
GH23 hair extensions

No other hairdressing service can transform hair like extensions can! Long, flowing, straight, shiny hair or volume and colour can be added to a variety of hair lengths: no wonder that hair extensions are one of the biggest growth areas of hairdressing services today. In this unit you will learn how to work safely when preparing,

adding and removing hair extensions. You will use your creativity to design fabulous looks with the use of coloured strands, achieving high fashion statements or accentuating subtle, natural tones and styles. You will develop your skills in cutting and styling extensions to deliver spectacular results.



Unit GH23 (City & Guilds Unit 045)

Provide creative hair extension services

Optional

2 Level 3 NVQ/SVQ Hairdressing

This unit has six outcomes. As the first four are linked, you can be observed by your assessor for them at the same time. Outcome 5 (Maintain and remove hair extensions) will be observed separately.

Outcome 1

Maintain effective and safe methods of working when adding hair extensions

Outcome 2

Plan and prepare to add hair extensions

Outcome 3

Attach hair extensions

Outcome 4

Cut and finish hair with extensions

Outcome 5

Maintain and remove hair extensions

Outcome 6

Provide aftercare advice



Evidence requirements

You must practically demonstrate in your everyday work that you have met the standard for providing creative hair extension services. The standards cover things that you must do (performance criteria), things that you must cover (range) and things that you must know.

What you must do

Your assessor will observe your performance on **three** occasions, each on different clients which must include a full head of extensions, a partial head of extensions covering at least 25% of the head, and use of man-made fibre extensions. You must carry out correctly all the things listed under 'What you must do' on the sign-off sheets that follow.

Simulation is not allowed for any performance evidence within this unit. It is likely most evidence of your performance will be gathered from the observations made by your assessor but you may be required to produce other evidence to support your performance if your assessor has not been present.

What you must cover

You will see key words in bold on the 'What you must do' list. For each of these, there is a range of things that you must cover. You must show that you have:

Used the following attachment systems:

hot

cold

Used two of the following cutting tools:

clippers

scissors

thinning scissors

razors

“

Hair extension services offer salons a great way to increase profits!

Maurice Lister

”

Considered the following factors:

- attachment method
- direction and fall of the hair extensions
- the quantity of added hair
- the need to blend client's hair and hair extensions
- head and face shape
- hair growth pattern
- client's own hair length
- hair texture
- hair density
- hair elasticity
- evident hair damage
- traction alopecia
- lifestyle
- hairstyle

Covered the following contra-indications:

- skin sensitivities
- history of previous allergic reactions
- hair and scalp disorders
- medical advice or instructions

Carried out the following tests:

- pull
- elasticity
- skin

Used the following hair extensions:

- man-made
- human

Added and attached hair to the following:

- full head
- partial head

Used three of the following cutting techniques:

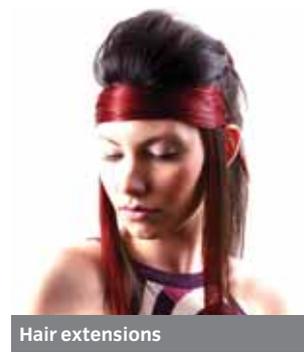
- point cutting
- tapering
- freehand
- razoring
- texturising

Covered three of the following creative finishing techniques:

- drying
- product application
- setting
- use of heated styling equipment

Given the following advice:

- suitable homecare products, tools and equipment and their use
- hair care
- how to maintain their style
- types of problems that can arise and courses of action



Hair extensions 3

What you must know

- You will be assessed on your knowledge of the following:
 - Salon and legal requirements
 - How to work safely, effectively and hygienically when adding hair extensions
 - Tests and testing
 - Hair and skin
 - Preparation requirements
 - Hair extension
 - Problem solving
 - Cutting techniques when working with extensions
 - Products
 - Finishing techniques
 - Aftercare advice for clients
 - Communication

This will be completed through written and oral questioning by your assessor. For details of what you must know, see pages 16–22.



If your client wants a voluminous look like Mischa Barton's, extensions can help to achieve this.



Unit GH23 (City & Guilds Unit 045)

Provide creative hair extension services

Optional (continued)

4 Level 3 NVQ/SVQ Hairdressing

Hints and tips

When styling synthetic hair extensions, remember not to use extreme heat, or they will melt. Heated rollers can produce good results.



