



GH12 *cutting* *hair*

Great hairdressing starts with a great haircut! Hair cutting is the foundation for all new looks and the best way to maintain an existing hairstyle. Your cutting skills are among the most important you will need as a hairdresser and they all start

here in this unit! First you will learn the basics but as your skills develop, you will learn how to adapt your work to personalise each look to the client's features. This will help you build a loyal client base and a successful hairdressing career.



Unit GH12 (City & Guilds Unit 018)

Cut hair using basic techniques

Mandatory

Image courtesy of Goldwell

130 Level 2 NVQ/SVQ Hairdressing

This unit has three outcomes. As they are linked, you can be observed by your assessor for all three outcomes at the same time.

Outcome 1

Maintain effective and safe methods of working when cutting hair

Outcome 2

Cut hair to achieve a variety of looks

Outcome 3

Provide aftercare advice



Evidence requirements

You must practically demonstrate in your everyday work that you have met the standards for cutting a variety of looks on both hair types. 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 at least **eight** occasions – two for each cutting look (fringes can be incorporated into any of the cutting looks). These looks must include a one length above the shoulder, and a short graduation incorporating the use of scissor over comb. You must do 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.

Image courtesy of Goldwell

“
All great haircuts require good technique and imagination. However, without the basics in place, this won't be possible.
Andrew Collinge

”



Agyness Deyn's rock chick crop complements her quirky and fun personality.

Photograph by Richard Stonehouse, Camera Press London

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:

Adapted your cutting technique to take into account the following factors:

hair density

hair texture

head and face shape

hair growth patterns

hair elasticity

Used all of the following cutting techniques:

club cutting

freehand

scissors over comb

Achieved all of the following looks:

one length

uniform layer

short graduation

long graduation

with a fringe

Cut the following hair types:

curly

straight

Given the following advice:

how to maintain their look

time interval between services

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 cutting hair

Hair

Cutting techniques

Aftercare advice for clients

Communication

This will be completed through written and oral questioning by your assessor, or by an online GOLA test. For details of what you must know, see pages 138–140.



Cutting hair

Useful words

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

Basic uniform layer All the sections of the hair are the same length, as shown here.



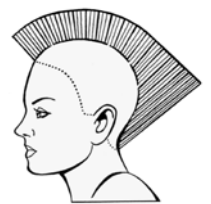
Club cutting (or blunt cutting) The most basic way of cutting sections of hair is straight across, parallel to the index and middle finger.

Factors You must adapt your cutting technique to take into account certain characteristics of your client's hair and appearance (see the 'What you must cover' section for a list of the different factors).

Freehand cutting The cutting of hair without holding it in place.

Hair elasticity How much the hair can be stretched and return to its original length. Hair that has been bleached or tinted will have impaired elasticity.

Long graduation The inner layers of the hair lengths are shorter than the outline shape, as shown here.



One length cut The hair is cut at the same outside length, as shown here.



Scissors over comb The cutting of hair using the comb as a guide for the scissors. This is often used when cutting short hair.

Short graduation The inner layers of the hair lengths are longer than the outline shape, as shown here.





Observation sign-off sheet

Unit GH12 Cut hair using basic techniques

What you must do

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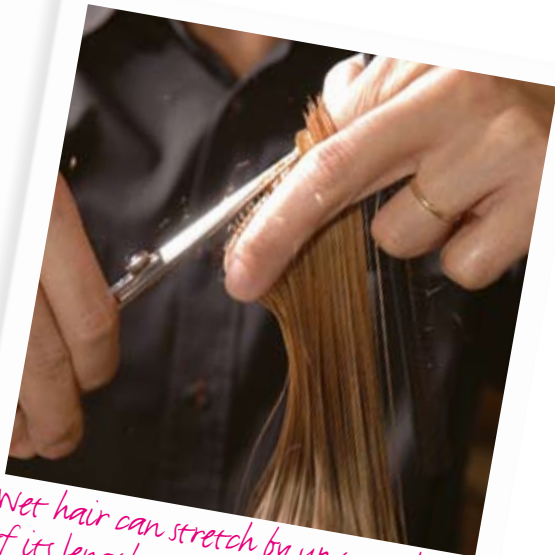
Within your work you must show your assessor that you can do the following. You will be observed a number of times (as a guide, at least **twice** for each look).

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

Outcome 1

Maintain effective and safe methods of working when cutting hair

- Ensure your client's clothing is effectively protected throughout the service
- Ensure your client's skin is kept free of excess hair cuttings throughout the service
- Position your client to meet the needs of the service without causing them discomfort
- Ensure your own posture and position whilst working minimises fatigue and the risk of injury
- Keep your work area clean and tidy throughout the service
- Remove waste immediately at the end of the service
- Use working methods that:
 - minimise the risk of damage to tools
 - 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
- Ensure your personal standards of health and hygiene minimise the risk of cross-infection, infestation and offence to your clients and colleagues
- Use tools that are safe and fit for purpose
- Complete the service within a commercially viable time



Wet hair can stretch by up to a third of its length. Adjust your cutting so the hair isn't too short when it's dry.

Observation	1	2	3	4	5	6	7	8		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date										
Candidate signature										
Assessor signature										
IV signature (if sampled)										

Image courtesy of istockphoto

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Outcome 2

Cut hair to achieve a variety of looks

- a Correctly establish the **factors** likely to influence the service
- b Confirm with your client the **look** agreed at consultation prior to commencing the cut
- c Accurately establish and follow the cutting guideline(s) to achieve the **look** required
- d Control your tools to minimise the risk of damage to the hair and scalp, client discomfort and to achieve the desired **look**
- e Use cutting **techniques** suitable for your client's **hair type** and to achieve the desired look
- f Adapt your cutting **techniques** to take account of the **factors** that influence the service
- g Change your position around your client in a way that helps you to ensure the accuracy of the cut
- h Establish accurate distribution of weight, balance and shape by regularly cross-checking the cut
- i Remove any unwanted hair outside the desired outline shape *
- j Consult with your client during the cutting process to confirm the desired **look**
- k Make a final visual check of the hair to ensure the finished cut is accurate
- l Confirm your client's satisfaction with the finished cut



Cutting hair



A fringe can be combined with any of the other looks.

