

# SKAGH23 (SQA Unit Code F7AP 04)

## Provide creative hair extension services



---

### Overview

This unit is about the skills required to provide a full hair extension service to clients. It includes preparing and creatively selecting, blending and placing hair extensions to add length, colour and/or volume to the client's hair. Cutting the new extensions for creatively styling and finishing is required, as is the maintenance and removal of extensions.

The main outcomes of this unit are:

1. maintain effective and safe methods of working when adding hair extensions
2. plan and prepare to add hair extensions
3. attach hair extensions
4. cut and finish hair with extensions
5. maintain and remove hair extensions
6. provide aftercare advice

# SKAGH23 (SQA Unit Code F7AP 04)

## Provide creative hair extension services

---

### Performance criteria

*You must be able to:*

- P1 **maintain effective and safe methods of working when adding hair extensions by**
- P1.1. ensuring your client's clothing is effectively protected throughout the service
  - P1.2. wearing personal protective equipment, when required
  - P1.3. positioning your client to meet the needs of the service without causing them discomfort
  - P1.4. ensuring your own posture and position whilst working minimises fatigue and the risk of injury
  - P1.5. keeping your work area clean and tidy throughout the service
  - P1.6. sequencing your work in a way that is suitable for the **attachment system** used, style and ease of working
  - P1.7. using working methods that
    - minimise the risk of damage to **cutting 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
  - P1.8. ensuring your personal standards of health and hygiene
    - minimise the risk of cross-infection, infestation and offence to your clients and colleagues
  - P1.9. using **cutting tools** and equipment that are safe and fit for the purpose
  - P1.10. ensuring that all sharps are disposed of to meet legal and salon requirements
  - P1.11. completing the hair extension service within a commercially viable time
  - P1.12. completing client records so that they are accurate, easy to read and up-to-date
- P2 **plan and prepare to add hair extensions by**
- P2.1. examining the hair and scalp to identify any **factors** that may affect the service
  - P2.2. asking your client appropriate questions to establish any known **contra-indications** to the hair extension service
  - P2.3. accurately recording your client's responses to questioning
  - P2.4. conducting a range of tests on your client's hair and skin following manufacturers' instructions and recognised industry procedures
  - P2.5. taking a suitable course of action when **contra-indications**

## SKAGH23 (SQA Unit Code F7AP 04)

### Provide creative hair extension services

---

- P2.6. cause doubts as to the suitability of the service for the client confirming with your client the type, length and colour of **hair extensions** before ordering
- P2.7. selecting and using **hair extensions** which are:
  - of a suitable texture
  - of a suitable colour
  - custom blended
  - of a suitable length
  - of a suitable width
- P2.8. preparing the **Hair extensions** to avoid wastage, tangling and to meet the manufacturer's instructions
- P2.9. preparing your client's hair in a way suitable for the technique to be used
- P2.10. ensuring the availability of assistance, where required
- P3 **attach hair extensions by**
  - P3.1. confirming with your client the look agreed at consultation prior to starting the service
  - P3.2. parting the sections cleanly and evenly to meet the requirements of the technique to be used
  - P3.3. sectioning the hair in a way that will allow the **hair extensions** to lie in the direction required
  - P3.4. securing any hair not being extended to keep your section clearly visible
  - P3.5. using **attachment systems** that effectively secure **hair extensions** into your client's hair to meet style requirements
  - P3.6. **adding and attaching hair** in a way that takes into account the **factors** influencing the service
  - P3.7. maintaining a suitable and even tension throughout the process
  - P3.8. checking the comfort of your client at regular intervals throughout the service
  - P3.9. giving suitable reassurance to your client, if necessary
  - P3.10. identifying and resolving any problems occurring during the service
  - P3.11. ensuring, on completion, that the **hair extensions** give a balanced and well proportioned look suitable for the intended style and the density of your client's hair
- P4 **cut and finish hair with extensions by**
  - P4.1. establishing and following cutting guidelines suitable to achieve the look required
  - P4.2. adapting your **cutting techniques** to take account of **factors** which influence working on **hair extensions**
  - P4.3. adapting your cross checking methods to suit the fall of the **hair extensions**
  - P4.4. changing your position around your client in a way to help you to ensure the accuracy of the cut

## SKAGH23 (SQA Unit Code F7AP 04)

### Provide creative hair extension services

---

- P4.5. combining and adapting your **cutting techniques** in an innovative way to achieve the desired look
- P4.6. consulting with your client during the cutting service to confirm the desired look
- P4.7. making a final visual check to ensure the cut is accurate
- P4.8. using **creative finishing techniques** that complement the required look
- P4.9. using suitable styling and finishing products, when necessary, at the right time in the service to achieve the style requirements
- P4.10. ensuring the finished look complements your client's features and enhances their personal image and that of the salon
- P4.11. confirming that your client is satisfied with overall look
- P5 **maintain and remove hair extensions by**
  - P5.1. maintaining and removing **Hair extensions** following manufacturers'
  - P5.2. instructions
  - P5.3. using the correct tools effectively and minimising damage to your client's hair
  - P5.4. using the correct products to remove extensions, when necessary, avoiding damage to your client's hair
  - P5.5. leaving your client's hair free of product build up and debris
  - P5.6. leaving your client's hair clean and prepared ready for the next service
- P6 **provide aftercare advice by**
  - P6.1. giving **advice** and recommendations accurately and constructively
  - P6.2. giving your clients suitable **advice** on the maintenance of their own hair, **hair extensions** and finished look