Your clients can gain Kimberley Walsh's hair length through hair extension services.

Useful words

Some terms that you will come across in this unit are explained below.

Acrylic Made from synthetic (man-made) fibre.

Attachments system The method used for attaching hair extensions to the client's own hair.

Baseline The perimeter line of the hairstyle.

Bonding A method of attaching a weft of added hair using latex-based glue.

Clarifying shampoo A deep-cleansing shampoo, used before applying extensions to remove products, oils and residues from the hair.

Corn rows Raised scalp plaits applied before sewing wefts of hair into them.

Dreadlocks A method of dressing hair into long, thin matted or tangled strands with natural or fibre hair. Also known as locking.

Fusing A method of attaching a strand of added hair to the natural hair using heated equipment which melts either the synthetic hair or resin.

Human hair extensions Hair extensions made from human hair.

Man-made extensions Hair extensions made from synthetic/acrylic fibre.

Manufacturers' instructions The instructions set out by manufacturers on how to apply, use, maintain or dispose of their product. These must be followed to achieve the best results.

Occipital bone The bone across the back of the head above the nape area.

Pull test Usually carried out to evaluate excessive and/or abnormal hair loss. If more than a few strands are shed on each test, it may be an indication of an abnormal hair condition.

Resin An adhesive used to bond some extensions on to the natural hair.

Traction alopecia Balding patches of hair where too much tension has been applied during the application of hair extensions or styling.

Wefts Strips of real or fibre extension hair, separated and ready to apply to the natural hair.

Observation sign-off sheet

Unit GH23 Provide creative hair extension services

What you must do



Hair extensions

Outcome 1

Maintain effective and safe methods of working when adding hair extensions

- a Ensure your client's clothing is effectively protected throughout the service
- b Wear personal protective equipment, when required
- c Position your client to meet the needs of the service without causing them discomfort
- d Ensure your own posture and position whilst working minimise fatigue and the risk of injury
- e Keep your work area clean and tidy throughout service
- f Sequence your work in a way that is suitable for the **attachment technique** used, style and ease of working
- g Use working methods that
 - minimise the risk of damage to **cutting tools** and equipment
 - minimise 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

Within your work, you must show your assessor that you can do the following. Your assessor will observe these aspects of your performance on **three** occasions using different hair extension systems. **One** of these observations will be of a full head of extensions and one of a partial head of extensions. The partial head of extensions must cover at least **25%** of the head.

Each time you achieve **all** the points listed below within a single client service, your assessor will tick the circle and enter the date.

Continues on next page

“
To achieve natural-looking hairstyles with extensions, always carefully consider the client's natural hair direction.
Julien Guyonnet
”



Observation sign-off sheet

Unit GH23 Provide creative hair extension services

What you must do (continued)

- h Ensure your personal standards of health and hygiene minimise the risk of cross-infection, infestation and offence to your clients and colleagues
- i Use **cutting tools** and equipment that are safe and fit for purpose
- j Ensure that all sharps are disposed of to meet legal and salon requirements *
- k Complete the hair extension service within a commercially viable time
- l Complete client records so that they are accurate, easy to read and up-to-date

Observation Achieved	1	2	3		
Date					
Candidate signature					
Assessor signature					
IQA signature (if sampled)					
EQA signature (if sampled)					

* Covered by observation Date _____
 Covered by oral questioning Date _____

Continues on next page



Outcome 2

Plan and prepare to add hair extensions

- a Examine the hair and scalp to identify any **factors** that may affect the service
- b Ask your client appropriate questions to establish any known **contra-indications** to the hair extension service
- c Accurately record your client's responses to questioning
- d Conduct a range of **tests** on your client's hair and skin following manufacturer's instructions and recognised industry procedures
- e Take a suitable course of action when **contra-indications** cause doubts as to the suitability of the service for the client *
- f Confirm with your client the type, length and colour of **hair extensions** before ordering
- g Select and use **hair extensions** which are
 - of a suitable texture
 - of a suitable colour
 - custom blended
 - of a suitable length
 - of a suitable width
- h Prepare the **hair extensions** to avoid wastage, tangling and to meet the manufacturer's instructions
- i Prepare your client's hair in a way suitable for the technique to be used
- j Ensure the availability of assistance, where required



Hair extensions

Hints and tips

The service time for hair extensions depends on how many extensions are required – each extension should take around a minute to complete so the service can take many hours.

