

VTCT Level 3 Award in Bridal Hairstyling (QCF)

Accreditation start date: **1 August 2010**
Credit value: **8**
Guided learning hours (GLH): **66**
Qualification number: **500/8725/3**

Statement of unit achievement

By signing this statement of unit achievement you are confirming that all learning outcomes, assessment criteria and range statements have been achieved under specified conditions and that the evidence gathered is authentic.

This statement of unit achievement table must be completed prior to claiming certification.

Unit code	Date achieved	Learner signature	Assessor initials	IV signature (if sampled)
Mandatory units				
UV30491				
UV30510				

The qualification

Introduction

The VTCT Level 3 Award in Bridal Hairstyling (QCF) is a qualification that has been specifically designed to develop your practical skills to an advanced level through the creative skill of bridal hairstyling.

Underpinning this qualification you will develop a sound knowledge of monitoring health and safety whilst working in the hairdressing industry. You will also develop a knowledge and understanding of the practical skills learned throughout this qualification.

The purpose of this qualification is to develop your practical skills to an advanced level of occupational ability to enable you to perform your own salon services as well as support others.

National Occupational Standards (NOS)

Units in this qualification have been mapped to the relevant NOS (where applicable). This qualification is accredited on the Qualifications and Credit Framework (QCF).

This qualification is approved and supported by the Hairdressing and Beauty Industry Authority (HABIA), the standard setting body for hair, beauty, nails and spa qualifications.



Progression

When you have successfully completed this qualification you will have the opportunity to progress to the following VTCT qualifications:

- Level 2 NVQ Diploma in Barbering (QCF)
- Level 2 NVQ Diploma in Chemically Treated African Type Hair (QCF)
- Level 2 NVQ Diploma in Treating Natural African Type Hair (QCF)
- Level 2 NVQ Diploma in Barbering African Type Hair (QCF)
- Level 3 NVQ Diploma in Hairdressing (QCF)

Progression opportunities also exist in the form of specialist VTCT vocationally related qualifications:

- Level 2 Diploma in Barbering (QCF)
- Level 2 Diploma in African Caribbean Hairdressing (QCF)
- Level 2 Award in Emergency First Aid at Work (QCF) (HSE Approved)
- Level 2 Award in Preventing Contact Dermatitis (QCF)
- Level 3 Diploma in Women's Hairdressing (QCF)
- Level 3 Award in Cutting Women's Hair (QCF)
- Level 3 Certificate in Hair Extensions Services (QCF)
- Level 3 Certificate in Creative Hair Design (QCF)
- Level 3 Certificate in Perming Hair (QCF)
- Level 4 Certificate in Hair Colour Correction (QCF)
- Level 4 Certificate in Specialist Hair and Scalp Services (QCF)
- Level 4 Award in Advanced Hairstyling (QCF)

This qualification may lead directly into employment in the hairdressing industry as a senior stylist, a salon manager or to work as an independent hairdresser.

Qualification structure

Total credits required - 8

All mandatory units must be completed.

Mandatory units - 8 credits

VTCT unit code	Ofqual unit reference	Unit title	Credit value	GLH
UV30491	R/600/8780	Monitor and maintain health and safety practice in the salon	4	29
UV30510	K/600/9059	Bridal hairstyling	4	37

Guidance on assessment

This book contains the mandatory units that make up this qualification. Optional units will be provided in additional booklets (if applicable). Where indicated, VTCT will provide assessment materials. Assessments may be internal or external. The method of assessment is indicated in each unit.

Internal assessment

(any requirements will be shown in the unit)

Assessment is set, marked and internally verified by the centre to clearly demonstrate achievement of the learning outcomes. Assessment is sampled by VTCT external verifiers.

External assessment

(any requirements will be shown in the unit)

Externally assessed question papers completed electronically will be set and marked by VTCT.

Externally assessed hard-copy question papers will be set by VTCT, marked by centre staff and sampled by VTCT external verifiers.

Assessment explained

VTCT courses are assessed and verified by centre staff. Work will be set to improve your practical skills, knowledge and understanding. For practical elements, you will be observed by your assessor. All your work must be collected in a portfolio of evidence and cross-referenced to requirements listed in this record of assessment book.

Your centre will have an internal verifier whose role is to check that your assessment and evidence is valid and reliable and meets VTCT and regulatory requirements.

