

City & Guilds Level 2 End-point Assessment for Hair Professional – Barbering (7002-53)

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End-Point Assessment Pack

For Providers & Employers

Version 3.4

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For external use

Version and date	Change detail	Section
V1.1 June 2017	On-programme removed from title.	Front cover and footer
V1.2 November 2017	CPD requirements updated	Resource requirements
V1.3 February 2018	Unit 211 Learning outcomes 4.2, 4.4 and 4.5 added	Units
V2.0 November 2018	EPA timing section added	3 EPA guidance for IEPAs
	Centre contact information added	3 EPA guidance for centres
	EPA timing section added	
	Timing and planning section updated	4 General guidance for apprentices
	Models section updated to expand on 'peers'	
	Minor amendments to resources list	5 EPA resources list
	EPA timeline amended gateway changes from three to two months.	6 EPA assessment timeline
V2.1 February 2019	References to Sponges and Sponge shaving removed	Task instructions for apprentices
V2.2 March 2019	Fail criteria removed	Grading criteria
V2.3 September 2019	Standard reference in title of EPA updated to reflect V2 of assessment plan	Cover Page and footers
V2.4 October 2019	Models section updated 'peers' removed.	Task instructions for Centres/Employers
V2.5 March 2020	Following note removed: Models used for the original EPA cannot be used for any retakes.	Opportunities to resit or retake
V3.0 April 2020	Gateway information updated to involve EPA pro	Section 1 Introduction Section 6 Timeline table
V3.1 October 2020	Grading percentage corrected for Cut facial Hair	Section 3
V3.2 June 2021	Models section updated 'peers' removed.	3 General guidance for apprentices
V3.3 January 2022	Minor amendment to EPA timing for oral questions	Section 3

Version and date	Change detail	Section
V3.4 April 2025	EPA Standard reference removed from title of the End-point Assessment (please note the ST reference was incorrect)	Front cover and footers
	Qualification Number (QN), EPA Standard reference and Assessment Plan version added.	Front cover
	English and maths requirements updated to 'English and maths qualifications in line with the apprenticeship funding rules.'	Sections 1, 4 and 6
	Gateway section updated – reference to submitting a Gateway Declaration form removed and replaced with the Gateway Declaration is done on the EPA Pro Platform.	Sections 1 and 6
	Security, Confidentiality & Copyright of End-point Assessment Materials updated	Section 1
	Health & Safety section updated	Section 4
	Contact us section updated	Contact us

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1 Introduction

About this Apprenticeship Occupation

Hairdressers will be able to shampoo and condition hair, cut hair using a range of techniques, style and finish hair to create variety of looks, and colour and lighten hair for ladies and men. Hairdressers must be able to work with all hair types ranging from straight hair to very curly, wiry hair. They also need to be able to carry out consultations with clients, demonstrate the professionalism, values, behaviours, communication skills and safe working practices associated with their role and be able to work without supervision to a high level of precision, with exceptional client care skills.

What is in this document

- Hair Professional Standard
- End-point assessment guidance on grading
- Resource requirements for end-point assessment
- Task instructions for centres/employers/End-point assessment customer
- Task instructions for apprentice

End-point assessments

Apprentices will be asked to complete a number of end-point assessments to conclude their apprenticeship. The end-point assessment (EPA) is a formal summative assessment that concludes the apprenticeship programme and is assessed in a number of ways to provide a clear indication of the apprentices' knowledge and skills. These methods of EPA will be:

- practical tasks
- oral questioning.

This pack contains specific guidance around the assessments of the specific occupation, for an overview summary of all assessment methods that could be used as part of end-point assessment please see the Independent End-point Assessor Manual.

Grading

This apprenticeship is graded Pass/Distinction.

Entry requirements for End-point Assessment

To be eligible for End-point assessment the apprentice must have successfully achieved the following:

- must have been on programme for at least 12 months
- achieved a minimum of a pass for the on-Programme part of the Level 2 Diploma for Hair Professionals – Barbering.
- English and maths qualifications in line with the apprenticeship funding rules.

Gateway – prior to end-point assessment

When all on-programme content has been completed, the employer and provider are required to sign-off the apprentice as being ready to undertake the end-point assessment.

The following should be completed on the EPA Pro platform:

- Gateway Declaration Form signed by the apprentice
- Gateway Declaration by the provider, on behalf of the employer and tutor – confirming that the apprentice has completed at least 12 months on-programme.

