



**SHB30416 CERTIFICATE III IN HAIRDRESSING**  
**SHB30516 CERTIFICATE III IN BARBERING**

# LEARNERS GUIDE

**SHBHCU006**

CREATE COMBINED HAIRCUT STRUCTURES

**SHBHCU007**

CREATE COMBINED TRADITIONAL AND CLASSIC MEN'S HAIRCUT STRUCTURES

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# Your Learners Guide

Welcome to your self-paced **LEARNERS GUIDE**. This **LEARNERS GUIDE** has been designed to lead you through a range of experiences to enable you to become an independent learner.

## How to get the most out of your LEARNERS GUIDE

Read through the information in the learners guide carefully. Make sure you understand the material.

Some sections are quite long and cover complex ideas and information. If you come across anything you do not understand:

- talk to your facilitator
- research the area using other text books or the Internet
- discuss the issue with other people (your workplace supervisor, fellow workers, fellow candidates)
- try to relate the information presented in this learning guide to your own experience and to what you already know.

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## Women

### 1. Plan the haircut.

- 1.1 Review and discuss desired haircut designs to confirm client expectations.
- 1.2 Establish natural hair type, texture, growth patterns, fall and movement by physical and visual examination.
- 1.3 Identify facial features and bone structure.
- 1.4 Suggest and confirm haircut design concepts that reflect the analysis, complement facial features, bone structure and meet client expectations.

## Men

### 1. Analyse client characteristics and requirements.

- 1.1 Review and discuss current and alternative haircut designs to confirm client expectations.
- 1.2 Assess natural hair type, texture, growth patterns, fall and movement by physical and visual examination.
- 1.3 Identify facial features and bone structure.
- 1.4 Suggest and confirm traditional and classic men's haircuts that reflect the analysis, complement facial features, bone structure and meet client expectations.

Accurate analysis of the client's hair characteristics, facial features and body type are essential to planning and creating the desired haircut design. The design plan relies on correct interpretation of the clients requirements, therefore good communication is necessary. Using the ask, analyse and agree principles in consultation will help you to identify your clients' needs and expectations.

#### Visual examination of clients hair characteristics

Most of your time as a hairdresser is taken up with servicing and styling your clients hair. For this reason you must be able to identify different hair types. You can do all of this by examining the hair visually (by looking at it) and physically (by feeling it). The client hair characteristic include:

- Natural hair type
- Texture
- Porosity
- (Amount)Density
- Elasticity
- Length of hair
- Growth patterns, fall and movement
- Hair and scalp condition

#### Hair Type

Hair type is determined by genetic makeup. People may change their look, but not the hairs inherent characteristics. Have you ever noticed that different ethnic groups have hair that looks different to your own? Know that clients of African, Asian and Latin descent have many different types of hair, each with different hair care needs and hair problems. Some of their hair concerns will overlap and others will diverge.

The human race can be divided among several ethnic groups. Apart from other differences, there are characteristic differences in the hair types of these groups.

These differences in the hair are not only evident by the appearance of the hair, but also by the shape of the hair shaft, hair density and texture.

Although differences in hair type can be quite variable even within ethnic groups, ethnicity can be grouped in 3 major divisions in accordance to ethnic geographic origin: Asian, Caucasian and African.



## Texture

Hair texture refers to the diameter of the hair shaft and is defined as:

- Fine
- Medium
- Coarse

You may notice that the feel of the hair may be wiry, soft or average.

### Coarse Hair

Has a large diameter and feel wiry or harsh to touch. Because of its strength, it may be difficult to control when styling.

### Medium Hair

Is the easiest to manage and depending on its condition, is suitable for most hairstyles.

### Fine Hair

Has a small diameter and tends to appear limp. When styling fine hair is wise to use smaller rollers or styling brushes to achieve sufficient body. For extremely fine hair, a body wave or soft perm may be required to enhance the styling capability.

## Growth Patterns

The direction of the hair growth can produce a variety of patterns over the scalp and hairline. Growth patterns may become more noticeable when the hair is wet. Hair growth patterns may be categorised in four (4) ways:

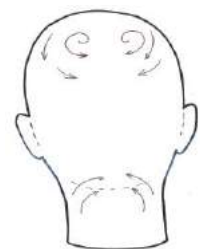
- Cowlicks
- Swirl
- Single crown
- Double crown
- Stream

### Cowlicks

- Cowlicks are generally found along the front of the hairline around the face and the nape areas. The hair grows from these areas in a distinct direction against the normal growth pattern. Those found on the front hair line are also referred to as *widows peaks* and are often distinguished by a V shape in the front hair line making cutting a straight fringe without the hair sticking up quite difficult
- What to do
- The client should wear hair longer and have it styled to compliment, rather than highlight, the erratic little hair tufts.
- For example: do not cut the area too short and cut the hair in the direction of the hair growth.

### Swirl

- A swirl is where a section of the hair grows from an axis in an outwardly spiralling manner.
- What to do
- Depending on where the swirl is located, you can manage swirls by cutting the hair at natural fall.



### Single crown

- A single crown occurs when the hair forms circular swirls at the crown (top) of the head. Most people have single crowns; however, the root strength of the hair will determine how noticeable this pattern is.
- What to do
- If the hair grows directly out of the scalp at a 90° angle, you may need to leave the hair at the crown a little longer to prevent it from sticking up or cut the hair short if the client likes the spiky look.

### Double Crown

- Double crown occurs when there are two circular swirls at the crown of the head, often in opposing directions. Double crowns often make the hair in the centre of the crown stick up.
- What to do
- To help manage a double crown, it is best to keep this area with a little length to flatten the appearance of the growth pattern.

### Stream

- A stream occurs where a section of the hair grows in an irregular direction to the rest of the hair. Streams may occur on any part of the head, but are most common at the nape, often in an upward or horizontal direction.
- What to do
- If the stream is in a horizontal direction, you may choose to accentuate the pattern by applying an asymmetrical haircut.
- If the stream grows in an upward fashion, you should cut the hair at natural fall to maintain the precision of the haircut finish.

### Natural Fall

Hair follicles grow from the scalp in different directions and this affects the way that the hair falls from the scalp. Clients may have naturally occurring parts.

It is best to check natural hair fall when the client's hair has been shampooed and the hair is still wet. Use the back of your hand to gently push the hair forward and the hair should fall into its natural position.

The natural fall of the hair must always be considered when styling hair as the direction of the design is influenced by the natural fall.

### Movement

Movement relates to the clients natural curl pattern. The hair may be:

- Straight
- Wavy
- Curly

Movement must always be taken into consideration when planning hair designs as it will dictate what tools and styling aids you will need for applying the design.



For example:

If a client with curly hair wants to have a straight, sleek hair design, you may need to use straightening irons to complete the look.

### Visual examination of facial features and bone structure

It is fundamental that you analyse the shape of your clients face and bone structure so that you can advise them on hair styles that will suit them best. A good hairstyle is designed to complement your clients' good features. Personality and lifestyle also have a role in hair design.

### For example:

A conservative client will not want a Mohawk.

A person who is constantly busy will probably not want a style that will take them hours to reproduce at home.

## Facial features

Observing facial features includes taking into account the clients face shape, profile, problem features and neck length and width.

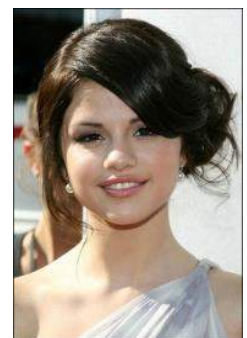
### Face shape

When analysing face shapes you should observe:

- The width of the forehead and jaw line
- Compare the width with the length from forehead to chin
- The hairline. Is it curved or angular?
- The jaw line structure. Is it curved or angular?

