

Assessment Strategy for Barbering African Type Hair NVQs and SVQs

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Habia
The standards setting body for
Hair, Beauty, Barbering, African-Type Hair, Nails and Spa
Oxford House
Sixth Avenue
Sky Business Park
Robin Hood Airport
Doncaster
DN9 3GG

Tel: 0845 2 306080
Fax: 01302 774949
Email: info@habia.org
Web: www.habia.org

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FOREWORD

We have the best standards in hairdressing in the world. It is our vision that anyone achieving an NVQ/SVQ in hair or beauty can take up employment in any country without having to take that country's national qualification.

Yet standards are only part of the equation of global acceptance of UK hair and beauty qualifications. Assessment is the key. Without some valid measure of achievement, the world's best standards are no more than words on paper.

This Assessment Strategy is based on solid research with the Barbering African Type Hair industries, trainees, students, assessment centres and the inspectors of government funded programmes during 2002 and will replace the 1998 Assessment Strategy. It has high levels of support from all these stakeholders and has been agreed with all Awarding Bodies. It will continue to strengthen assessment and verification of our NVQs and SVQs. The aim is to standardise the assessment approach without losing the independence of each Awarding Body. This will lead to greater consistency within and between Awarding Bodies.

Continuing professional development is an important part of the Assessment Strategy because in industries where fashions, products, techniques and equipment change so rapidly, it is essential that everyone keeps their skills and knowledge up to date to meet client needs. This is even truer for assessors and verifiers because they are the gatekeepers of standards for the next generation of hairdressers and barbers.

We sincerely hope that the good practice set in the Assessment Strategy will be applied not just to NVQs and SVQs but to all qualifications within Barbering African Type Hair.



Alan Goldsbro
Chief Executive
Habia

ACKNOWLEDGEMENTS

Habia wishes to acknowledge the many people who have contributed to the development of this Assessment Strategy.

The level of dedication to the Barbering African Type Hair industries is highly commendable.

Our particular thanks go to the expert working group, dozens of training providers, employers and candidates and the staff of our Awarding Bodies who gave freely of their time to review and comment upon the various drafts of this document during the course of its development. Your feedback has been extremely important not only in shaping the final version of this document but also in providing Habia with information to assist our future work.

Our thanks also go out to all those who so willingly gave either their own time and effort or that of their staff to serve on our Projects and Standards Committee concerned with steering this project.

The endeavours of Habia staff and our external consultant deserve a special mention and our sincere thanks.

STATEMENT OF SUPPORT

This strategy has been developed as part of Habia's commitment to ensuring continuous improvement in training provision, expertise and the general quality of Barbering African Type Hair services throughout the United Kingdom.

With effective implementation by our Awarding Bodies, it will support the continued availability of high quality National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs) that are fit for purpose and command wide public and employer confidence.

This strategy puts in place requirements which ensure the rigour and consistency of assessment procedures in addition to ensuring that all those involved in assessment processes remain highly qualified, experienced and technically up-to-date.

We have, therefore, no hesitation in recommending this strategy and the contribution it makes towards achieving our wider organisation goals for the Barbering African Type Hair sectors and our responsibilities as a Standards Setting Body.



Alan Goldsbro
Chief Executive Officer
Habia

PART 2

MANDATORY REQUIREMENTS

Key Mandatory Components of Our Assessment Strategy

Part 2 sets out the Key Mandatory components of our Assessment Strategy for NVQs and SVQs, which are:

- Performance in the workplace, the use of realistic working environments, requirements for a realistic working environment and the use of specific simulated activities
- Habia's approach to External Quality Control of Assessment
- The requirements for the occupational expertise of External Verifiers, Internal Verifiers and Assessors

Each of the above are expanded in more detail below.

Performance in the Workplace and Use of Simulations

The Barbering African Type Hair NVQs/SVQs may be assessed in the workplace and or an approved 'realistic working environment' meeting the criteria set out in Appendix 1A .

Habia wishes to make clear its stance on the use of simulated activities and a realistic working environment. The key criterion for allowing the use of simulated activities in the assessment of performance is the rarity of the opportunity to undertake the activities required by the standard of competence. Examples of these activities include:

- dealing with fire and other emergencies
- dealing with health & safety activities outside or peripheral to normal practices
- client/customer relationships
- contra-indications/contra-actions

Therefore, a simulated activity is viewed as 'any structured assessment exercise **involving a specific task** which reproduces real life situations'. In this it is distinct and separate from the use of an approved realistic working environment as the latter allows the candidate to perform an entire **occupational role** over an extended period of time, in an environment which as closely as possible replicates the working environment, and involves real work on real clients drawn from members of the public.

Habia considers evidence generated in a realistic working environment meeting the criteria set out in Appendix 1A, as acceptable for the purposes of Barbering African Type Hair NVQ/SVQ assessment. The use of realistic working environments will be necessary to promote access to assessment for some Barbering African Type Hair candidates at present.

Simulated activities may only be used for Habia developed units where indicated in Appendix 1B. An additional, specific dispensation has been given to schemes operating in HM Prison Service whereby use of replica money is allowed within Unit G4 (Fulfil salon reception duties) to prevent barriers to access caused by prison rules on cash usage.

In addition, the Institute of Customer Service has given a special dispensation for the 'imported' Customer Service units listed below to be assessed in a Realistic Working Environment (RWE) conforming to Habia's criteria specified in Appendix 1A:

- Unit 9 (2006): Give customers a positive impression of yourself and your organisation
- Unit 10 (2006): Promote additional products or services to customers
- Unit 37 (2006): Support customer service improvements

This dispensation in no way implies that the Customer Service NVQ/SVQ itself can be achieved in an RWE. The dispensation only applies to the three imported units above.

