ginaconway
ACADEMY
centre for educational excellence

# Knowledge Study Pack

## Cutting



Student Name:

# Unit 203: Cut hair using a range of techniques to create a variety of looks

## Handout 1: Preparing the work area

Preparing and keeping the work area maintained will create a good, professional impression of you and the salon.

Your work area must always be clean and tidy to ensure:

- all health and safety legislation is being followed
- risks of hazards and accidents in the salon are reduced
- the spread of infection is prevented
- a professional image is presented.



| | Practices to prepare the salon |
|---|---|
| **Trolley**<br> | Ideal for setting up and storing tools, equipment and materials for the service.<br>Items must be stored correctly to prevent any hazards.<br>All tools and equipment must be checked for any damage and faults, and you must follow the Electricity and Work Act if you identify any faults. |
| **Work station**<br> | Must not be cluttered with too many tools, equipment or products. This is a potential hazard, as they could drop off the surface and cause accidents. |

| | |
|---|---|
| **Salon floor**<br> | This area will always be very busy and needs to remain clear of any hazards. It is essential that all hair cuttings be removed straight away to reduce the risk of slipping in the salon. |
| **Styling chair**<br> | Must be cleaned and free from any hair cuttings to ensure a professional image. |

All work areas in the salon must reflect a professional standard. It is essential that they are always clutter-free, clean and tidy in preparation to carry out services.

It is each stylist's responsibility to keep all areas of the salon clean and tidy. This involves:

- setting up tools, equipment, and materials for each service that they carry out
- leaving the styling and shampooing areas in a hygienic condition for further treatments
- following health and safety and manufacturers' instructions for tools, equipment and products
- checking that all tools, products and equipment are clean, following salon requirements
- making sure all equipment is checked before and after use, following health and safety regulations
- removing hair cuttings from the salon floor
- storing and disposing of products properly, following the COSSH act and manufacturers' instructions.

Having a set practice will allow you to work methodically, maintain a professional image and follow health and safety rules. In addition, it will prevent cross-infection by keeping tools, equipment and work areas clean throughout the day.

# Handout 2: Scissors



Scissors are the most important item in your hairdressing kit. Your scissors should feel like an extension of you and feel comfortable in your hand; you need to try out different sizes and blades. A guide for the sizing of scissors is to lay them along the length of your hand, from the base of your palm to just below the top of your middle finger.

The average scissor size for your first pair of scissors is between a five-inch and a six-inch blade. As you gain experience you will probably choose more expensive, longer-bladed scissors, or have a couple of pairs.

Scissors can be used on wet or dry hair.

**Blades**

These can be serrated or bevelled for control and grip of the hair. As you become more experienced, you will probably use a straight or convex blade.

A convex blade is very sharp, with a razor-like quality, and allows you to carry out more techniques.

**Maintenance**

To keep your scissors sharp, you must maintain them correctly:

- Only use them for their intended purpose – only ever cut human hair, or the blades will become damaged and blunt.
- Disinfect your scissors after each use.
- Oil them regularly sors after each use.blunt.ly ever cut
- Store them safely  sors after each use.blunt.ly ever cut human hair,se more expensiv
- Have your scissors professionally sharpened and balanced regularly.
- Follow the manufacturer's instructions when cleaning, using and storing your tools and equipment.



# Handout 3: Hair classifications

| Classification | Style suitability |
|---|---|
| **Type 1: Straight hair**<br> | Straight hair tends to show scissor marks more clearly, so accurate sectioning and correct tension is required.<br><br>Subtle texturising effects can help to soften cutting lines – but do not use this technique on fine hair, as it will appear thinner.<br><br>Coarse straight hair may benefit from texturising and thinning to make the style more achievable. |
| **Type 2: Wavy hair**<br> | Wavy hair can be moulded into shape, and usually has enhanced body.<br><br>Work with the natural fall of the hair to achieve the best results.<br><br>Coarse wavy hair can appear fluffy. Avoid using a razor on this type of hair, as it may make the fluffiness more pronounced. |
| **Classification** | **Style suitability** |
| **Type 3: Curly hair**<br> | Curly hair usually has a combination of textures; it can appear frizzy and have lots of body.<br><br>Curly hair will spring up once cut. Minimal tension is required on this type of hair – using a wide-toothed comb and freehand techniques can assist you in achieving the desired result. |
| **Type 4: Very curly hair**<br> | Very curly hair is often fragile, so be careful when cutting it.<br><br>Again, minimal tension is required.<br><br>Treat the hair gently, combing out the areas and encouraging the curl.<br><br>Avoid texturising techniques. Use mostly club cutting and freehand techniques. |