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 - whilst the portfolio of an Apprentice may contain EPA assessment results referenced to the EPA assessment taken from time to time, they do not at any time contain the EPA Assessment Materials, unless otherwise stated in the individual Apprenticeship Standard; and
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2 Apprenticeship Occupational Standard

All apprentices will complete the core skills and knowledge (Part 1) and will choose the occupational option route for hairdressing or barbering (Part 2)

Part 1 – Mandatory core skills and knowledge for hairdressing and barbering

	The apprentice will be able to:	The apprentice will know and understand:
Professionalism and values	Demonstrate professionalism and a passion for the industry; have a commitment to quality, a positive attitude and team working; work under pressure; observe time management and self-management; show a willingness to learn; complete services in a commercially viable time and to a high standard; meet organisational and industry standards of appearance; observe professional ethics	Industry codes of practice and ethics; quality assurance systems; time management principles; self-management principles; commercially viable times for the completion of services; industry and organisational standards of appearance; the importance of continuing professional development, equality and diversity.
Behaviours and communication	Greet clients in a friendly manner; choose the most appropriate way of communicating with clients; be helpful and courteous at all times; adapt behaviour in response to each client; respond promptly to clients seeking assistance; establish client expectations and needs; explain clearly any reasons why the client's needs or expectations cannot be met; willingly undertake wider salon duties, including reception duties where appropriate	Industry standards of behaviour; how to meet and greet clients; verbal and non-verbal communication techniques; client care principles and practices; how to maintain rapport with clients; the role of the reception area; making appointments; taking payments; who to refer to with different types of enquiries; Sale of Goods and Services Act and the Data Protection Act; how to provide advice and recommendations on the products and services provided in the salon
Safe working practices	Maintain effective, hygienic and safe working methods; adhere to workplace, suppliers' or manufacturers' instructions for the safe use of equipment, materials and products; meet legal and organisational requirements; maintain the client's modesty, privacy and comfort; minimise risks of cross-infection, injury or fatigue; promote environmental and sustainable working practices; ensure personal hygiene and protection meets industry, organisational and local authority requirements; and correctly use Personal Protective Equipment.	Legal and organisational requirements; use of tools, equipment, materials and products; adherence to workplace cleaning, disinfection, sterilisation, supplier or manufacturer's instructions; waste disposal; client preparation and protection; direct and indirect cross-infection; methods that promote environmental and sustainable working practices; reducing risk of injury to self and others; posture, personal hygiene, protection; health and safety legislation and practice
Consultation	Creatively assess the client's requirements; examine the hair, skin and scalp; facial characteristics including face shape, skin tone, hair colour, lifestyle and suitability; conduct visual checks and any necessary tests on the hair, skin and scalp; advise clients on services or products; identify the client's hair characteristics and hair classification; advise clients on hair maintenance and management	Visual aids for client consultation; salon procedures and manufacturers' instructions for conducting tests; the types and purposes of tests; how lifestyle factors limit or affect services; incompatibility of previous services and products used; hair, skin and scalp problems; suspected infections or infestations; hair characteristics and classifications; basic structure of hair and skin; the growth cycle of hair; services or products available for use in the salon or for retail; legal responsibilities; salon pricing structures

Part 2 – Mandatory occupational routes for hairdressing or barbering (choose one route)

Route 1 – Hairdressing skills	The apprentice will be able to competently :	The apprentice will know and understand:
Shampoo, condition and treat the hair and scalp	Use products and tools, use massage techniques, use shampoo and conditioning products	How shampoos and conditioning products affect the hair and scalp, when and how to use different massage techniques, and the various effects of conditioning treatments
Cut hair using a range of techniques to create a variety of looks	Use a range of cutting techniques including one length, fringe cutting, precision cutting techniques, scissor over comb, texturising, layering techniques, graduation and clipper work	How and when to use different cutting techniques and relevant tools and the effects achieved, weight distribution and working with the natural growth patterns of the hair, cutting angles and resulting weight distribution, and balance and the degree of graduation
Style and finish hair using a range of techniques to create a variety of looks	Use a range of styling tools and equipment to create a look including blow drying, hair-up styles, setting and dressing, finger drying, plaiting/braiding and twisting and using additional hair	Current techniques for drying and finishing hair, drying and finishing products, tools and equipment available for drying and finishing men and women's hair, hair-up styles, setting and dressing, finger drying, plaiting/braiding and twisting, and using additional hair
Colour and lighten hair using a range of techniques	Complete a range of woven highlights including T-section, half head. Full head using temporary, semi-permanent, quasi-permanent, permanent colour application, and basic colour change (depth and tone) techniques	The principles of colour selection, how the natural pigment within hair affects the choice of colour and colouring products, the effect of different colouring and lightening products on the hair structure, and when to use the different types of lighteners and toners available
Options (choose one)		
Perming hair	Use a range of products and techniques including sectioning and winding, taking into account critical influencing factors	The effects of perms and neutralisers on the hair structure, products and equipment, contra-indications to perming hair and tests required throughout the perming and neutralising processes
Hair relaxing treatments and techniques	Use a range of products and techniques including sectioning, winding, relaxing and post relaxing products	The effects of relaxers on the hair structure, products and equipment, application and development of relaxers and post relaxing products; contra-indications to relaxing hair and tests required before and throughout the relaxing and post relaxing processes
Hair extension services	Attach a range of extensions; cutting and finishing extensions; maintaining and removing extensions	Hair growth, influencing factors and contra-indications, types of hair extensions and products, application and removal techniques, principles for blending hair