An external verifier, appointed by VTCT, will visit your centre to sample and quality-check assessments, the internal verification process and the evidence gathered. You may be asked to attend on a different day from usual if requested by the external verifier.

This record of assessment book is your property and must be in your possession when you are being assessed or verified. It must be kept safe. In some cases your centre will be required to keep it in a secure place. You and your course assessor will together complete this book to show achievement of all learning outcomes, assessment criteria and ranges.



Creating a portfolio of evidence

As part of this qualification you are required to produce a portfolio of evidence. A portfolio will confirm the knowledge, understanding and skills that you have learnt. It may be in electronic or paper format.

Your assessor will provide guidance on how to prepare the portfolio of evidence and how to show practical achievement, and understanding of the knowledge required to successfully complete this qualification. It is this booklet along with the portfolio of evidence that will serve as the prime source of evidence for this qualification.

Evidence in the portfolio may take the following forms:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

All evidence should be documented in the portfolio and cross referenced to unit outcomes. Constructing the portfolio of evidence should not be left to the end of the course.

Many frequently asked questions and other useful information are detailed in the VTCT Candidate's Handbook, which is available on the VTCT website at www.vtct.org.uk/students. Other questions should be addressed to the tutor, lecturer or assessor.

Unit assessment methods

This section provides an overview of the assessment methods that make up each unit in this qualification. Detailed information on assessment is provided in each unit.

Mandatory units				
		External	Internal	
VTCT unit code	Unit title	Question paper(s)	Observation(s)	Assignment(s)
UV30491	Monitor and maintain health and safety practice in the salon	0	✓	✓
UV30510	Bridal hairstyling	1	✓	✓

Unit glossary

	Description
VTCT product code	All units are allocated a unique VTCT product code for identification purposes. This code should be quoted in all queries and correspondence to VTCT.
Unit title	The title clearly indicates the focus of the unit.
National Occupational Standards (NOS)	NOS describe the skills, knowledge and understanding needed to undertake a particular task or job to a nationally recognised level of competence.
Level	Level is an indication of the demand of the learning experience, the depth and/or complexity of achievement and independence in achieving the learning outcomes. There are 9 levels of achievement within the Qualifications and Credit Framework (QCF).
Credit value	This is the number of credits awarded upon successful achievement of all unit outcomes. Credit is a numerical value that represents a means of recognising, measuring, valuing and comparing achievement.
Guided learning hours (GLH)	GLH is an estimate of the time allocated to teach, instruct, assess and support learners throughout a unit. Learner initiated private study, preparation and marking of formative assessment is not taken into account.
Observations	This indicates the minimum number of observations required to achieve the unit.
Learning outcomes	The learning outcomes are the most important component of the unit, they set out what is expected in terms of knowing, understanding and practical ability as a result of the learning process. Learning outcomes are the results of learning.
Evidence requirements	This section provides guidelines on how evidence must be gathered.
Maximum service times	The maximum time in which a particular service or practical element must be completed.
Observation outcome	An observation outcome details the practical tasks that must be completed to achieve the unit.
Knowledge outcome	A knowledge outcome details the theoretical requirements of a unit that must be evidenced through oral questioning, a mandatory written question paper or portfolio of evidence.
Assessment criteria	Assessment criteria set out what is required, in terms of achievement, to meet a learning outcome. The assessment criteria and learning outcomes are the components that inform the learning and assessment that should take place. Assessment criteria define the standard expected to meet learning outcomes.
Range	The range indicates what must be covered. Ranges must be practically demonstrated in parallel to the unit's observation outcomes.

UV30491

Monitor and maintain health and safety practice in the salon

Through this unit you will develop your skills in a supervisory role focusing on health and safety within your salon.

You will recognise salon hazards, carry out risk assessments and then implement the necessary actions. You will monitor and support your colleagues to ensure your salon complies with health and safety requirements. You will implement and supervise salon procedures for all aspects of salon safety and security including the need for insurance.

This unit applies to hairdressing, barbering, beauty therapy, nail and barbering salons and spas.

Level

3

Credit value

4

GLH

29

Observation(s)

2

External paper(s)

0



Monitor and maintain health and safety practice in the salon

Learning outcomes

On completion of this unit you will:

1. Be able to carry out a risk assessment
2. Be able to monitor health and safety in the salon

Evidence requirements

1. *Environment*
Evidence for this unit must be gathered in a real or realistic working environment.
2. *Simulation*
Simulation is not allowed in this unit. All 'Observation' outcomes must be on real clients.
3. *Observation outcomes*
Competent performance of 'Observation' outcomes must be demonstrated to your assessor on **at least two occasions**.
4. *Knowledge outcomes*
There must be evidence that you possess all the knowledge and understanding listed in the 'Knowledge' section of this unit. This evidence may include projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.
5. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.
6. *External paper*
There is no external paper requirement for this unit.