# SKAGH23 (SQA Unit Code F7AP 04)

## Provide creative hair extension services

---

### Knowledge and understanding

*You need to know and understand:*

#### **Salon and legal requirements**

- K1 your salon's requirements for client preparation
- K2 your salon's expected service times for adding hair extensions
- K3 your salon's and legal requirements for disposal of sharps and waste materials
- K4 your responsibilities under the current Electricity at Work Regulations
- K5 your responsibilities under the current Control of Substances Hazardous to Health in relation to hair extension products
- K6 your salon's image and expected standards of service

*You need to know and understand:*

#### **How to work safely, effectively and hygienically when adding hair extensions**

- K7 what is contact dermatitis and how to avoid developing it whilst carrying out hair attachment services
- K8 the range of protective clothing that should be available for clients
- K9 the type of personal protective equipment that should be available and used by yourself
- K10 why it is important to use personal protective equipment
- K11 why it is important to protect clients from hair clippings
- K12 how the position of your client and yourself can affect the desired outcome and reduce fatigue and the risk of injury
- K13 the safety considerations which must be taken into account when adding hair extensions (eg possible reaction to adhesives, removal solutions, traction alopecia etc)
- K14 why it is important to avoid cross-infection and infestation
- K15 why it is important to keep your work area clean and tidy
- K16 methods of cleaning, disinfection and/or sterilisation used in salons
- K17 methods of working safely and hygienically and which minimise the risk of cross-infection and cross-infestation
- K18 the correct use and maintenance of tools and equipment
- K19 the importance of personal hygiene
- K20 the importance of questioning clients to establish any contra-indications to hairdressing services
- K21 why it is important to record client responses to questioning
- K22 the legal significance of client questioning and of recording the client's responses

*You need to know and understand:*

#### **Tests and testing**

- K23 the types and purposes of tests in the range
- K24 the importance of following manufacturers' instructions for testing
- K25 the methods of and reasons for conducting pull tests

## SKAGH23 (SQA Unit Code F7AP 04)

### Provide creative hair extension services

---

- K26 when and how tests should be carried out and the expected results
- K27 how the results of tests can influence all aspects of the service
- K28 the potential consequences of failing to carry out tests
- K29 the courses of action to take in the event of adverse reactions to tests and when the contra-indications in the range are encountered (ie when to encourage the client to seek medical advice, when to explain the service is not possible, when a modification to the service will be necessary)
- K30 why it is important to record test results

*You need to know and understand:*

#### **Hair and skin**

- K31 the factors that must be taken into consideration prior to adding hair extensions (eg hair density, hair and skin disorders, etc.)
- K32 the average rate of hair growth
- K33 the potential consequences of excessive tension on the hair
- K34 how to identify the signs of traction alopecia
- K35 the potential effects on the client's hair of wearing extensions over a long period of time
- K36 how the contra-indications in the range can affect the delivery of hair extension services to clients

*You need to know and understand:*

#### **Preparation requirements**

- K37 the types of hair extension products available and their respective advantages and disadvantages
- K38 the principles for blending added hair
- K39 how to mix a number of added hair colours (eg to give block colour and highlighting effects)
- K40 how to prepare hair extensions ready for use following manufacturers' instructions
- K41 the general differences in preparation requirements between human hair and man-made extensions
- K42 how the client's hair should be prepared for each of the hair attachment techniques in the range
- K43 how to conduct an examination of the hair and scalp to recognise factors which will affect the hair extension service
- K44 the manufacturer's preparation instructions for the system(s) in use in your salon
- K45 the hair extension systems and attachment methods with which you may need assistance
- K46 how to estimate the length of time the hair attachment processes in the range are likely to take

*You need to know and understand:*

#### **Hair extensions**

- K47 how to judge the quantity of hair to be added to achieve a balanced and well proportioned look

## SKAGH23 (SQA Unit Code F7AP 04)

### Provide creative hair extension services

---

- K48 how the intended final styling can affect the hair extension process
- K49 how the attachment systems in the range can affect the way extensions are added and cut
- K50 how the attachment systems in the range secure hair extensions into the client's hair
- K51 the advantages and disadvantages of the different methods of attachment
- K52 the range of specialist equipment necessary for each attachment method and how these are used
- K53 the generally accepted sequences of working for the hair attachment systems in the range
- K54 the manufacturer's instructions for the attachment of extensions for the system(s) in use in your salon
- K55 why it is important to maintain a correct and even tension when adding hair extensions
- K56 how to maintain hot and cold hair attachment systems and why maintenance is important to how long the hair style will last
- K57 how to remove hot and cold hair attachment systems
- K58 why it is important to remove product build up and debris as part of the extension removal process

