

Additional Assessment Guidance for units 59, 60, 61 and 63

**NCFE Level 1 Occupational Studies for the
Workplace qualifications**

Unit 59 Styling Women's Hair (F/502/3796)

Assessment guidance

1 Be able to prepare for basic styling for women.

Styling technique to include:

- hair straightening
- smoothing
- curling
- finger drying
- putting hair up
- blow drying
- setting hair
- pin curling.

Factors influencing style:

- head and face shape
- body shape
- age
- lifestyle
- hair growth
- hair length
- hair type
- hair condition and texture (elasticity density)
- fashions
- adverse skin scalp and hair conditions.

Client preparation:

- covering clothes, gowns
 - consulting on styling
 - advising on styling
 - washing
 - conditioning
 - drying.
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Unit 59 Styling Women's Hair (F/502/3796) (cont'd)

Assessment guidance (cont'd)

2 Be able to provide basic styling for women.

Products tools and equipment:

- combs
- brushes
- dryers
- curlers/straighteners
- mousse
- gel
- lotion
- spray
- moisturisers
- wax.

Carry out styling:

- correct posture
- using tools, equipment and products
- checking client is comfortable with procedures and happy with results.

Safety and hygiene:

- risks if hygiene rules not followed
- salon rules
- procedures re hygiene and safety; personal hygiene (removal of jewellery, hair tied back, clean, suitable clothing, hands and nails clean, cover wounds, sores etc)
- equipment hygiene (equipment clean and sterilized where appropriate; working area clean and tidy; supplies of disposable items; safe use of chemical products) own health and safety (posture etc).

Communication and professionalism

Communicating appropriately with client for different reasons, such as:

- meeting and greeting client
- obtaining information in consultation
- putting client at ease
- checking whether client is comfortable with procedure
- following salon procedures
- treating client with respect
- referring problems, queries to others where appropriate.

Unit 60 Styling Men's Hair (A/502/3795)

Assessment guidance

1 Be able to prepare for basic styling for men.

Styling techniques to include:

- hair straightening
- smoothing
- curling
- finger drying
- blow drying
- finishing.

Factors influencing style:

- head and face shape
- body shape
- age
- lifestyle
- hair growth
- hair length
- hair type
- condition and texture (elasticity density)
- fashions
- adverse skin scalp and hair conditions
- facial hair
- baldness.

Client preparation

- covering clothes, gowns
 - consulting on styling
 - advising on styling
 - washing
 - conditioning
 - drying.
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Unit 60 Styling Men's Hair (A/502/3795) (cont'd)

Assessment guidance (cont'd)

2 Be able to provide basic styling for men.

Product tools and equipment:

- combs
- brushes
- dryers
- electrical styling equipment
- mousse
- gel
- lotion
- spray
- moisturisers
- wax
- dressing cream.

Carry out styling:

- correct posture
- using tools, equipment and products
- checking client is comfortable with procedures and happy with results.

Communication and professionalism

Communicating appropriately with client for different reasons, such as:

- meeting and greeting client
 - obtaining information in consultation
 - putting client at ease
 - checking whether client is comfortable with procedure
 - following salon procedures
 - treating client with respect
 - referring problems, queries to others where appropriate.
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Unit 61 Colour hair using temporary colour (D/505/5025)

Assessment guidance

1 Be able to prepare for application of temporary colour

Colour hair using temporary colour:

- prepare the client
- prepare the work area
- PPE
- correct posture
- shampoo and condition hair
- tools and equipment.

Temporary colouring products:

- mousses
- gels
- wands
- sprays (hair and glitter)
- lotions
- setting lotions
- water rinses
- colour paints.

Purpose and effect:

- temporary and semi-permanent products - enhances the natural colour by adding tones (eg warm, golden or ashen), darkens natural coloured hair, for fashion effects
- permanent products - enhances the natural colour by adding tones (eg warm, golden or ashen), darkens and lightens natural coloured hair, for fashion effects
- lightening products - lightens all hair.

Factors:

- hair and scalp condition (hair porosity, head lice, dry flaky scalp)
- natural hair colour
- fashion trends
- desired finished look.

Application:

- full head
- partial head.