Route 2– Barbering skills	The apprentice will be able to competently :	The apprentice will know and understand:
Shampoo, condition and treat the hair and scalp	Use products and tools, use shampoo, tonics and conditioning products	How shampoos, tonics and conditioning products affect the hair and scalp, and the various effects of conditioning treatments
Cutting hair using barbering techniques to create a variety of looks	Use a range of cutting techniques including club cutting, scissor over comb, clipper over comb, outlining, freehand, layering, graduating, texturising, and razor cutting. Create a range of looks and neckline shapes to include flat top, and uniform layer neckline shapes: square, tapered, skin fade, and full neck line	How and when to use different cutting techniques and relevant tools and the effects achieved, weight distribution and working with the natural growth patterns of the hair, cutting angles and resulting weight distribution, balance and the degree of graduation
Style and finish men’s hair	Use styling tools and equipment, blow dry, and finger dry	Current techniques for drying and finishing hair, drying and finishing products, tools and equipment available for drying and finishing men’s hair
Cut facial hair into shape	Design and create full beard, partial beard and moustache, identify factors likely to influence the service, establish and follow the cutting guideline(s) to achieve the required effect, ensure the finished look is even, symmetrical and balanced in relation to the client’s facial contours	How to create and follow a guideline for tapered beard lines, beard outlines and moustaches, how to cut different facial hair shapes using cutting techniques, beard and moustache shapes that do not require the use of razors, and create outline and detailing design in hair
Shaving services	Prepare the hair and skin for shaving, products, tools and equipment, full shave and partial shave including hot towels, lathering products, face massage, and finishing products	The types of blades available, lathering products, the structure and function of the skin, the scalp and facial skin disorders commonly affecting men, lathering and the function it performs on the skin, in-growing hairs, and the effect of heat on the hair and skin. The use of Personal Protective Equipment.

3 End-point assessment guidance for centres/employers

Introducing the tasks to the apprentice

The employer/training provider is responsible for sharing the End-point Assessment (EPA) tasks with the apprentice prior to the EPA taking place. Further details around the tasks can be found under the Task instructions for Centres/Employers.

Centre contact

On the day of the EPA the centre/Employer must provide a designated person to be available throughout the whole day to ensure the smooth running of the EPA. This centre contact cannot be the assessor or anyone else that has been involved with the apprentices' training and/or assessment.

EPA Timing

If an apprentice runs over the allocated time the City & Guilds Independent End-point Assessor (IEPA) will contact the City & Guilds Lead Independent End-point Assessor (LIEPA) to get confirmation that the EPA should be stopped. The IEPA will then inform the centre contact that the EPA for that apprentice has over run and the assessment will now be stopped. The centre contact would be responsible for overseeing the completion of the service.

Health and safety / Values and Behaviours

The importance of safe working practices, the demands of the Health and Safety at Work Act and the Values and Behaviours associated with the industry **must** always be adhered to.

The requirement to follow safe working practices is an integral part of all City & Guilds assessments, and it is the responsibility of the tutor/employer to ensure that all relevant health and safety requirements are in place before apprentices begin any practical assessment.

Should an apprentice fail to follow correct health and safety practices and procedures during EPA and/or are putting themselves, client or other salon staff members at risk, the assessment **will be stopped** by the IEPA and the apprentice advised of the reasons why. The apprentice will be informed that they have not reached the standard of assessment required. It is at the discretion of the IEPA to confirm whether the EPA can restart.

Determining the apprenticeship grade

The grading criteria for the practical observation has been separated out into the following themes:

- Ways of Working
- Technical Skills
- Understanding
- Customer Service

The Technical Skills theme is then broken down further into the respective skills:

- Shampoo, condition and treat hair and scalp
- Cut hair using barbering techniques
- Style and finish men's hair
- Cut facial hair to shape
- Shaving services

The IEPA is not grading the entire service instead the grading descriptors are focusing on the specific skills needed for that service.

All pass criteria must be met in order for the apprentice to pass the EPA. The IEPA will review the distinction grade descriptors and criteria and decide if the apprentice has shown any of these qualities and to what extent. They will then make an informed judgement as to which grade is a best fit rather than the apprentice having to meet all criteria.

