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### Overview

This standard is about the use of a variety of clippers and cutting techniques to create straight and curved lines. This standard is also about using these techniques to finish the perimeter edge of haircuts.

To carry out this standard, you will need to maintain a high level of health, safety and hygiene throughout your work. You will also need to maintain a professional personal appearance and demonstrate effective communication skills.

The main outcomes of this standard are:

- 1 maintain effective and safe methods of working when creating basic outlines and detailing in hair
- 2 plan and agree hair outline and detailing design with your client
- 3 create outlines and detailing design in hair

**Performance  
criteria**

**Maintain effective and safe methods of working when creating basic outlines and detailing in hair**

- You must be able to:
- P1 maintain your responsibilities for health and safety throughout the service
  - P2 prepare your client to meet salon's requirements to protect your client's clothing throughout the service
  - P3 keep your client's skin free of excess hair cuttings throughout the service
  - P4 position your client to meet the needs of the service without causing them discomfort
  - P5 ensure your own posture and position whilst working minimises fatigue and the risk of injury
  - P6 keep your work area clean and tidy throughout the service
  - P7 use working methods that:
    - P7.1 minimise the risk of damage to **tools and equipment**
    - P7.2 minimise the risk of cross-infection
    - P7.3 make effective use of your working time
    - P7.4 ensure the use of clean resources
    - P7.5 minimise the risk of harm or injury to yourself and others
    - P7.6 promote environmental and sustainable working practices
  - P8 ensure your personal hygiene, protection and presentation meets accepted industry and organisational requirements
  - P9 follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
  - P10 dispose of waste materials and sharps
  - P11 complete the service within a commercially viable time

**Plan and agree hair outlines and detailing design with your client**

- You must be able to:
- P12 research a portfolio of **outlines and detailing designs** suitable for use with your clients
  - P13 explore a variety of **outlines and detailing designs** and possibilities with your client using relevant visual aids
  - P14 give your client time and encouragement to put forward their own ideas on design and the image they wish to create

- P15 ensure your client is aware of what the agreed service will entail and its likely duration
- P16 confirm your understanding of your client's requirements
- P17 base your recommendations on an accurate evaluation of your client's hair and its potential to achieve the **outline and detailing design**
- P18 recommend a look that is suitable for your client's perceived image
- P19 agree a design with your client which takes into account **factors** influencing the service
- P20 agree services outcomes and likely costs that are acceptable to your client and meet their needs

### **Create outline and detailing design in hair**

- You must be able to:
- P21 brush or comb your client's hair in the direction of the natural growth throughout the service
  - P22 position the **outline and detailing design** to meet the agreed design plan
  - P23 adapt the size of the **outline and detailing design** to suit your client's head size, shape and existing haircut
  - P24 use **cutting techniques** to achieve the definition, shape and depth of **outline and detailing design** required
  - P25 change your own position and that of your client to help you to ensure the accuracy of the cut
  - P26 consult with your client during the cutting process to confirm the desired **outline and detailing design** and overall effect being created
  - P27 take suitable action to resolve any problems arising during the design process
  - P28 ensure the finished look meets the design agreed with your client
  - P29 confirm your client's satisfaction with the finished look
  - P30 give your client **advice and recommendations** on the service provided

**Knowledge and understanding**

**Maintain effective and safe methods of working**

**You need to know and understand:**

- K1 your responsibilities for **health and safety** as defined by any specific legislation covering your job role
- K2 your salon's requirements for client preparation
- K3 the range of protective clothing that should be available for clients
- K4 why it is important to protect clients from hair clippings
- K5 how the position of your client and yourself can affect the desired outcome and reduce fatigue and the risk of injury
- K6 why it is important to keep your work area clean and tidy
- K7 why it is important to position your cutting tools for ease of use
- K8 why it is important to avoid cross-infection and cross-infestation
- K9 why it is important to use disposable gloves when using a razor
- K10 the safety considerations which must be taken into account when cutting hair
- K11 the correct use and maintenance of cutting tools and equipment
- K12 methods of cleaning, disinfecting and sterilisation used in salons
- K13 the hazards and risks which exist in your workplace and the safe working practices the different types of working methods that promote **environmental and sustainable working practices**
- K14 the importance of personal hygiene, protection and presentation in maintaining health and safety in your workplace
- K15 suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow
- K16 the correct methods of waste disposal
- K17 your salon's expected service times for basic outlines and detailing designs looks

