

Domain**HAIRDRESSING****Title:****Cut and dress hair for elementary styles****Level: 2****Credits: 4****Purpose**

This unit standard specifies the competencies required to cut and dress hair for elementary styles. It includes procedures for preparing for cutting and styling hair, cutting hair using a variety of one-length techniques, completing dressing techniques, and dressing hair for elementary styles. This unit standard is intended for those who work as hairdressers.

Special Notes

1. Entry information:
 - Prerequisite
 - Unit 632 – *Apply personal health and safety routines in a hairdressing salon environment* or demonstrated equivalent knowledge and skills.
2. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which hairdressing operations are carried out.
3. All procedures associated with the use of tools, equipment and products shall comply with manufacturers' specifications and/or workplace guidelines and instructions.
4. Glossary of terms:
 - '*techniques*' refers one length, layering, graduation and clipper techniques.
 - '*specifications*' refers to any, or all of the following: manufacturers' product instructions and recommendations, workplace specific requirements.
5. Performance of all elements in this unit standard must comply with industry standards.
6. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 11, 2007
 - Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments.
7. This unit standard applies to all type of hairs and range of people from different social, cultural or ethnic backgrounds.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the

Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Plan and prepare for work

Range

Planning and preparation may include but is not limited to workplace inspection, equipment defect identification, assessment of conditions and hazards and determination of work requirements.

Tools and equipment may include but are not limited to comb, sectioning clips, pins, razor, clipper, scissors, rubber bands, and ribbons.

Safety requirements may include but are not limited to protection of client's clothes and face, testing of water temperature to ensure clients comfort, control of water pressure, protect client's head against banging or scratching, using clean towels and tools, loose hair on the floor is swept immediately after cutting, cutting instruments must be palmed and blades closed if not cutting, cutting equipment are kept away from water, clean, oiled blades are used, sharp instruments are handled with care.

Performance Criteria

- 1.1 Work instructions, including job card, client history record and product details are obtained, confirmed and applied.
- 1.2 Safety requirements are followed in line with safety plans and policies.
- 1.3 Tools and equipment selected to carry out tasks are consistent with the requirements of the job, checked for serviceability and any faults reported.
- 1.4 Products are safely handled and located ready for use in line with workplace procedures.
- 1.5 Measurement requirements for products are sourced and implemented in line with manufacturers' specifications and workplace procedures.
- 1.6 Environmental protection requirements are identified and applied in line with environmental plans and regulatory obligations.

Element 2: Prepare for cutting and styling hair

Range

Analysis of the hair and scalp includes porosity, elasticity, texture density, length, scalp condition and hair growth patterns.

Performance Criteria

- 2.1 Procedures and information required for preparing for cutting and styling hair are identified and sourced in line with workplace procedures.
- 2.2 The client is consulted to identify and confirm the needed and an analysis is conducted of the hair and scalp.
- 2.3 A style is selected in order to confirm outcomes and factors and is compatible with the hair and scalp analysis.
- 2.4 Clients are protected against water and/or product spillage.
- 2.5 Products are selected to meet the requirements of selected services to be provided.

Element 3: Cut hair using a variety of one-length techniques

Range

Using of different cutting techniques on curly and straight hair to create a variety of one-length looks. Variety of one length looks include above the shoulder, with a fringe and without a fringe.

Performance Criteria

- 3.1 Procedures and information required for cutting hair using a variety of one length techniques are identified and sourced in line with workplace procedures.
- 3.2 Clients' hair is sectioned and sub-sectioned before and during the cutting process.
- 3.3 Design lines are followed throughout the cutting process.
- 3.4 Different cutting tools and techniques are used in line with cutting procedures.

Element 4: Dress hair for elementary styles

Range

An influence on finished style includes on base, off base, half base, over directed, under directed and indentation.

Performance Criteria

- 4.1 Procedures and information required for dressing hair for elementary styles are identified and sourced in line with workplace procedures.
- 4.2 Styling products are selected and applied in line with manufacturer's instructions, hair analysis and desired outcome.
- 4.3 Different types of styling tools placements are described in terms of their influence on finished styles.

- 4.4 Styling tools are placed in the hair using a technique that will achieve the desired style.
- 4.5 The hair is prepared for drying in a manner which ensures maximum client protection and comfort.
- 4.6 Hair is dried and safety is ensured and client's comfort is maintained.
- 4.7 The styling tools are removed from the hair ensuring maximum hair protection and client comfort.

Element 5: Complete dressing techniques

Range

Finishing products may include but are not limited to holding products.

Performance Criteria

- 5.1 Procedures and information required for completing dressing techniques are identified and sourced in line with product specifications and workplace procedures.
- 5.2 Brushed hair is matched to requirements of preliminary shape and is dressed in the desired style.
- 5.3 Finishing products are applied and hair maintenance products for home use are recommended.
- 5.4 Confirmation of client's satisfaction is obtained and cape and/or towel is/are removed in line with workplace procedures.

Element 6: Complete work and clean up

Range

Work completion details may include but are not limited to job card and client history record.

Reusable material may include but are not limited to towels, capes, aprons, glasses and cups.

Performance Criteria

- 6.1 Work is completed and appropriate personnel notified in line with workplace procedures.
- 6.2 Work area is cleared of waste, cleaned, restored and secured in line with workplace procedures.
- 6.3 Reusable material is collected, cleaned and stored in line with workplace procedures.

- 6.4 Equipment used is cleaned, maintained, checked for serviceability and stored in line with workplace procedures.
- 6.5 Work completion details are finalised in line with workplace procedures.

Registration Data

Subfield:	Beauty Services
Date first registered:	July 2010
Date this version registered:	July 2010
Anticipated review:	July 2015
Body responsible for review:	Namibia Training Authority