.

**Root to point** A method of creating curl movement in hair by winding on spiral rollers or tongs, starting at the root and finishing at the ends. Pin curls can also be achieved with this method.

**Spiral curling** A method of winding on rods or tongs from point to root, to achieve a corkscrew effect.

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

**Vertical roll** A classic dressing that may be worn for a formal event.



# Observation sign-off sheet

## Unit GHII Set and dress hair

### What you must do

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.

#### Outcome I

##### Maintain effective and safe methods of working when setting and dressing hair

- a Ensure your client's clothing is effectively protected throughout the service
- b Wear personal protective equipment, if required
- c Position your client to meet the needs of the service without causing them discomfort
- d Ensure your own posture and position whilst working minimises fatigue and the risk of injury
- e Keep your work area clean and tidy throughout the service
- f Use working methods that
  - minimise the wastage of **products**
  - 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 clean resources
  - minimise the risk of harm or injury to yourself and others

*Continues on next page*

#### Timing tip

A commercially acceptable time for a set and dressing service is **35 minutes** for hair shorter than shoulder length. It is **45 minutes** for longer hair.



- 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 **tools and equipment**, techniques and products identified as a result of consultation with your client
- i Use **tools and equipment** that are safe and fit for purpose
- j Test the temperature of heated equipment prior to use and continually throughout the service \*
- k Keep your **tools and equipment** free of **product** build-up
- l Complete your setting services within a commercially viable time



Set & dress hair

115

Observation	1	2	3		
Achieved	<input type="radio"/>				
Date					
Candidate signature					
Assessor signature					
IV signature (if sampled)					
* Covered by observation	<input type="radio"/>				Date
Covered by oral questioning	<input type="radio"/>				Date

*Continues on next page*



*Scarlett Johansson has her hair styled into glamorous 'up-dos' for red carpet events.*



# Observation sign-off sheet

## Unit GHII Set and dress hair

### What you must do (continued)

116 | Level 2 NVQ/SVQ Hairdressing



#### Outcome 2

##### Set hair

- a Confirm and agree with your client the **setting techniques** and look required
- b Control your **tools and equipment** to minimise the risk of damage to the hair, client discomfort and to achieve the desired look
- c Take meshes of **hair** which suit the size of the **tools and equipment**
- d **Section and wind** the hair cleanly and evenly to achieve the desired look
- e Ensure all wound rollers, when used, are secure and sit on or off base to meet the style requirements
- f Maintain the correct tension throughout the setting process
- g Keep the hair damp throughout the setting process, when necessary
- h Apply suitable **products** following manufacturers' instructions
- i Effectively control your client's hair throughout the setting process, taking account of **factors** influencing the service
- j Remove any items used for setting, avoiding discomfort to your client
- k Ensure your **setting techniques** achieve the desired look

Image courtesy of Goldwell

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

*Continues on next page*

## Outcome 3

### Dress hair

- a Leave your client's hair free of all section marks
- b Use heated equipment, when necessary, at the correct temperature for your client's **hair** and the desired look
- c Control your **tools and equipment** to minimise the risk of damage to the hair and scalp, client discomfort and to achieve the desired look
- d Secure the hair so that pins and grips, when used, are invisible
- e Effectively apply and use suitable **products** to meet manufacturers' instructions
- f Ensure the finished look takes into account relevant **factors** influencing the service
- g Ensure your **dressing techniques and effects** achieve the intended shape, direction and volume agreed with your client
- h Confirm your client's satisfaction with the finished look



Set & dress hair

117

### Hints and tips

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

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

*Continues on next page*

“

*Make sure an up-do is securely fastened. This doesn't necessarily mean using lots of pins and grips – just make sure the ones you do use are well placed.*  
Andrew Collinge

”



# Observation sign-off sheet

## Unit GHII Set and dress hair

### What you must do (continued)

#### Outcome 4

##### Provide aftercare advice

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

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

##### Hints and tips

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



# Observation sign-off sheet

## Unit GHII Set and dress hair

### What you must cover



Set & dress hair

119

**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		
Setting lotions	<input type="radio"/>				
Gel	<input type="radio"/>				
Mousse	<input type="radio"/>				
Serums	<input type="radio"/>				
Creams	<input type="radio"/>				
Sprays	<input type="radio"/>				
Wax	<input type="radio"/>				

#### Tools and equipment

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

	1	2	3		
Rollers	<input type="radio"/>				
Combs	<input type="radio"/>				
Pin curl clips	<input type="radio"/>				
Brushes	<input type="radio"/>				
Grips and pins	<input type="radio"/>				
Heated rollers	<input type="radio"/>				
Tongs	<input type="radio"/>				
Straighteners	<input type="radio"/>				

#### Setting techniques

Tick the setting techniques used in each observation. You must use **all** of them.