The information provided here shows how the overall grade for the apprenticeship will be determined. The IEPA will be responsible for completing grading for all tasks, and in communicating these outcomes to City & Guilds for overall grading of the apprenticeship.

Each theme has been weighted and allocated points based on their weighting. The IEPA will add together all points achieved from each theme to calculate the total points. Once the total points have been calculated the IEPA will refer to the points range table to find out the overall qualification and EPA grade achieved.

All Themes and Technical Skills must be achieved at a minimum of pass for the apprenticeship to be achieved. The contribution of the assessments towards the apprenticeship grade is as follows:

Theme		Grade scale	% contribution
Ways of working		X/P/D	5%
Technical skills	Shampoo, condition and treat hair and scalp	X/P	0%
	Cutting hair using barbering techniques	X/P/D	25%
	Style and finish men's hair	X/P/D	13%
	Cut facial hair into shape	X/P/D	15%
	Shaving services	X/P/D	17%
Understanding		X/P/D	20%
Customer service		X/P/D	5%

Each theme will be graded individually and each result converted into points. The points available for each assessment grade are listed in the table below.

Theme	Pass	Distinction
Ways of working	25	35
Cutting hair using barbering techniques	125	175
Style and finish men's hair	65	91
Cut facial hair into shape	75	105
Shaving services	85	119

Theme	Pass	Distinction
Understanding	100	140
Customer service	25	35

The points for each theme are added together, and the overall grade determined using the following apprenticeship grade boundaries.

Apprenticeship Grade	Points
Distinction	634-700
Pass	500-633
Fail	0-499

Feedback

The IEPA will not provide any feedback to the apprentice during or immediately following the EPA process. Feedback will only be provided to fail apprentices, following submission of evidence to City & Guilds and after any grade determination has been carried out.

Results submission and Certification

The IEPA will submit the apprentice EPA results to City & Guilds. City & Guilds will then issue the full qualification certificate for the Level 2 Diploma for Hair Professionals – Barbering confirming the grade achieved and will notify the appropriate body who will issue the Apprenticeship certificate.

Opportunities to resit or improve results for a task

An apprentice who passes the EPA cannot re-sit to achieve a higher grade.

If an apprentice fails any part of the EPA they will not be able to retake the EPA until they have completed a period of further learning and the employer and training provider (if applicable) is confident the apprentice is competent and can consistently demonstrate the KSB set out in the Hair Professional Apprenticeship Standard.

If an apprentice fails the EPA for reasons out of their control, a resit can be taken at the earliest opportunity.

4 General guidance for apprentices

The End-point Assessment (EPA) concludes your apprenticeship programme. By this time you will have completed 12 to 24 months' employment and must have achieved your on-programme assessments:

- 7002-13 Level 2 Diploma for Hair Professionals – Barbering (On-programme)
- English and maths qualifications in line with the apprenticeship funding rules.

The focus of the final assessment is to show that you are able to fully demonstrate the values, knowledge, skills and behaviours set out in the standard and are demonstrating a level of professional competence in the workplace through the following EPAs:

- A practical assessment
- Oral questioning

You will be assessed carrying out consultation for **all** services completed during the assessment. You must shampoo and condition hair as part of at least **one** service of the EPA, this may be more as appropriate.

The skills, knowledge and behaviours set out in the standard and referenced below will be assessed through practical observation and oral questioning by the City & Guilds Independent End-point Assessor (IEPA).

Timings and planning

The EPA will take a maximum of **three hours** excluding breaks.

You should take care when planning for your EPA to make sure you have divided the time available between tasks appropriately.

You must produce a detailed appointment record which highlights which tasks/services are covered by each model. You must submit this appointment record to the IEPA prior to the assessment day.

If your EPA runs over the 3 hours allocated the IEPA will liaise with your centre contact and the EPA will be stopped.

Models

You are responsible for providing suitable models and your Employer and/or Training Provider should support you with this where necessary. You are required to work on a minimum of two models for your EPA. The models can be familiar to you, however it is advisable to use models who are unfamiliar to you as you may be less likely to demonstrate thorough consultation skills with someone you know.

When sourcing your models, you must make sure that they are committed to having the services outlined in the task to ensure you are able to meet the task requirements on the day. You are also required to confirm that they have given consent for their photograph to be taken by the IEPA during the assessment.

Testing and test results

Any tests should be carried out prior to the EPA. You must ensure that all test results are available for the IEPA on the day of your EPA.

Dress code

When undertaking your EPA you must abide by your salons dress code. If you are undertaking your EPA at another venue that is not your usual place of work you must abide by that venues dress code, failure to do so could affect your final grade.