There are six basic face shapes:

- Oval
- Round
- Oblong
- Square
- Heart
- Diamond



### Profile

The profile is the outline of a face from the side view. When designing a hairstyle, profile can be a good indicator of the correct shape of the hairstyle to use. There are three (3) basic profile shapes identified, these are:

- Straight
- Concave
- Convex



Oblong



Rectangle



Round



Oval



Square



Diamond



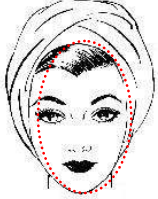
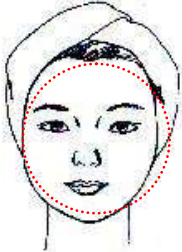
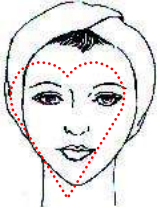
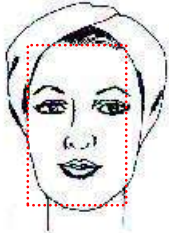
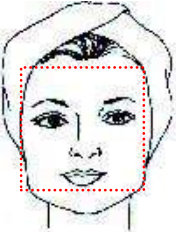
Inverted Triangle

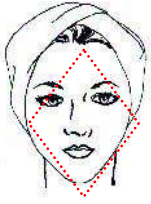


Triangle

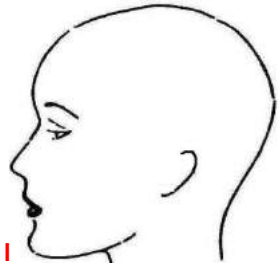
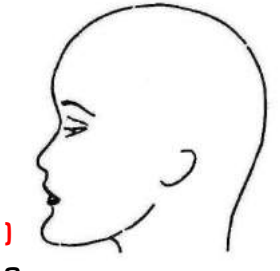
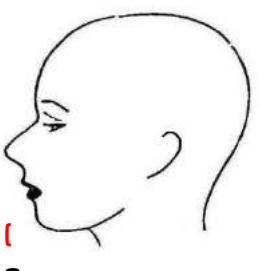


Face shapes

Face shapes		
Face Shape	Characteristics	Style concepts
<p><b>Oval</b></p> 	<p>The oval facial type is generally accepted as the perfect face. The contour and proportions of the oval face form the basis for modifying all other facial types.</p>	<p>People with an oval face shape can wear most hair cut styles and lengths with it still looking "right."</p>
<p><b>Round</b></p> 	<p>A round face appears full with few angles and proportional width and length.</p>	<p>The hair should be shaped to create the illusion of length in the face. This is achieved by creating height on top of the head, and minimising hair width by keeping it flat at the sides and around the ears.</p>
<p><b>Heart</b></p> 	<p>This face shape has a broad forehead that narrows to a small chin.</p>	<p>The hair style's objective should be to create an oval by adding width at the jaw line.</p>
<p><b>Oblong</b></p> 	<p>The oblong face is longer than it is wide so that it appears long and thin. The forehead, cheek and jaw have similar widths.</p>	<p>The ideal style of hair is one which creates width at the sides disguising the narrowness. A fringe can also shorten the face, and a style with a side part will help to reduce the square appearance.</p>
<p><b>Square</b></p> 	<p>A square face has a strong jaw line, angular cheekbones and a broad forehead.</p>	<p>Hair should be styled around the face to soften the jaw line. Jaw and brow nearly same width. Hair should wisp around face to reduce squareness.</p>

<p><b>Diamond</b></p> 	<p>Diamond shaped faces have narrow foreheads that widen at the eye line and cheekbones and narrow again to a small chin.</p>	<p>By creating width at the forehead and minimising it at the cheekbones, the illusion of an oval face can be achieved.</p>
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Profiles

Profiles		
Profile	Characteristics	Style concepts
 <p><b>Straight</b></p>	<p>The facial features on the straight profile are in a vertical line.</p>	<p>There are no obvious features to counterbalance, usually all hairstyles are suitable for this profile.</p>
 <p><b>Concave</b></p>	<p>A concave profile is a flatter face with a heavy jaw line and chin, often with a prominent forehead.</p>	<p>Design hair to fall around the jaw line and add hair around the forehead to balance.</p>
 <p><b>Convex</b></p>	<p>A convex profile has a prominent nose, and a receding chin and forehead.</p>	<p>The hair design should include a full fringe to detract from the prominent features, add hair around the face to soften and balance the chin.  Keep hair close to the head at the nape.</p>

Prominent features

Prominent features are features of a person's face that seem disproportionate to the rest of the face. These may include:

- Large ears
- Eyes set wide apart
- Eyes set very close together
- Other unflattering features
- For large ears, you should design the hair to cover the ears.

For eyes set wide apart, do not emphasise width with the style or add too much height. Avoid full fringes.

For eyes set close together create an illusion of width by giving the design fullness at the sides and top.





### Bone Structure

Bone structure is often referred to as body type and is sometimes overlooked consideration when determining the best overall style for the client. Knowing how the shape of your clients' hair will either balance or contrast with their body shape is paramount in order to create your most flattering overall style.

There are four (4) main body types:

- Slim and straight
- Curvy and full
- Petite
- Tall and athletic

### Bone structure

Bone Structure			
Curvy and full	Tall and athletic	Petite	Slim and straight
			
An angled look will camouflage extra curves. Try side parts and fringes for a soft, complementary look to the curvy figure.	This body type works well with most hairstyles.	Keep hair loose, smooth, and neat for a professional, sleek appearance. Angles and some height at the top of the head give the illusion of height.	The goal is to add some body and curves to the hairstyle. Wavy and solid form hairstyles look best and add feminine flair to this body type. Long fringes, layers, and angles also flatter.



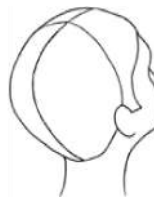


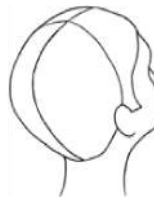
### Analyse

You must analyse your clients face and body shape, physical features, hair and scalp.

Assess the analysis and think about style concepts and styles that will suit your clients features and needs.

You should use magazines and stylebooks while communicating with your client to help clarify their expectations of the finished result.

The following form is an example of a Pre Haircut Analysis Sheet. Areas covered on the sheet helps inform you of the necessary client characteristics and features needing to be analyzed before performing a haircut .

Client Name:				Date:		
<b>Body type</b>				<b>Hair length</b>		
Small frame	Average frame	Large frame	Tall <input type="checkbox"/>	Short <input type="checkbox"/>	Medium <input type="checkbox"/>	Long
<b>Face shape</b>				<b>Hair Texture</b>		
Oval <input type="checkbox"/>	Square	Oblong	Diamond	Fine	Medium	Coarse
Round	Triangle <input type="checkbox"/>	Inverted triangle		<b>Natural Movement</b>		
				Straight	Wavy	Curly
<b>Neck length/width</b>				<b>Density</b>		
Wide <input type="checkbox"/>	Short	Long	Narrow	Sparse	Average	Dense
<b>Head shape</b>				<b>Hair Growth Patterns</b>		
Small <input type="checkbox"/>	Average <input type="checkbox"/>	Large				
<b>Profile</b>						
Straight	Concave	Convex <input type="checkbox"/>				
<b>Prominent Features</b>				<b>Natural Fall Direction</b>		
Nose <input type="checkbox"/>	Forehead <input type="checkbox"/>	Chin <input type="checkbox"/>	Glasses <input type="checkbox"/>			
Style concepts?						

### Client Consultation

As with all hair services, consulting with your client prior to performing the actual service will ensure predictable results and will help you to avoid any misunderstandings that may arise due to lack of communication.

Greet your customer warmly, using a pleasant voice and a firm handshake. To ensure the comfort of your client, you should perform consultations in a private area and maintain tact and confidentiality throughout the service.



## Agreement made with client

### Ask your clients open ended questions to discover your clients' needs and expectations

For example:

"Why would you like your haircut today?"

"How would you like your haircut today?"

"How much time do you spend styling your hair every day?"

"What haven't you liked about previous haircuts?"

"What do you like about your previous haircut?"

You may discover that they want a more fashionable style or that they don't have a lot of time to spend styling their hair and need something easy to care for and reproduce at home. Asking questions will hopefully identify any areas of concern that the client may have.

Other key questions to ask would include:

"Would you like layers in your hair?"

"How long do you like to keep your hair?"

"Do you like your neck and shoulders exposed or covered?"

These will help you to determine the length and style that the client wants.

## Tact

Tact is careful consideration of the feelings of others when discussing sensitive topics.

People may be sensitive about their face shape, prominent features and bone structure. It is important that you display tact when discussing suitable styles for your clients.