# Handout 4: Guidelines and cross-checking the balance of a cut



**Creating and following guidelines**

The easiest way to achieve an accurate cut is to section the hair clearly so you can follow your guideline. If this is a new haircut for you, you must think logically and plan the cut. First, visualise the finished cut on the client (the ability to 'see' a style before you produce it is a vital skill). Then start to break down the areas of the head: nape, crown, sides and temples. If you use a head sheet, draw your angles and guidelines out first. This process will only take a couple of minutes, but it allows you to confidently start the cut. Do not let the busy hubbub of the salon disturb your cutting plan – concentrate on the client and the cut you are about to perform.

You need to work methodically through the cut. Your guideline is the most important part of the cut, so if you lose it, stop and work backwards until you find it again.

**Accurate sectioning**

Sectioning will help you establish the shape and give you the direction you need during the cut. Make sure the sections are the correct size. If the hair is fine and sparse you will be able to take slightly larger sections, but if the hair is abundant your sections will be smaller.

**Tension**

You must cut with equal tension around the head to achieve an even cut. Remember that hair stretches when wet, and curly hair bounces up, so too much tension could cause the hair to be cut too short. If the hair starts to dry out while you are cutting you will lose the correct degree of tension, so keep the hair the same dampness throughout.

**Cross-check and balance the cut**

You should cross-check during the service and at the end to ensure you have performed an accurate cut. The easiest way to cross-check a layered cut is to check horizontally, if you have cut vertically, and vice versa. If you have used a razor, cross-checking becomes more difficult – in this case you will need to check visually for balance and weight distribution. Facial features can also help you check a cut, but remember that facial features, especially ears, are not symmetrical! During the cut, use your mirror – it is your best friend. It will show you any imbalance in shape or length.

**Fringes**

If your client is having a fringe cut in, make sure the style will be balanced and the fringe is cut according to their requirements. Take their face shape and growth patterns into consideration.



# Handout 5: Physical features

This handout will help you understand how physical features can have an impact on the haircut chosen by the client and how to adapt your cut to allow for any such physical features.

| Physical feature | How to deal with it |
|---|---|
| **Prominent or misshapen nose**  | A soft style with texturising around the face will soften this feature and take the emphasis away from it. |
| **Protruding ears**  | Protruding ears are less prominent if they are not exposed. Talk to your client about leaving some length around the ears, even if they want a shorter style. |
| **Narrow forehead**  | Fringes and side partings will disguise a narrow forehead, especially if the eyes are close set. |