As a matter of policy, Habia will work with industry experts and its Awarding Bodies to develop basic Evidence Requirement Specifications for use where Barbering African Type Hair National Occupational Standards are used for NVQ/SVQ purposes.

Approach to Achieving Greater External Quality Control of Assessment

Our strategy to address the above is as follows:

An overall 100% achievement rate for the entire underpinning knowledge and understanding specification in the National Occupational Standards should be required of each candidate.

Habia requires all Awarding Bodies to develop externally set mandatory question papers to cover critical areas of essential knowledge and understanding within specified units for the Hairdressing Level 1, Barbering African Type Hair Level 2, and Barbering African Type Hair Level 3 NVQs/SVQs. These units and the critical areas of knowledge have been detailed in Appendix 1C for Barbering African Type Hair units.

For the Hairdressing Level 1 NVQ/SVQ, Habia requires all Awarding Bodies to set mandatory question papers to cover the critical areas of essential knowledge and understanding as specified in Appendix 1C. These papers should be designed so they may be administered by written or oral means at the discretion of the assessor.

All mandatory question papers should be internally marked by assessors using answer and or marking guides supplied by the Awarding Body. A minimum of two different sets of questions and associated answer guides should be provided for all mandatory, designated areas of questioning.

For externally set mandatory question papers, a 70% achievement rate must be attained under formal, 'closed book' assessment conditions to avoid the necessity of a re-sit of the complete paper. For those achieving 70% or more, questions answered incorrectly may be addressed by a variety of means (eg, 1:1 between tutor and learner, oral questioning, a repeat of the written questions, assignments) to ensure critical areas of missing knowledge are not left unaddressed. A record of this activity must be made to satisfy the audit requirements of the Regulatory Bodies.

All question and answer sheets must be collected from candidates and securely retained by the centre for internal and external verification purposes. It is expected suitable systems will be in place to prevent copying or plagiarism.

It is anticipated that Awarding Bodies will make suitable alternative arrangements for those with identified special needs which may preclude them from undertaking written assessments (eg, candidates who are identified as dyslexic).

It is expected Awarding Bodies will ensure:

- the design of testing does not discriminate between those taking full qualifications and individual units
- that assessment instruments do not directly or indirectly discriminate against any particular group and ensure equality of opportunity appropriate to employment in the Barbering African Type Hair industries
- that candidates are not expected to repeat questions on knowledge 'common' to several units
- arrangements are in place for testing to be carried out at a time to meet individual needs and rate of progress
- where necessary, suitable arrangements are in place for reassessment of those areas where candidates have been shown to be 'not yet competent'.

- suitable arrangements are put in place for those with disabilities affecting their reading and writing capabilities.

Assessment of Essential Knowledge and Understanding Items Outside the Specification for Externally Set Mandatory Question Papers

As a 100% achievement rate is required for the entire Knowledge and Understanding specification for each unit for each candidate, other means such as oral questioning and additional portfolio evidence must be used to demonstrate that all remaining items of underpinning knowledge and understanding have been assessed and achieved satisfactorily.

Habia also requires that the Nationally Agreed Maximum Service Times quoted in Appendix 1F are used for assessment purposes for the particular, critical services listed for each level of Barbering African Type Hair NVQ/SVQ.

Requirements for the Occupational Expertise of External Verifiers, Internal Verifiers and Assessors

Habia requires that:

All assessors, internal verifiers and external verifiers hold assessment and verification qualifications as specified in current guidance produced by the Regulatory Bodies.

In addition, Habia is required by the Regulatory Bodies to specify the appropriate occupational expertise requirements. These requirements have been detailed in Appendix 1D for Barbering African Type Hair. All Habia Awarding Bodies must comply with these requirements when recruiting and selecting external verifiers and implement the requirements within their current external verifier teams. All Habia Awarding Bodies must ensure their Approved Centres comply with these requirements when recruiting and selecting internal verifiers and assessors and implement the requirements with their current internal verifiers and assessors.

It is expected that as part of Awarding Body internal quality assurance processes, the qualifications and occupational expertise requirements of all involved in the assessment and verification process will be regularly monitored and recorded.

Because of the ever changing nature of the industries Habia represents, it is essential that assessors and verifiers keep their technical skills up-to-date and at an occupational level appropriate to the NVQs/SVQs they are assessing or verifying. All assessors and verifiers must be able to demonstrate to their Awarding Body that they engage in appropriate continuing professional development (CPD) activities.

To ensure consistency of approach on this matter across all Awarding Bodies delivering Habia NVQs/SVQs, it is a requirement that all Awarding Bodies implement Habia's minimum requirements for CPD activities and put systems in place to monitor, record and ensure assessor and verifier achievement against these requirements. These appear in Appendix 1E for Barbering African Type Hair.

APPENDICES

Requirements Relating to the Barbering African Type Hair NVQs/SVQs

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APPENDIX 1A

BARBERING AFRICAN TYPE HAIR REALISTIC WORKING ENVIRONMENT REQUIREMENTS

As the Standards Setting Body for the hair and beauty sectors, the Hairdressing And Beauty Industry Authority (Habia) is responsible for defining what constitutes a 'Realistic Working Environment' (RWE). Habia has set down the following criteria for the assessment location. This will ensure that all candidates are being assessed against the National Occupational Standards in a realistic working environment when not in an actual, commercial workplace.

The following criteria must be included as part of centre approval and must be confirmed as being met during the first external verification visit. The criteria must then continue to be met on every subsequent visit. This will ensure that candidates are able to meet commercial needs in the workplace.