## Negotiate and Agree

Explain to your client your style recommendations and solutions based on the analysis.

Explain the cost for the services that will be provided to the client today.

Gain feedback and agreement from the client on your recommendations prior to commencing the service.

If the client is hesitant about your recommendations, ask more questions and go through the style books or magazines again to discover a style that the client will be happy with.

## The Finished Haircut Design/Plan

Combination forms consist of two or more basic haircut structures incorporated into one haircut. Some examples of this include:

- Increase layers over graduated lengths
- Uniform layers over graduated lengths
- Increased layers over solid form

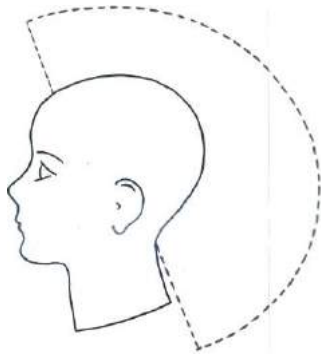
When designing and cutting combination forms you must follow the cutting techniques used for each particular form in the relevant section of the head. You will therefore use a combination of 2 or more projection angles to achieve these combined structures E.g. 90° and 180°

When analysing the combination form to determine what combinations are used, you should look at the interior and exterior of the hair.

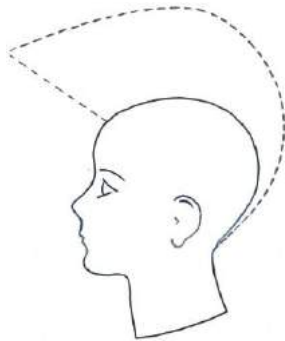
There are three popular combinations used:

- Solid in the interior and graduated in the exterior
- Uniform in the interior and graduated in the exterior
- Uniform in the interior and increase layered in the exterior

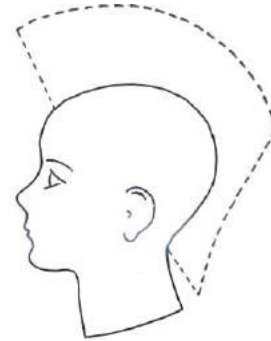
Combination haircut structural graphic



Uniform / Increase Layer



Increase Layer/ Graduated



Uniform/ Graduated

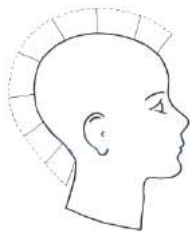
The figures above are structural graphics for combination haircuts using increase layers, graduation, uniform and solid form haircuts.

Haircut plans for combination haircuts must include combinations of two or more of the following:

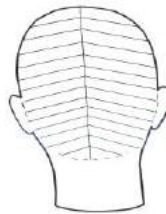
- Solid structures
- Graduated structures
- Layered structures (increase or uniform)
- Tapered (over comb) areas
- Straight and/or curved design lines
- Soft and/or hard lines

Your finished haircut plan must indicate where applicable:

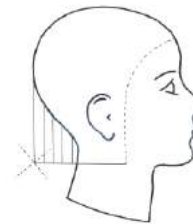
Structural graphics



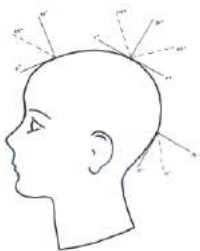
Sectioning and parting patterns



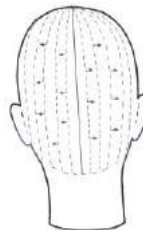
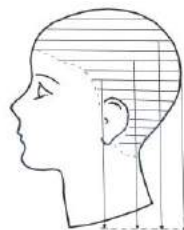
Starting points



Projection and distribution angles






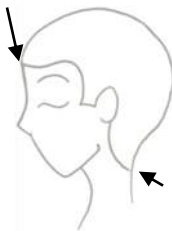
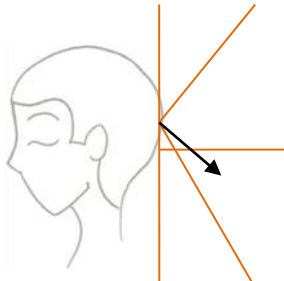
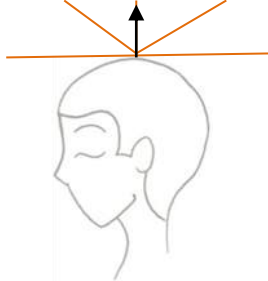
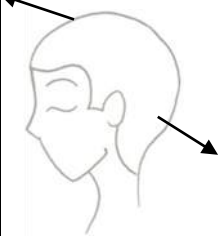
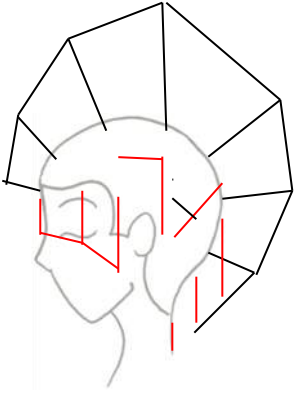
Design line/guideline (mobile/stationary)

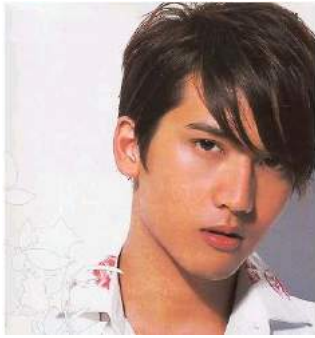


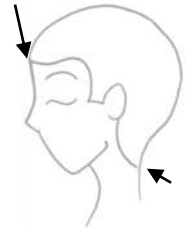
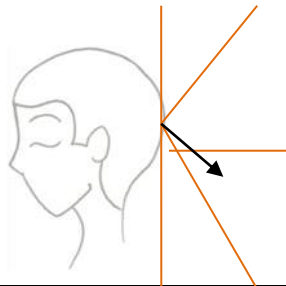
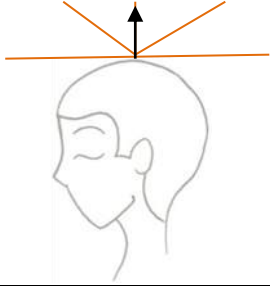
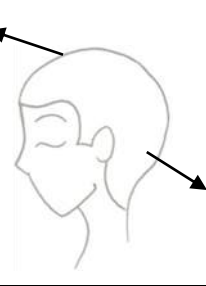
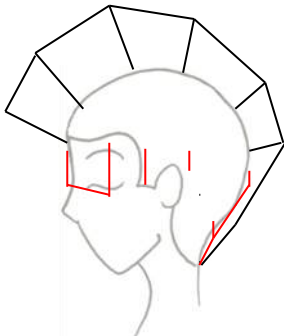


Other information needing to be determined include:

- The type of interior and exterior lines (hard or soft)
- The amount of length to be removed
- The cutting technique to be used

Below is a combination of haircut structures that incorporates increase layers with graduation. The sectioning and parting patterns are identified and the projection (degree of lift) distribution and the structural graphics are shown.

Haircut Design Sheet			
Combine Haircut structures on women			
			
Sectioning	Partings	Starting point	
			<b>Mobile</b> <input checked="" type="checkbox"/>
			<b>Stationary</b> <input checked="" type="checkbox"/>
Degree of lift		Distribution	
			<b>Natural Fall</b> <input type="checkbox"/>
			<b>Perpendicular</b> <input checked="" type="checkbox"/>
			<b>Shifted</b> <input checked="" type="checkbox"/>
Structural Graphic			
			

Haircut Design Sheet			
Combine Haircut structures on men			
			
Sectioning	Partings	Starting point	
			<b>Mobile</b> <input checked="" type="checkbox"/>
			<b>Stationary</b> <input checked="" type="checkbox"/>
Degree of lift		Distribution	
			<b>Natural Fall</b> <input type="checkbox"/>
			<b>Perpendicular</b> <input checked="" type="checkbox"/>
			<b>Shifted</b> <input checked="" type="checkbox"/>
Structural Graphic			
			

### Work Area Preparation








When you have chosen the tools and techniques that you will apply, gather your supplies and tools and organize and prepare your work area according to workplace procedures, ready to perform the desired haircut structure