Observation	1	2	3		
Achieved	<input type="radio"/>				
Date					
Candidate signature					
Assessor signature					
IQA signature (if sampled)					
EQA signature (if sampled)					

- * Covered by observation Date _____
- Covered by oral questioning Date _____

Continues on next page



Observation sign-off sheet

Unit GH23 Provide creative hair extension services

What you must do (continued)

8 Level 3 NVQ/SVQ Hairdressing

Hints and tips

Always check the strength of the client's hair prior to applying extensions, to assess whether the hair can hold the extensions without breaking.

Outcome 3

Attach hair extensions

- Confirm with your client the look agreed at consultation prior to starting the service
- Part the sections cleanly and evenly to meet the requirements of the technique to be used
- Section the hair in a way that will allow the **hair extensions** to lie in the direction required
- Secure any hair not being extended to keep your section clearly visible
- Use **attachment systems** that effectively secure **hair extensions** into your client's hair to meet style requirements
- Add and attach hair** in a way that takes into account the **factors** influencing the service
- Maintain a suitable and even tension throughout the process
- Check the comfort of your client at regular intervals throughout the service
- Give suitable reassurance to your client, if necessary
- Identify and resolve any problems occurring during the service *
- Ensure, 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

Observation	1	2	3		
Achieved	<input type="radio"/>				
Date					
Candidate signature					
Assessor signature					
IQA signature (if sampled)					
EQA signature (if sampled)					

* Covered by observation Date _____
 Covered by oral questioning Date _____

Continues on next page

Outcome 4

Cut and finish hair with extensions

- a Establish and follow **cutting** guidelines suitable to achieve the look required
- b Adapt your **cutting techniques** to take account of **factors** which influence working on **hair extensions**
- c Adapt your cross-checking methods to suit the fall of the **hair extensions**
- d Change your position around your client in a way to help you to ensure the accuracy of the cut
- e Combine and adapt your **cutting techniques** in an innovative way to achieve the desired look
- f Consult with your client during the **cutting** service to confirm the desired look
- g Make a final visual check to ensure the cut is accurate
- h Use **creative finishing techniques** that complement the required look
- i Use suitable styling and finishing products, when necessary, at the right time in the service to achieve the style requirements
- j Ensure the finished look complements your client's features and enhances their personal image and that of the salon
- k Confirm that your client is satisfied with the overall look



“
If you choose cold bonding make sure the strip is not attached too close to the scalp and that there is no crossed hair, as this can be uncomfortable.
Anne Veck

”

Observation	1	2	3		
Achieved	<input type="radio"/>				
Date					
Candidate signature					
Assessor signature					
IQA signature (if sampled)					
EQA signature (if sampled)					

Continues on next page



Observation sign-off sheet

Unit GH23 Provide creative hair extension services

What you must do (continued)

Outcome 5

Maintain and remove hair extensions

- a Maintain and remove **hair extensions** following manufacturers' instructions
- b Use the correct tools effectively and minimise damage to your client's hair
- c Use the correct products to remove extensions, when necessary, avoiding damage to your client's hair
- d Leave your client's hair free of product build up and debris
- e Leave your client's hair clean and prepared ready for the next service

Observation	1	2	3		
Achieved	<input type="radio"/>				
Date					
Candidate signature					
Assessor signature					
IQA signature (if sampled)					
EQA signature (if sampled)					

Hints and tips

Remember that extensions should not remain in the hair for more than three months, and should always be removed by a trained professional to avoid hair breakage.

Continues on next page



Outcome 6

Provide aftercare advice

- Give **advice** and recommendations accurately and constructively
- Give your clients suitable **advice** on the maintenance of their own hair, **hair extensions** and the finished look



Hair extensions

Observation	1	2	3		
Achieved	<input type="radio"/>				
Date					
Candidate signature					
Assessor signature					
IQA signature (if sampled)					
EQA signature (if sampled)					



It is often easier to give aftercare advice through the course of the service, rather than just at the end.

“
When working around the head, make sure you use the correct size of extensions for the area you're working in.
Julien Guyonnet

”



Observation sign-off sheet

Unit GH23 Provide creative hair extension services

What you must cover

Before ticking the circles below, you must make sure that you have achieved 'What you must cover' in **all** the outcomes in which it occurs.

Attachment systems

Tick the attachment systems used for each observation. You must use **both**.