1. Assessment centres must develop realistic management procedures that incorporate a 'salon image*' and sales and marketing policy to attract the type and number of clients needed to ensure that the requirements of the National Occupational Standards can be achieved.
2. All assessments must be carried out under realistic commercial pressures and on paying clients and not other candidates within the same group. Clients should vary in age and hair condition so that the requirements of the National Occupational Standards can be achieved.
3. All services that are carried out should be completed in a commercially acceptable timescale. Maximum service times for particular, critical services have been developed by Habia for each Hairdressing NVQ/SVQ and are detailed in Appendix 1F. These times should be used for assessment purposes.
4. Candidates must be able to achieve a realistic volume of work.
5. The space per working area conforms to health & safety legislation and commercial practice.
6. The range of services, professional products, tools, materials and equipment must be up-to-date and available for use. They must enable candidates to meet the requirements of the National Occupational Standards.
7. A reception area where clients are greeted and general enquiries and appointments can be made by telephone or in person must be available. The reception area must also include a payment facility.
8. A retail facility must be provided with products that relate to the clients' needs and the services offered.
9. The RWE must take full account of any bye-laws, legislation or local authority requirements that have been set down in relation to the type of work that is being carried out there.
10. Candidates must work in a professional manner taking into account establishment requirements such as:
 - i. appearance and dress code
 - ii. personal conduct
 - iii. hygiene
 - iv. reliability
 - v. punctuality.
11. Candidates are given workplace responsibilities to enable them to meet the requirements of the National Occupational Standards.

* The use of the word 'salon' is not intended to deny access to the hairdressing qualification if you deliver hairdressing services in other locations (eg, hospitals, care centres etc.). It refers to any place where professional hairdressing services are carried out. However, the location must meet health & safety requirements for hairdressing.

APPENDIX 1B

SUMMARY OF WHERE SIMULATED ACTIVITIES MAY BE USED FOR ASSESSMENT OF Habia DEVELOPED UNITS

Simulated activities may be used for the following, if naturally occurring performance evidence is not available:

Level 2	Unit G4, Fulfil salon reception duties, Outcome 4	<p>'Methods of Payment' Range Variables: 'cash equivalent', 'cheque' and 'payment card' methods of payment.</p> <p>'Payment Discrepancies' Range Variables</p> <p>A special dispensation will continue to exist which allows the use of artificial money in HM Prisons.</p>
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APPENDIX 1C

AREAS WITHIN THE BARBERING AFRICAN TYPE HAIR NATIONAL OCCUPATIONAL STANDARDS FOR WHICH MANDATORY WRITTEN QUESTION PAPERS MUST BE DEVELOPED

As a minimum requirement, Awarding Bodies are required to develop appropriate question papers to cover the areas of Essential Knowledge and Understanding listed below. For Hairdressing Level 1, these papers should be deliverable in either written or oral formats at the discretion of the assessor. Appropriate written question papers must be available for Barbering African Type Hair NVQs/SVQs at Level 2 and 3.

NOTE: Those units applicable to African Caribbean Hair contained within the current Hairdressing Level 1 and Barbering Level 2 and 3 qualifications are shown within the general Barbering Strategy document.

Barbering African Type Hair Level 1: Areas of Knowledge Within Barbering Units Requiring Mandatory Written Questions

Unit Title	Knowledge Areas
AH1: Shampoo and Condition African Type Hair	<ul style="list-style-type: none"> • what is contact dermatitis and how to avoid contracting it whilst carrying out hairdressing services • the direction in which the hair cuticle lies and its importance when disentangling wet hair • the effects of water temperature on the scalp • the types and causes of problems that can arise when shampooing and surface conditioning hair • when and how to use rotary, effleurage, friction and petrissage massage techniques when shampooing and conditioning different lengths of hair • the importance of de-tangling the hair from point to root • how shampoo and water act together to cleanse the hair • how the build up of products can effect the hair, scalp and effectiveness of other services
AH2 Plait and Twist Hair Using Basic Techniques	<ul style="list-style-type: none"> • the potential consequences of excessive tension on the hair • what is traction alopecia • how to identify the signs of traction alopecia

<p>AH3 Remove Hair Extensions</p>	<ul style="list-style-type: none"> • the average rate of hair growth • the potential consequences of excessive tension on the hair • how to identify the signs of traction alopecia • how wearing extensions beyond their recommended time period can affect the removal process • the generally accepted sequence of working for removing hair extensions
<p>AH4 Assist with Perming Services for African Type Hair</p>	<ul style="list-style-type: none"> • why it is important to use personal protective equipment • the role and importance of: <ul style="list-style-type: none"> chemical re-arrangers in the perming process neutralising in the perming process • the importance of accurate timing when re-arranging and neutralising perms • why it is important to handle the hair in the direction of the wind when rinsing and blotting • how low and high water pressure can effect the hair when removing: <ul style="list-style-type: none"> chemical re-arrangers neutralisers in the perming process • the importance of thoroughly rinsing out products
<p>AH5 Assist with Relaxing Services for African Type Hair</p>	<ul style="list-style-type: none"> • why it is important to use personal protective equipment • the role and importance of: <ul style="list-style-type: none"> post relaxing treatments during the relaxing process normalising shampoos during the relaxing process • how low and high water pressure and temperature can affect the hair when removing relaxers • the important of thoroughly rinsing out products
<p>H37 Assist with Hair Colour Services (approved Jan.2006)</p>	<ul style="list-style-type: none"> • why it is important to use personal protective equipment • the importance of thoroughly rinsing products • the importance of emulsifying permanent colouring products as part of the removal process •

Barbering African Type Hair Level 2: Areas of Knowledge Within Barbering Units Requiring Mandatory Written Questions