Gather your supplies

Before commencing a haircut you must gather the required tools and equipment



**Tools and Equipment commonly used to perform a haircut structure include:**

Equipment List	Image	Use
<ul style="list-style-type: none"> <li>Large comb</li> </ul>		<p>Larger wide tooth combs are often used for untangling hair before commencing a haircut. They are sometimes used when performing scissor or clipper over comb techniques.</p>
<ul style="list-style-type: none"> <li>Cutting comb</li> </ul>		<p>Cutting combs normally have fine teeth one end and slightly wider teeth at the other. The comb is used for lifting, distributing and sectioning the hair while performing a haircut</p>
<ul style="list-style-type: none"> <li>Scissors</li> </ul>		<p>Scissors may be used for blunt cutting or notching techniques (applied at different angles) to enhance the texture of the hair design. While thinning or tapering scissors are used to remove bulk and create alternations of different length within the haircut</p>
<ul style="list-style-type: none"> <li>Clippers</li> </ul>		<p>Clippers are used to remove large amounts of hair using a range of different blade attachments sizes. The tapering effect created by clippers is often used for mens haircuts or very short closely cropped ladies styles</p>
<ul style="list-style-type: none"> <li>Sectioning clips</li> </ul>		<p>Sectioning clips are used for managing large amounts of hair by sectioning and then clipping the hair out of the way. Often used for longer lengthed hair that hangs over the section that you wish to work on first.</p>
<ul style="list-style-type: none"> <li>Water spray</li> </ul>		<p>Water sprays are used to keep the hair damp while you are cutting the hair. This ensures the degree of hair stretch remains consistent. Damp hair has a tendency to clump which helps provide definition of the guideline.</p>
<ul style="list-style-type: none"> <li>Shampoo &amp; Conditioner</li> </ul>		<p>Shampoo and conditioner is often used before a hair cut hair to help remove any build up in natural oils and dirt particles. Clean hair ensures the haircut can be performed with greater precision.</p>

<ul style="list-style-type: none"> <li>Towels and wraps</li> </ul>		<p>Towels and wraps (gowns or capes) are placed over the clients before starting a haircut to protect the client from hair particles falling onto their clothes or down the back of their collars</p>
<ul style="list-style-type: none"> <li>Cutting Chair</li> </ul>		<p>Cutting chairs are designed to be comfortable for the client and allow the hairdresser to have better access to the clients hair. This can be achieved by adjusting the height of the chair. The chair is used mainly for cutting, but will be used for many other salon services such as colouring and perming, etc.</p>
<ul style="list-style-type: none"> <li>Mirror</li> </ul>		<p>Salon mirrors are used to allow the stylist to see the clients reflection from all different directions. This ensures the haircut is cut evenly and has the desired balance and shape the client and stylist is aiming to achieve</p>
<ul style="list-style-type: none"> <li>Razor</li> </ul>		<p>Razors can be used for cutting the hair and shaving the skin. A range of techniques can be used to thin, shape and texturize the hair depending on the desired look.</p>

Remember!

All tools and linen must be clean prior to use on another client.

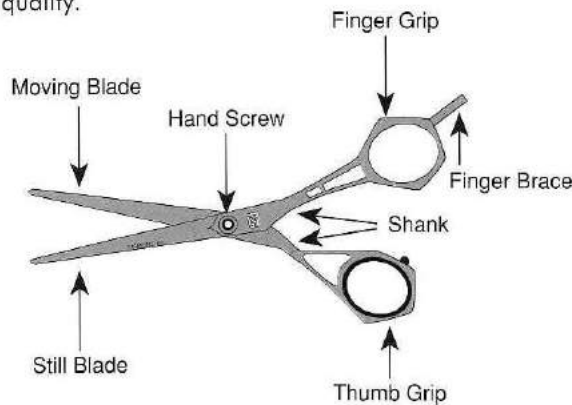


## THE SHEAR (Scissors)

Shears come in many different styles and lengths and are made from a variety of materials, ranging from porcelain to steel cobalt. They consist of a still blade, which is controlled by the finger grip, and a moving blade, which is controlled by the thumb grip. The two blades are joined by the hand screw.

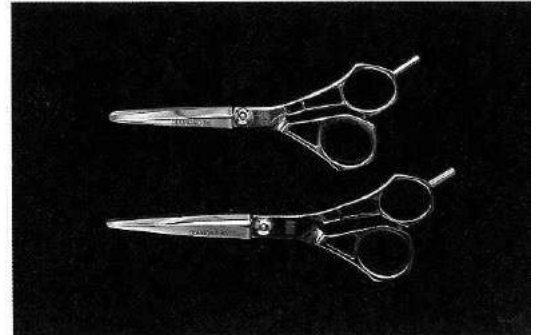
Notice that the thumb and finger grips may be even with each other or they may be offset. Some shears have a finger brace, on which the small finger rests for comfort and balance. This finger brace may or may not be removable.

The type of shear you choose will depend on the results you desire and on your personal preferences. Remember that a quality tool will last longer and will not need to be sharpened or replaced as often as a tool of lesser quality.



## OBJECTIVES:

- [ ] Identify the parts of the shear
- [ ] Demonstrate holding and "palming" the shear



Holding a shear properly ensures maximum comfort and control while sculpting. Let's look at the correct method of holding a shear.



Insert your finger into the finger grip to control the still blade.



Insert the **tip** of your thumb into the thumb grip to control the movable blade.

\*Note: Placing more of your thumb into the thumb grip lessens the amount of control you have.



Place your index and middle fingers on top of the shear for greater control. Rest your little finger on the finger brace if your shear has one.



When sculpting, it is necessary to hold the comb and shear in the same hand. To make this possible without jeopardizing the safety of your client, the shear is "palmed" by releasing the thumb grip and closing the palm over the shear. The comb is held between your thumb and index fingers of the same hand. Once the hair is distributed, the comb is transferred to the opposite hand for sculpting. The comb may be held parallel or perpendicular to the thumb.

## Finger and scissor placement

Finger and scissor position refers to the position of your fingers and scissors in relation to the base partings. There are two basic types of finger and scissor position:

- Parallel
- Non-parallel

### Parallel

With your fingers and scissors in the parallel position, the fingers are positioned at an equal distance away from the base parting. Cutting the hair with your hands and scissors in the parallel position will produce the purest form of the chosen line.

### Non-parallel

Holding your fingers and scissors non-parallel to the base parting means that your fingers and scissors are held unequally away from the parting. Non-parallel cutting is generally used to blend different haircut structures within the same haircut or to create exaggerated length increases when layering or graduating the hair.

To achieve the best result when performing uniform layered haircuts, must hold your fingers and scissors parallel to the base partings and following the curve of the head.

The cutting hand is the hand that holds the scissors. The cutting position that you choose will depend on the area of the head on which you are working, the desired results and how comfortable the position is for you. Some common cutting positions include:

- Palm up (or out)
- Palm down
- Palm to palm
- On top of fingers
- Under the fingers



### Palm up

Position the palm of your cutting hand upward, towards the head. This position is commonly used for cutting one length/solid haircuts and to achieve pressure graduation. The hair is cut under the fingers.

### Palm Down

Position the palm of your cutting hand downward, towards the floor. This position is commonly used when cutting along diagonal lines. The hair is cut under the fingers or against the skin.

### Palm to palm

When cutting layered lengths, the hair is held away from the head. Position the palm of your cutting hand so that it faces the palm of your other hand. The hair is cut under the fingers.

### On top of the fingers

In most cases you will cut the hair under the fingers as in the previous examples, however, when lifting the lengths of hair at the interior of the haircut (top of the head), you will need to cut the hair along the top of your fingers. Position your cutting hand downward and cut the hair on top of the fingers.

In general, when cutting increase layered haircuts, you will most often use the 'on top of fingers' cutting position, however, you should choose the cutting position that you are most comfortable with.

### **Comb and scissors**

There are times when you may need to cut the hair in "free form". This means that you are not using your fingers to hold the hair at all.

Instead, you will use your comb to keep the hair in position while cutting.

