Technical Guidance Document for Apprentices

Hair Professionals Assessment Plan (Hairdressing)

Consultation

Question	Answer
How many consultations will be observed by the Apprenticeship Assessor during the End-point Assessment for the Hair Professionals (Hairdressing)?	The Apprenticeship Assessor will observe **all** of the consultations performed by the apprentice throughout their End-point Assessment.
What are adverse hair, skin and scalp conditions?	Examples of adverse hair conditions would include: trichorrhexis nodosa, damaged cuticle, alopecia. Examples of adverse skin and scalp conditions would include: psoriasis, scars, moles, cysts.
How can client's lifestyle be covered?	Examples of the client's lifestyle include; work, religion, age, time, gender, personality.

What are the different hair classifications?

Hair classifications table			
	1a Fine/thin	*1b Medium*	*1c Coarse*
Type 1: Straight Hair	*Straight*	*Straight with volume*	*Straight difficult hair*
	2a Fine/thin	*2b Medium*	*2c Coarse*
Type 2: Wavy Hair	*'S' Pattern*	*Frizzy 'S' pattern*	*Very frizzy 'S' pattern*
	3a Fine/thin	*3b Medium*	*3c Coarse*
Type 3: Curly Hair	*Soft curl*	*Loose curl*	*Tight curl*
	4a Fine/thin	*4b Medium*	*4c Coarse*
Type 4: Very curly hair	*Tight coiled curl pattern*	*'Z' pattern and spring curl*	*Tight 'Z' pattern*

Question	Answer
How can the apprentice identify suspected infections or infestations if the client did not have any?	VTCT has produced a Client Declaration Form in which the apprentice will sign to confirm that their clients do not have any signs of infections or infestations. This can also be evidenced on a consultation sheet. Examples of suspected infections include; ringworm (tinea capitis), impetigo, folliculitis. Examples of suspected infestations include; scabies, head lice (pediculosis capitis).

Does the apprentice have to take into account all of the factors that may limit or affect the services?	The apprentice has to take into account the factors that may limit and/or affect the services (where applicable). The clients' lifestyle, test results and hair classifications are applicable to each client. Any adverse hair, skin and scalp conditions and the incompatibility of previous services and products used are not applicable to every client. Therefore, these would not be taken into account if not applicable.
Does the apprentice have to take into account all of the hair characteristics?	Yes, this is a requirement across the different technical components of the Hair Professionals Assessment Plan (Hairdressing). Examples of different hair classifications include; hair density, hair texture, hair elasticity, hair porosity, hair condition, hair length, hair growth patterns.

Shampoo, condition and treat the hair and scalp

Question	Answer
Are gloves required to be worn for the shampooing and conditioning services?	No, this is not a requirement for the shampooing and conditioning process unless the apprentice is suffering from a skin condition, for example contact dermatitis.
How many shampooing and conditioning services will be assessed?	The Apprenticeship Assessor will observe at least **one** shampooing and conditioning service throughout the End-point Assessment.
Can you achieve a distinction grade in the shampooing and conditioning component?	No, the shampoo, condition and treat the hair and scalp component is graded fail/pass only.
What is an effleurage massage technique and when it is used?	The effleurage massage technique is a slow, stroking movement using the palms of the hands to spread the product onto the hair. It is used during both the shampooing and the conditioning process.
What is a rotary massage technique and when it is used?	The rotary massage technique is performed by small, circular movements using the pads of fingers to stimulate the scalp and remove dirt and grease from the hair. It is used during the shampooing process.
What is a friction massage technique and when it is used?	The friction massage is a quick rubbing movement, using the pads of the fingers to deep clean any difficult areas of the head. It is used during the shampooing process.
What is a petrissage massage technique and when is it used?	The petrissage massage technique is performed by deep, kneading movements to relax the client whilst stimulating the sebaceous glands and the blood supply. It is used during the conditioning process.