Unit Title	Area of Knowledge
G15: Advise and Consult with Clients with African Type Hair	<ul style="list-style-type: none"> • why it is important to identify factors that may limit or affect services and products which can be used • how lifestyle; adverse hair, skin and scalp conditions; incompatibility of previous services and products used, limit or affect the services and products that can be offered to clients • the indications of suspected infections and infestations and disorders visible to the naked eye • how and when tests are carried out on hair • the importance of carrying out tests and the potential consequences of failing to do so • the basic structure of hair and skin • the growth cycle of hair • the characteristics and structure of the different types and textures of African hair • the general factors that contribute to healthy hair (eg, health, environment, chemicals) • the likely causes of adverse hair and scalp conditions visible to the naked eye
AH6: Shampoo and Treat Hair and Scalp for African Type Hair	<ul style="list-style-type: none"> • what is contact dermatitis and how to avoid contracting it whilst carrying out hairdressing services • the direction in which the hair cuticle lies and its importance when disentangling wet hair • how shampoo and water act together to cleanse the hair • how the pH value of the products used affects the current state of the hair • the effects of water temperature on the scalp and structure of the hair • how the 'build up' of products can affect the hair, scalp and the effectiveness of other services • how the formulations of shampoos, conditioners and treatments vary to suit different hair conditions • when and how to use shampoos, conditioning and treatment products to treat the hair and scalp conditions in the range • what may happen if the incorrect shampooing and treatment product is used • when and how rotary, effleurage and friction massage techniques should be used when shampooing different lengths and densities of hair • when and how effleurage and petrissage massage techniques should be used when conditioning and treating different lengths and densities of hair • the importance of de-tangling the hair from point to root • how to identify scalp conditions and their cause (i.e dandruff affected, product build-up, traction alopecia, psoriasis) • how heat affects the hair during the conditioning treatment

	<ul style="list-style-type: none"> • the different coil patterns of African type hair and how this affects how the hair is handled and worked upon during shampooing and treatment processes • how the conditioning treatments in the range affect the structure of the hair • the circumstances when hair should not be combed through after shampooing and conditioning treatments
<p>AH19 Cut and Shave Facial Hair to Shape Using Basic Techniques</p>	<ul style="list-style-type: none"> • how the factors in the range can affect the way the facial hair is cut and shaved • when to cut facial hair using freehand, scissors over comb, clipper with attachment and clipper over comb cutting techniques • the importance of considering density and working with the natural growth patterns of the facial hair • the result of cutting against and with the natural hair growth direction • the effects of continual close cutting on black skin • the potential risk of ingrowing hair resulting from continual close cutting • the maintenance requirements for the beards and moustaches in the range.
<p>AH20 Cut, Groom and Finish African Type Hair Using Barbering Techniques</p>	<ul style="list-style-type: none"> • the safety considerations which must be taken into account when cutting hair • the factors that must be taken into consideration prior to cutting and how these affect the service. • the effects of continual close cutting on black skin • the potential risk of ingrowing hair resulting from continual close cutting • the known causes of male pattern baldness • the typical patterns of male pattern baldness • the structure of the bones in the head and face • the importance of correctly combing out the hair prior to cutting • the importance of continually combing and cutting throughout the service • how the angle at which the cutting tools and the head are positioned will affect the weight distribution, balance and degree of graduation of the cut • the types and purposes of different brushes and combs used for grooming hair
<p>AH21 Create Basic Patterns in Hair</p>	<ul style="list-style-type: none"> • the safety considerations which must be taken into account when cutting patterns in hair • the correct use and maintenance of cutting tools • the factors that must be taken into consideration prior to cutting (including hair growth patterns, hair density, scarring etc.) and how they may limit or affect the achievement of patterns • the effects of continual close cutting on black skin • the potential risk of ingrowing hair resulting from continual close cutting • the importance of considering density, texture and working with the natural growth patterns of the hair

<p>AH22 Texturise Hair</p>	<ul style="list-style-type: none"> • the importance of conducting a thorough analysis • the types and purposes of tests • when and how tests should be carried out and the expected results • how the results of tests can influence the texturising service • potential consequences of failing to test • the courses of action to take in the event of adverse reactions to tests (eg. the types of reactions you need to report another, more senior person) • why it is important to record test results • the effects and potential effects of texturising products on the hair structure • the effect of texturiser pre-treatments on the hair structure and why they should be used • the effect of post-treatments on the hair structure and why they should be used • the effect of texturisers on white hair • the active ingredients in texturising products • the importance and effects of restoring the hair's pH balance after the texturising process • the effects and possible effects of temperature on texturising products • the difference between sodium and non-sodium texturising products • why accurate timing and thorough rinsing of products is necessary • how to recognise Trichorrhhexis Nodosa and how to deal with this condition • how the factors in the range can affect your choice of texturising products • how the contra-indications in the range can affect the delivery of the texturising service to clients • the effect of overlapping products on to previously chemically treated hair • the importance of not shampooing the hair 48 hours prior to texturising • the difference between African and Caucasian hair type structures • the factors that should be considered when selecting sodium or non-sodium texturising products • the different types and strengths of available texturisers and when to use them • how to use scalp protectors and why they are important • how to deal with scalp irritation during the texturising process
<p>AH23 Style Hair Using Twisting Techniques</p>	<ul style="list-style-type: none"> • the potential consequences of excessive tension on the hair and scalp • how to identify the first signs of traction alopecia • the types and cause of alopecia • the hair and scalp conditions that require referral to a general practitioner and or trichologist • why it is important to moisturise the hair after twisting and threading • the physical effects of styling and finishing products on the hair