Achieving observations and range

Achieving observation outcomes

Your assessor will observe your performance of practical tasks. The minimum number of observations required is indicated in the evidence requirements section of this unit.

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through oral questioning.

Your assessor will sign off an outcome when all criteria have been competently achieved in a single client service.

Maximum service times

There are no maximum service times that apply to this unit.

Achieving range

There are no range statements that apply to this unit.



Observations

Outcome 1

Be able to carry out a risk assessment

You can:

- a. Carry out risk assessments and take necessary actions

** May be assessed through oral questioning.*

Observation	1	2	Optional
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			



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Outcome 2

Be able to monitor health and safety in the salon

You can:

- a. Monitor and support the work of others to ensure compliance with health and safety requirements

* May be assessed through oral questioning.

Observation	1	2	<i>Optional</i>
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			

Developing knowledge

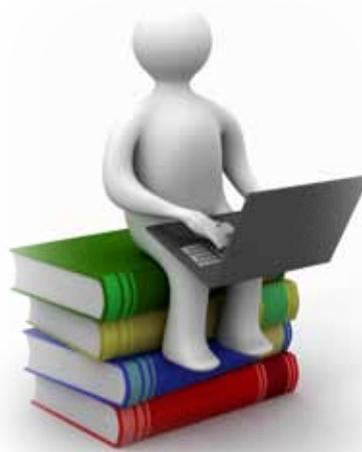
Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

Where possible your assessor will integrate knowledge outcomes into practical observations through oral questioning.

Knowledge



Outcome 1

Be able to carry out a risk assessment

You can:	Portfolio reference / Assessor initials*
b. State the reason for carrying out risk assessments	
c. Describe the procedures for carrying out a risk assessment	
d. Describe when risk assessments should be carried out	
e. Outline necessary actions to take following a risk assessment	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external paper.



Outcome 2

Be able to monitor health and safety in the salon

You can:	Portfolio reference / Assessor initials*
b. Outline the health and safety support that should be provided to staff	
c. Outline procedures for dealing with different types of security breaches	
d. Explain the need for insurance	

* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external paper.

Unit content



This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

Outcome 1: Be able to carry out a risk assessment

Hazards and risks: A hazard is something that has the potential to cause harm, a risk is the likelihood of a hazard happening.

Reasons for risk assessment: Legal requirement, provide a safe environment for staff/visitor/clients, identification of hazards, minimising hazards and risks, emergency procedures, staff training, implication of more than five members of staff, new staff in the workplace, new equipment and products, review systems, amendments and modifications to existing assessments, update records.

Salon procedure for risk assessments: Identify hazard, judgement of salon hazards, nominated risk assessment person/team, who/what, determine the level of risk, preventative measures, reduce a potentially harmful situation, notify staff, interpret results, conclusions, record findings, regular reviews.

Potential salon hazards requiring regular risk assessment:

Space – utilisation, working area, heating, lighting, ventilation, layout and design of the salon.

Chemicals – procedures, storage, handling, safe usage, safe disposal, records.

Equipment – selection, safe usage, handling, lifting, repairs, maintenance.

Security (stock) – control systems, procedures, ordering, handling, storage.

Security (cash) – staff training, point of sale, in transit.

Security (people) – staff clients, visitors, personal belongings, systems, security, emergency evacuation, storage/use of confidential staff/client records, business information, data protection.

Buildings – maintenance of internal and external security, commercially available systems.

Emergency procedures – accidents, first aid, fire evacuation, incidents, personnel, records.



Outcome 2: Be able to monitor health and safety in the salon

Salon health and safety legislation and regulations: health and safety at work, control of substances hazardous to health, reporting of injuries diseases and dangerous occurrences, personal protective equipment, electricity at work, manual handling, supply of goods and services, trade description, data protection, employers liability (compulsory insurance), occupiers liability, local bye-laws (set by council), salon rules, code of conduct, observance by all staff.

Monitor and support others to ensure compliance of health and safety:

Accurate records, update processes and procedures, regular staff training (simulation), spot checks, monitoring changes in law, take external advice.