Examples of the application of 'free form' techniques include:

- particularly short design line
- very long design line
- strong growth patterns that must be managed
- checking the precision of the cut

When using 'free form' cutting techniques:

- Make sure that you hold the comb parallel to the design line
- Apply minimum tension to the mesh
- Hold your scissors parallel to the design line while cutting



## **Women**

### **2. Apply cutting techniques.**

**2.1 Select haircutting tools and cutting techniques to achieve planned haircut results.**

**2.2 Cut external design lines, direction of design lines and internal design or guide lines according to the haircut plan.**

**2.3 Adjust the position of head and neck during the service for desired access and required angles of lift.**

**2.4 Maintain evenly wet or dry hair and apply even tension.**

**2.5 Maintain clean sections and appropriate lift and distribution of hair throughout the service, according to the haircut plan**

**2.6 Combine or blend haircut structures where appropriate to complete the planned haircut within salon service time-frame.**

**2.7 Maintain client comfort, safety and hygiene throughout the haircut according to relevant health regulations and salon procedures .**

## **Men**

### **2. Apply cutting techniques.**

**2.1 Select haircutting tools and cutting techniques to achieve planned haircut results.**

**2.2 Establish angles and internal guide lines according to the haircut plan.**

**2.3 Maintain evenly wet or dry hair and apply even tension**

**2.4. Maintain clean sections with no tangles and appropriate lift and distribution of hair throughout the service, according to the haircut plan**

**2.5 Combine or blend haircut structures and remove bulk where appropriate.**

**2.6 Complete the planned haircut within salon service timeframe.**

**2.7 Maintain client comfort, safety and hygiene throughout the haircut according to relevant health regulations and salon procedures .**

## Preparing the client

Prior to commencing the haircutting procedure, you must appropriately prepare the client. This includes:

- Applying towels, gowns and wraps
- Preparing the hair
- Sectioning the hair

All workplaces have slightly different ways of doing things. You must follow your workplace policies and procedures at all times.

## Apply towels, wraps and gowns

You must follow your workplace policies and procedures for gowning clients; however, here are a few guidelines that are generally applied:

Place a towel lengthways across the clients' shoulders, crossing the ends beneath the chin

Place the cape or wrap over the towel and fasten it at the back so that the cape does not touch the clients' skin

Place another towel over the cape and secure in front

After the hair has been shampooed, the towel must be removed and replaced with a neck strip to allow the hair to fall naturally, without obstruction

Prepare the hair and select the tools

Shampoo and condition the hair, towel dry and comb the hair smooth.

The tools and techniques that you choose will depend on the planned haircut finish. Soft lines may be created using scissors, razors and thinning or texturising scissors and a variety of techniques, whereas hard lines are created using scissors or clippers and blunt cutting or outlining techniques. This section of your learning guide will help you to select the appropriate tools and techniques to achieve a graduated haircut in any variation.

## Scissors

Scissors create a clean, blunt edge. By varying the position of the scissor as you cut, you can create subtle variations in the hair.

Scissors may be used for blunt cutting or notching techniques (applied at different angles) to enhance the texture of the hair design.

There are many haircutting techniques that are used to enhance the hair design. In this section we will discuss several techniques. Your trainer or employer may demonstrate other techniques which are no less accurate than the techniques described here.

### Holding the scissors

To handle your scissors correctly, insert your third finger into the ring of the still blade and place your little finger on the finger brace (if your scissors have one).

Your thumb is inserted into the ring of the moveable blade.

Your index finger is braced near the pivot of the scissors in order to have better control.





## Combs

Combs are used to distribute and control the hair before and occasionally, while cutting the hair. The amount of space between the teeth of the comb is very important in determining the best comb suited to the purpose. Generally, larger combs with wider spaced teeth are used to control larger amounts of hair, while smaller combs with the teeth closer together are used when cutting small sections of hair.

### Holding scissors and combs

During the haircutting process, you will need to hold both your scissors and comb at the same time.

Practice closing the blades of your scissors, removing your thumb from the ring and resting the scissors in the palm of your hand.

Hold the scissors securely with the ring finger and your comb is held between your thumb and fingers. When cutting, your comb should be held between your thumb and forefinger of the opposite hand that you hold your scissors with.

## Razors

Razors create a tapering or angle effect on the end of each strand of hair which produces a softer, somewhat diffused form line. Razors may be used with a covered “feather” guard to enhance the texture of a layered haircut or a straight razor may be used to shave the outline of the design at the nape.

### Holding the Razor

Depending on the type of razor, the technique that you are using and your level of comfort, there are several ways that you can hold a razor.

With a foldable razor, the handle is generally positioned straight out while you are cutting. Position your thumb at the bottom of the shank and your fingers should be positioned on top of the shank.

When cutting in tight areas, such as the perimeter of the hairline, you may wish to rest your little finger on the tang.

### Razor Cutting Technique

Razor Cutting creates softness, tapering, and internal movement so that the hair moves freely. It can also be used to shorten hair. Razor Cutting is used to create softness to any haircut and it is either used on its own or in conjunction with scissors. The hair can be either be wet or dry when cutting with a razor.

Razor cutting may be used to reduce weight or length and is a technique in which the ends of the hair are carved into with the razor using a back and forth motion.

The blade may be positioned at the side of a hair mesh, parallel to the fingers or at the top of a hair mesh, perpendicular to a mesh.

## Clippers

Clippers can achieve a variety of effects depending on the blade attachment (called guards) used. For example, clippers can be used to create clean, precise lines or may be used to achieve very short graduated haircut structures. The guards enable you to cut the hair at the same length as the size of the guard. When extremely short lengths are required as when outlining a short haircut, no guard may be used.

Another way to vary the distance between the scalp and the ends of the hair while cutting is to use the clipper over comb technique. In this technique, the clipper is positioned on top of the comb to cut the hair.

### Holding the clipper

The clipper may be held in a variety of ways, depending on the area of the head being cut, the line or angle desired and your level of comfort.

One way to hold the clipper is to position your palm over the body of the clipper and position your thumb and fingers on either side of the clipper.

Another way to hold the clipper is to position your thumb on top of the clipper, while you position your fingers and palm on the underside of the clipper.

### Clipper cutting Technique

Using a clipper when cutting can produce many effects and be used to create clean, precise lines or a soft, broom-like effect when used for gradation.

When using clippers for graduation, be sure to use the clipper attachment or guard that best suits the desired length. Hold the clippers in your cutting hand and starting at the nape, follow the curve of the head to the occipital bone and slightly turn your wrist outwards (towards you) to elongate the hair lengths.

### Outlining Technique

Outlining the hair is a cutting technique used to define the perimeter of the hairline, including the sideburns, ears and nape. Outlining can be performed using scissors clippers or a razor.

Before outlining the nape area, you must first be sure to follow the natural growth patterns of the hair.

Generally the tips of your scissors are used first to create the outline, and then clippers or a razor is used to cut the hair beyond the outlined area.

Razors create a tapering or angle effect on the end of each strand of hair which produces a softer, somewhat diffused form line. Razors may be used with a covered “feather” guard to enhance the texture of a graduated haircut or a straight razor may be used to shave the outline of the design at the nape.

### External design lines and direction of design lines

Establishing the internal and external design/guidelines refer to the first cut/s that are made to guide you through the haircut.

Design/guide lines may be:

- Stationary
- Mobile

Design/guide lines may be straight or curved, depending on the haircut plan.

When establishing angles, exterior and interior guidelines, it is important that you cut the hair to length and shape that is indicated in your haircut plan or else the desired haircut will not be achieved.

### Positioning head and neck

The position of your clients head during the haircut greatly influences the final result. When applying a range of cutting techniques you may need to change and move the position of the head and neck to gain better access to areas such as the nape and around the ears.

As with any haircut, it is important that the client is sitting upright with both shoulders level.

Make sure that the client does not have their legs crossed as this changes the clients' posture and can affect the haircut.

The most common positions of the head used are;

- Upright
- Forward
- Tilted (either side)





### Upright

When cutting the hair with the head in an upright position, you will achieve the most natural and pure line results.

### Forward

When cutting the hair with the head in a forward position, the neck is stretched. When the head is returned to the upright position, inverted graduation occurs. This will encourage the hair to turn under. This inverted graduation occurs because the hair at the nape is now shorter than the surface lengths, resulting in an inclination of lengths.

### Tilted

Tilting the head to either side is generally used when refining the perimeter of the hairline to allow for operator comfort and higher ability to see and cut these sections of the head

## Even wet or dry hair

While performing combination haircuts the hair must be either completely wet or dry to maintain the precision of the cut.