<p>Unit H18: Provide scalp massage services</p>	<ul style="list-style-type: none"> • how and when to carry out the massage techniques in the range • when, why and how to use vibro massage and high frequency equipment • the types of reaction that can occur during the scalp massage service and how to remedy them • how and why the contra-indications in the range can affect the scalp massage service • the structure and function of the skin (ie, epidermis, dermis, subcutaneous layer, nerve endings) • the position and action of the head and neck muscles (ie, frontalis, temporalis, occipitalis, epicranial aponeurosis, sternocleidomastoid, platysma, trapezius) • the name and position of the bones of the head and neck including: skull - occipital, frontal, parietal, temporal, sphenoid, ethmoid neck - cervical vertebrae • how to recognise those conditions which restrict scalp massage (ie, skin disorders, high and low blood pressure, recent scar tissue, severe bruising, cuts and abrasions, recent injuries to the scalp, undiagnosed lumps, bumps and swellings, medication) • how environmental and lifestyle factors affect the condition of the hair and scalp • the function of blood and lymph and their roles in improving skin and muscle tone. • how massage affects blood flow and pulse rate • the principles of lymph circulation and how massage affects the circulation of lymph
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Barbering African Type Hair Level 3: Areas of Knowledge Within Hairdressing Units Requiring Mandatory Written Questions

Unit Title	Knowledge Areas
G16: Provide Consultation Services for African Type Hair	<ul style="list-style-type: none"> • the basic structure of hair and skin • the growth cycle of hair • the characteristics and structures of different African hair types and textures • the general factors that contribute to healthy hair (eg, health, environment, chemicals) • why it is important to identify factors that may limit or affect services and products which can be used • how the following factors limit or affect the services and products that can be offered to clients: <ul style="list-style-type: none"> lifestyle adverse hair, skin and scalp conditions incompatibility of previous services and products used • how to visually recognise indications of ringworm, impetigo, scabies, eczema, alopecia, psoriasis, folliculitis, dandruff, keloids, ingrowing hair and head lice • the likely causes of various adverse hair, skin and scalp conditions (ie, ringworm, impetigo, scabies, eczema, alopecia, psoriasis, folliculitis, dandruff, keloids, ingrowing hair and head lice) • which hair, scalp conditions and disorders should be referred to a pharmacist, general practitioner or trichologist • the importance of, and reasons for, not naming specific conditions when referring clients to a general practitioner or trichologist • the importance of carrying out tests and the potential consequences of failing to do so • how and when tests are carried out on hair and skin
AH9 Colour African Type Hair	<ul style="list-style-type: none"> • the dangers associated with the inhalation of powder lighteners • how to use lighteners safety • the precautions that must be taken when using powder lighteners • the importance of questioning clients to establish any contra-indications to colouring services • why it is important to record client responses to questioning • the legal significance of client questioning and the recording of client's responses to questioning • the types of purposes of tests in the range • the importance of following manufacturer's instructions for skin testing • when and how tests should be carried out and the expected results • how the results of tests can influence the colouring and lightening service • potential consequences of failing to carry out tests

	<ul style="list-style-type: none"> • the courses of action to take in the event of adverse reactions to tests (eg, what type of reactions you must report to other, more senior people) • why it is important to record test results • the principles of colour selection, including the International Colour Chart (ICC) • how the natural hair pigment within African type hair affects the choice of colour and colouring products and the need to pre-lighten • the effect of different colouring and lightening products on the hair structure • how different strengths of hydrogen peroxide influence colouring and lightening • how the texture of the hair influences the choice of hydrogen peroxide strength to be used • how differing hair porosity levels can affect the results of the colouring process • how the factors in the range can affect your choice of colouring and lightening products and application techniques • effects of temperature on the application and development of colouring and lightening products • how to dilute hydrogen peroxide to form different strengths of solutions • the importance of restoring the hair's pH balance after the colouring and lightening process • why it is important to avoid disturbing areas still processing when removing products from developed areas • why it is important to emulsify colour prior to rinsing • why it is important to leave the hair and scalp free of colouring and lightening products • how and why the contra-indications in the range can affect the delivery of colouring services to clients • how to recognise Trichorrhexis Nodosa and how to deal with this condition • the sequence of applying permanent colour to virgin hair and why this is important • the types and causes of colouring and lightening problems that may occur during processing (eg. skin staining, deterioration of hair condition and product seepage) • the potential risks of using lightening products on previously coloured, permed and or relaxed treated hair
<p>AH14 Cultivate Locks</p>	<ul style="list-style-type: none"> • the potential consequences of excessive tension on the hair and scalp • how to identify the first signs of traction alopecia • the types and causes of alopecia • the hair and scalp conditions that require referral to a general practitioner and or Trichologist • the physical effects of the products in the Range on the hair • the development phases of the locking process (eg. budding, growing stage, mature stage) • how the factors in the Range influence your choice of locking technique and the length of time for the lock to form

<p>AH29 Maintain and Repair Locks</p>	<ul style="list-style-type: none"> • the potential consequences of excessive tension on the hair and scalp • how to identify the first signs of traction alopecia • the types and causes of alopecia • the hair and scalp conditions that require referral to a general practitioner and or trichologist • the development phases of the locking process (eg., budding, growing stage, mature stage) • what determines the lock repair method (including types of damage and hair type) and why
<p>AH33: Provide Shaving Services for African Type Hair</p>	<ul style="list-style-type: none"> • the factors that must be taken into consideration prior to and during the shaving service, (including suspected infections, suspected infestations, hair growth patterns, beard density, facial piercing, skin disorders, skin condition, facial contours) • the scalp and facial skin disorders commonly affecting men with black skin and how to recognise them • the effects of the continual close cutting on black skin • how to carry out a dry shave in the correct sequence and why this is important • why skin needs to be tensioned during shaving • the importance of considering the direction of hair growth when shaving • when and how to cleanse, exfoliate and moisturise
<p>AH34: Design and Create a Range of Facial Hair Shapes for African Type Hair</p>	<ul style="list-style-type: none"> • the importance of consulting with clients and ensuring they are comfortable throughout the cutting process • the factors that must be taken into consideration prior to cutting facial hair (including skin disorders, skin condition, hair style, hair density, head and face shape, hair growth patterns, facial piercing, facial contours, lifestyle and client wishes) • the average rate of hair growth • the effects of continual close cutting on black skin • the potential risk of ingrowing hair resulting from continual close cutting • how facial hair and skin should be prepared prior to cutting (including cleansing and combing out) • the importance of considering density and working with the natural growth patterns of the facial hair • the types of problems that can occur when cutting facial hair and ways in which they can be remedied, if possible • the recommended time interval between cuts and why clients need to have their facial hair cut regularly
<p>AH35: Design and Create Patterns in Hair</p>	<ul style="list-style-type: none"> • the safety considerations which must be taken into account when cutting patterns in hair • how to scale designs up and down to suit different head shapes • the design possibilities and limitations when working on hair • the factors that must be taken into consideration prior to cutting (including hair growth patterns, hair density,

