



Technical Guidance Document for Apprentices

Hair Professional Assessment Plan (Barbering)

Consultation																																					
<i>Please note: Consultations are not graded and do not contribute to the overall grade of the End-point Assessment.</i>																																					
Question	Answer																																				
How many consultations will be observed by the Apprenticeship Assessor during the Hair Professional End-point Assessment (Barbering)?	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, different types of hair loss conditions. 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?	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="background-color: #f2f2f2;"><i>Hair classifications table</i></th> </tr> <tr> <th style="background-color: #f2f2f2;"></th> <th style="background-color: #f2f2f2;"><i>1a Fine/thin</i></th> <th style="background-color: #f2f2f2;"><i>1b Medium</i></th> <th style="background-color: #f2f2f2;"><i>1c Coarse</i></th> </tr> </thead> <tbody> <tr> <td style="background-color: #f2f2f2;">Type 1: Straight Hair</td> <td style="text-align: center;"><i>Straight</i></td> <td style="text-align: center;"><i>Straight with volume</i></td> <td style="text-align: center;"><i>Straight difficult hair</i></td> </tr> <tr> <th style="background-color: #f2f2f2;"></th> <th style="background-color: #f2f2f2;"><i>2a Fine/thin</i></th> <th style="background-color: #f2f2f2;"><i>2b Medium</i></th> <th style="background-color: #f2f2f2;"><i>2c Coarse</i></th> </tr> <tr> <td style="background-color: #f2f2f2;">Type 2: Wavy Hair</td> <td style="text-align: center;"><i>'S' Pattern</i></td> <td style="text-align: center;"><i>Frizzy 'S' pattern</i></td> <td style="text-align: center;"><i>Very frizzy 'S' pattern</i></td> </tr> <tr> <th style="background-color: #f2f2f2;"></th> <th style="background-color: #f2f2f2;"><i>3a Fine/thin</i></th> <th style="background-color: #f2f2f2;"><i>3b Medium</i></th> <th style="background-color: #f2f2f2;"><i>3c Coarse</i></th> </tr> <tr> <td style="background-color: #f2f2f2;">Type 3: Curly Hair</td> <td style="text-align: center;"><i>Soft curl</i></td> <td style="text-align: center;"><i>Loose curl</i></td> <td style="text-align: center;"><i>Tight curl</i></td> </tr> <tr> <th style="background-color: #f2f2f2;"></th> <th style="background-color: #f2f2f2;"><i>4a Fine/thin</i></th> <th style="background-color: #f2f2f2;"><i>4b Medium</i></th> <th style="background-color: #f2f2f2;"><i>4c Coarse</i></th> </tr> <tr> <td style="background-color: #f2f2f2;">Type 4: Very curly hair</td> <td style="text-align: center;"><i>Tight coiled curl pattern</i></td> <td style="text-align: center;"><i>'Z' pattern and spring curl</i></td> <td style="text-align: center;"><i>Tight 'Z' pattern</i></td> </tr> </tbody> </table>	<i>Hair classifications table</i>					<i>1a Fine/thin</i>	<i>1b Medium</i>	<i>1c Coarse</i>	Type 1: Straight Hair	<i>Straight</i>	<i>Straight with volume</i>	<i>Straight difficult hair</i>		<i>2a Fine/thin</i>	<i>2b Medium</i>	<i>2c Coarse</i>	Type 2: Wavy Hair	<i>'S' Pattern</i>	<i>Frizzy 'S' pattern</i>	<i>Very frizzy 'S' pattern</i>		<i>3a Fine/thin</i>	<i>3b Medium</i>	<i>3c Coarse</i>	Type 3: Curly Hair	<i>Soft curl</i>	<i>Loose curl</i>	<i>Tight curl</i>		<i>4a Fine/thin</i>	<i>4b Medium</i>	<i>4c Coarse</i>	Type 4: Very curly hair	<i>Tight coiled curl pattern</i>	<i>'Z' pattern and spring curl</i>	<i>Tight 'Z' pattern</i>
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<p>How can the apprentice identify suspected infections or infestations if the client did not have any?</p>	<p>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).</p>
<p>Does the apprentice have to take into account all of the factors that may limit or affect the services?</p>	<p>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 factors would not be taken into account.</p>
<p>Does the apprentice have to take into account all of the hair characteristics?</p>	<p>Yes, this is a requirement across the different technical components of the Hair Professional Assessment Plan (Barbering). Examples of different hair classifications include; hair density, hair texture, hair elasticity, hair porosity, hair condition, hair length, hair growth patterns.</p>