	1	2	3		
Hot	<input type="radio"/>				
Cold	<input type="radio"/>				

Cutting tools

Tick the cutting tools for each observation. You must use at least **two**, and prove to your assessor that you know how to use the other two. Clipper attachments are not allowed.

	1	2	3		
Clippers	<input type="radio"/>				
Scissors	<input type="radio"/>				
Thinning scissors	<input type="radio"/>				
Razors	<input type="radio"/>				

Factors

Tick the factors covered by each observation. **All** factors must be covered.

	1	2	3		
Attachment method	<input type="radio"/>				
Direction and fall of the hair extensions	<input type="radio"/>				
The quantity of added hair	<input type="radio"/>				
The need to blend client's hair and hair extensions	<input type="radio"/>				
Head and face shape	<input type="radio"/>				
Hair growth pattern	<input type="radio"/>				
Client's own hair length	<input type="radio"/>				
Hair texture	<input type="radio"/>				
Hair density	<input type="radio"/>				
Hair elasticity	<input type="radio"/>				
Evident hair damage	<input type="radio"/>				
Traction alopecia	<input type="radio"/>				
Lifestyle	<input type="radio"/>				
Hairstyle	<input type="radio"/>				

Continues on next page



Contra-indications

Tick the contra-indications questioned on in each observation. **All** contra-indications must be questioned on.

	1	2	3		
Skin sensitivities	<input type="radio"/>				
History of previous allergic reactions	<input type="radio"/>				
Hair and scalp disorders	<input type="radio"/>				
Medical advice or instructions	<input type="radio"/>				

Tests

Tick the tests carried out in each observation. **All** tests must be carried out.

	1	2	3		
Pull	<input type="radio"/>				
Elasticity	<input type="radio"/>				
Skin	<input type="radio"/>				

Hair extensions

Tick the hair extension types used in each observation. **Both** must be used.

	1	2	3		
Man-made	<input type="radio"/>				
Human	<input type="radio"/>				

Adding and attaching hair

Tick the amount of the head worked on in each observation. **Both** full and partial head must be worked on.

	1	2	3		
Full head	<input type="radio"/>				
Partial head	<input type="radio"/>				

Cutting techniques

Tick the cutting techniques for each observation. **Three** cutting techniques must be used, and you must prove to your assessor that you know how to use the other two.

	1	2	3		
Point cutting	<input type="radio"/>				
Tapering	<input type="radio"/>				
Freehand	<input type="radio"/>				
Razoring	<input type="radio"/>				
Texturising	<input type="radio"/>				

Continues on next page



Observation sign-off sheet

Unit GH23 Provide creative hair extension services

What you must cover (continued)

Creative finishing techniques

Tick the creative finishing techniques used for each observation. **Three** creative finishing techniques must be used, and you must prove to your assessor that you know how to use the other one.

	1	2	3		
Drying	<input type="radio"/>				
Product application	<input type="radio"/>				
Setting	<input type="radio"/>				
Use of heated styling equipment	<input type="radio"/>				

Advice

Tick the types of advice given in each observation. You must give **all** types of advice.

	1	2	3		
Suitable homecare products, tools and equipment and their use	<input type="radio"/>				
Hair care	<input type="radio"/>				
How to maintain their style	<input type="radio"/>				
Types of problems that can arise and courses of action	<input type="radio"/>				

Observation Achieved	<input type="radio"/>				
Date					
Candidate signature					
Assessor signature					
IQA signature (if sampled)					
EQA signature (if sampled)					

Comment form

Unit GH23



Hair extensions

This form can be used to record oral questioning, or for assessor/candidate comments, if required.

Comments

Date

1

2

3



The catwalk is a great source of inspiration for using hair extensions creatively.



Contrasting lengths and curls make bold fashion statements.



Knowledge sign-off sheet

Unit GH23 Provide creative hair extension services

What you must know

16 Level 3 NVQ/SVQ Hairdressing

You will be assessed on your knowledge and understanding of all the following points. This will be completed by your assessor, either through oral or written questions (evidence type E3) or a mandatory written paper (evidence type E4). Either of these could be an online test. The form tells you which evidence type is needed for each point. Your mandatory test papers will be kept by your assessor, so they won't appear in your portfolio.

Some areas appear in more than one unit (shaded in darker blue). These are covered in a cross-unit knowledge test. You only need to be tested on these once.