Evenly wet or completely dry hair helps you to maintain control of the hair and ensures the precision of the haircut.

**Tension** relates to your grip of the mesh of hair.

The hair should be evenly tensioned when performing haircuts. This means that the hair may be combed with either end of the cutting comb only if used consistently throughout the haircut.

Caution!

Uneven tensioning of the hair during the haircut will result in the haircut being uneven.

## Clean sectioning

Take fine base partings, making sure that the partings are parallel to the design line and are not tangled.

Comb the hair smoothly from roots to tips and hold the hair using the degree of lift (projection) and distribution angles required to achieve the planned haircut.

You must maintain clean partings with no tangle and the appropriate lift (projection) and distribution throughout the service to ensure a quality haircut is achieved.

Revise your Haircutting Learning Guides to help you identify the appropriate degree of lift and distribution for each structure you will use in the planned haircut.

## Combining haircut structures

Combining haircut structures involves using conversion techniques to reduce some of the weight created at the area where the two (or more) structures meet.

Blending haircuts structures is performed where the structures being combined (usually graduation at the exterior and layered at the interior) are blended so that there is no obvious weight line. The hair is held at different angles throughout the hair cut to achieve the desired haircut plan

Your trainer will show you the best way to perform these techniques.

## Different cutting techniques

Many haircutting techniques may be applied to enhance the hair design. You have learnt these techniques throughout your Haircutting learning guide and are outlined here to refresh your memory.



## Cutting Techniques

### Blunt Cutting Technique

Blunt Hair Cutting, in which the ends are cut straight across, is often used for hair of one length. The weight and fullness of the hair is distributed around the perimeter of the shape. Blunt cutting or scissor under comb is used for developing strong outline shapes.

Blunt cutting is the most appropriate technique to achieve one length/solid haircut structures.

### Slicing/slithering Technique

Slicing removes bulk and creates mobility. Slicing is a technique used in which the scissors are opened and closed rhythmically while moving upward from the ends of the hair.

### Notching Technique

Notching means angling your scissors to chip into ends of the hair to create texture in specific areas to build up height or remove weight. This can be done with regular hairdressing scissors.

## Thinning and Texturising Scissors

- Thinning and texturising scissors create a distinct and regular alternation of shorter and longer lengths of hair.
- Closely spaced teeth will remove a greater amount of hair, while fewer widely spaced teeth will remove less hair.
- Thinning or texturising scissors may be used to remove bulk from the haircut structure and to assist blending of haircut structures.

## Thinning and Texturising Techniques

- Thinning the hair involves cutting shorter lengths within the haircut form to reduce bulk and create support, closeness, mobility, and visual texture to the hair without shortening the overall length of the hair.
- Generally there are three areas of the mesh where thinning may be used; the base, Midstrand and ends.

## Special considerations

Before performing thinning or texturising techniques you must be aware of the special considerations in relation the natural texture of the clients' hair, in order to determine where on the hair strand you will perform the technique. The hair texture that needs special considerations are:

- Fine
- Coarse
- Very curly



### Fine hair

- Fine hair may be thinned or texturised closer to the scalp than coarse hair as the fine hair needs extra encouragement and support to achieve a fuller effect.
- Fine hair may be texturised as close as 1.25 centimetres away from the scalp however, keep in mind that a very light stroke must be used to avoid chunky effect.
- Do not thin or texturise the areas of the hair around the hairline or natural parting as the shorter lengths will poke through the surface hair, creating a spiky, uneven effect.

### Coarse hair

As a general rule, coarse hair should be thinned no less than 1.5 centimetres away from the scalp.

Avoid cutting the hair too close to the scalp and do not thin or texturise the areas of the hair around the hairline or natural parting as the shorter lengths will poke through the surface hair, creating a spiky, uneven effect.

## Very Curly hair

Hair that is very curly needs special consideration when thinning and texturising as it is difficult to control and has the “shrinkage factor”. It is recommended that very curly hair is texturised when damp or completely dry to maintain control and manage the “shrink factor”. This allows you to manage the hair in a way that will produce the best results for this hair type.

### Base thinning

Base thinning is performed between the scalp and up to 2.5 centimeters away from the scalp, using thinning or texturising scissors.

Base thinning creates expansion and fullness to the hair design; the shorter lengths support the longer lengths, allowing the hair to lift away from the head.

### Mid-strand thinning

Mid-strand thinning is performed between the end of the base area and up to 2.5 centimeters before the ends of the hair, using thinning or texturising scissors.

This reduces bulk and weight from the hair. Like base thinning, the shorter lengths support the longer lengths to create fullness in the mid-section of the mesh. Mid-strand thinning or texturising may also create a contoured effect.

### End thinning

End thinning or texturising is performed on the ends of the hair. It reduces bulk and weight from the hair, allowing added mobility of the hair and softens the ends to blend with a weight line.

Note:

As a professional hairdresser you will need to determine the best thinning or texturising technique and the amount of texturising needed for each client according to their hair type, texture and the desired finished result. Texturising should be performed where the most bulk exists and when in doubt, remember that you can always cut more off later. It is better to remove less hair than too much.

## Razor Cutting Technique

Razor Cutting creates softness, tapering, and internal movement so that the hair moves freely. It can also be used to shorten hair. Razor Cutting can be done wet or dry hair to create softness to any haircut and it is either used on its own or in conjunction with scissors.

Razor cutting may be used to reduce weight or length and is a technique in which the ends of the hair are carved into with the razor using a back and forth motion.

The blade may be positioned at the side of a hair mesh, parallel to the fingers or at the top of a hair mesh, perpendicular to a mesh.

Remember!

Some local laws prohibit the use of razors on the skin. Check with your college, employer or local regulating agency.

## Client comfort, safety and hygiene

Standard infection control procedures and precautions must be followed at all stages of haircutting and shaving procedures to ensure that the risk of infection to you and your client are minimised.

Standard precautions assume that all blood and other body substances are potential sources of infection. This approach is the most effective protective strategy for staff and clients.

Standard precautions involve the use of barriers and practices to protect clients and operators from exposure to potentially infectious blood and other body substances.

## Hand Washing

Hands should be washed immediately before and after attending a client and before attending the next client, or if a procedure is interrupted.

## Gloves

You must wear single use gloves during the shaving procedure and dispose of them when finished.

## Linen

Clean linen, garments or towels should be used on each client undergoing a skin penetration procedure.

Single use paper toweling or liners can be used instead of linen.

## Single Use Equipment

Single use items such as razor blades are recommended for each shave procedure. Using single use equipment with the correct infection control techniques will ensure micro-organisms are not being transferred from person to person.

## Client comfort

Always check with the client that they are comfortable during the service. Ask the client if there is anything you can do to make them more comfortable. Ask the client to remove jewellery prior to the haircutting procedure.

## When Not To Shave

Shave procedures should not be performed on persons who appear to be under the influence of drugs or alcohol; as these substances thin the blood and if you accidentally cut the person, it is harder to stop the bleeding.

It is recommended that a shave procedure not be performed if you have a cut or wound that is not able to be covered sufficiently and there is the likelihood of the area being exposed to blood or other body substance from the procedure.

## What to do if you accidentally cut the client or yourself

If an accident should occur; don't panic or pretend that it didn't happen.

If you have cut the client you should apologise and follow the guidelines recommended by the Health Department (Skin Penetration - Best Practice Guidelines) below.

The following are recommended steps should a client or member of staff accidentally get cut during a procedure:

- put on clean disposable gloves (if not already wearing them);
- place a clean dressing on the wound and apply pressure to stop the bleeding;
- place soiled disposable sharp equipment into a sharps container or place soiled sharps in a location for cleaning;
- dispose of soiled dressings into the sharps waste bin;
- place soiled, re-useable equipment into a labeled container (e.g. "soiled equipment");
- soiled equipment should be cleaned as soon as possible;
- clean the work area surfaces, i.e. benches, chairs, or floors that have become soiled
- with blood or other body substances, as soon as possible with water and detergent having first removed all visible blood using a disposable cloth;
- dispose of cloths used for wiping up blood into the sharps waste bin
- remove and dispose of gloves, and wash and dry hands thoroughly.
- Contaminated equipment must be cleaned and sterilized prior to use on another client
- If you have cut yourself, excuse yourself from the client and follow the guidelines outlined above and cover the cut with a waterproof plaster and disposable glove prior to completing the procedure.



