
Overview

This standard is about creating a variety of basic looks using club cutting, freehand, texturising and scissor over comb techniques. You are required to use these techniques to produce uniform layers, short and long graduations and one length cuts.

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 cutting hair
- 2 cut hair to achieve a variety of looks

**Performance
criteria**

Maintain effective and safe methods of working when cutting 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
 - P3 protect your client's clothing throughout the service
 - P4 keep your client's skin free of excess hair cuttings throughout the service
 - P5 position your client to meet the needs of the service without causing them discomfort
 - P6 ensure your own posture and position whilst working minimises fatigue and the risk of injury
 - P7 keep your work area clean and tidy throughout the service
 - P8 use working methods that:
 - P8.1 minimise the risk of damage to tools
 - P8.2 minimise the risk of cross-infection
 - P8.3 make effective use of your working time
 - P8.4 ensure the use of clean resources
 - P8.5 minimise the risk of harm or injury to yourself and others
 - P8.6 promote environmental and sustainable working practices
 - P9 ensure your personal hygiene, protection and appearance meets accepted industry and organisational requirements
 - P10 follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
 - P11 dispose of waste materials
 - P12 complete the service within a commercially viable time

Cut hair to achieve a variety of looks

- You must be able to:
- P13 establish the **factors** likely to influence the service
 - P14 confirm with your client the **look** agreed at consultation prior to commencing the cut
 - P15 create and follow the cutting guideline(s) to achieve the required **look**
 - P16 control your tools to minimise the risk of damage to the hair and scalp, client discomfort and to achieve the desired **look**
 - P17 use cutting **techniques** suitable for your client's hair type and to achieve the

desired **look**

- P18 adapt your cutting **techniques** to take account of the **factors** that influence the service
- P19 change your own position and that of your client to help you ensure the accuracy of the cut
- P20 crosscheck the cut to establish accurate distribution of weight, balance and shape
- P21 remove any unwanted hair outside the desired outline shape
- P22 consult with your client during the cutting process to confirm the desired **look**
- P23 make a final visual check of the hair to ensure the finished cut is accurate
- P24 confirm your client's satisfaction with the finished cut
- P25 give your client **advice and recommendations** on the service provided

Knowledge and understanding

Maintain effective and safe methods of working when cutting hair

You need to know and understand:

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

Cut hair to achieve a variety of looks

You need to know and understand:

- K17 the different **factors** that must be taken into consideration prior to and during cutting and how these may impact on the cutting service
- K18 the factors which should be considered when cutting wet hair and dry hair
- K19 the importance of controlling your tools and equipment to reduce the risk of damage to your client's hair and scalp

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- K20 the importance of consulting with clients throughout the cutting process
 - K21 the importance of applying the correct degree of tension to the hair when cutting
 - K22 how and why to use club, freehand, texturising and scissor over comb cutting techniques
 - K23 the reasons for establishing and following guidelines
 - K24 how different cutting angles will impact on weight distribution, balance and the degree of graduation
 - K25 how to create the different looks
 - K26 how to crosscheck and balance the cut
 - K27 the importance of providing **advice and recommendations** on the products and services provided in the salon

Additional information

**Scope/range related
to performance
criteria**

1. **Factors**
 - 1.1 hair classifications
 - 1.2 hair characteristics
 - 1.3 head and face shape
 - 1.4 hair growth patterns

2. **Look**
 - 2.1 one length
 - 2.2 uniform layer
 - 2.3 short graduation
 - 2.4 long graduation
 - 2.5 with a fringe

3. **Techniques**
 - 3.1 club cutting
 - 3.2 freehand
 - 3.3 scissor over comb
 - 3.4 texturising

4. **Advice and recommendations**
 - 4.1 how to maintain their look
 - 4.2 time interval between services
 - 4.3 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)

2.12 encouraging carbon reducing journeys to work

3 Factors

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

- 3.1 hair classifications
- 3.2 hair characteristics
- 3.3 head and face shape
- 3.4 hair growth patterns

4 Advice and recommendations

- 4.1 additional services
- 4.2 additional products

Values

1. The following key **values** underpin the delivery of services in the hair and barbering 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 products

Behaviours

1. The following **behaviours** underpin the delivery of services in the hair and barbering 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 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 client's 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 client any reasons why their needs or expectations cannot be met

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

2.6 hair growth patterns

3 Cutting terminology

3.1 Long graduation cut: A long graduation cut is when the inner layers of the hair lengths are shorter than the outline shape

3.2 One length cut: A one length cut is when the hair is cut the same outside length.

3.3 Short graduation cut: A short graduation cut is when the inner layers of the hair lengths are longer than the outline shape.

3.4 Uniform layer cut: The uniform layer cut is when all sections of the hair are the same length.

4 Freehand

4.1 The cutting of hair without holding it in place.

5 Texturising (by cutting)

5.1 Introducing differing lengths in areas of, or throughout, the haircut to soften a hard line or to create root lift.

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Cut hair using basic techniques



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