**Plan and agree hair outlines and detailing design with your client**

**You need to know and understand:**

- K18 the different **factors** that must be taken into consideration prior to clippers and cutting and how these may impact on the designs
- K19 the average rate of hair growth
- K20 the effects of continual close clippers on skin

- K21 the potential risk of ingrowing hair resulting from the continual close clippers
- K22 suitable sources of information and design ideas and how to access them
- K23 how to present information and recommendations on patterns clearly to your client
- K24 the importance of giving your client encouragement to put forward their own ideas on design and or image and agreeing the outcome, duration and cost

### **Create outline and detailing design in hair**

You need to know  
and understand:

- K25 how to create simple repeated designs from lines and curves
- K26 how to adapt outlines and detailing designs to suit different head shapes
- K27 the design possibilities and limitations when working with linear outlines and detailing designs in hair
- K28 methods of preparing the hair prior to cutting outlines and detailing designs
- K29 the types of haircut which form a suitable foundation for cutting straight and curved lines and repeated designs into the hair
- K30 how and when to use different cutting techniques when creating designs in hair
- K31 equipment handling techniques for achieving accurate outlines and detailing designs in hair
- K32 the importance of visually checking outline, detailing designs and cut
- K33 how to level and test clippers
- K34 the types of clippers, clipper blades and attachments available and the effects that these achieve
- K35 the types of problem that can commonly arise when creating outlines and detailing designs in hair and ways in which they can be resolved, if possible.
- K36 the importance of providing **advice and recommendations** on the products and services provided in the salon

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**Additional information**

**Scope/range related  
to performance  
criteria**

- 1. Tools and equipment**
  - 1.1 razor
  - 1.2 clippers
  - 1.3 clipper attachments
  - 1.4 trimmers
  
- 2. Outlines and detailing design**
  - 2.1 straight lines
  - 2.2 curved lines
  - 2.3 repeated
  - 2.4 hair line
  
- 3. Factors**
  - 3.1 hair characteristics
  - 3.2 hair classifications
  - 3.3 head and face shape
  - 3.4 hair length
  - 3.5 hair style
  - 3.6 presence of male pattern baldness
  - 3.7 adverse skin conditions
  - 3.8 scarring
  
- 4. Cutting techniques**
  - 4.1 Clipping
  - 4.2 fading
  
- 5. Advice and recommendations**

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- 5.1 how to maintain their look
  - 5.2 time interval between services
  - 5.3 present and future products and services

**Scope/range related  
to knowledge and  
understanding**

**1. Health and safety**

your responsibilities for health and safety as defined by any specific legislation covering your job role

- 1.1 Health and Safety at Work Act
- 1.2 The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)
- 1.3 The Health and Safety (First Aid) Regulations
- 1.4 The Regulatory Reform (Fire Safety) Order
- 1.5 The Manual Handling Operations Regulations
- 1.6 The Control of Substances Hazardous to Health Regulations (COSHH)
- 1.7 The Electricity at Work Regulations
- 1.8 The Environmental Protection Act
- 1.9 The Management of Health and Safety at Work Regulations
- 1.10 The Health and Safety (Information for Employees) Regulations

**2. Environmental and sustainable working practices**

the different types of working methods that promote environmental and sustainable working practices

- 2.1 reducing waste and managing waste (recycle, reuse, safe disposal)
- 2.2 reducing energy usage (energy efficiency hairdryers, low energy lighting, utilising solar panels)
- 2.3 reducing water usage and other resources
- 2.4 preventing pollution
- 2.5 using disposable items (easy dry towels)
- 2.6 using recycled, eco friendly furniture
- 2.7 using low chemical paint
- 2.8 using organic and allergy free hair products
- 2.9 using ultra-low ammonia hair colourants
- 2.10 using environmentally friendly product packaging
- 2.11 choosing responsible domestic products (Fairtrade tea and coffee)



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2.12 encouraging carbon reducing journeys to work