## Women

### 3. Select and apply finishing techniques.

- 3.1 Select finishing tools to achieve planned haircut.
- 3.2 Apply the appropriate finishing techniques according to the finished hair design and agreed outcomes within salon service timeframe.
- 3.3 Review service outcomes and confirm client satisfaction with the haircut result
- 3.4 Advise on home hair care products, according to client needs.
- 3.5 Update client records with details of service and home care products purchased.
- 3.6 Dispose of haircut waste according to salon procedures.
- 3.7 Clean or dispose of used equipment, according to health regulations and salon procedures.

## Men

### 3. Outline haircuts

- 3.1 Mark haircut outlines over and behind ears using clippers where indicated by the planned finish
- 3.2 Use clippers to out-line sideburns where indicated by the planned finish
- 3.3 Lather neckline, stretch and shave skin in the direction of the hair growth to ensure a smooth result without discomfort to the skin

### 4. Select and apply finishing techniques.

- 4.1 Select and apply appropriate finishing tools and styling products to achieve planned haircut finish.
- 4.2 Apply the appropriate finishing techniques according to the finished hair design and agreed outcomes.
- 4.3 Confirm client satisfaction with the outcomes of service
- 4.4 Advise on home hair care products, according to client needs.
- 4.5 Update client records with details of service and home care products purchased.
- 4.6 Dispose of haircut waste according to salon procedures.
- 4.7 Clean or dispose of used equipment, according to health regulations and salon procedures.

### Outlining techniques

Outlining the hair is a cutting technique used to define the perimeter of the hairline, including the sideburns, around the ears and nape.

Outlining can be performed using scissors, clippers or a razor.

When outlining the nape and around the ears, be sure to follow the natural growth patterns of the hair.

### Outlining with clippers

Outlining with clippers or trimmers must be done without any attachments on the clipper blades.

The height adjustment lever should be placed in the close position.



### How do we do it?

#### *Around the ears*

1. The clippers are directed against the natural fall of the hair and guided around the ears.
2. For access to the area *behind* the ears, use the fingers of your non-cutting hand to gently push the ear forward.
3. For access to the area just *above* the ear, use the fingers of your non-cutting hand to gently push the top of the ear downward.

#### Remember!

The hair should not be cut above the natural hairline.

#### At the nape

1. The clippers are directed against the hair with the hair at natural fall
2. Turn the clippers over and place the teeth against the skin
3. On a male, the hair at the nape should be cut to produce a square shape. The square hairline may be cut to have straight or rounded corners.
4. On a female a curved shape is more flattering and may be cut to produce concave or convex lines.

#### Outlining with scissors

When outlining with scissors, the shape is created by using the points of the scissors and short cutting motions.

Use the same principles as with outlining around the ears and nape described for outlining with clippers, moving the ears to gain access to the areas above and behind the ears.

The unwanted hairs below the initial outline produced with the scissors are cut away by stretching the skin taut to avoid cutting the client and resting the blades of the scissors flat against the skin and opening and closing the blades quickly.

#### Tip

Take particular care to avoid cutting the skin of older clients whose skin may be looser and more wrinkled when outlining with scissors.

#### Outlining sideburns

Sideburns may be outlined using different angles such as horizontal or diagonal to create interest and separate the area where facial hair (on males) begins and the haircut ends. clippers or scissors may be used to outline sideburns.

Generally, horizontal lines are often used for males to give a square shape and diagonal forward lines are used on females to add softness.

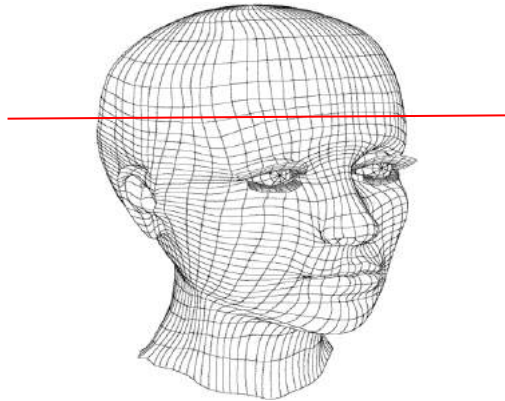
#### Using clippers

The height adjustment lever is at close position

No attachments are used

Turn the clippers over and place the teeth against the skin at the sideburn to the required height that is indicated in the haircut plan or the client.

## Sideburn Guide



### Tip

The hair at the sideburns should not be outlines higher than the top of the cheekbone (centre of the eye).

### Using scissors

#### Right side

When outlining the right sideburn with scissors, place the moving blade of the scissors against the skin, with the palm of your cutting hand positioned downward.

Use the tips of your scissors and a short cutting motion to create the shape.

#### Left side

To outline the left sideburn, the still blade of the scissors is held against the skin, with your cutting hand positioned upward.

Use the tips of the scissors and short cutting motions to create the desired shape.

The unwanted hair below the outline may be removed by stretching the skin taut and placing the blades flat against the skin and opening and closing the blades quickly.

The unwanted hair below the outline of the sideburns may also be shaved using a razor or clippers.

### Cleaning up necklines

Outline shaving is a traditional barbering technique that involves the process of removing excess hair from below the design line of a short graduated haircut.

Outline shaving contributes to the appearance of the finished haircut.

There are many products that may be used to lather the neckline prior to shaving. These may include:

- Shaving creams
- Shaving lotions
- Shampoo

Shaving creams and lotions must be applied according to manufacturer instructions and spread over the area to be shaved.

Shampoo should be applied with damp cotton wool and spread over the area to be shaved.

## Preparation

Before outline shaving you must:

1. Apply the appropriate outlining technique
2. Remove all hair clippings from the neck area with a neck brush
3. Insert a new disposable blade in your razor
4. Apply lathering product to the area to be shaved according to manufacturer instructions.

## Shaving Procedure

You must work carefully and systematically when performing outline shaving procedures. Razors are sharp implements and all care must be taken to avoid cutting the client or yourself during the procedure.

Infection control procedures must be followed.

Never use a razor that has been used on a previous client.

Stretching the skin and shaving in the direction that the hair grows ensures a smooth result and that the skin is not irritated by the shave.

Stretching the skin and shaving in the direction of the hair growth also helps to minimise the risk of cutting the client while shaving.

### How do we do it?

The procedure is separated into shaving the right side and the left side of the head. The area to be shaved must be lathered prior to shaving.

### Right side

1. Hold the razor in the fore hand stroke
2. Place the thumb of your non-cutting hand on the scalp above the point of the razor and stretch the scalp under the razor
3. Shave the area below the outline of the right sideburn in the direction that the hair grows
4. Outline shave the area around the ear, using the thumb and forefinger of your non-cutting hand to stretch the skin under the razor.
5. Use the thumb of your non-cutting hand to lift the ear lobe and stretch the skin at the side of the neck
6. Shave the side of the neck with the point of the razor, in the direction that the hair grows



### Left side

1. Hold the razor using the back hand stroke
2. Place the thumb of your non-cutting hand on the scalp above the point of the razor and stretch the skin under the razor
3. Outline shave the left sideburn, in the direction that the hair grows
4. Outline shave the area around the ear, using the thumb and forefinger of your non-cutting hand to stretch the skin under the razor, and using the forehand stroke
5. Use the thumb and index finger of your non-cutting hand to lift the ear lobe and stretch the skin at the side of the neck
6. Using the backhand stroke and the point of the razor, outline shave the side of the neck
7. Use the fingers of your non-cutting hand to stretch the skin downwards at the nape
8. Shave the hair at the nape in the direction that the hair grows.



## Finishing tools and techniques

Your workplace or college may have policies and procedures for preparing a client for finishing techniques after a haircut service has been performed. You must follow your workplace or college policies and procedures for preparing the client for finishing techniques.

There are some general guidelines that may be followed:

- Remove hair from around the client's neck and face using a neck brush or towel
- Change towels, wraps and gowns
- If air drying techniques will be used, thoroughly wet the hair

The tools and techniques that you apply will depend on the haircut structures being combined and the planned finished result.

