

Unit GH15 (City & Guilds Unit 024)

Attach hair to enhance a style

Optional

About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering more than 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute 2009. All rights reserved. City & Guilds is a trademark of the City and Guilds of London Institute.

Please note: National Occupational Standards are © Consumer Services Industry Authority. Please check the conditions upon which they may be copied with Habia.

First edition 2008
Revised edition 2009

Publications

For information about or to order City & Guilds support materials, contact 020 7294 4113 or learningmaterials@cityandguilds.com. You can find more information about the materials we have available at www.cityandguilds.com/publications.

For further copies of this logbook or other qualification documentation, contact Publications Sales at the address below or by telephoning 0844 543 0000. Or you can fax 020 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds
1 Giltspur Street
London EC1A 9DD
T 0844 543 0033
F 020 7294 2400
www.cityandguilds.com
learnersupport@cityandguilds.com

Page layout design by Purpose
Implementation by Kate Lyons
Edited by Tom Guy, Rachel Howells and Emily Ayers
Special thanks to Diane Mitchell



Image courtesy of [istockphoto.com/Quavondo](https://www.istockphoto.com/Quavondo)

GHI5 *attach* *hair*

Attaching hair is becoming part of mainstream hairdressing as more and more clients enjoy getting immediate, new looks that they can change easily. Clients don't want to be tied down to the same look for long; adding hair to give colour,

length and volume is the perfect solution. You will learn different methods of attaching hair – some for a temporary change and some to last a little longer. The results can be very dramatic, so get ready to be creative!



Unit GH15 (City & Guilds Unit 024)

Attach hair to enhance a style

Optional

Image courtesy of Great Lengths

4 Level 2 NVQ/SVQ Hairdressing

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

Outcome 1

Maintain effective and safe methods of working when attaching hair

Outcome 2

Plan and prepare to attach hair

Outcome 3

Attach and blend pieces of hair

Outcome 4

Remove pieces of hair

Outcome 5

Provide aftercare advice

Evidence requirements

You must practically demonstrate in your everyday work that you have met the standards for attaching hair to enhance a style. 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 **two** occasions, which must include a removal of extensions. 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 the following attachment systems:

those designed to last up to 24 hours

those designed to last from 24 hours to four weeks

Taken into account the following contra-indications:

skin sensitivities

history of previous allergic reactions

hair and scalp disorders

medical advice or instructions



Image courtesy of Goldwell

Taken account of the following factors:

attachment method
 direction and fall of the added hair
 the quantity of added hair
 the need to blend the client's hair and the added hair
 head and face shape
 hair growth pattern
 hair texture
 hair density
 hair elasticity
 evident hair damage
 traction alopecia
 lifestyle
 hairstyle

Carried out the following tests:

pull
 elasticity
 skin

Given the following advice:

suitable homecare products and their use
 hair care
 how to maintain their style
 possibilities for style change

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 attaching pieces of hair
 Tests and testing
 Hair, scalp and skin
 Preparation requirements
 Hair attachment systems
 Cutting techniques when working with extensions
 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 15–19.



Attach hair

Useful words

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

Aftercare advice Giving the client tips on how to maintain their style and hair condition. If the client is going to remove his/her own added hair you will need to advise him/her on how to do this safely.

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

Attachment systems There are several methods of attaching added hair. Some examples are glue in, dip in, grip in, bonded, sewn in and plaited in.

Pull test A test that will help you to evaluate excessive hair loss. Separate a handful of hair and gently pull at the roots – if more than 12 hairs are lost this may be an indication of abnormal hair loss.

Tension How tightly the hair is pulled. Be careful not to pull too much when attaching hair, or damage may occur that could result in hair breakage or even traction alopecia.

Traction alopecia Hair loss due to excessive tension on the hair and scalp. This is usually seen around hairlines and partings – check regularly for any first signs to avoid permanent hair loss.



Observation sign-off sheet

Unit GH15 Attach hair to enhance a style

What you must do

6 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 **two** times).

Each time you achieve **all** the points listed below within a single client service, your assessor will tick the circle and enter the date.

Outcome 1

Maintain effective and safe methods of working when attaching hair

- a Ensure your client's clothing is effectively protected throughout the service
- b Wear personal protective equipment, when 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 Sequence your work in a way that is suitable for the **attachment system** used, the style and ease of working

Continues on next page



Added hair is available in many colours and is often only limited by the client's wishes!

- g Use working methods that:
 - minimise the risk of damage to tools and equipment
 - minimise the wastage of products
 - 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

h Ensure your personal standards of health and hygiene minimise the risks of cross-infection, infestation and offence to your clients and colleagues

i Use tools and equipment that are safe and fit for the purpose

j Complete the attachment of hair within a commercially viable time

k Complete client records so that they are accurate, easy to read and up-to-date



Attach hair

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

Continues on next page

“
Remember to colour match to the mid length and ends of your client’s hair and not to the roots, otherwise the extensions will be too dark.
 Anne Veck

”



This hair piece is being added to give extra length and texture to the style.



