

# Tracking your progress

You may find it useful to keep track of how you're progressing through the units.

On the following two pages, you can tick off when you have achieved:

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each observation

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each outcome

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all of 'What you must cover'

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all the 'Knowledge and understanding'

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Once you have ticked this off, you will know you've achieved the unit and your assessor can check and sign. You can refer back to these pages at any time and will know which units you have achieved and which still need to be achieved.

## Mandatory units

### G20 Make sure your own actions reduce risks to health and safety

Observations 1  2   
Outcomes achieved 1  2   
All Knowledge and understanding achieved

Sign \_\_\_\_\_ Date \_\_\_\_\_

### G17 Give clients a positive impression of yourself and your organisation

Observations 1  2  3   
Outcomes achieved 1  2  3   
All 'What you must cover' achieved   
All Knowledge and understanding achieved

Sign \_\_\_\_\_ Date \_\_\_\_\_

### G7 Advise and consult with clients

Observations 1  2  3   
Outcomes achieved 1  2  3   
All 'What you must cover' achieved   
All Knowledge and understanding achieved

Sign \_\_\_\_\_ Date \_\_\_\_\_

### GH8 Shampoo, condition and treat the hair and scalp

Observations 1  2  3   
Outcomes achieved 1  2  3  4   
All 'What you must cover' achieved   
All Knowledge and understanding achieved

Sign \_\_\_\_\_ Date \_\_\_\_\_

### GH9 Change hair colour

Observations 1  2  3  4  5  6  7   
Outcomes achieved 1  2  3  4   
All 'What you must cover' achieved   
All Knowledge and understanding achieved

Sign \_\_\_\_\_ Date \_\_\_\_\_

### GH10 Style and finish hair

Observations 1  2  3   
Outcomes achieved 1  2  3  4  5   
All 'What you must cover' achieved   
All Knowledge and understanding achieved

Sign \_\_\_\_\_ Date \_\_\_\_\_

### GH11 Set and dress hair

Observations 1  2  3   
Outcomes achieved 1  2  3  4   
All 'What you must cover' achieved   
All Knowledge and understanding achieved

Sign \_\_\_\_\_ Date \_\_\_\_\_

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**GH12 Cut hair using basic techniques**Observations 1  2  3  4  5  6  7  8 Outcomes achieved 1  2  3 All 'What you must cover' achieved All Knowledge and understanding achieved 

Sign

Date

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**Optional units**

Tracking your progress

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**Highlight the optional unit(s) that you've chosen to do.****G4 Fulfil salon reception duties**Observations 1  2  3 Outcomes achieved 1  2  3  4 All 'What you must cover' achieved All Knowledge and understanding achieved 

Sign

Date

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**G18 Promote additional services or products to clients**Observations 1  2  3 Outcomes achieved 1  2  3 All 'What you must cover' achieved All Knowledge and understanding achieved 

Sign

Date

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**G8 Develop and maintain your effectiveness at work**Observations 1 Outcomes achieved 1  2 All 'What you must cover' achieved All Knowledge and understanding achieved 

Sign

Date

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**GH13 Plait and twist hair**Observations 1  2  3  4 Outcomes achieved 1  2  3 All 'What you must cover' achieved All Knowledge and understanding achieved 

Sign

Date

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**GH14 Perm and neutralise hair**Observations 1  2  3 Outcomes achieved 1  2  3  4 All 'What you must cover' achieved All Knowledge and understanding achieved 

Sign

Date

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**GH15 Attach hair to enhance a style**Observations 1  2 Outcomes achieved 1  2  3  4  5 All 'What you must cover' achieved All Knowledge and understanding achieved 

Sign

Date

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