Health and safety / Codes of practice

The importance of safe working practices, the demands of the Health and Safety at Work Act and the Codes of Practice associated with the industry **must** always be adhered to.

The requirement to follow safe working practices is an integral part of all City & Guilds' assessments, and it is the responsibility of the training provider/employer to ensure that all relevant health and safety requirements are in place before apprentices begin any practical assessment.

5 End-point Assessment Resources list

EPA environment

The End-point assessment can take place at the employer’s salon, a training provider’s salon or at a Registered Apprentice Assessment Organisation. As far as reasonably practicable the location of End-point assessment should match conditions of a real work environment. The salon or other End-point assessment location is responsible for meeting the requirements of a real work environment.

The real work environment must meet the following principles:

- All End-point assessments must be carried out under realistic commercial conditions
- Any potential conflicts of interest must be declared
- The space per working area conforms to current health and safety legislation and commercial practice
- The range of services, professional products, tools, materials and equipment must be current and available for use.
- All bye-laws, legislation or local authority requirements that have been set down in relation to the type of work that is being carried out must be taken into full account

Barbering EPA equipment

The venue would need to supply the following:

Sufficient space to assess between one and eight apprentices

Work stations

Barbering chairs

Trolleys if requested

Hand dryers and dryers

Waiting area for minimum clients

Minimum of two basins

Minimum of one professional hot towel machines/microwaves

Three towels per apprentice for shaving services

Designated product mixing area

Sufficient towels and gowns

First Aid box

Sharps box

Fire regulations guidelines

Risk assessment

All equipment to be PAT tested and comply with the Health and Safety at Work Act

Nominated centre contact for emergencies

Nominated centre contact to be available at all times during the EPA

Toilet facilities

Refreshment facilities

Retail and aftercare facilities

Barbering apprentices EPA equipment criteria

Apprentices would need to supply the following:

Running order for the day (to be supplied to the IEPA prior to the day of the EPA)	
Clients	
Hair consultation stationary (record cards etc. if appropriate)	
Product sheets (COSHH)	
Styling and finishing products, shampoo, and conditioning products as required	
Personal Protective Equipment as required	
Disposable gloves for shaving as required	
Tools and equipment i.e. razors, razor blades, scissors, thinning scissors, combs, sectioning clips etc.	
Any other disposable products that the apprentice requires	

6 End-point assessment timeline

The process of setting up the end-point assessment, will begin three months before the completion of the apprenticeship as shown in this table:

Time line	Activity
On-going prior to completion (minimum of 12 months on-programme)	<p>Line manager/Tutor:</p> <ul style="list-style-type: none"> • Reviews progress and ensures apprentices' performance is on track as part of the regular performance management system • Identifies any gaps and creates a plan for the end assessment with the apprentice • Apprentice completes on-programme part of qualification and if applicable English and maths qualifications in line with the apprenticeship funding rules.
Gateway process	<p>The Apprentice and line manager/tutor review progress and confirm that the apprentice is ready for end-point assessment.</p> <ul style="list-style-type: none"> • All supporting evidence is uploaded into the EPA Pro platform through the Gateway process. • Gateway Declaration Form signed by the apprentice • Gateway Declaration by the provider, on behalf of the employer and tutor – confirming that the apprentice has completed at least 12 months on-programme.
Two weeks prior to EPA	<ul style="list-style-type: none"> • Appointment schedule and service plan information submitted to City & Guilds via EPA Pro platform.
End Assessment visit	<ul style="list-style-type: none"> • Observation and oral questioning. • Grading communicated within 20 working days of EPA

Assessment specification

Component	Description	Coverage	Grading
702	Observation of practical barbering assessment Oral questioning	Professionalism and values	X/P/D
		Behaviours and communication	X/P/D
		Safe working practices	X/P/D
		Shampoo, condition and treat the hair and scalp	X/P
		Cutting hair using barbering techniques	X/P/D
		Style and finish men’s hair	X/P/D
		Cut facial hair into shape	X/P/D
		Shaving services	X/P/D

Assessment 702 End-point Assessment – Barbering

Task instructions for Centres/Employers

End-point Assessment planning

Effective planning for assessment by the apprentice and their employer/training provider is essential if the apprentice is to succeed within an appropriate timescale. The purpose of assessment planning is to help apprentices identify how and when they will provide the evidence required to demonstrate their competence.

The apprentice must produce an appointment schedule, this schedule should highlight the running order of the day as well as which clients are being used for which techniques. Prior to the End-point Assessment (EPA) the City & Guilds independent end-point assessor (IEPA) should receive a copy of each apprentice's appointment schedule.