Once you have been assessed on each point, fill in the date and reference any written evidence that you've put in your portfolio.

You need to understand:	Evidence type
Salon and legal requirements	
1 Your salon's requirements for client preparation	E3
2 Your salon's expected service times for adding hair extensions	E3
3 Your salon's and legal requirements for disposal of sharps and waste materials	E3
4 Your responsibilities under the current Electricity at Work Regulations	E3
5 Your responsibilities under the current Control of Substances Hazardous to Health in relation to hair extension products	E3
6 Your salon's image and expected standards of service	E3
How to work safely, effectively and hygienically when adding hair extensions	
7 What is contact dermatitis and how to avoid developing it whilst carrying out hair attachment services	E4
8 The range of protective clothing that should be available for clients	E3
9 The type of personal protective equipment that should be available and used by yourself	E3
10 Why it is important to use personal protective equipment	E4
11 Why it is important to protect clients from hair clippings	E3
12 How the position of your client and yourself can affect the desired outcome and reduce fatigue and the risk of injury	E3

Continues on next page

You need to understand:	Evidence type
13 The safety considerations which must be taken into account when adding hair extensions (eg possible reaction to adhesives, removal solutions, traction alopecia etc)	E3
14 Why it is important to avoid cross-infection and infestation	E3
15 Why it is important to keep your work area clean and tidy	E3
16 Methods of cleaning, disinfection and/or sterilisation used in salons	E3
17 Methods of working safely and hygienically and which minimise the risk of cross-infection and cross-infestation	E3
18 The correct use and maintenance of tools and equipment	E3
19 The importance of personal hygiene	E3
20 The importance of questioning clients to establish any contra- indications to hairdressing services	E4
21 Why it is important to record client responses to questioning	E4
22 The legal significance of client questioning and of recording the client's responses	E4
Tests and testing	
23 The types and purposes of tests in the range	E4
24 The importance of following manufacturers' instructions for testing	E4
25 The methods of and reasons for conducting pull tests	E4
26 When and how tests should be carried out and the expected results	E4
27 How the results of tests can influence all aspects of the service	E4
28 The potential consequences of failing to carry out tests	E4



Hair extensions



Continues on next page



Knowledge sign-off sheet

Unit GH23 Provide creative hair extension services

What you must know (continued)

You need to understand:	Evidence type
29 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)	E4
30 Why it is important to record test results	E4
Hair and skin	
31 The factors that must be taken into consideration prior to adding hair extensions (eg hair density, hair and skin disorders)	E4
32 The average rate of hair growth	E4
33 The potential consequences of excessive tension on the hair	E4
34 How to identify the signs of traction alopecia	E4
35 The potential effects on the client's hair of wearing extensions over a long period of time	E4
36 How the contra-indications in the range can affect the delivery of hair extension services to clients	E4
Preparation requirements	
37 The types of hair extension products available and their respective advantages and disadvantages	E3
38 The principles for blending added hair	E3
39 How to mix a number of added hair colours (eg to give block colour and highlighting effects)	E3

Continues on next page

You need to understand:	Evidence type
40 How to prepare hair extensions ready for use following manufacturers' instructions	E3
41 The general differences in preparation requirements between human hair and man-made extensions	E3
42 How the client's hair should be prepared for each of the hair attachment techniques in the range	E3
43 How to conduct an examination of the hair and scalp to recognise factors which will affect the hair extension service	E3
44 The manufacturer's preparation instructions for the system(s) in use in your salon	E3
45 The hair extension systems and attachment methods with which you may need assistance	E3
46 How to estimate the length of time the hair attachment processes in the range are likely to take	E3
Hair extensions	
47 How to judge the quantity of hair to be added to achieve a balanced and well proportioned look	E3
48 How the intended final styling can affect the hair extension process	E3
49 How the attachment systems in the range can affect the way extensions are added and cut	E4
50 How the attachment systems in the range secure hair extensions into the client's hair	E4
51 The advantages and disadvantages of the different methods of attachment	E4
52 The range of specialist equipment necessary for each attachment method and how these are used	E3
53 The generally accepted sequences of working for the hair attachment systems in the range	E3



Continues on next page



Knowledge sign-off sheet

Unit GH23 Provide creative hair extension services

What you must know (continued)