Providing support for staff: Up-to-date leaflets and posters, ongoing training, open door policy, suggestion box, current roles and responsibilities for staff.

Security breaches:

Inform - salon owner, management, head of school.

Review records - stock levels/control, monitor takings, inventory of equipment, manual and computerised records.

Actions - take statements, eye witness accounts, review findings, call in police, notify data protection registry/clients of breach, maintain confidentiality, could result in loss of employment.

Importance of insurance: Accidents, emergencies, legal claim, protect business, prevent fraudulent claim.

Notes

Use this area for making notes and drawing diagrams



UV30510

Bridal hairstyling

The aim of this unit is to develop your technical skill to an advanced level to create a variety of bridal hair styles that are personalised for each client.

You will be able to analyse the capability of your clients' hair, with consideration for the style of dress to be worn – to ensure the hair style complements the bride's image.

You will choose from a range of products, tools and equipment, incorporate the use of ornamentation and accessories into the style, and advise your client on additional products or services for her to consider.

Level

3

Credit value

4

GLH

37

Observation(s)

3

External paper(s)

1



Bridal hairstyling

Learning outcomes

On completion of this unit you will:

1. Be able to prepare for bridal hairstyling services
2. Be able to create a variety of bridal hairstyling effects

Evidence requirements

1. *Environment*
Evidence for this unit must be gathered in a real or realistic working environment.
2. *Simulation*
Simulation is not allowed in this unit. All 'Observation' outcomes must be on real clients.
3. *Observation outcomes*
Competent performance of 'Observation' outcomes must be demonstrated to your assessor on **at least three occasions**.
4. *Range*
All ranges must be practically demonstrated or other forms of evidence produced to show they have been covered.
5. *Knowledge outcomes*
There must be evidence that you possess all the knowledge and understanding listed in the 'Knowledge' section of this unit. This evidence may include projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.
6. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes and ranges in this unit. All outcomes and ranges must be achieved.
7. *External paper*
Knowledge and understanding in this unit will be assessed by an external paper. The criteria that make up this paper are highlighted in white throughout this unit. **There is one external paper that must be achieved.**

Achieving observations and range

Achieving observation outcomes

Your assessor will observe your performance of practical tasks. The minimum number of observations required is indicated in the evidence requirements section of this unit.

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through oral questioning.

Your assessor will sign off an outcome when all criteria have been competently achieved in a single client service.

Maximum service times

There are no maximum service times that apply to this unit.

Achieving range

The range section indicates what must be covered. Ranges should be practically demonstrated as part of an observation. Where this is not possible other forms of evidence may be produced. All ranges must be covered.

Your assessor will document the portfolio reference once a range has been competently achieved.



Observations

Outcome 1

Be able to prepare for bridal hairstyling services

You can:

- a. Prepare yourself, the client and work area for bridal hairstyling services
- b. Use suitable consultation techniques to identify service objectives
- c. Evaluate the client's existing hair length, texture and density
- d. Provide clear recommendations to the client based on the factors identified

** May be assessed through oral questioning.*

Observation	1	2	3
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			



Outcome 2

Be able to create a variety of bridal hairstyling effects

You can:

- a. Communicate and behave in a professional manner
- b. Select and use hair styling products, tools and materials, ornamentation and added hair to achieve the desired look
- c. Use techniques that take into account the identified factors for the finished look
- d. Position yourself and the client appropriately throughout the service
- e. Follow safe and hygienic work practices
- f. Check the balance and shape throughout the service to ensure correct proportion
- g. Create the finished bridal style to the satisfaction of the client
- h. Provide suitable aftercare advice

*May be assessed through oral questioning.

Observation	1	2	3
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			



Range

*You must practically demonstrate that you have:

Used a minimum of 3 styling techniques	Portfolio reference
Setting	
Blow drying	
Use of heated styling equipment	
Use of alternative equipment	
Considered all influencing factors	Portfolio reference
Desired look	
The occasion for which the style is required	
Haircut	
Hair growth patterns	
Hair elasticity	
Head size and face shape and features	
Hair texture	
Hair length	
Hair density	
Completed all looks	Portfolio reference
Accessories to complete the look	
Added hair to complete the look	
40% of the hair up to complete the look	

*It is strongly recommended that all range items are practically demonstrated. Where this is not possible, other forms of evidence may be produced to demonstrate competence.