**3. Factors**

the different factors that must be taken into consideration prior to and during clipping and cutting and how these may impact on the design

- 3.1 hair characteristics
- 3.2 hair classifications
- 3.3 head and face shape
- 3.4 hair length
- 3.5 hair style
- 3.6 presence of male pattern baldness
- 3.7 adverse skin conditions
- 3.8 scarring

**4. Advice and recommendations**

- 4.1 additional services
- 4.2 additional products

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**Values**

1. The following **Key Values** underpin the delivery of services in the hair and beauty sector:
  - 1.1 a willingness to learn
  - 1.2 the completion of services in a commercially viable time
  - 1.3 meeting both organisational and industry standards of appearance
  - 1.4 ensuring personal hygiene and protection meets accepted industry and organisational requirements
  - 1.5 a flexible working attitude
  - 1.6 a team worker
  - 1.7 maintaining customer care
  - 1.8 a positive attitude
  - 1.9 personal and professional ethics
  - 1.10 the ability to self manage
  - 1.11 creativity skills
  - 1.12 excellent verbal and non-verbal communication skills
  - 1.13 the maintenance of effective, hygienic and safe working methods
  - 1.14 adherence to workplace, suppliers or manufacturers' instructions for the safe use of equipment, materials and product

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**Behaviours**

1. The following behaviours underpin the delivery of services in the hair and beauty sector. These behaviours ensure that clients receive a positive impression of both the salon and the individual
  - 1.1 meeting the salon's standards of behaviour
  - 1.2 greeting the client respectfully and in a friendly manner
  - 1.3 communicating with the client in a way that makes them feel valued and respected
  - 1.4 identifying and confirming the client's expectations
  - 1.5 treating the client courteously and helpfully at all times
  - 1.6 keeping the client informed and reassured
  - 1.7 adapting the behaviour to respond effectively to different client behaviour
  - 1.8 responding promptly to a client seeking assistance
  - 1.9 selecting the most appropriate way of communicating with the client
  - 1.10 checking with the client that you have fully understood their expectations
  - 1.11 responding promptly and positively to the clients' questions and comments
  - 1.12 allowing the client time to consider the response and give further explanation when appropriate
  - 1.13 quickly locating information that will help the client
  - 1.14 giving the client the information they need about the services or products offered by the salon
  - 1.15 recognising information that the client might find complicated and checking whether they fully understand
  - 1.16 explaining clearly to the clients any reasons why their needs or expectations cannot be met

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**Glossary**

**1 Hair classification** (this is a guideline only)

Type 1 – Straight hair

- 1.1 Fine/Thin – hair tends to be very soft, shiny and oily, and it can be difficult to hold a curl.
- 1.2 Medium – hair has lots of volume and body.
- 1.3 Coarse – hair is normally extremely straight and difficult to curl.

Type 2 – Wavy hair

- 2.1 Fine/Thin – hair has a definite “S” pattern. Normally can accomplish various styles
- 2.2 Medium – hair tends to be frizzy and a little resistant to Styling.
- 2.3 Coarse – hair is also resistant to styling and normally very frizzy; tends to have thicker waves.

Type 3 – Curly hair

- 3.1 Loose curls – hair tends to have a combination texture. It can be thick and full with lots of body, with a definite “S” pattern. It also tends to be frizzy.
- 3.2 Tight curls – also tends to have a combination texture, with a medium amount of curl.

Type 4 – Very curly hair

- 4.1 Soft – hair tends to be very fragile, tightly coiled and has a more defined curly pattern.
- 4.2 Wiry – also very fragile and tightly coiled; however with a less defined curly pattern – has more of a “Z” pattern shape.

**2 Hair characteristics** includes the following:

- 2.1 hair density
- 2.2 hair texture
- 2.3 hair elasticity
- 2.4 hair porosity
- 2.5 hair condition

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2.6 hair growth patterns

**3 Razors**

**Straight razor** – is an old fashioned razor with a blade that can fold up into its handle. They are also called open razors and cut-throat razors.

**4 Trimmers** - small clippers with smaller blades to create a closer, finer cut with more definition and detail

**5 Linear outline** - Patterns created from either straight or curved lines or a combination of straight and curved lines

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Create basic outlines and detailing in hair



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