*You need to know and understand:*

#### **Problem solving**

- K59 the types of problems that can occur when adding hair extensions and how to remedy them
- K60 the courses of action to take in the advent of the presence of the contra-indications in the range (ie when to encourage the client to seek medical advice, when to explain the service is not possible, when a modification to the service will be necessary)

*You need to know and understand:*

#### **Cutting techniques when working with extensions**

- K61 the reasons for establishing and following guidelines
- K62 why and how hair sectioning needs to be adapted when hair extensions are present
- K63 how to creatively carry out cutting techniques in the range to blend the client's own hair and the hair extensions to suit the style requirements
- K64 why and how cutting techniques in the range should be adapted when hair extensions are present
- K65 why and how checking methods for cutting should be adapted when hair extensions are present

*You need to know and understand:*

#### **Products**

- K66 the types of finishing products suitable for use with hair extensions
- K67 the types and purpose of specialist products available for the aftercare of hair extensions
- K68 the types of products to use when removing hot and cold hair extensions

## SKAGH23 (SQA Unit Code F7AP 04)

### Provide creative hair extension services

---

*You need to know and understand:*

#### **Finishing techniques**

K69 the types of styling and finishing techniques that can and cannot be used with hair extensions and why

*You need to know and understand:*

#### **Aftercare advice for clients**

K70 how to correctly detangle hair from point to root using specialised combs and brushes

K71 the importance of following manufacturers' instructions when shampooing and conditioning the hair

K72 products for home use that will benefit the client and those to avoid and why

K73 how to protect the hair when sleeping and why

K74 how lifestyle can affect the client's choice of style (eg active sports, career requirements)

K75 how the use of artificial hair can affect their styling possibilities

K76 how to maintain their agreed style

K77 how long the hair extensions can be expected to last

K78 removal requirements for attached hair

K79 how to deal with signs of traction alopecia

*You need to know and understand:*

#### **Communication**

K80 the types of anxieties commonly experienced by clients undergoing the hair extension process

K81 how to help relieve client anxieties in a reassuring way

K82 how to give effective advice and recommendations to clients

# SKAGH23 (SQA Unit Code F7AP 04)

## Provide creative hair extension services

---

### Additional Information

#### Scope/range related to performance criteria

1. **Attachment systems** are
  - 1.1. hot
  - 1.2. cold
2. **Cutting tools** are
  - 2.1. clippers
  - 2.2. scissors
  - 2.3. thinning scissors
  - 2.4. razors
3. **Factors** are
  - 3.1. attachment method
  - 3.2. direction and fall of the hair extensions
  - 3.3. the quantity of added hair
  - 3.4. the need to blend client's hair and hair extensions
  - 3.5. head and face shape
  - 3.6. hair growth pattern
  - 3.7. client's own hair length
  - 3.8. hair texture
  - 3.9. hair density
  - 3.10. hair elasticity
  - 3.11. evident hair damage
  - 3.12. traction alopecia
  - 3.13. lifestyle
  - 3.14. hairstyle
4. **Contra-indications** are
  - 4.1. skin sensitivities
  - 4.2. history of previous allergic reactions
  - 4.3. hair and scalp disorders
  - 4.4. medical advice or instructions
5. **Tests** are
  - 5.1. pull
  - 5.2. elasticity
  - 5.3. skin
6. **Hair extensions** are
  - 6.1. man-made
  - 6.2. human
7. **Adding and attaching hair takes place on**
  - 7.1. full head
  - 7.2. partial head

## SKAGH23 (SQA Unit Code F7AP 04)

### Provide creative hair extension services

---

8. **Cutting techniques** are
  - 8.1. point cutting
  - 8.2. tapering
  - 8.3. freehand
  - 8.4. razoring
  - 8.5. texturising
  
9. **Creative finishing techniques** apply to
  - 9.1. drying
  - 9.2. product application
  - 9.3. setting
  - 9.4. use of heated styling equipment
  
10. **Advice** covers
  - 10.1. suitable homecare products, tools and equipment and their use
  - 10.2. hair care
  - 10.3. how to maintain their style
  - 10.4. types of problems that can arise and courses of action

## SKAGH23 (SQA Unit Code F7AP 04)

Provide creative hair extension services

---

**Developed by** Habia

---

**Version number** 1

---

**Date approved** September 2008

---

**Indicative review date** September 2010

---

**Validity** Current

---

**Status** Original

---

**Originating organisation** Habia

---

**Original URN** HD 2008

---

**Relevant occupations** Retail and commercial enterprise; Service enterprises; Personal Service Occupations; Hairdressers and Related Occupations

---

**Suite** Hairdressing 2008

---

**Key words** providing, creative, extension services