Shampoo, condition and treat the hair and scalp	
Question	Answer
Are gloves required to be worn for 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 the apprentice 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 different looks/haircuts are required for the cut hair using a range of barbering techniques component?	Two different barbering looks/haircuts are required for the cut hair using a range of barbering techniques component.
Which tools and equipment have to be used within the cut hair using a range of barbering techniques component?	The apprentice must use all of the following tools and equipment over the two haircuts: <ul style="list-style-type: none"> • Scissors • Clippers • Clipper attachments • Trimmers • Razors
Does wet and dry hair have to be covered?	Yes, both wet and dry hair have to be cut within the cut hair using a range of barbering techniques component.
How many different cutting techniques are required to be demonstrated across the two different barbering looks/haircuts?	The apprentice must use a minimum of nine of the following techniques over the two haircuts: <ul style="list-style-type: none"> • Club cutting • Scissor over comb • Clipper over comb • Texturising • Freehand • Razor cutting • Tapering • Graduating • Layering • Fading • Disconnecting • Eyebrow trim


Do all of the factors have to be taken into account for the cut hair using a range of barbering techniques component?	<p>The apprentice must have considered all of the following factors:</p> <ul style="list-style-type: none"> • Hair characteristics • Hair classifications • Head and face shape • Presence of male pattern baldness • Presence of added hair (where applicable) • Piercings (where applicable) • Adverse skin conditions
What is the definition of a club cutting technique?	This cutting technique involves cutting the hair straight whilst holding the hair with tension between the fingers. The club cutting technique removes length and creates a blunt end to hair, used for precision cutting, retains hair bulk and weight, used for both curly and straight hair.
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, used for very short styles cut into nape/sides, shortens to less than finger depth, cut to head shape/size or when blending layers.
What is the definition of a clipper over comb cutting technique?	The clipper over comb cutting technique is used when the hair supported by comb and cut with clippers. Produces a sharp blunt end to hair. Often used for very short styles cut into nape/sides, shortens to less than finger depth, cut to head shape/size or when blending layers. Can be used to 'polish' short hair when blending and fading.
What is the definition of a texturising cutting technique?	The texturising cutting technique is a generic term used to describe how a basic haircut is 'broken up/shattered'. It removes bulk and weight from the hair to create a range of different lengths and seamless layers within the haircut. Terms used for texturising include; Point cutting, chipping, slicing, channel cutting.
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 razor cutting technique?	A razor can be used to perform thinning techniques and slicing in the hair. It is completed on wet hair and Removes the length and bulk, produces soft broken edges and texture removes weight and increases curl.

What is the definition of a tapering cutting technique?	The tapering cutting technique is used to remove bulk from hair or join together short or long layers. Can be achieved by using scissors or a razor. Produces a textured look on short hair and feathered look on longer hair.
What is the definition of a graduating cutting technique?	A graduating cutting technique is when the hair is shorter on the perimeter with layers graduated to longer layers within the interior of the haircut (short graduation). Alternatively, the interior layers are short with the layers graduated to longer lengths at the perimeter (long graduation).
What is the definition of a layering cutting technique?	The layering cutting technique is used when layers are cut into the hair throughout the haircut. Layers can be graduated, or uniform in length, depending on the angle hair is held whilst cutting the hair.
What is the definition of a fading cutting technique?	The fading cutting technique is when the hair is cut from longer lengths at the top to very short to bald, fading out to skin level at the nape and sides.
What is the definition of a disconnecting cutting technique?	The disconnection cutting technique is when shorter and longer sections are wanted within a haircut and the sections are not blended, which gives a dramatic effect to a hairstyle. Examples include; undercutting or side partings.
How many neckline shapes are to be covered within the cut hair using a range of barbering techniques component?	The apprentice must cover a minimum of two of the following neckline shapes over the two haircuts: <ul style="list-style-type: none"> • Tapered • Squared • Full neck line • Skin fade
How many outline shapes are to be covered within the cut hair using a range of barbering techniques component?	The apprentice must cover a minimum of two of the following outline shapes over the two haircuts: <ul style="list-style-type: none"> • Natural • Created • Tapered
Are gloves required to be worn when using an open cut razor?	Yes, it is essential that gloves are worn when using an open cut razor.

Style and finish men's hair	
Question	Answer
How many finishes are required for the style and finish men's hair component?	For the style and finish men's hair component, one finish is required.
How many products must be used within the style and finish men's hair component?	<p>A minimum of three products must be used from the following within the style and finish men's hair component:</p> <ul style="list-style-type: none"> • Sprays • Creams • Gels • Wax • Tonics • Oils • Styling powders
Which tools and equipment have to be used for the style and finish men's hair component?	<p>All of the following tools and equipment must be used within the style and finish men's hair component:</p> <ul style="list-style-type: none"> • Combs • Flat brush • Round brush • Electrical equipment
Do all of the factors have to be taken into account for the style and finish men's hair component?	<p>The apprentice must have considered all of the following factors:</p> <ul style="list-style-type: none"> • Hair characteristics • Hair classifications • Hair cut • Hair growth patterns • Head and face shape