You need to understand:	Evidence type
54 The manufacturer's instructions for the attachment of extensions for the system(s) in use in your salon	E3
55 Why it is important to maintain a correct and even tension when adding hair extensions	E4
56 How to maintain hot and cold hair attachment systems and why maintenance is important to how long the hair style will last	E3
57 How to remove hot and cold hair attachment systems	E4
58 Why it is important to remove product build up and debris as part of the extension removal process	E3
Problem solving	
59 The types of problems that can occur when adding hair extensions and how to remedy them	E4
60 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)	E4
Cutting techniques when working with extensions	
61 The reasons for establishing and following guidelines	E3
62 Why and how hair sectioning needs to be adapted when hair extensions are present	E3

Continues on next page

You need to understand:	Evidence type
63 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	E3
64 Why and how cutting techniques in the range should be adapted when hair extensions are present	E3
65 Why and how checking methods for cutting should be adapted when hair extensions are present	E3
Products	
66 The types of finishing products suitable for use with hair extensions	E3
67 The types and purpose of specialist products available for the aftercare of hair extensions	E3
68 The types of products to use when removing hot and cold extensions	E4
Finishing techniques	
69 The types of styling and finishing techniques that can and cannot be used with hair extensions and why	E4
Aftercare advice for clients	
70 How to correctly detangle hair from point to root using specialised combs and brushes	E3
71 The importance of following manufacturers' instructions when shampooing and conditioning the hair	E3
72 Products for home use that will benefit the client and those to avoid and why	E3
73 How to protect the hair when sleeping and why	E3
74 How lifestyle can affect the client's choice of style (eg active sports, career requirements)	E3
75 How the use of artificial hair can affect their styling possibilities	E3
76 How to maintain their agreed style	E3
77 How long the hair extensions can be expected to last	E3



Hair extensions

Hints and tips

It is vital to make sure the client fully understands how to look after the extensions and when to return to the salon; otherwise they will not look as good as they should, and may slip out.

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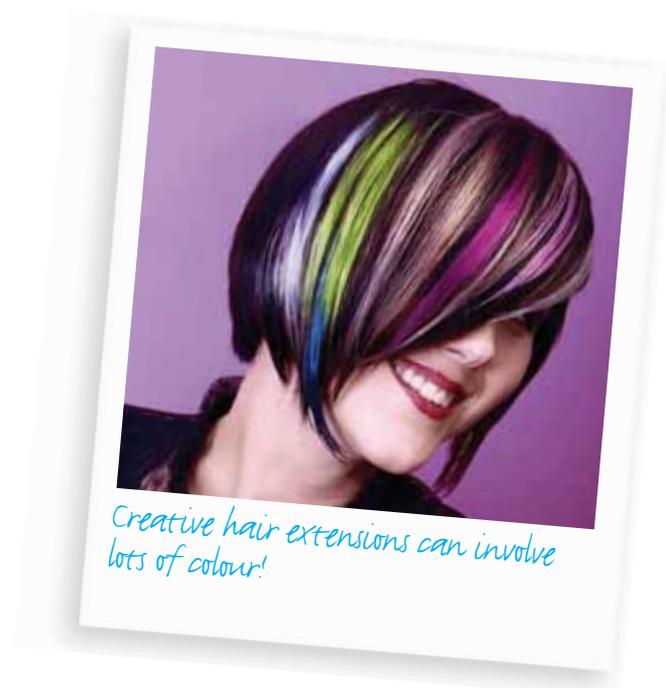


Knowledge sign-off sheet

Unit GH23 Provide creative hair extension services

What you must know (continued)

You need to understand:	Evidence type
78 Removal requirements for attached hair	E3
79 How to deal with signs of traction alopecia	E3
Communication	
80 The types of anxieties commonly experienced by clients undergoing the hair extension process	E3
81 How to help relieve client anxieties in a reassuring way	E3
82 How to give effective advice and recommendations to clients	E3
Tick if E3 was an online test	<input type="radio"/> Date
Tick if E4 was an online test	<input type="radio"/> Date
Tick if E3 was a written test	<input type="radio"/> Date
Tick if E4 was a written test	<input type="radio"/> Date
Tick if cross-unit knowledge test was an online test	<input type="radio"/> Date
Tick cross-unit knowledge	<input type="radio"/> Date



Unit GH23 (City & Guilds Unit 045)

Provide creative hair extension services

Optional

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