*You must practically demonstrate that you have:

Used a minimum of 5 dressing techniques	Portfolio reference
Rolls	
Barrel curls	
Knots	
Twists	
Plaits	
Pleats	
Curls	
Weaving effects	
Chignon	
Backcombing	
Back brushing	
Used a minimum of 3 accessories or attachments	Portfolio reference
Tiara	
Comb attachments	
Veils	
Flowers	
Hat	
Feathers	
Beads	
Ribbon	
Clip on diamante	
Daisy pins	
Headbands	
Nets	
Added hair	

*It is strongly recommended that all range items are practically demonstrated. Where this is not possible, other forms of evidence may be produced to demonstrate competence.



***You must practically demonstrate that you have:**

Used a minimum of 4 styling and finishing products	Portfolio reference
Setting lotion	
Blow dry lotion	
Mousse	
Oil	
Gel	
Activators	
Heat protector	
Moisturiser	
Holding spray	
Shine spray	
Dressing cream	
Wax	
Provided all types of advice	Portfolio reference
Maintenance of the style	
Removal of style	
Suitable aftercare products and their use	

*It is strongly recommended that all range items are practically demonstrated. Where this is not possible, other forms of evidence may be produced to demonstrate competence.

Developing knowledge

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

Where possible your assessor will integrate knowledge outcomes into practical observations through oral questioning.

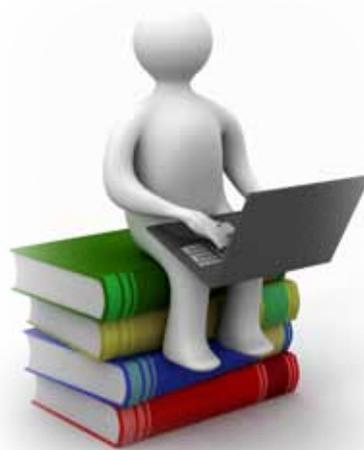
Achieving the external paper

The external paper will test your knowledge of the criteria highlighted in white. **A pass mark of 70% must be achieved.** Criteria not achieved will be identified to your tutor/assessor. You will then be orally questioned or asked to produce other forms of evidence as **all unit criteria must be achieved.**

Your assessor will complete the following table when the 70% pass mark has been achieved.

Paper	Date achieved	Assessor initials
1 of 1		

Knowledge



Outcome 1

Be able to prepare for bridal hairstyling services

You can:	Portfolio reference / Assessor initials*
e. Describe the range of looks for bridal occasions	
f. Explain how to achieve the different looks for bridal occasions	
g. Describe the factors to be considered when styling bridal hair	
h. Explain the range of additional accessories available for bridal hair	
i. Explain the range of additional services and products available to support bridal hair styling	
j. Explain the health and safety considerations that must be taken into account	
k. Describe the different consultation techniques used to identify service objectives	
l. Describe the salon's requirements for preparation of yourself, the client and work area	

**Assessor initials to be inserted if orally questioned.*

Requirements highlighted in white are assessed in the external paper.



Outcome 2

Be able to create a variety of bridal hairstyling effects

You can:	Portfolio reference / Assessor initials*
i. Describe the correct use of products, tools and materials	
j. Explain the use of ornamentation in bridal hair styling	
k. Explain the advantages of added hair and hair pieces when styling bridal hair	
l. Describe how to remedy problems that may occur during the bridal hairstyling service	
m. Describe the aftercare advice that should be provided	
n. Outline safe and hygienic working practices	
o. State how to communicate and behave in a professional manner	

**Assessor initials to be inserted if orally questioned.*

Requirements highlighted in white are assessed in the external paper.

Unit content



This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

Outcome 1: Be able to prepare for bridal hairstyling services

Preparation of self: Clothes (salon requirements for uniform, clean/ironed, non-restrictive, closed in low heel shoes), hair (clean, healthy, manageable, off face), personal hygiene (clean body, teeth, workable length clean nails, deodorant, no overpowering perfume/aftershave), personal protective equipment (gloves, apron, prevent dermatitis), minimal jewellery, positive attitude, ready to greet.

Preparation of client: Remove client's outer clothing (protect against damage), ensure client is relaxed and comfortable (posture, aids service), remove excessive jewellery (avoid damage to jewellery and skin), gown, towel, plastic cape, barrier cream, record card.