Observation sign-off sheet

Unit GH15 Attach hair to enhance a style

What you must do (continued)

Outcome 2

Plan and prepare to attach hair

- a Accurately identify any **factors** that may affect the service
- b Ask your client appropriate questions to establish any known **contra-indications** to the hair attachment service
- c Accurately record your client's responses to questioning
- d Conduct a range of **tests** on your client's hair and skin following manufacturer's instructions and recognised industry procedures
- e Report problems to the relevant person(s) when **contra-indications** cause doubts as to the suitability of the service for the client *
- f Select and use added hair which is of a:
 - suitable texture
 - suitable colour
 - suitable length
 - suitable width
- g Prepare the added hair to meet the manufacturer's instructions, when required
- h Prepare your client's hair in a way suitable for the technique to be used

Hints and tips

Contra-indications to the added hair services must be identified first to ensure safety and a good result.

Observation	1	2		
Achieved	<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 3

Attach and blend pieces of hair

- a Confirm with your client the look agreed at consultation prior to starting the service
- b Part the sections cleanly and evenly to meet the requirements of the **attachment system** to be used
- c Section the hair in a way that will allow the added hair to lie in the direction required
- d Secure any hair not being extended to keep your section clearly visible
- e Ensure added hair is secure and the point of attachment is hidden
- f Add hair in a way that takes into account the **factors** influencing the service and avoiding potential damage to the client's hair
- g Maintain a suitable and even tension throughout the process
- h Check the comfort of your client at regular intervals throughout the service
- i Give suitable reassurance to your client, if necessary *
- j Adapt your cutting techniques to take account of **factors** which influence working on added hair
- k Identify and report any problems occurring during the service to the relevant person(s) **
- l Ensure, on completion, that the added hair is blended with the client's own hair in a way to achieve the style enhancement agreed with the client



Attach hair

9

Hints and tips

Freehand cutting techniques work best for blending added hair.

Observation	1	2		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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
** Covered by observation	<input type="radio"/>	Date
Covered by oral questioning	<input type="radio"/>	Date

Continues on next page



Observation sign-off sheet

Unit GH15 Attach hair to enhance a style

What you must do (continued)

Hints and tips

Always recommend that clients have their added hair removed professionally to avoid damage to their hair.

Outcome 4

Remove pieces of hair

- a Remove pieces of hair following manufacturer's instructions
- b Use the correct products to remove extensions avoiding damage to your client's hair
- c Use the correct tools effectively, if required, minimising damage to your client's hair
- d Leave your client's hair free of product build up and debris prior to shampooing
- e Leave your client's hair clean and prepared ready for the next service

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

Continues on next page



Extensions can help your client to achieve the length of Vanessa Hudgens's hair.

Outcome 5

Provide aftercare advice

- Give **advice** and recommendations accurately and constructively
- Give your clients suitable **advice** on the maintenance of the added hair and style



Attach hair

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

“

Make sure your client knows how to maintain their added hair at home, and especially how to protect it while sleeping so that they receive the full benefit of the service. A happy and satisfied client is likely to book a repeat appointment!

Maurice Lister

”



Combine great colour with expert hair extensions for stunning looks.



Observation sign-off sheet

Unit GH15 Attach hair to enhance a style

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.

Attachment systems

Tick the attachment systems used in each observation. **Both** attachment systems must be used.

- Those designed to last up to 24 hours

- Those designed to last from 24 hours to 4 weeks

1	2		
<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. You must take account of **all** of them.

- Attachment method

- Direction and fall of the added hair

- The quantity of added hair

- The need to blend the client's hair and the added hair

- Head and face shape

- Hair growth pattern

- Hair texture

- Hair density

- Hair elasticity

- Evident hair damage

- Traction alopecia

- Lifestyle

- Hairstyle

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

Contra-indications

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

- Skin sensitivities

- History of previous allergic reactions

- Hair and scalp disorders

- Medical advice or instructions

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

Continues on next page



Attach hair

Tests

Tick the tests carried out in each observation. You must carry out **all** of them.

	1	2		
Pull	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Elasticity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Skin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Advice

Tick the advice given in each observation. You must give **all** the types of advice.

	1	2		
Suitable homecare products and their use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hair care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How to maintain their style	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Possibilities for style change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

“

With cold bonding, it's always best to keep the strips quite narrow, at around 625 mm.

This is more comfortable for the client and it also makes the style look more natural.