<p>Which drying techniques are to be used within the style and finish men’s hair component?</p>	<p>The apprentice must use at least one of the following drying techniques:</p> <ul style="list-style-type: none"> • Brush drying • Finger drying
<p>Which of the finished looks are to be achieved within the style and finish men’s hair component?</p>	<p>The apprentice must achieve one of the following finished looks:</p> <ul style="list-style-type: none"> • Straightening • Smoothing • Creating volume • Creating movement • Creating texture

Cut facial hair into shape	
Question	Answer
How many facial hair cuts are required within the End-point Assessment?	<p>The apprentice must cover both of the following facial hair cuts within their End-point Assessment:</p> <ul style="list-style-type: none"> • Full beard with moustache • Partial beard and moustache
Which tools and equipment have to be used within the cut facial hair into shape component?	<p>The apprentice must use all of the following tools and equipment:</p> <ul style="list-style-type: none"> • Scissors • Clippers • Clipper attachments • Trimmers
Which influencing factors have to be considered within the cut facial hair into shape component?	<p>The following influencing factors must have to be taken into account when performing both facial hair cuts:</p> <ul style="list-style-type: none"> • Head and face shape • Hair characteristics • Hair classification • Hair style • Adverse skin conditions • Facial piercings (where applicable) • Clients' wishes • In-growing hair • Skin elasticity • Scarring (where applicable)

<p>Which cutting techniques are to be used within the cut facial hair into shape component?</p>	<p>The apprentice must use all of the following cutting techniques across the cut facial hair into shape component:</p> <ul style="list-style-type: none"> • Scissor over comb • Clipper with attachment • Clipper over comb • Freehand • Fading
<p>When performing a beard trim, is it sufficient for the apprentice to just complete the outline of the beard?</p>	<p>No, this would not be sufficient. The apprentice must complete a full beard trim. This would include the trimming of the moustache, the defining of the outline shape and the reduction of the beard hair length.</p>
<p>What is a 'partial beard'?</p>	<p>A partial beard may cover different variations which could include styles where the beard is not full. These styles can include a goatee beard, chin strap, mutton chops etc.</p> 

Shaving services	
Question	Answer
How many shaves must be performed within the shaving services component?	The apprentice must complete one full shaving service within the End-point Assessment.
Which tools and equipment are required to be used within the shaving services component?	The apprentice must use all of the following tools and equipment during the End-point Assessment: <ul style="list-style-type: none"> • Open blade razors, with disposable blade • Shaving brushes
Which influencing factors are to be taken into account for the shaving service component?	The following influencing factors must have to be taken into account when performing the shaving service: <ul style="list-style-type: none"> • Hair classification • Hair characteristics • Adverse skin conditions • Unusual features • Skin elasticity • Facial contour • Facial piercings (where applicable) • Clients' wishes
Is a pre-shave product required to be used?	Yes, a pre-shave product must be used during the shaving service.
Is a lathering product required to be used?	Yes, a lathering product must be used during the shaving service.
Which shaving techniques are required within the shaving services component?	The following shaving techniques must be used during the shaving service: <ul style="list-style-type: none"> • Skin tensioning • Forehand stroke • Backhand stroke
Is a finishing product required to be used?	Yes, a finishing product must be used during the shaving service.

Is the sponge shaving technique required for the End-point Assessment?	The sponge shaving technique is no longer required as part of the End-point Assessment.
Are gloves to be worn throughout the shaving service?	Yes, gloves must be worn throughout the shaving service.
Will the apprentice fail their End-point Assessment if gloves are not worn?	Yes, it is essential that gloves must be worn throughout the shaving service.
Are hot and cold towels required to be used during the shaving service?	Yes, it is essential that both hot and cold towels are to be used within the shaving service.
Is it sufficient to use a microwave to heat towels instead of a hot towel cabinet?	Yes, it is fine to use a microwave instead of a hot towel cabinet.

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, the apprentice 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 when styling the men's hair?	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.
What would happen in the case that the apprentice does not meet the minimum health and safety standards?	If the risks are appropriately addressed by the apprentice the End-point Assessment may continue. The Apprenticeship Assessor will make a judgment on whether the End-point Assessment can continue or not. If the Apprenticeship Assessor believes there to be a risk relating to health and safety, then the End-point Assessment will be stopped.

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 shaving service. 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 (Barbering).
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.

Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
v1	Quality/Assessment	15/08/2019	Published	Qualification Administrator
v1.1	Quality/Assessment	23/03/2021	Reviewed	Assessment Lead (Hairdressing & Barbering)
v1.2	Quality/Assessment	31/03/2021	Formatting and branding	Qualification Administrator
v1.3	Quality/Assessment	07/04/2021	Signed-off	Quality Lead
v2	Quality/Assessment	12/04/2021	Full versioned and published	Qualification Administrator

Document Review

Role	Review Status

Document Owner

Document Owner	Document shared with
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Role	Sign-off Date
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