Preparation of work area: Chair, trolley, work station, clean equipment, appropriate sterilisation (barbicide, autoclave, UV, sterilising spray), complete destruction of all living organisms on tools and equipment, disinfection (remove contamination from hard surfaces, large work areas, floors and work surfaces – using heat or chemical methods), safe professional presentation of tools and equipment, visual check on large and small equipment, check electrical equipment (portable appliance test), select height of chair/basin.

Consultation techniques: Use a variety of methods to ensure suitability of service, product and technique.

Questioning – open, closed, probing.

Language – appropriate level for client,

use of technical/non-technical language.

Client expectations/needs – listen, clarify, advise, plan.

History of hair – hair tests, touch, feel, look of hair.

Advice – what will work, what will not?

Visual aids – shade charts, style book, portfolio, collection of pictures.

Evaluation of the client's hair length, texture and density: Clarify suitability of length, texture, density for style, needs extra length (extensions), too long (cut prior to styling, use excess for padding), too thick (cut, reduce backcombing, choose flatter style), too thin (perm, hair pieces or extensions).

Recommendations based on identified factors:

Hair condition – (dry, greasy, normal, virgin, chemically treated), chemically treated hair will be more sensitive to backcombing and tension on the hair.

Elasticity – (strength of hair), for poor elasticity avoid excessive tension, set the hair instead of blow drying.

Porosity – (damage to cuticle layer), the ability to absorb moisture, if hair is porous style will not last.

Texture (fine, medium, coarse hair) – too fine (hair padding may be used), coarse hair (heated rollers will allow the hair to mould easier), suitable products to achieve style.



Outcome 1: Be able to prepare for bridal hairstyling services (continued)

Length (short, medium, long) – the length needs to be suitable to achieve the style, too short to achieve the look (hair extensions), client may not wish hair to be cut short enough to achieve the desired look (set hair to reduce length, do not backcomb, use excess hair as padding).

Density (fine, medium, thick) – thick hair (limit the amount of backcombing so the style can be achieved), sparse (thicken the hair e.g. extensions or perm, hair padding and backcomb will add extra volume to the style).

Hair cut/style (uniform layer, one length, short graduation, long graduation) – hair cut/style needs to be suitable to be able to achieve the style.

Growth patterns (cowlick, widows peak, nape whorl, double crown) – may influence choice of achievable style, temporary fix to disguise growth pattern.

Skin tone (fair, medium, olive, dark) – use complementary coloured accessories and ornamentation.

Face shape (oval, round, square, oblong, heart, pear) – oval (suitable all styles), round (create height/length, avoid width), square (height on top, keep sides flat, soften face with hair), oblong (avoid height, create width), heart (create width below ear level), pear (create width above ear level).

Head size (large, medium, small) – hairstyle should complement, increase/decrease volume or curl.

Existing curl (tight, soft, wave) – increase/decrease curl, tame, soften.

Range of looks for bridal styles: Rolls, barrel curls, knots, twists, plaits, pleat,

weaving, chignon, classic/contemporary/avant-guard looks, hair up, hair down, combination of each.

Range of accessories and

ornamentation: Tiara, comb attachments, veils, fresh flowers, silk flower, hat, feathers, beads, ribbon, claw clips, clip on diamante, daisy pins, headbands, nets, coloured hair additions.

Additional services available to support bridal hair styling:

Services – conditioning treatments, hair cut, perming, coloured/natural extensions, relaxing hair, colouring techniques (block colour, highlights, slices, full head colour, placed application), colouring products (permanent, quasi-permanent, semi-permanent, temporary – mascara, sprays, gel).

How to follow safe and hygienic working practices:

Maintaining a safe salon – clean, tidy, safe standards of working, remove spillages, report slippery surfaces, remove/report obstacles, clear access to trolleys and equipment, clean/sterilise/disinfect tools, equipment and work surfaces, no smoking, eating, drinking or drugs in the salon, maintain professional personal hygiene.

Personal protective equipment – wear protective equipment, avoid latex, powdered gloves, apron.

Electricity at work – visual check of equipment, no trailing wires, portable appliance testing.

Manual handling – moving stock safely, lifting, working heights, unpacking.

Towels – wash regularly, clean for every



Outcome 1: Be able to prepare for bridal hairstyling services (continued)

client, place dirty towels in covered bin.

Reporting of injuries, diseases and dangerous occurrences – accident book, reporting diseases, log accidents.

Control of substances hazardous to health – store, handle, use, dispose, replace lids, ventilation for vapour and dust, avoid over exposure to chemicals, use manufacturers' instructions for use.