Observation	1	2	3	4	5	6	7	8		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date										
Candidate signature										
Assessor signature										
IV signature (if sampled)										

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

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Observation sign-off sheet

Unit GH12 Cut hair using basic techniques

What you must do (continued)

Outcome 3

Provide aftercare advice

- a Give **advice** and recommendations accurately and constructively
- b Give your client suitable **advice** on the maintenance of their cut

Observation	1	2	3	4	5	6	7	8		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date										
Candidate signature										
Assessor signature										
IV signature (if sampled)										

Timing tip

The maximum commercially viable service time for cutting hair is 45 minutes.



Rihanna has a heart-shaped face, so her side-swept fringe suits her face shape.

Observation sign-off sheet

Unit GH12 Cut hair using basic techniques



Cutting hair

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.

Factors

Tick the factors considered for each observation. **All** factors must be considered.

	1	2	3	4	5	6	7	8		
Hair density	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hair texture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Head and face shape	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hair growth patterns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hair elasticity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Look

Tick the look achieved for each observation. Each look must be achieved **twice**.

	1	2	3	4	5	6	7	8		
One length	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uniform layer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Short graduation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Long graduation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
With a fringe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Techniques

Tick the techniques used for each observation. **All** techniques must be used.

	1	2	3	4	5	6	7	8		
Club cutting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Freehand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scissors over comb	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Hair types

Tick the hair type for each observation. **Both** hair types must be worked on.

	1	2	3	4	5	6	7	8		
Curly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Straight	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Observation sign-off sheet

Unit GH12 Cut hair using basic techniques

What you must cover (continued)

Advice

Tick the advice given in each observation. **Both** must be given.

How to maintain their look

Time interval between services

1	2	3	4	5	6	7	8		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Observation

Achieved

Date

Candidate signature

Assessor signature

IV signature (if sampled)

1	2	3	4	5	6	7	8		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Advising your client on how to make the most of their new cut will earn you a good reputation.

Comment form

Unit GH12



Cutting hair

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

Comments

Date

1

2

3

4

5

6

7

8





Knowledge sign-off sheet

Unit GH12 Cut hair using basic techniques

What you must know

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You will be assessed on your knowledge and understanding of all the following points. This will be completed by your assessor, either by asking you questions within a conversation, or with a written test (evidence type E3). This could be an online GOLA test. Your assessor will let you know how s/he intends to assess you.

Some areas appear in more than one unit (shaded in darker pink). 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, you can 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 the looks in the range	E3
3	your salon's and legal requirements for disposal of waste materials	E3
How to work safely, effectively and hygienically when cutting hair		
4	the range of protective clothing that should be available for clients	E3
5	why it is important to protect clients from hair clippings	E3
6	how the position of your client and yourself can affect the desired outcome and reduce fatigue and the risk of injury	E3
7	the safety considerations which must be taken into account when cutting hair	E3
8	why it is important to avoid cross-infection and infestation	E3
9	why it is important to keep your work area clean and tidy	E3
10	why it is important to position your cutting tools for ease of use	E3
11	methods of cleaning, disinfecting and/or sterilisation used in salons	E3
12	the methods of working safely and hygienically and which minimise the risks of cross-infection and cross-infestation	E3
13	the correct use and maintenance of cutting tools	E3
14	the importance of personal hygiene	E3

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You need to understand:	Evidence type
Hair	
15 the factors that must be taken into consideration prior to and during cutting (eg hair types, hair density, hair growth patterns, etc) and how these affect the service	E3
16 the factors which should be considered when cutting wet hair and dry hair	E3
17 the average rate of hair growth	E3
Cutting techniques	
18 how the factors in the range can affect the way the hair is cut	E3
19 why it is important to check the hair before and after shampooing prior to cutting	E3
20 the importance of consulting with clients throughout the cutting process	E3
21 the importance of applying the correct degree of tension to the hair when cutting	E3
22 how and why to use club, freehand and scissors-over-comb cutting techniques	E3
23 the reasons for establishing and following guidelines	E3
24 how to create and follow a guideline for one length, uniform layer, short graduation and long graduation looks	E3
25 how the angle at which the hair is held will affect the weight distribution, balance and degree of graduation of the cut	E3
26 how to create the looks in the range	E3
27 the importance of working with the natural fall of the hair when considering the weight distribution within a haircut	E3
28 the importance of cross-checking the cut	E3
29 how to cross-check and balance the cut	E3



Cutting hair

Hints and tips

Hairdressing scissors should only be used for cutting hair. Never use them to cut anything else or the blades will become blunt and misaligned.

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Knowledge sign-off sheet

Unit GH12 Cut hair using basic techniques

What you must know (continued)

You need to understand:	Evidence type
Aftercare advice for clients	
30 the importance of having regular cuts	E3
31 the recommended time interval between cuts	E3
Communication	
32 how to give effective advice and recommendations to clients	E3
Tick if E3 was a GOLA test	<input type="radio"/> Date
Tick if E3 was a written test	<input type="radio"/> Date
Tick if cross-unit knowledge test was a GOLA test	<input type="radio"/> Date
Tick cross-unit knowledge	<input type="radio"/> Date



Image courtesy of Central Hairdressing Academy