	<p>scarring etc.) and how they may limit or affect the achievement of patterns and designs</p> <ul style="list-style-type: none"> • the effects of continual close cutting on black skin • the potential risk of ingrowing hair resulting from continual close cutting
<p>AH36: Creatively Style African Type Men's Hair</p>	<ul style="list-style-type: none"> • the potential consequences of excessive tension on the hair and scalp • how to identify the first signs of traction alopecia • the types and causes of alopecia • the hair and scalp conditions that require referral to a general practitioner and or trichologist • the physical effects of styling and finishing products on the hair • the effect of heat on the hair
<p>H34: Provide face massage services</p>	<ul style="list-style-type: none"> • how and why massage techniques should vary on the different areas of the face • the types of reaction that can occur during the massage service and how to remedy them • the structure and function of the skin (ie, epidermis, dermis, subcutaneous layer, nerve endings) • the position and actions of the facial muscles (ie, frontalis, corrugator, temporalis, orbicularis oculi, procerus, nasalis, quadratus labii superioris, orbicularis oris, buccinator, risorius, mentalis, zygomaticus, masseter) • the names and positions of the facial bones (ie, zygomatic, mandible, maxillae, nasal, vomer, turbinate, lachrymal, palatine) • how to recognise skin types and conditions that may affect the massage service (ie, sensitive, comedone, milia, dehydrated, broken capillaries, mature, pustules, papules, open pores, hyper pigmentation, hypo pigmentation, dermatosis papulosa nigra, pseudo folliculitis, keloids, ingrowing hair) • how the natural ageing process affects facial skin and muscle tone • how environmental and lifestyle factors affect the condition of the skin • the function of blood and lymph and their roles in improving skin and muscle tone • how massage affects blood flow and pulse rate • the principles of lymph circulation and how massage affects the circulation of lymph

APPENDIX 1D

OCCUPATIONAL EXPERTISE REQUIREMENTS FOR BARBERING AFRICAN TYPE HAIR ASSESSORS AND VERIFIERS

1 Introduction

- 1.1 As the Standards Setting Body for the hair and beauty sectors, Habia is responsible for defining the occupational expertise requirements for assessors and verifiers in consultation with employers, centres and Awarding Bodies. The assessor and verifier occupational expertise requirements for the Barbering African Type Hair NVQs and SVQs are shown below.
- 1.2 Please note that these requirements will take effect from 1 September 2007 and will apply to **all** assessors and verifiers.

2 Assessors

- 2.1 **From 1 September, 2007 all new Barbering African Hair assessors must:**
- 2.1.1 **hold EITHER** Level 2 and or Level 3 NVQ/SVQ or equivalent* plus sufficient relevant post qualification industrial experience that is current and appropriate to the unit(s) of the NVQ/SVQ they are intending to assess.
- OR**
- substantial operational experience** that is current and appropriate to the unit(s) of NVQ/SVQ they are intending to assess
- 2.1.2 **hold** or be working towards unit A1*** if carrying out all forms of assessment
- OR**
- hold** units A32 and A33*** to assess the complete Barbering NVQs/SVQs (those work based assessors only required to make work based observations may just hold D32)
- OR**
- hold or be working towards** unit A2 if only carrying out observations in the workplace

3 Internal Verifiers

- 3.1 **From 1 September, 2007 all internal verifiers must:**
- 3.1.1 **hold EITHER** the Level 2 **and** Level 3 Hairdressing NVQs/SVQs or equivalent* plus sufficient relevant post qualification industrial experience.
- OR**
- substantial operational experience** that is current and appropriate to the level(s) of NVQ/SVQ they are intending to internally verify, and
- 3.1.2 **hold** Unit A1 or Units D32 **and** D33 *** and
- 3.1.3 **hold** D34 **or hold or be working towards** Unit V1
- 3.1.4 have sufficient **experience** of assessing Hairdressing and or Barbering NVQs/SVQs.

4 External Verifiers

4.1 From 1 September, 2007 all external verifiers must:

- 4.1.1 **hold EITHER** the Level 2 **and** Level 3 Hairdressing NVQs/SVQs or equivalent *plus sufficient relevant post qualification industrial experience.
OR
substantial operational experience** that is current and appropriate to the level(s) of NVQ/SVQ they are intending to externally verify, and
- 4.1.2 **hold** Unit A1 **or** Units D32 **and** D33*** and
- 4.1.3 **hold** D35 **or hold or be working towards** Unit V2 and are strongly advised to hold Unit V1 or D34
- 4.1.4 have a **sufficient experience** assessing and/or internally verifying Hairdressing and or Barbering NVQs/SVQs.