	1	2	3		
Rollering	<input type="radio"/>				
Spiral curling	<input type="radio"/>				
Pin curling to give volume	<input type="radio"/>				
Pin curling to give flat movement	<input type="radio"/>				

#### Hair lengths

Tick the hair types set in each observation. You must take into account **all** of them.

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

*Continues on next page*



# Observation sign-off sheet

## Unit GHII Set and dress hair

### What you must cover (continued)

120 | Level 2 NVQ/SVQ Hairdressing

#### Sectioning and winding techniques

Point to root

Root to point

On base

Off base

Directional

Brick

Tick the sectioning and winding techniques used in each observation. You must use **all** of them.

1	2	3		
<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 taken into account in each observation. You must take into account **all** of them.

Hair cut

Hair growth pattern

Hair length

Hair density

Head and face shape

Hair texture

Hair elasticity

The occasion for which  
the style is required

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

#### Dressing techniques and effects

Tick the dressing techniques and effects covered in each observation.  
You must cover **all** of these.

Curls

Rolls

Smoothing

Back-combing

Back-brushing

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

*Continues on next page*

**Advice**

Tick the advice given for each observation. You must give **all** of them.

Suitable aftercare  
products and their use  
Use of heated styling  
equipment  
How to recreate and  
maintain the style

	1	2	3		
○	○	○	○	○	○
○	○	○	○	○	○
○	○	○	○	○	○

Observation

	1	2	3		
○	○	○	○	○	○

Achieved

Date

Candidate signature

Assessor signature

IV signature (if sampled)



Don't be afraid to use your  
creativity when setting hair.

“

*Some say that setting is old fashioned, but modern techniques often see setting at the forefront of fashion.*

Maurice Lister

”



# Comment form

## *Unit GHII*

122

Level 2 NVQ/SVQ Hairdressing

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

### Comments

1

---

2

---

3

---

### Date

---

---

---

---

# Knowledge sign-off sheet

## Unit GHII Set and dress hair

### What you must know



Set & dress hair

123

You need to understand:	Evidence type
<b>Salon and legal requirements</b>	
1 your salon's requirements for client preparation	E3
2 your salon's expected service times for setting services	E3
3 your own responsibilities under the current Control of Substances Hazardous to Health Regulations in relation to the use of setting and dressing products	E3
4 your responsibilities under the current Electricity at Work Regulations	E3
<b>How to work safely, effectively and hygienically when setting and dressing hair</b>	
5 what is contact dermatitis and how to avoid developing it whilst carrying out setting and dressing 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 setting and dressing 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*

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

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.



# Knowledge sign-off sheet

## Unit GHII Set and dress hair

### What you must know (continued)

124

Level 2 NVQ/SVQ Hairdressing

You need to understand:	Evidence type
13 the methods of working safely and hygienically and which minimise the risk 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 the setting and dressing 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 equipment should be kept free from excess oils, product build-up and hair	E3
<b>Basic science</b>	
19 the effects of humidity on hair	E4
20 the physical effects of setting 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 dressing	E4
23 why hair should be kept damp during the setting process	E4
24 how heat protectors act to protect the hair	E4

*Continues on next page*

You need to understand:	Evidence type
<b>Products, equipment and their use</b>	
25 the range of tools and equipment available for setting and dressing	E3
26 the range of products available for setting and dressing	E3
27 manufacturers' instructions on the use of the specific setting and dressing products in your salon	E3
28 why and how to use the different types of: – tools and equipment for setting and dressing – products for setting and dressing and when to apply them	E3
<b>Setting and dressing techniques and effects</b>	
29 the current techniques for setting and dressing hair	E3
30 how the factors in the range affect the setting and dressing processes and the finished look	E3
31 the types of setting techniques and why and when they are used	E3
32 why and how to use the different types of sectioning and winding techniques in the range	E3
33 why and how to use smoothing, back-combing and back-brushing techniques	E3
34 how the angle of winding on and off base influences the volume and direction of the hair movement	E3
35 why set hair sections need to be brushed out thoroughly	E3
36 the methods of handling, controlling and securing hair to achieve curls and rolls	E3



Set & dress hair

*Continues on next page*



# Knowledge sign-off sheet

## Unit GHII Set and dress hair

### What you must know (continued)

126

Level 2 NVQ/SVQ Hairdressing

You need to understand:	Evidence type
<b>Aftercare advice for clients</b>	
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 their choice of style (eg active sports, career and job requirements)	E3
41 the removal and/or take-down requirements for the hairstyle	E3
<b>Communication</b>	
42 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 GHII



Set & dress hair

127

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