Disposal of waste – sharps box, closed top bin, dilute chemicals with running water, environmental protection, salon policies for hazardous waste, single use items, recycle (empties).

Product storage – check end date/ packaging, store away from heat/damp/ direct sunlight, empties avoid theft.

Salon health and safety legislation and regulations: Health and safety at work, control of substances hazardous to health, reporting of injuries diseases and dangerous occurrences, personal protective equipment, electricity at work, manual handling, supply of goods and services, trade description, data protection, employers' liability (compulsory Insurance), occupiers' liability, local bye-laws (set by council), salon rules, code of conduct, observance by all staff.



Outcome 2: Be able to create a variety of bridal hairstyling effects

Professional communication in a salon environment: Try to avoid technical language, always respond, consider client confidentiality.

Verbal – speaking (tone of voice, the language you use, how quickly and clearly), questioning (open, closed, probing).

Non-verbal – body language, positive attitude (your posture, facial expressions, hand gestures, the distance you stand), listening (be patient, try to be understanding).

Written – visual aids, magazines, client records.

Behave professionally in a salon environment: Follow health and safety practice and procedure, salon code of conduct, respect others, value client(s), co-operate with others (be sympathetic, fair, not aggressive), use appropriate language, avoid gossip, maintain confidentiality, polite/cheerful and friendly manner (friendly facial expressions, open body language, positive attitude, eye contact), sensible behaviour, team work, take pride in work, be punctual, employer and client loyalty.

Styling products, tools, materials and added hair used to achieve the look:

Styling products – mousse, holding spray, setting lotions, dressing creams, oils, gel, activators, moisturisers, wax, shine spray.

Tools and materials – velcro/heated rollers, hairdryer, hood dryer, tongs, straighteners, molten browns, spiral tongs, crimpers, hair padding, bun rings, bands grips, fine pins, clips, tail comb, brush, dressing comb.

Added hair – variety of colours, variety of straight and curly hair pieces, clip-on, claw clips, pony tails, human hair, synthetic hair, pre-bonded single extensions, glued hair wefts, sewn in hair wefts.

Position yourself and the client appropriately throughout the service:

Correct posture of self and client to minimise fatigue and injury.

Self – back straight, distribute weight evenly, feet slightly apart, use cutting stool (if required), no over stretching or bending.

Client – position to achieve accurate cut, comfort and minimise risk of fatigue or injury, sat upright, back straight and supported, two feet on floor.

How to follow safe and hygienic working practices:

Maintaining a safe salon – clean, tidy, safe standards of working, remove spillages, report slippery surfaces, remove/report obstacles, clear access to trolleys and equipment, clean/sterilise/disinfect tools, equipment and work surfaces, no smoking, eating, drinking or drugs in the salon, maintain professional personal hygiene.

Personal protective equipment – wear protective equipment, avoid latex, powdered gloves, apron.

Electricity at work – visual check of equipment, no trailing wires, portable appliance testing.

Manual handling – moving stock safely, lifting, working heights, unpacking.

Towels – wash regularly, clean for every client, place dirty towels in covered bin.



Outcome 2: Be able to create a variety of bridal hairstyling effects (continued)

Reporting of injuries, diseases and dangerous occurrences – accident book, reporting diseases, log accidents.

Control of substances hazardous to health – store, handle, use, dispose, replace lids, ventilation for vapour and dust, avoid over exposure to chemicals, use manufacturers' instructions for use.

Disposal of waste – sharps box, closed top bin, dilute chemicals with running water, environmental protection, salon policies for hazardous waste, single use items, recycle (empties).

Product storage – check end date/ packaging, store away from heat/damp/ direct sunlight, empties avoid theft.

Balance and shape of style: Accurately establish the client's wishes and expectations, stand back, view from all angles, perspective view, use mirrors (ensure consistent length, width, height).

Initial consultation with client: Two way communication, use of visual aids (hair styles, accessories, pictures of dress), agree the finished look, consult with client throughout the service, forward planning, correct tools and equipment, trial run for occasion.

Provide suitable aftercare advice: Important part of service, avoid technical language, maintain eye contact, suggest/ advise/recommend, provide information (avoid humidity, avoid long periods of excessive tension, longevity of service, protect style during sleeping, use of additional products, removal of hair/ head ornamentation, removal of pins, backcombing/back brushing, advice on massage and conditioning treatment after occasion).