Models

The apprentice is responsible for providing suitable models for the EPA, and the employer and/or training provider should check that the task requirements are achievable on the models that the apprentice has selected. The apprentice is required to work on a minimum of two models.

When selecting models it is advisable to try and keep the number used to a minimum as the more models that are used to demonstrate the required skills the more there is a risk that the assessment could take longer than the maximum three hours allowed. It is also important that the models selected are committed to having the services outlined in the task to ensure the apprentice is able to meet the task requirements on the day. The apprentice is also required to confirm that the model has given their consent for their photograph to be taken by the IEPA during the assessment.

Tests

The apprentice is responsible for carrying out all necessary tests that are required prior to proceeding with the service. All tests must be carried out prior to EPA and the apprentice is responsible for bringing evidence of these tests to the assessment.

Task instructions for Apprentice

You are required to:

- Cut two barbering looks
- Style and finish men’s hair
- Two facial hair cuts:
 - a full beard and moustache
 - a partial beard and moustache
- Provide one full shaving service

Task	Task requirements
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You will be assessed carrying out consultation for **all** services completed during the End-point assessment. You must shampoo and condition hair as part of at least **one** service of the End-point assessment, this maybe more as appropriate.

Shampoo and condition the hair and scalp

The IEPA will observe a shampoo and condition on all services completed during the End-point Assessment.

You must show that you have:

- adapted your shampooing techniques
- used shampooing massage techniques
 - effleurage
 - rotary
 - friction
- used a conditioning product
- used conditioning massage techniques
 - effleurage
 - petrissage
- given advice and recommendations.

Cutting hair using barbering techniques to create a variety of looks

The IEPA will **observe a minimum of two** barbering looks.

You must show that you have:

- used all the tools and equipment
 - scissors
 - clippers
 - clipper attachments
 - trimmers
 - razors
- cut both wet and dry hair
- used a minimum of 9 of the techniques
 - club cutting
 - scissor over comb
 - clipper over comb
 - texturising
 - freehand
 - razor cutting

Task**Task requirements**

- tapering
- graduating
- layering
- fading
- disconnecting
- eyebrow trim
- taken into account all the factors
 - hair characteristics
 - hair classifications
 - head and face shape
 - presence of male pattern baldness
 - presence of added hair
 - piercings
 - adverse skin conditions
- cut a minimum of 2 of the neckline shapes
 - tapered
 - squared
 - full neck line
 - skin fade
- cut a minimum of 2 of the outline shapes
 - natural
 - created
 - tapered
- given advice and recommendations.

Style and finish men's hair

The Examiner will observe a minimum of **1 drying and finishing on men's hair**.

You must show that you have:

- used a **minimum of 3** styling and finishing products
 - sprays
 - creams
 - gels
 - wax
 - tonics
 - oils
 - styling powders
- used a **minimum of 2** tools and equipment
 - combs
 - flat brush
 - round brush
 - electrical equipment
- considered **all** the factors
 - hair characteristics
 - hair classifications
 - hair cut

- hair growth patterns
- head and face shape
- used a **minimum of 1** of the drying techniques
 - brush drying
 - finger drying
- achieved a **minimum of 1** of the finished looks
 - straightening
 - smoothing
 - creating volume
 - creating movement
 - creating texture
- given advice and recommendations.

Cut facial hair into shape

The Examiner will observe a **minimum of two** facial hair cuts which must include

- full beard and moustache
- partial beard and moustache

You must show that you have:

- used **all** the tools and equipment
 - scissors
 - clippers
 - clipper attachments
 - trimmers
- taken into account **all** the factors
 - head and face shape
 - hair characteristics
 - hair classification
 - hair style
 - adverse skin conditions
 - facial piercing
 - clients' wishes
 - in-growing hair
 - skin elasticity
 - scarring
- used **all** the cutting techniques
 - scissor over comb
 - clipper with attachment
 - clipper over comb
 - freehand
 - fading
- given advice and recommendations.

Shaving services

The Examiner will observe a **minimum of one** full shaving service.

You must show that you have:

- used **all** the types of tools and equipment
-

- open blade razors, with disposable blade
 - shaving brushes
 - taken into account **all** the factors
 - hair classification
 - hair characteristic
 - adverse skin conditions
 - unusual features
 - skin elasticity
 - facial contour
 - facial piercing
 - clients' wishes
 - use pre-shave product
 - used lathering product
 - used a lathering technique
 - used shaving techniques
 - skin tensioning
 - forehand stroke
 - backhand stroke
 - used finishing product
 - given advice and recommendations.
-