Revise your "Hair Design Learners Guide for women's finishing techniques".

You may use more than one finishing technique to achieve the planned haircut finish.

### How do we achieve these men's looks ?

#### Spikey Hairstyle



- Step 1. Place a dollop of firm hold gel in the palm of your hand.
- Step 2. Emulsify product in the palms of your hands.
- Step 3. Apply product from roots to ends evenly, on damp hair.
- Step 4. Work fingers in hair to get the shape, separation the product will give shine and hold.

#### Long Hairstyle



- Step 1. Blow-dry hair with the head upside down to achieve volume on the roots. Don't use any product; you just want to get the dampness out.
- Step 2. When your hair is almost completely dry, add a healthy amount of a finishing cream or light styling gel all the way through the roots to the ends. Keep your head upside down when applying it. This will encourage volume at the root where you want it, and it will allow you to separate pieces of hair where desired.
- Step 3. Put the head right side up and blow dry with your hands. Using your fingers as this will give the hair the tussled
- Step 4. After you have achieved the desired texture and deliberate disheveled look, add a 10cent piece size of pomade for shine and light definition.

#### Wavy Hairstyle



- Step 1. Dry hair with a towel to almost lightly damp.
- Step 2. Take a healthy amount of firm hold gel and apply all the way through roots to ends. This will give you the hold and texture you want with wavy hair like the model in image.
- Step 3. Use your fingers as a brush and push back to create desired hair movement. You can also use a vent brush with wide bristles.
- Step 4. Let the hair dry naturally and then finish with a 10cent piece size of hair wax for shine and malleability.



### Short Hairstyle



Step 1. Start with taking a little firm hold gel for men, about a 5cent piece size worth, and apply it on almost dry hair. This will give you the texture and control you need to enhance the texture in the hair cut.

Step 2. Then blow-dry your hair with your hands to achieve style.

Step 3. After your hair has been put in place, use about a 10cent piece size of light weight wax for shine and pliability so that you can keep reshaping the hair

### Tussled Hairstyle



Step 1. Shampoo and condition hair .

Step 2. Place a dollop of styling paste in your hands, rub evenly over hands

Step 3. Apply product on either dry or damp hair evenly.

Step 4. Comb the sides and back going over with your hands to get a bit of undone texture.

Step 5. Work the top with your fingers to get separation, and a modern matt finish with strong mouldable texture and ultimate control.

### Review the service

Once a hair service has been fully completed and before the client leaves the salon you should always ask the client their level of satisfaction with the end result. If you have any doubt about their degree of satisfaction you should always ask them if they are completely happy with the end result and make any rectifications to their hair before they leave the salon. An unsatisfied client can lead to your salon receiving a negative reputation for providing poor quality service or the client returning later to the salon and making a complaint.

### Aftercare advise

Haircut management advice should be given during the initial consultation and when finishing off the client. The advice given should include: how often the client should return to the salon to maintain the shape of the haircut, how to style their hair at home, and recommending retail products that will assist the client to care for their hair at home.

Questions you should ask to determine the client's needs may include:

"How often do you usually have your haircut?"

"What products do you currently use at home?"

"How do you usually style your hair at home?"

Offer the client information about the products that you have used during the service including shampoo and conditioner and styling products that were used, including:

- What was used?
- Why?
- Offer the client a rebook visit to the salon.



### Update history card

It is essential that you record all information during and after your haircut service. This way you can ensure your haircut design can be repeated or adjusted next time according to feedback. You can record any products that you have recommended and/or whether the client has taken them home to maintain their service.

### Infection control and safety procedures are applied

Remember to apply safe working practices to every service that you perform.

- Tools and equipment, linen and work areas must be cleaned and disinfected prior to use on another client.
- Prior to any professional service you must wash your hands with anti-bacterial soap.
- Protect the clients' skin and his/her clothing by applying towels, capes and wraps according to the service to be provided and your workplace policies and procedures
- When performing client consultation, check the scalp for any diseases, disorders and infection. If any are evident, do not proceed with the service.
- It is essential that all equipment (particularly if contaminated by blood) be thoroughly cleaned and sanitised after use on each client to comply with legal requirements.

### Waste legislation and workplace policies and procedures.

After each client, waste materials generated from a service must be disposed properly and in accordance with local regulations and salon policies and procedures.

To comply with the Occupational Health and safety legislation, you must follow the steps outlined below:

- As soon as a haircut is complete and prior to styling the hair, hair clippings must be removed from the floor and disposed of into the waste disposal bin.
- If you have used a feather razor or a straight razor, the blades must be removed and placed in the sharps container.

Workplace policies often reinforce and clarify standard operating procedure in a workplace to ensure compliance with legislation, regulations and Codes of Practice. They define acceptable and unacceptable behaviour in relation to:

- Occupational Health and Safety (including dangerous goods)
- Waste disposal
- Health and hygiene
- Sustainable work practices (environmental protection)



Other matters including discrimination and harassment

Workplace policies and procedures may even set out the implications of not complying with those policies.

All members of the workplace have a duty to care for their personal welfare and the welfare of their colleagues.

To meet this commitment each person must follow safe working procedures at all times, and take all reasonable care to prevent personal injury or injury to others and damage to plant and equipment.

You must read and understand the policies and procedures that apply to any given situation and follow your employers' guidelines at all times

It is essential that all equipment (particularly if contaminated by blood) be thoroughly cleaned after use on each client to comply with legal requirements.

You should find out what local area regulations apply to your student salon or workplace and follow the guidelines set by your local government.

### Combs, brushes, sectioning clips and rollers

All equipment must be cleaned and disinfected after every client.

To remove hair from brushes, you might use a comb to loosen the hair and use your fingers to pull the hair free of the brush.

#### To clean:

Wash equipment in soapy water using a nailbrush or similar, to remove loose hairs, flakes of skin, sebum and product residue before disinfecting.

#### To disinfect:

Soak for 30 minutes in:

Disinfectant with 70% alcohol, such as methylated spirits **or**

A solution made up of 1 part household bleach that contains at least 1% sodium hypochlorite (i.e. Domestos or White King) and 19 parts water.

#### Tip

Solutions should not be used for more than 12 hours as it reduces the effectiveness of the sterilization process. Mix a new solution every day.



To prevent recontamination of sterile tools and equipment, place them in the ultraviolet cabinet or into a clean, dry, sterile drawer

### Scissors

#### To clean and sterilise:

Wipe moisture and hair clippings from the blades and pivot with paper towel

Wipe the scissors with a clean cloth and 70% alcohol solution or sterilising oil

#### Maintenance and storage:

Place a drop of oil at the pivot of the scissors and adjust the pivot screw for correct tension

Store in a clean, dry place.

Thinning scissors may be cleaned in the same manner.

#### Safety Tips

Scissors must be held with points away from the body and when being passed to another operator the handles must be away from the body

Scissor blades must be wiped with care away from the body and towards the point



### Razors

The re-use of disposable blades is generally **not** recommended as there is a risk of blood-borne diseases being spread through contaminated equipment.

The Skin Penetration Regulations requires items which are manufactured to be single use only be used once and then disposed. If this item is a 'sharp' it must be disposed of in a sharps container.

Use a disposable safety razor on one client only.

The razor handle must be cleaned after each use.

Traditional cut-throat razors and electric razors are not recommended.

However, if your workplace uses traditional cut throat razors, they must be disinfected prior to use on another person and regularly examined to detect imperfections and defects.

Imperfections and defects in the blade will increase the risk of cutting the skin of the client or if used for "razor cutting" the hair, it will pull and cause damage to the hair.

Like scissors and clippers, visual indications of blades that are not suitable for use are: chips, rust, corrosion, and cutting edges that are not perfectly straight.

#### Disinfecting razors

The razor handle of disposable razors must be cleaned after each use.

To disinfect razors; soak for 30 minutes in:

Disinfectant with 70% alcohol, such as methylated spirits

#### OR

A solution made up of 1 part household bleach that contains at least 1% sodium hypochlorite (i.e. Domestos or White King) and 19 parts water.

#### Razor disposal

We must take precautions to protect ourselves and others from the risks associated with exposure to blood and bodily fluids. Infectious diseases such as Hepatitis C and HIV/aids may be spread through equipment contaminated with blood.