Cut hair using a range of techniques to create a variety of looks	
Question	**Answer**
How many creative restyles are required for the End-point Assessment?	**One** creative restyle is required for the End-point Assessment.
How many different cutting techniques are required to be demonstrated during the creative restyle?	During the creative restyle, the apprentice is required to use a **minimum of any three** of the following cutting techniques: • Club cutting • Freehand • Scissor over comb • Texturising (may include razoring) • Precision cutting technique (including disconnection) • Fringe cutting • Clipper work
What is the definition of a club cutting technique?	The club cutting technique is also known as blunt cutting. This cutting technique involves cutting the hair straight whilst holding the hair with tension between the fingers.
What is the definition of a freehand cutting technique?	The freehand cutting technique is used when tension is not required. The hair is not held in the fingers whilst cutting. A comb can be used for positioning and cutting the hair such as when cutting a fringe, allowing for the natural fall of the hair over the ears and whilst cutting the hair one length.
What is the definition of a scissor over comb cutting technique?	The scissor over comb cutting technique is used when the comb is used to lift and support the hair to be cut. The hair is cut with the scissor over the comb. Examples would include: when a graduated effect is required, blending short hair into the neck area.
What is the definition of a texturising cutting technique?	Texturising cutting techniques are used to reduce any lines and bulk from the hair in order to create a softer and more textured effect. Texturising techniques can include point cutting, slicing, brick cutting, etc. A razor can be used to perform thinning techniques and slicing.

What is the definition of a precision cutting technique?	Precision cutting is a technique that is used to create bold, sharp, precise haircuts. This technique would create a blunt line in the haircut.
What is the definition of 'disconnection'?	Disconnection is used to create a demarcation area between two different levels. Longer lengths of hair do not blend or join with shorter lengths of hair.
What is a 'creative' restyle?	A creative restyle changes the shape and the length of a haircut. A creative restyle would include the use of a range of different cutting techniques.
Can the apprentice use a razor and texturising scissors during the creative restyle?	Yes, the apprentice can use both of these tools during the creative restyle.

Style and finish hair using a range of techniques

Question	Answer
How many blow-dries are required for the style and finish component?	For the style and finish unit, **one** blow-dry which must create volume, movement and curl is required.
How much hair must be taken up when completing the hair up style?	The minimum amount of hair that should be taken during the hair up style is 80%.
Does the apprentice have to cover a setting technique during the End-point Assessment?	Yes, the apprentice must cover a minimum of **one** setting technique for the style and finish component: • Rollering • Wrap setting • Pin curling to give volume • Pin curling to give flat movement
How many products must be used during the style and finish component?	A minimum of **two** products must be used from the following: • Heat protectors • Sprays • Mousse • Creams • Gels • Serums • Setting lotions • Wax
Do all of the factors have to be taken into account for the style and finish component?	All of the factors are required to be taken into account (where applicable). For example the quantity of added hair will not be applicable to all clients.

Does the apprentice have to blow-dry hair that is above and below the shoulder in length?	The apprentice is required to **style** hair that is above and below the shoulder in length. One of these styles must be a blow-dry which creates volume, movement and curl in the hair. The other style required is a hair up style.
Can the apprentice leave the brushes in the client's hair to cool whilst performing a round brush blow-dry? Is this classified as a setting technique?	It is sufficient for the apprentice to leave the brushes in the client's hair to cool. No, this is not classified as a setting technique, this is classified as a blow-dry.
Does the apprentice have to style above and below the shoulder length hair for the style and finish component?	Yes, this is outlined in the Hair Professionals Assessment Plan (Hairdressing) for this component.
What is classified as hair that is above and below the shoulder in length?	**Figure 1** Above the shoulder / Below the shoulder
If the apprentice performs a round brush blow-dry and then uses pin curl clips to secure the curls in place and then allows them to cool, will this cover the required setting technique in the style and finish component?	Yes, if the client's hair is blow-dried and then secured with the used of pin curls, this would cover the specific requirements of a setting technique within the style and finish component.
Can heated styling equipment be used prior to secure the hair into pin curls? Is this classed as a setting technique?	Yes, this is sufficient to curl the hair with heated styling equipment and then secure the hair with pin curl clips to cover the requirement of a setting technique, although a round brush blow-dry which creates volume, movement and curl must still be performed for this component.
Can the round brush blow-dry that creates volume, movement and curl be assessed independently from a setting technique?	Yes, the round brush blow-dry and the setting technique can be assessed independently.
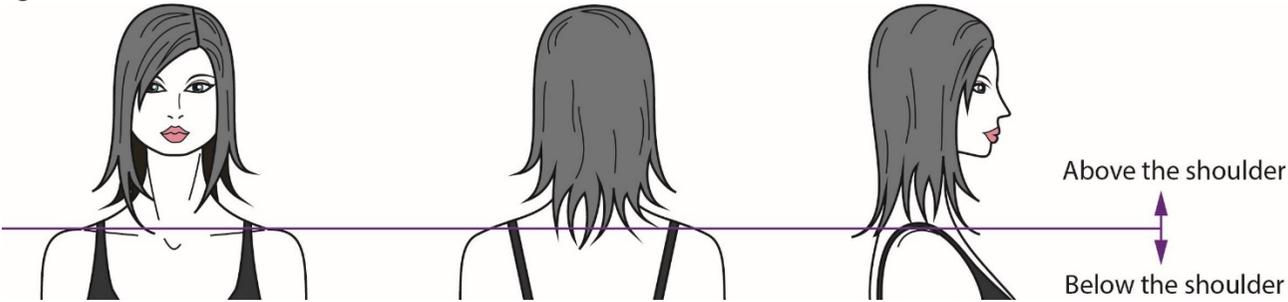
When a round brush is used to blow-dry a bob, would this cover the 'curl' requirement of the style and finish component?	No, the apprentice is required to create a defined curl within the round brush blow-dry that creates volume, movement and curl in the hair.
Can added hair be used for the hair up style?	Yes, added hair can be used to enhance the hair up style if required.
Can heated rollers be used for the setting technique requirement?	Yes, heated rollers can be used for the requirement of the setting technique for this component.
How much of the hair is to be set to meet the requirements of the setting technique?	When performing a setting technique, the whole head must be covered, excluding the fringe area (where applicable).