Unit 61 Colour hair using temporary colour (D/505/5025) (cont'd)

Assessment guidance (cont'd)

2 Be able to apply a temporary colour

Procedure for temporary colouring:

- application method
- suitable equipment
- manufacturer's instructions
- preparing client's hair
- preparing the colour product
- even
- neat partings/meshes/sections
- applying sufficient product.

Be able to apply a temporary colour

Temporary colouring products:

- mousses
- gels
- wands
- sprays (hair and glitter)
- lotions
- setting lotions
- water rinses
- colour paints.

Safe and hygienic working practices:

- methods of sterilisation
- PPE
- relevant health and safety legislation
- Electricity at Work Act
- posture.

Communicate:

- speaking
- listening
- body language
- what to say
- how to say it
- range of hair colouring terminology.

Unit 61 Colour hair using temporary colour (D/505/5025) (cont'd)

Assessment guidance (cont'd)

Behave:

- following instructions
- working co-operatively with others
- following salon requirements.

Basic structure of the hair:

- cuticle
- cortex
- medulla.

Methods and techniques:

- scrunching
- shoe shining
- stencilling
- combing.

Remove colouring products:

- semi-permanent
 - quasi-permanent
 - permanent
 - lightening products
 - cap
 - foils.
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Unit 63 Basic make-up application (J/502/3797)

Assessment guidance

1 Be able to prepare for make-up

Factors influencing choice of make-up products and techniques:

- face shape
- eye colour
- hair
- colour
- skin colour
- type and texture
- outfit colour
- natural daylight
- artificial light
- occasion eg day or special occasion
- skin condition and reactions
- fashion trends
- cultural factors.

Importance of preparation procedures:

- to check client's requirements
- to ensure make-up products and techniques are suitable for client and required look
- to ensure necessary products and tools are available and within easy reach
- to ensure client is comfortable
- to ensure client's clothing and hair is protected; to ensure hygiene procedures are complied with.

Client preparation procedure:

- position on couch
 - gown
 - headband
 - sectioning clips
 - head/neck support
 - visual inspection of skin to check skin type
 - contraindications ie skin diseases/disorders, eye infections, allergies, conditions that cause the client discomfort.
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Unit 63 Basic make-up application (J/502/3797) (cont'd)

Assessment guidance (cont'd)

Prepare the work area for basic make-up service:

- sterilisation and sanitation methods
- preparation of tools
- materials
- equipment
- products
- personal hygiene and appearance.

Products, tools and equipment:

- concealers
- foundations eg liquid, cream/oil based, mousses; all-in- one; powder; cream or powder blusher
- cream or powder eye shadow; pencil or liquid
- eyeliner
- mascara
- lipstick
- lip gloss
- make-up remover eg cleansing milk, gel or cream
- brushes
- palettes
- sponges
- mirror
- make-up palette
- headbands
- gowns
- towel
- cotton wool.

Uses of commonly available make-up products:

- coverage
- reduce shine
- add colour
- highlight
- shade
- define
- enhance
- disguise or soften natural features and blemishes.

Unit 63 Basic make-up application (J/502/3797) (cont'd)

Assessment guidance (cont'd)

2 Be able to carry out make-up

Basic skin types:

- oily
- dry
- normal
- combination.

Structure and function of the skin:

- epidermis
- dermis
- subcutaneous layer
- sensation
- heat
- regulation
- absorption
- protection
- excretion
- secretion.

Bone structure of face:

- frontal
- zygomatic
- mandible
- maxillae bones.

Prepare the face

Preparing face by removing any existing make-up, cleansing, toning and moisturising.

Apply basic make-up

Applying cosmetics to meet client requirements, eg day, evening or special occasion look - removing make-up after application if necessary.

Unit 63 Basic make-up application (J/502/3797) (cont'd)

Assessment guidance (cont'd)

Safe and hygienic working practices include:

- sterilisation and sanitation methods
- following health and safety instructions according to salon policy
- personal protective equipment (PPE)
- Control of Substances Hazardous to Health (COSHH)
- safe use of tools and equipment.

Communication and behavior includes:

- speaking, listening and responding to instructions
 - asking questions
 - body language
 - cooperating
 - teamwork
 - taking responsibility
 - polite
 - tactful
 - respectful
 - using skin care and make-up terminology.
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