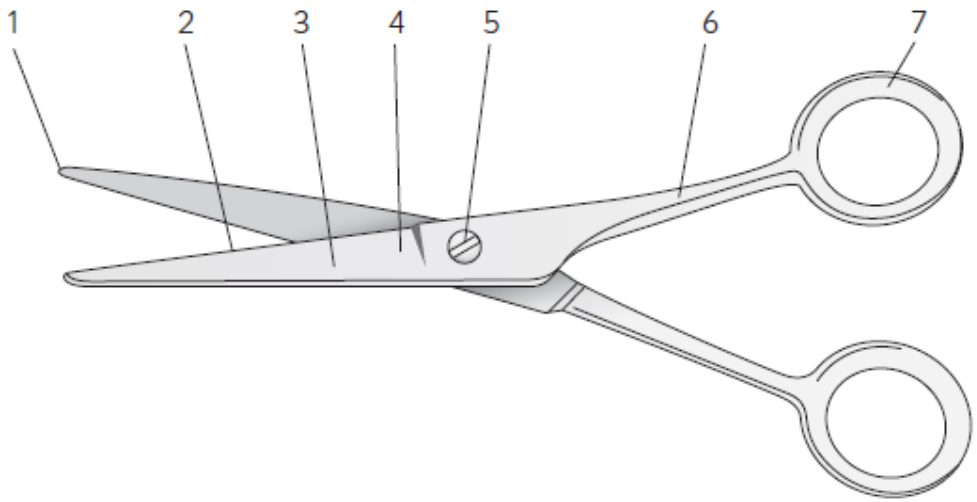
| Physical feature | How to deal with it |
| --- | --- |
| **Small face**<br> | Do not choose a voluminous style, as the client can look like a lollipop – large voluminous hair can overwhelm a small face. |
| **Large face**<br> | Go for length and texture to soften the face. Hair styled in a crop or taken back from the face will accentuate the face shape. |
| **Glasses**<br> | Make sure your client wears their glasses during the consultation so you can work with the shape of them. |
| **Wrinkles**<br> | For a client who is more mature, a softer shorter style will work well, whereas a style scraped off the face will accentuate any wrinkles. |

# Worksheet 1: Consultation

It takes time to perfect your consultation technique so that it feels truly natural, but once you have mastered it and feel comfortable, you will build your client base and gain the trust of your clients.
With other learners, get together in small groups and discuss how to complete a thorough consultation for a cutting service. Write down questions and use the consultation sheets to prompt you.
Complete a full consultation on each other, using the salon iPad or camera equipment to video the consultation.
Play it back and be reflective. Work out the areas where you need to concentrate more.

# Worksheet 2: Scissor parts (learner)

Label the diagram, and if possible add a brief description of each part.




1)

2)

3)

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6)

7)

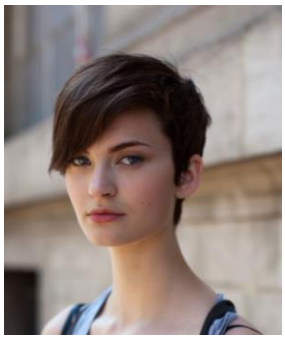
# Worksheet 3: Hair classifications style sheet

Using the internet and style magazines, research looks for the four hair classification types. Choose **two** styles that are suitable for each classification.

# Worksheet 4: Hair types (learner)

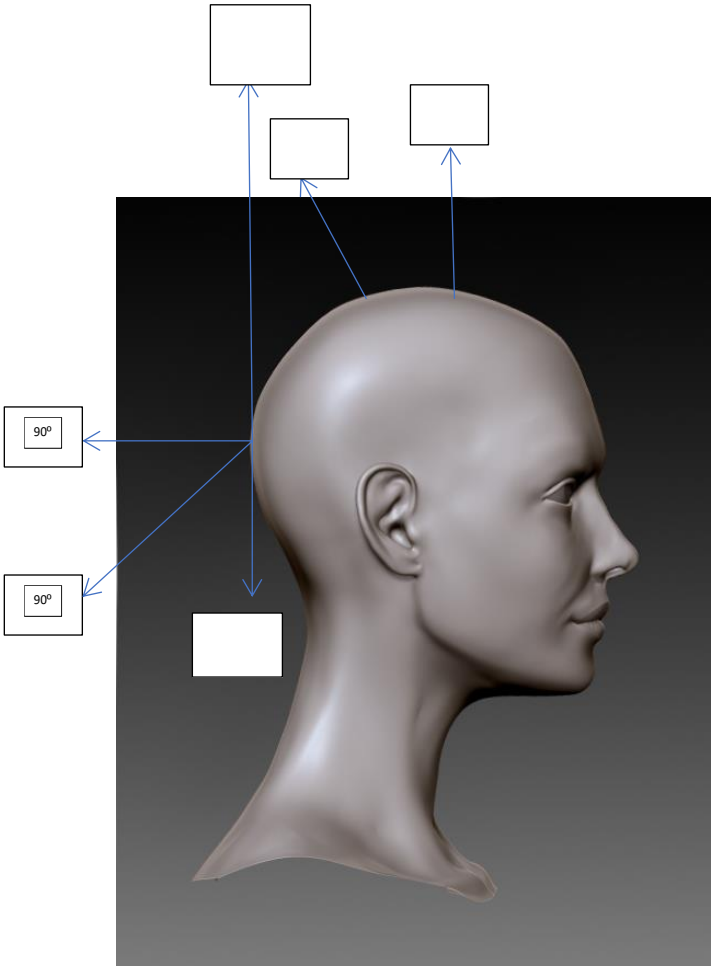
| Type | How to deal with it |
|---|---|
| **Type 1 – Straight hair**  | |
| **Type 2 – Wavy hair**  | |
| **Type 3 – Curly hair**  | |
| **Type 4 – Very curly hair**  | |