Descriptors	
Ways of Working	<p>Pass The apprentice is capable of managing and running a column within expected service times, works safely and hygienically at all times and has a professional approach to work.</p>
	<p>Distinction In addition to meeting the pass criteria the apprentice is confident, organised and proactive in their approach to work, they continually manage and use time effectively and demonstrate a constant attention to detail in all aspects of their work.</p>
	<p>Demonstrated a professional appearance that aligned with salon/barbershop guidelines that they are being assessed in.</p> <p>Personal Hygiene met accepted industry and salon/barbershop standards.</p> <p>Safe working practices were followed whilst preparing the work area and during all services.</p> <p>Work area kept tidy throughout the services.</p> <p>Used products, tools and equipment in accordance to manufacturer’s instructions.</p> <p>Trimmers and clippers are checked, disinfected and maintained between services.</p> <p>Regularly used products & resources efficiently and economically throughout services.</p> <p>Waste is disposed of correctly and safely.</p> <p>Services completed within commercially acceptable times, in line with salon/barbershop service times.</p> <p>Protected client and self correctly throughout each service.</p> <p>Handling tools safely and used for their intended purpose.</p> <p>Interacted appropriately with other salon/barbershop team members.</p> <p>Promptly identified and dealt with any problems.</p>
	<p>Planning and preparation flowed seamlessly (<i>planned in a way that does not need to walk around the salon during services, planning allows them to respond efficiently to the unexpected as well as expected, pre-empting problems eg having a spare shaving comb/tools prepared</i>).</p> <p>Optimised time efficiently both during and between services (eg providing a head massage, while waiting for a conditioning product to process, while hot towels are on lathering shaving products, while blow drying also heating up styling equipment).</p> <p>Consistently used products & resources efficiently and economically throughout all services in a way that promotes environmental and sustainable working.</p> <p>Worked systematically and methodically in all aspects (<i>application in line with the planning</i>).</p> <p>Had an attention to detail and goes the extra mile in terms of delivering of all services (eg work station consistently tidy throughout and between services, all clients completely free of clippings, attitude to finishing off each service with the consistent level).</p> <p>Shows confidence and finesse in every aspect of their work.</p> <p>Anticipated and dealt with problems seamlessly so that there was minimal or no impact on clients.</p>

Technical Skills	Pass The apprentice can competently use a range of techniques, methods, tools and products to achieve accurate finished looks.	Distinction In addition to meeting the pass criteria the apprentice is capable of combining and adapting a full range of techniques, methods, tools and products to maximize the effects of all finished looks, consistently taking into consideration all factors, thinking both about the immediate effects and the longer term maintenance and management.
Shampoo condition and treat the hair and scalp	<p>Visually and manually inspected the hair, skin and scalp, correctly identifying key influencing factors (eg hair, skin and scalp conditions, hair characteristics).</p> <p>Applied products that suited each client's needs (eg hair classification, hair condition).</p> <p>Used tools correctly (eg detangled points to roots on longer hair).</p> <p>Used and adapted different massage techniques to suit each client's needs (eg hair length, hair classification, hair density, hair and scalp condition).</p> <p>Water temperature and flow adjusted to suit client's needs with minimal wastage of water.</p> <p>All shampoo and products removed from the hair appropriately (conditioning products removed in a way that avoids disturbing the direction of the cuticle).</p>	<p>N/A</p>
Cutting hair using barbering techniques	<p>Visually and manually inspected the hair and skin, correctly identifying key influencing factors (eg hair, skin and scalp conditions, hair characteristics).</p> <p>Sectioning and guidelines established and followed accurately throughout the cutting service.</p> <p>Combined and adapted a range of techniques to achieve the desired look (eg visually precise blending, appropriate techniques combined).</p> <p>Applied the correct cutting angles, weight distribution and balance.</p> <p>Correct tension and moisture of the hair were maintained throughout the service.</p> <p>Cross checked the hair cut in a consistent manner throughout the service and made appropriate adjustments.</p>	<p>Worked methodically throughout the hair cut (eg not going over the same area repeatedly).</p> <p>Continually refined techniques to ensure an accurate finished look that was personalised to the client.</p> <p>Finished blended looks are flawless.</p>