5 Assessors and verifiers for non-technical hairdressing units who are not hairdressers

- 5.1 There are several units in the NVQs/SVQs that cover generic skills, assessed in a hairdressing or barbering context. Some centres use assessors and verifiers from other occupations to assess and verify these.
- 5.2 **ENTO Unit A, ICS Units 9, 10 and 37 are imported into the Habia standards:** Assessors of these units must meet the requirements laid down by these Standards Setting Bodies in their own Assessment Strategies.
- 5.3 **Non-technical Barbering African Type Hair Habia units:** the same criteria as for assessors and internal verifiers who are hairdressers and/or barbers will apply, inserting the *relevant* NVQ/SVQ or equivalent qualification or experience and the *relevant* occupational area. This does not apply to external verifiers who will always be hairdressers and/or barbers for the Habia units. For the sake of clarification, technical Barbering African Type Hair units cannot be internally verified by a non-barber.
- i) *Occupational Expertise Requirements for Assessors who are not barbers.*

Non Barbering Assessors must have the *relevant* Level 2 and Level 3 NVQs/SVQs plus sufficient relevant industrial experience **or** substantial years operational experience that is current and appropriate to the level(s) of NVQ/SVQ units they are intending to assess. Where individuals have qualifications other than the relevant NVQs/SVQs, they or their centre should contact their Awarding Body to determine the acceptability of these qualifications. Assessors will only be able to assess those units in which they have formally demonstrated their competence **or** have shown evidence of operational experience.

For NVQs, QCA requires that assessors hold Unit A1 or A2 (if just recording observations) **OR** Unit D32 and/or unit D33. New assessors must have a clear action plan for achieving Unit A1 and/or Unit A2 within eighteen months of beginning assessment duties. Assessment decisions by assessors who are still working towards certification must be supported by an assessor or verifier who has gained certification. This can be achieved by checking a sample of assessment decisions.

For SVQs, SQA requires that assessors be occupationally competent and **must** hold Units A1 and/or A2***, or be working towards them **OR** hold or be working towards D32 and/or D33.

Please note that Habia generally requires assessors hold or are working towards Unit A1 **OR** hold D32 **and** D33. *In addition, in this case where the assessor does not have an Barbering African Type Hair background, then she/he must have obtained a working knowledge of the Barbering African Type Hair industry as the context for assessment, through briefing or induction, or ideally through a period of experience in a salon.*

ii) Occupational Expertise Requirements for Internal Verifiers who are not hairdressers.

Non Hairdressing internal verifiers must have the *relevant* Level 2 and Level 3 NVQs/SVQs plus sufficient *relevant* industrial experience **or** substantial years operational experience that is current and appropriate to the level(s) of NVQ/SVQ units they are intending to internally verify. Where individuals have qualifications other than the *relevant* NVQs/SVQs, they or their centre should contact their Awarding Body to determine the acceptability of these qualifications. They must also have at least one year's experience of assessing the *relevant* NVQs/SVQs or *relevant* units.

For NVQs, QCA requires that internal verifiers hold Unit V1 or D34 and, it is recommended, also hold Unit A1 or D32 **and** D33. New internal verifiers must have a clear action plan for achieving Unit V1 within eighteen months of beginning internal verification. Without an appropriately qualified internal verifier, the centre must understand that it cannot submit claims for certification to the Awarding Body.

For SVQs, SQA requires that internal verifiers be occupationally competent and **must** hold or be working towards Unit V1 or hold or be working towards D34. Unit A1 or D33 is also desirable***

Please note that Habia requires all internal verifiers hold Unit A1 or D32 **and** D33*** and hold or are working towards V1 or D34. *In addition, in this case where the internal verifier does not have an Barbering African Type Hair background, then she/he must have obtained a working knowledge of the hairdressing industry as the context for assessment, through briefing or induction, or ideally through a period of experience in a salon.*

In this case where assessors and/or internal verifiers do not have an African type hair barbering background, then a period of experience in a salon or attending hairdressing and/or barbering specific event(s) relevant to the units being assessed or verified will help them become more familiar with the requirements of the African Caribbean industry.

* Where individuals have qualifications other than the Hairdressing NVQs/SVQs, they or their centre should contact their Awarding Body to determine the acceptability of these qualifications. Assessors will only be able to assess those units in which they have formally demonstrated their competence **or** have shown evidence of operational experience.

** sufficient relevant operational experience means sufficient relevant hands-on work served within the hairdressing industry. This can include time in any role within the hairdressing industry, for example as a stylist, technician, trainer, lecturer, assessor, verifier or salon manager/owner.

*** In Scotland, SQA also recognise the Teacher Training Qualification for Secondary Education (TQSE) and the Teacher Training Qualification for Further Education (TQFE) in place of A1 and D32 and D33, provided they have been gained from a Scottish teacher training institution.

APPENDIX 1E

REQUIREMENTS FOR CONTINUING PROFESSIONAL DEVELOPMENT FOR ASSESSORS AND VERIFIERS OF BARBERING AFRICAN TYPE HAIR TECHNICAL UNITS

From 1 September 2001 as a condition of centre approval and continuing centre approval for a hair or beauty qualification, centres were required to establish an ongoing, fully resourced Staff Development Plan, capable of supporting the Habia CPD requirement. (Preferably, such a Staff Development Plan should link to IIP or other formally recognised quality assurance systems.) These same conditions apply to the new qualifications for African type hair.

Assessors and verifiers must be able to demonstrate to the Awarding Body how they keep their Barbering African Type Hair technical skills and knowledge up-to-date and to the occupational level in which they are assessing and/or verifying. Continuing Professional Development (CPD) must take place throughout the careers of assessors and verifiers.

This **must** include the completion of a minimum number of hours CPD in each twelve month period using activities approved for CPD (see below).

The minimum, annual CPD requirement for assessors and verifiers is as follows:

A **total, minimum requirement for 30 hours CPD** per annum which does not have to be consecutive.