Colour and lighten hair using a range of techniques

Question	Answer
When should a skin test be performed?	A skin allergy test must be performed following the manufacturer's instructions, 24-48 hours prior to the colouring and lightening service.
Who is responsible for conducting the tests?	The apprentice is responsible for conducting all of the tests.
The apprentice does not evidence that a skin test has been performed on the client; can the colouring and lightening service take place?	The apprentice must have evidence that a skin test has been conducted on the client that they are to perform the colouring and lightening service on. If there is no evidence of a skin test, the colouring and lightening service will not be able to be performed on the day of the End-point Assessment.
How can the apprentice evidence that a skin test has taken place?	VTCT has devised a Client Declaration Form to evidence that the required tests (where applicable) and inspections have been conducted on each client. The Client Declaration Forms must be made available to the Apprenticeship Assessor on the day of the End-point Assessment and also held in the centre for twelve months.
What is the definition of an incompatibility test?	If there are any suspicions of metallic salts being present in the hair which may react with professional colouring products, an incompatibility test must be performed prior to the colouring and lightening service.
Is the apprentice required to perform an incompatibility test on the day of their End-point Assessment?	The apprentice is not required to complete an incompatibility test on the day of the End-point Assessment. The apprentice would only need to perform an incompatibility test if this was applicable to their client, i.e. if the apprentice was unsure of the previous colouring products used on their client's hair. If an incompatibility test has been conducted this must be evidenced on a VTCT Client Declaration Form.
What is the definition of a porosity test?	A porosity test is performed to identify how porous the hair is. Whilst performing the test the hair's cuticles will feel smooth or rough. This test is performed on dry hair, by taking a few strands of hair and sliding the fingers along the hair shaft. The test is carried out prior to any service.
What is the definition of an elasticity test?	An elasticity test is to test the strength of the hair's cortex. This test is performed before any service and it is carried out on wet/dry hair. Take one or two strands of hair and stretch the hair a couple of times between the finger and the thumb.