	Accurate neckline and outline shapes.	
Style and finish men's hair	<p>Visually and manually inspected the hair and skin, correctly identifying key influencing factors (eg hair, skin and scalp conditions, hair characteristics).</p> <p>Used the appropriate styling tools, equipment and products to achieve the required style and finish.</p> <p>Controlled client's hair during the styling process taking into consideration influencing factors.</p> <p>Used and adapted drying techniques to achieve the desired look.</p>	<p>Applied finishing techniques and products with precision that enhanced the overall look.</p> <p>Overall finished look showed precision and attention to detail.</p>
Cut facial hair into shape	<p>Visually and manually inspected the hair and skin, correctly identifying key influencing factors (eg hair and skin conditions, hair characteristics).</p> <p>If applicable prepared the facial hair for cutting (eg detangled/combed through).</p> <p>Established and followed cutting guideline(s) correctly.</p> <p>Used the appropriate cutting techniques to achieve the desired look.</p> <p>Applied the correct cutting angles, weight distribution and balance.</p> <p>Finished look is even symmetrical and balanced in relation to the client's facial contours.</p>	<p>Showed precision and accuracy with all cutting tools used.</p> <p>Continually refined techniques to ensure an accurate finished look that was personalised to the client.</p>
Shaving services	<p>Visually and manually inspected the hair and skin, correctly identifying key influencing factors (eg hair length, skin conditions, hair characteristics).</p> <p>Checked with client about skin sensitivities.</p> <p>Prepared the hair and skin correctly for shaving.</p> <p>Used hot towels at appropriate time during the services.</p> <p>Adapted services to account for any limiting factors that may influence the shave service.</p> <p>Used appropriate method(s) and technique(s) to perform a full shave.</p> <p>Consistent skin tension maintained throughout the service.</p> <p>Used facial massage techniques appropriately throughout the service in a way that avoids discomfort.</p> <p>Left clients' skin free from lathering products after shaving.</p>	<p>Used a combination of forehand and backhand techniques with precision that was tailored to the client's needs (eg direction of hair growth and facial features).</p>

Understanding	<p>Pass The apprentice's product and service advice is sound, evidences a good understanding that includes how to use products and maintain style. They are able to respond to any questions accurately.</p>	<p>Distinction In addition to meeting the pass criteria the apprentice's product and service advice goes beyond the basic, is backed up with evidence of a full depth of understanding that is used to shape and influence service outcomes appropriately. They are consistently able to respond to any questions asked with full justification for any decisions made or advice given, further evidencing a full depth of understanding.</p>
	<p>Selected appropriate techniques, products, tools and equipment for each service in line with client needs.</p> <p>Identified influencing factors used to select the appropriate techniques and adapted the service plan.</p> <p>Accurate aftercare advice provided consistently to all clients.</p> <p>Responded to any questions accurately.</p>	<p>Provided full explanations of the service procedures, products and techniques to the client.</p> <p>Was able to justify service and product choices that linked backed to theories and scientific principles as appropriate.</p> <p>Responded to any questions asked with full justification for any decisions made or advice given, further evidencing a full depth of understanding.</p>
Customer Service	<p>Pass The apprentice maintained client comfort throughout all services.</p>	<p>Distinction In addition to meeting the pass criteria the apprentice considers client comfort throughout all services, continually going the extra mile to meet customers' needs so that the service experience is as good as possible.</p>
	<p>Used a range of consultation and questioning techniques that were adapted to suit each client (<i>actively listened to clients, maintained appropriate eye contact and probed appropriately</i>).</p> <p>Used visual aids appropriately to support the consultation process.</p> <p>Met and greeted all clients appropriately, putting each client at ease.</p> <p>Communicated with clients throughout each service using appropriate techniques, body language, language and terminology throughout and between all services.</p> <p>Ensured client comfort throughout all services.</p> <p>Responded to all customer needs.</p> <p>Provided correct aftercare advice.</p> <p>Promoted and recommended suitable products for each client (less embedded in the service).</p>	<p>Clients were consistently fully informed of options with explanations/justifications for any recommendations that were tailored specifically to each client, considering the longer term.</p> <p>Influenced clients by negotiation, where necessary, when communicating recommendations for service.</p> <p>Responded and reacted to clients in an intuitive way consistently through all consultations (<i>reading their body language and proactively prompting</i>).</p> <p>Established and maintained a rapport with each client, regularly confirming they are meeting their expectations, providing reassurance if necessary.</p> <p>Anticipated client's needs throughout each service.</p>

		<p>Aftercare advice was tailored to the client included immediate and long terms advice and was demonstrated, as appropriate, to support the client maintaining the look at home.</p> <p>Clear evidence of the advice and explanations provided throughout the services being integrated with the aftercare provided (<i>eg explaining why using hot and cold towels integrated with aftercare</i>).</p> <p>Used naturally occurring opportunities throughout the service to make tailored product and service recommendations to each client.</p>
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Who we are

As part of the City & Guilds Group, we believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future.

As workplaces evolve, so do we. That's why we set the standard for skills that transform lives, industries, and economies.

About City & Guilds

For almost 150 years we have been developing the knowledge, skills, and behaviours needed to help businesses thrive, we offer a broad and imaginative range of products and services that help people achieve their potential through workbased learning.

We believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future. So we work with like-minded partners to develop the skills that industries demand across the world.

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