The CPD requirement must be carried out on **one or a combination of** the types of activities listed below. **No activity will carry a 'double hours' allowance.**

- 'hands on' delivery of Barbering African Type Hair services to fee paying clients in a commercial salon that can be shown to develop individual skill and knowledge levels.
- undertaking technical Barbering African Type Hair training that develops new and/or updates existing skills and/or knowledge levels.
- further Barbering African Type Hair qualification work.

The following activities **will not** count towards CPD:

- reading the trade press and books
- listening to tapes and watching videos

*(However, the above are recommended for background knowledge to support CPD but are **not** approved for inclusion in the CPD hours requirement)*

Individuals must provide relevant and suitable evidence that CPD has taken place within each 12 month period to be measured from 1 September - 31 August.

EXPLANATORY NOTES:

- i. *technical Barbering African Type Hair training* - external and internal workshops and training sessions are eligible.
- ii. *commercial salon* - This is defined as a salon where the majority of stylists are already qualified and the main function of the salon is **not** training and assessment. If a training salon in a centre is closed and reopened as a commercial salon eg. during holiday periods, then this is an acceptable location for CPD to be undertaken. If there is any doubt as to the acceptability of the arrangement, guidance should be sought from Habia
- iii. *Barbering African Type Hair qualification work* - The aim of this option is to encourage assessors and verifiers to gain new skills eg, Barbering African Type Hair techniques or to update current ones eg, by offering latest fashion styles for assessment against a range statement. Work undertaken for this option must lead to a formally assessed and accredited qualification or unit of an NVQ/SVQ

A nominal 30 hours has been allocated to the achievement of any hairdressing unit qualification in any one CPD year. The same unit should not be taken twice during the life time of any particular NVQ/SVQ or repeated within any 5 year period.

Other activities may be acceptable for CPD for which prior approval should be gained from Habia.

CALCULATING CPD HOURS

- a) CPD for existing assessors and verifiers is measured within each 12 month period, taken from 1 September – 31 August each year.
- b) CPD hours for new assessors and verifiers shall be measured from the date their duties commence.
- c) Assessors and verifiers who take leave from assessment or verification duties during any twelve month period will be able to collect CPD pro rata.
- d) The CPD hours for part time assessors and verifiers will be calculated pro rata based on a nominal 37 hour week. However, a minimum of 5 hours CPD in any twelve month period must be carried out by all part time assessors and verifiers.

For example, an assessor contracted for 7 hours/week : $7 \div 37 \times 100 = \text{approx. } 20\%$ of a full time assessor. $20\% \times 30 \text{ hours} = 6 \text{ hours CPD in any 12 month period.}$
- e) A nominal time of 30 hours per NVQ/SVQ unit achieved has been set, regardless of the unit.
- f) If you are an assessor and a verifier, you only have to do the minimum of 30 hours CPD, not 60 hours.
- g) All External Verifiers must complete a minimum of 30 hours CPD per annum regardless of actual hours worked as an External Verifier.

APPENDIX 1F

NATIONALLY AGREED MAXIMUM SERVICE TIMES FOR BARBERING AFRICAN TYPE HAIR NVQ/SVQ ASSESSMENT PURPOSES

The 2006 National Occupational Standards (NOS) require that technical services are carried out 'in a commercially viable time'. To ensure consistent NVQ/SVQ assessment practices, Habia has developed a nationally agreed set of maximum service times for certain, critical services for each level of NVQ/SVQ. These times are shown below.

Range of Service Times for Level 1 Barbering African Type Hair services

At Level 1, the requirement to work to a commercial time is limited to shampooing and the application of general conditioners or treatments under the direction of the Stylist. The maximum service times quoted below have been developed for NVQ/SVQ assessment purposes.

Please note that the type, depth and breadth of services concerned are those described in the Level 1 Barbering African Type Hair standards only.

Service	Minutes (Maximum)
1. Applying shampoo and general conditioners to chemically treated hair (i.e. permed, relaxed or coloured hair)	15
2. Applying shampoo and general conditioners to natural hair	20
3. Applying shampoo and general conditioners to locked hair	30

Range of Service Times for Level 2 Barbering African Type Hair services

The maximum service times quoted below have been developed for NVQ/SVQ assessment purposes.

Please note that the type, depth and breadth of services listed are those described in the Level 2 Barbering African Type Hair standards only.

Service	Minutes (Maximum)
1. Applying shampoo and treatments to chemically treated hair (i.e. permed, relaxed or coloured hair)	15
2. Applying shampoo and treatments to natural hair	20
3. Applying shampoo and treatments to locked hair (up to shoulder length)	30
4. Trim full beards	10
5. Trim moustaches	5
6. Create moustaches	10
7. Cut and groom men's African type hair (fading and crew cut)	30
8. Cut and groom men's African type hair (Afro and Square Cut)	40
9. Texturising – application and removal	20
10. Styling using twisting techniques (50% of the head for any technique)	60
11. Scalp massage	20

Range of Service Times for Level 3 Barbering African Type Hair Services

Owing to the nature of many of the services in the Level 3 NVQs/SVQs, it is not possible to set a precise time for completion. Times for critical aspects of various services are quoted below.

Service times	Minutes (maximum)
1. Dry shave (full face shave)	15
2. Wet shave (full face shave)	30
3. Create facial hair looks (all looks in AH34 range)	20
4. Mix and apply a full head of quasi-permanent colour	30
5. Mix and apply a partial head of permanent colour (ie. at least 20% of the head)	25
6. Mix and apply a full head of permanent colour	45
7. Mix and apply a full head application of woven highlights/lowlights	60
8. Mix and apply a partial head of colour slices (ie. at least 20% of the head)	15
9. Mix and apply a re-growth application of permanent colour	25
10. Face massage	20