Styling products and when to use them:

Used prior to styling, give hold, volume, body, shine, lustre, reduce frizz and static, smoothe and straighten, provide a protective barrier, prevent moisture penetrating hair, aid longevity of style.

Gel – apply to wet hair, wet look, ideal for spiky styles, finger waves.

Mousse – apply to wet hair, shake can, dispense small orange size into hand, distribute through hair, used for curly hair, add body, pre-blow dry.

Setting lotion – apply to wet hair, direct from bottle, comb through, used for hold for wet setting.

Blow dry lotion – apply to wet hair, spray/ distribute direct from bottle, adds body, protects hair from heat/humidity.

Moisturiser/oil – used on dry hair, African type hair, conditioning, adds moisture and shine, dispense and distribute evenly from container.

Activator – can apply to wet or dry hair, activated by the use of heat, defines curl, adds moisture, shine, hold, ideal for dry sets.

Heat protector – prior to the use of all electrical equipment, coats hair, protective layer, gives shine/definition.

Finishing products and when to use them: Define, add shine, hold, separate hair, spike, protect, moisturise.

Spray – protect face, hold can away from face, fine mist, holds style.

Dressing cream – apply to palms and distribute evenly through lengths of hair, flattens hair, neatens style.

Oil – apply to palms and distribute evenly,



Outcome 2: Be able to create a variety of bridal hairstyling effects (continued)

dry, coarse hair, makes hair more pliable, looks in better condition, stops tangling.

Wax – apply with palms or finger tips, defines style, spikes, flicks.

Gel – apply with finger tips, defines spikes.

Moisturiser – apply to palms and distribute evenly, dry, coarse hair, makes hair more pliable, look better condition, stops tangling.

Range of tools and equipment and the effects achieved: Conventional, non-conventional, winding root-to-point or point-to-root, on and off base dependant on required volume, implements used with added heat to create a variety of looks.

Round brush (various diameters) – gives curl (smaller diameter = tighter curl), body, movement, volume.

Flat brush – paddle, Denman, gives smooth, straight finish.

Bristle brush – removes roller marks, dressing hair, smoothes, gives shine, good for fine hair.

Vent brush – produces a soft causal broken up effect, ideal on short hair.

Dressing comb – back-comb/tease the hair into style, used for all dressing techniques.

Straighteners – smoothe/flatten the cuticles, straighten hair.

Curling tongs – various sizes, produce lift, waves, curls.

Hand dryer – removes moisture from the hair.

Diffuser – diffuses the flow of air, allowing hair to dry naturally, increases natural curl, adds volume, movement, body.

Heated rollers – used on dry hair, various sizes of rollers, lift, curl, bounce.

Rollers with pins – set curl, body/movement, lasts longer than blow dry.

Bendy rollers – used on long hair, spiral effect curls.

Velcro rollers – gives body, curl, movement, volume, bounce, doesn't last long.

Pin curl clips – types of pin curls (flat, coil, barrel curls), movement, curl, volume, body.

Crimpers – fine crimp effect.

Hot brush – gives body, curl, movement, volume, bounce, doesn't last long, soft curls, flicks.

Non-conventional items – rick rack (spiral curls), rags (soft curls), chopsticks, straws, (zig zag effect) bendy foam rollers (soft curls), pre-formed plastic items (avant garde effect).

Ornamentation in bridal hair styles: Used to decorate the style, complement the dress, match bouquet, enhance the style, create volume, personal preference, dress-up the occasion, add colour, hide grips.

Advantages of added hair and hair pieces: Creates length, adds volume and density, colour, instant change, specific curl pattern, straight looks, ponytails, padding to support natural hair.

How to remedy problems that may occur during service:

Curl dropping – apply product, tighten with tongs, leave roller in situ.

Hair too curly – use straighteners, large



Outcome 2: Be able to create a variety of bridal hairstyling effects (continued)

rollers to tame curl.

Tension incorrect – reduce if too tight, tighten if too loose.

Hair fluffy, flyaway, static – use a moisturiser, dressing cream.

Hair too heavy – use extra pins, secure hair with net.

Hair too fine – use bun ring, hair padding, backcomb/back brush, padding.

Too much hair – create a style where the excess hair can be used as padding.

Ornamentation difficult to secure – create a pad of hair to pin to, wrap hair around ornamentation and pin.

Notes

Use this area for notes and diagrams