| Type | How to deal with it |
| --- | --- |
| **Coarse hair**<br> | |
| **Fine hair**<br> | |
| **Abundant hair**<br> | |
| **Sparse hair**<br> | |

| Type | How to deal with it |
| --- | --- |
| **Long hair**<br> | |
| **Short Hair**<br> | |

# Worksheet 5: Draw angles (learner)

Label the image below with the different angles used in cutting hair.




The full elevation for a long layer is:

Half of that elevation is used in a uniform layer – it is:

Short graduation uses half a uniform layer – it is:

# Worksheet 6: Cutting techniques quiz (learner)

Answer the following questions to test your knowledge of cutting techniques.

1. ‘Cutting across the ends of the hair with the flat edge of your scissor blades creates a solid line.’ What technique is being described here?

2. Name one advantage of the scissors over comb technique.

3. Which creates a blunter line, scissors over comb or clippers over comb?

4. Describe the technique of texturising and the effect it creates.

5. When slicing the hair, which type of scissors should you use?

6. Twist cutting works well on wavy hair. What might be the disadvantages of twist cutting on fine or flyaway hair?

7. Describe when you might use freehand cutting.

8. What technique is being described below?

‘Can be cut with scissors or clippers. The hair is cut at an angle, working from the established length in the top and crown sections, growing shorter as one travels toward the bottom hairline at the perimeter of the hair.’

9. Thinning can be carried out with flat-bladed or thinning scissors. Describe the benefits of thinning.

10. Describe what disconnection is, and how its advantages can be used in a cut.

# Worksheet 7: Aftercare

Pick two clients/styles. When you have completed the cutting services, what aftercare advice would you give to each of these clients?
Consider products, recommended time intervals between appointments and any future services. Make the checklist personal to your workplace.

**Client 1**

Style:

Aftercare advice:

Products:

Future services:

**Client 2**

Style:

Aftercare advice:

Products:

Future services:

# Worksheet 8: Physical features (learner)

Complete the table below to describe how each of the following physical features could influence the choice of hair cut:

| **Feature** | **How this would influence the cut** |
|---|---|
| Glasses | |
| Prominent nose | |
| Small face | |
| Wrinkles | |
| Large face | |
| Protruding ears | |
| Narrow forehead | |

# Worksheet 9: Prepare for your client – checklist (learner)

It is important to prepare yourself and your work area before carrying out any hair service. The exercise below will help you to remember all the things that you must do before your client arrives. The list has been started to help you; once you have completed it, you can keep it and use it in the future.

- ✓ Make sure that all the tools and equipment are safe and fit for purpose.
- ✓ Make sure that all the tools and equipment have been sterilised.
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

# Worksheet 10: Hazards and risks (learner)

Hazards have the potential to cause risks. If you put your clients in danger by failing to follow health and safety procedures and your salon policy, you could be faced with legal action. Complete the hazard and risk table below. You can put it up in your staffroom to make sure everyone is aware of potential hazards in the workplace.

| Hazards | Risks |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
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| | |