What is the definition of a colour test?	A colour test is performed before a colour or lightening service to see if the desired result is achievable. This test is also known as a test cutting.
What is the definition of a strand test?	A strand test is performed during the colouring or lightening service to check the development of the product used. This is also known as a development strand test.
Is a strand test required to check the development of colour and prior to the removal of all colours?	Strand tests for both colouring and lightening products are to be performed following the manufacturer's instructions.
Are all of the tests listed required to be carried out during the colouring and lightening service?	Not all of the tests listed are applicable to every client. A skin test, an elasticity test and a porosity test should be performed prior to every colouring and lightening service. An incompatibility test and a colour test are not always applicable to all clients, therefore, are not required to be completed on the day of the End-point Assessment. If completed as preparation for the End-point Assessment, the results of the tests should be made available for the Apprenticeship Assessor on the day of End-point Assessment and evidenced on the Client Declaration Form.
Are gloves required during the mixing of colouring and lightening products, colour application and colour removal?	Yes, all of the required PPE is required for the colouring and lightening service. This includes during the mixing of colouring and lightening products, colour application and the removal of colouring and lightening products.
What are the requirements for the colour and lighten hair component?	The apprenticeship Assessor will observe a colouring and lightening technique which include: • Woven highlights • A minimum of a T-section of the head which includes a change in depth and tone • One other colouring technique
Can the two colouring services be performed on the same client?	The apprentice can perform both colouring techniques on the same client or on separate clients. However, a minimum of **two** different colouring products must be used and two different colouring techniques performed.
What is the definition of a woven technique?	The hair is weaved to create highlights/lowlights in the hair before application of the foil/meche and the colouring/lightening product.
Is a spatula allowed to be used instead of foil/meche for the woven highlights?	No, a spatula is used for a 'pulled through' method. The apprentice must use meche/foils etc. for the woven technique performed.

What is the definition of a T-section?	**Figure 2** T-section highlights consist of a section taken from the crown area to the front hairline, along the parting. Sections are then taken on the side of the head from the top down to the ear and repeated on the other side of the head. This creates a "T" shape on the head. The highlights must be woven to the roots of the hair. Please see **Figure 2** above.
How many different products have to be used during the colouring and lightening service?	A minimum of **two** different types of colouring products are required to be used during the colouring and lightening service: • Semi-permanent • Quasi-permanent • Permanent • Lighteners • Toners
What is a lightener?	A lightener is a bleaching product.
Is a lightener required to be used during the colouring and lightening service?	The colouring products that are used during the colouring and lightening service are decided by the apprentice: The apprentice must use a minimum of **two** different types of products: • semi-permanent • quasi-permanent • permanent

	• lighteners • toners
Can a toner be used to change the depth and tone of the hair?	A toner is designed to alter the tone of the hair. Toners are not designed to lift the depth of the hair.
Can a toner be applied at the salon basin?	Yes, it is sufficient for a toner to be applied at the salon basin.
Does the apprentice have to take into account all of the factors outlined for the colouring and lightening process?	The apprentice will need to take into account all of the factors listed (where applicable) for their client for the colouring and lightening service, for example, the percentage of white hair, time interval from last perm or relaxer and recent removal of hair extensions are not applicable to all clients.

Ways of working	
Question	**Answer**
If the apprentice drops a comb/hairbrush or any other piece of equipment, will they fail their End-point Assessment?	The apprentice will not fail their End-Point Assessment, however, they must ensure that they have the spare equipment ready and it is clean and sterilised prior to use.
How should the apprentice hold the hairdryer?	A hairdryer should be held for the purpose it has been designed for. The apprentice cannot place the hairdryer under their arm or between their legs during use. If the hairdryer is put down whilst sectioning the hair, it must be switched off.
If the apprentice cuts their finger, will the apprentice fail the End-point Assessment?	The apprentice will not fail their End-point Assessment if they accidentally cut their finger. However, the apprentice must take the appropriate action to deal with the cut.

Additional guidance

Question	Answer
When will the oral questions take place?	The oral questions will take place after each service is completed. For example, once the apprentice has completed the restyle. Guidance regarding the oral questions that will be asked by the Apprenticeship Assessor can be found in the End-point Assessment Guide on the VTCT website.
Does the apprentice have to complete a consultation sheet?	It is recommended that the apprentice uses the VTCT consultation sheet for End-point Assessment (Hairdressing).
Can the apprentice use their own tools during the End-point Assessment?	Yes, VTCT recommends that the apprentice uses their own tools during the End-point Assessment.
If the apprentice changes their schedule during the assessment, will they fail their End-point Assessment?	No, the apprentice will not fail their End-point Assessment if they change their schedule on the day/during the End-point Assessment. However, the apprentice will have to provide the Apprenticeship Assessor with a rationale for any changes made.
Do all tools and equipment need personalised labels?	No, the apprentice's tools and equipment are not required to have personalised labels.