Anne Veck

”



Comment form

Unit GH15

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

Comments	Date
1	
2	



“
Choose which method of bonding you will use very carefully. Discuss both the benefits and problems of using hot (thermal) or cold bonding (strips of double sided tape) thoroughly with your client.
Anne Veck

”

Knowledge sign-off sheet

Unit GH15 Attach hair to enhance a style

What you must know



Attach hair

15

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 attaching pieces of hair	E3
3 your salon's and legal requirements for disposal of waste materials	E3
4 your responsibilities under the current Electricity at Work Regulations	E3
How to work safely, effectively and hygienically when attaching pieces of hair	
5 what is contact dermatitis and how to avoid developing it whilst carrying out hair attachment services	E4
6 the range of protective clothing that should be available for clients	E3
7 the type of personal protective equipment that should be available and used by yourself	E3
8 why it is important to use personal protective equipment	E4
9 why it is important to protect clients from hair clippings	E3
10 how the position of your client and yourself can affect the desired outcome and reduce fatigue and the risk of injury	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 GH15 Attach hair to enhance a style

What you must know (continued)

You need to understand:	Evidence type
11 the safety considerations which must be taken into account when attaching pieces of hair (eg possible reaction to adhesives and removal solutions, traction alopecia)	E3
12 why it is important to avoid cross-infection and infestation	E3
13 why it is important to keep your work area clean and tidy	E3
14 methods of cleaning, disinfection and/or sterilisation used in salons	E3
15 the methods of working safely and hygienically and which minimise the risks of cross-infection and cross-infestation	E3
16 the correct use and maintenance of tools and equipment	E3
17 the importance of personal hygiene	E3
18 the importance of questioning clients to establish any contra-indications to hairdressing services	E4
19 why it is important to record client responses to questioning	E4
20 the legal significance of client questioning and of recording the client's responses	E4

Continues on next page

You need to understand:	Evidence type
Tests and testing	
21 the types and purposes of tests	E4
22 the importance of following manufacturers' instructions for testing	E4
23 the methods of and reasons for conducting pull tests	E3
24 when and how tests should be carried out and the expected results	E4
25 how the results of tests can influence all aspects of the service	E4
26 potential consequences of failing to carry out tests	E4
27 the courses of action to take in the event of adverse reactions to tests (eg what type of reactions you must report to other, more senior people)	E4
28 why it is important to record test results	E4
Hair, scalp and skin	
29 the factors that must be taken into consideration prior to attaching pieces of hair (eg hair density, hair, scalp and skin disorders, etc)	E4
30 the average rate of hair growth	E4
31 the potential consequences of excessive tension on the hair	E4
32 how to identify the signs of traction alopecia	E4
33 how the contra-indications in the range can affect the provision of the service (eg hair loss and excessive thinning, eczema, psoriasis, allergies, etc)	E4



Attach hair

Continues on next page



Knowledge sign-off sheet

Unit GH15 Attach hair to enhance a style

What you must know (continued)

You need to understand:	Evidence type
Preparation requirements	
34 manufacturer's instructions for preparation of added hair	E3
35 how the client's hair should be prepared for each of the hair attachment systems in the range	E3
36 how to conduct an examination of the hair and scalp to recognise factors that may affect the service	E3
37 how to estimate the length of time the hair attachment processes in the range are likely to take	E3
Hair attachment systems	
38 how the intended style can affect the hair attachment process	E3
39 how the attachment systems in the range secure added hair into the client's hair	E4
40 the advantages and disadvantages of the methods of attachment in the range	E4
41 tools and equipment necessary for each attachment system in the range and how these are used	E3
42 the generally accepted sequences of working for the hair attachment systems in the range	E3
43 why it is important to maintain a correct and even tension when attaching hair	E4

Continues on next page

You need to understand:	Evidence type
Cutting techniques when working with extensions	
44 why and how freehand blending cutting techniques should be adapted when hair extensions are present	E3
Aftercare advice for clients	
45 how to correctly detangle hair from point to root using specialised combs and brushes	E3
46 the importance of following manufacturer's instructions when shampooing and conditioning the hair	E3
47 products for home use that will benefit the client and those to avoid and why	E3
48 how to protect the hair when sleeping and why	E3
49 how lifestyle can affect the client's choice of style (eg active sports, career requirements)	E3
50 how the use of artificial hair can affect styling possibilities	E3
51 how to maintain their agreed style	E3
52 how long the hair extensions can be expected to last	E3
53 the removal requirements for attached hair	E3
Communication	E3
54 how to give effective advice and recommendations to clients	E3
55 how to help relieve client anxieties in a reassuring way	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



Attach hair

Hints and tips

To avoid the client's hair becoming detached too soon, make sure they know how to detangle their hair from point to root.



Image courtesy of Hair Tools