

ENDORSED BY



The City & Guilds textbook

SAMPLE
MATERIAL

Level 2

Hairdressing and Barbering

FOR THE TECHNICAL CERTIFICATES

| Keryl Titmus



Contents

About the author	v
Introduction to the Level 2 Technical Certificates in Hairdressing and Barbering	vi
How to use this book	xii
Acknowledgements	xiv
Foreword	1
Chapter 1: Unit 201 Principles and practices of hairdressing and barbering services	3
Work safely in the salon/barbershop	4
Legislation relevant to hairdressing and barbering	12
Environmental and sustainable working practices	23
Preparation for services	31
Consumer and employee legislation	32
Hair, skin and scalp analysis	34
Communication techniques and expected behaviours	49
Advise clients and make recommendations throughout the service	64
Chapter 2: Unit 202 Shampoo, condition and treat the hair and scalp	77
Prepare to shampoo and condition hair	78
Shampoo and condition hair	93
Step by step	103
Chapter 3: Unit 203 Cut hair using basic techniques	111
Prepare to cut hair	112
Consult with clients and analyse hair	114
Select tools and equipment	125
Cut hair to achieve a variety of looks	129
Step by step	136
Chapter 4: Unit 208 Cut hair using basic barbering techniques	147
Prepare to cut men's hair	148
Prepare self, client and work area	148
Consult with clients and analyse hair	150
Select tools and equipment	158
Prepare hair prior to cutting	164
Cut men's hair to achieve a variety of looks	165
Provide aftercare advice and recommendations	174
Step by step	177
Chapter 5: Unit 204 Style, set and dress hair	193
Prepare for styling and finishing hair	194
Scientific effects of drying services	209
Select products, tools and equipment	213
Style, set and dress hair to achieve a variety of looks	222
Set hair using different techniques	226
Dress and put hair up using different techniques	232
Aftercare, advice and recommendations	232
Step by step	234

Chapter 6: Unit 209 Dry and finish men's hair	251
Prepare to dry and finish men's hair	252
Dry and finish men's hair to achieve a variety of looks	268
Step by step	271
Chapter 7: Unit 205 Colour and lighten hair	277
Prepare to colour and lighten	278
Colour and lighten hair to achieve a variety of looks	318
Step by step	327
Chapter 8: Unit 210 Cut facial hair to shape using basic techniques	339
Prepare to shape facial hair	340
Prepare self, client and work area	340
Consult with clients and analyse hair	345
Select tools and equipment	353
Shape facial hair to achieve a variety of looks	355
Provide aftercare, advice and recommendations	359
Step by step	360
Chapter 9: Unit 211 Create basic outlines and detailing hair	369
Prepare to create outline and detailing	370
Consult with client and analyse hair	371
Create outlines and detailing to achieve a variety of looks	379
Provide aftercare, advice and recommendations	382
Step by step	383
Glossary	390
Index	392

Features in the book

INTRODUCTION

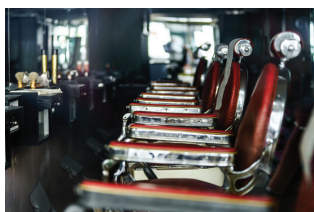
From finger drying short, textured hairstyles to blow-drying the pompadour, drying and finishing men's hair is becoming increasingly popular in the current barbering market. A professional barber should demonstrate good dexterity skills to be able to manipulate and shape different hair lengths and densities, to suit the needs of every client.

After reading this chapter you will be able to:

- prepare to dry and finish men's hair
- dry and finish men's hair to achieve a variety of looks.

KEY TERM

Turnover – trade.



▲ A clean and tidy barber shop ready for the service ahead

HANDY HINT

Poor standards of health and hygiene can cause offence to others, cross-contaminate and present a poor salon image.

HANDY HINT

Refer to Chapter 1 for more information on appearance, personal hygiene and behaviour.

PREPARE TO DRY AND FINISH MEN'S HAIR

It is important that, to promote a professional image, you and your work area are prepared before your client arrives. Men's cutting and styling services generally have a quick **turnover** of clients, many offering a no-appointment necessary service, so being prepared will help keep the barber salon running smoothly.

Prepare yourself, your client and your work area

Prepare your work area

You must keep your work area clean and tidy at all times. Make sure that your trolley and workstation are prepared for the required service and that you are ready for the client to arrive. Clean and sterilise or disinfect your tools and equipment to ensure they are hygienic and ready for use. Clean your workstation and surfaces with detergent and water, and spray to disinfect with a chemical solution.

Working safely, cleanly and tidily minimises risk of harm and injury to yourself and others, prevents cross-contamination and gives the client an image of professionalism.

Preparing self and your client

Ensure you start your day with a shower, fresh breath and clean clothes. Apply deodorant and a splash of aftershave/perfume so you smell good too. Make sure your own hair is clean and presentable, suiting your salon image.

It is rare for a male client to visit the barbers for a shampoo and drying service, so it is highly likely you are preparing the client for a cut and dry service, so always ensure you use a clean gown and towel to protect their clothes from products as well as any hair cuttings.

Handy hints provide tips for the workplace and link related information throughout the book.

Some salons shampoo the hair again after a cutting service to remove the hair clippings and then style and finish the look. Once the hair has been shampooed, you should apply any products to the hair, ideally wearing gloves to protect your hands from dermatitis.

Dispose of any products correctly, ensuring that you maintain sustainable practices and recycle where possible.

Posture and positioning

During the styling service make sure that you maintain a good posture and keep your back straight with your legs slightly apart for an even balance. A good posture will help to prevent back injuries and fatigue.

For the comfort of your client ensure they have their feet supported on a foot step, if the barber chair is raised, or have their feet flat on the floor. Sit them upright with their back against the chair. It's important that your client is comfortable throughout the service and evenly balanced, so you can produce a balanced look.

Consult with clients and analyse hair

You must always complete a thorough consultation to identify your client's requirements, before you can decide on the most suitable tools and equipment to use, and ensure you achieve the desired result. You must ask questions and check the hair and scalp to identify if there are any factors that may limit or prohibit the service.

Conduct tests

You will need to visually check and feel the hair to identify:

- the condition of the hair and scalp
- the hair length, style, type, texture and density of the hair
- any growth patterns
- the client's head and face shape
- any scalp problems.

Before the hair is shampooed and prepared for the service you should carry out a porosity test on the hair to see if it is porous or non-porous. Porous hair will hold onto the water and may tangle or snag on combs or hairbrushes, so extra care needs to be taken when drying, as the cuticles are raised and damaged. Non-porous hair has smooth, closed cuticles and should be less prone to tangles and easier to work with.

Once the hair has been shampooed, you must carry out an elasticity test to ascertain how the hair stretches when wet, and to decide on the strength of the cortex. If the hair has weak elasticity and the cortex is damaged you should be careful not to overstretch the hair as it may break. If the hair springs back to its original length then the hair's elasticity is strong and the cortex is in good condition.

Overdrying porous hair and overstretching weak hair could cause further damage to the hair and may lead to breakage, so always ensure you test the hair and use brushes and tools suitable for the hair's condition.



▲ Shampoo the client



▲ Prepared client for service

HEALTH AND SAFETY

Refer to Chapter 1 for a recap on the health and safety acts you must follow, and how to protect the environment when styling hair.



▲ Check the hair and scalp prior to the service.

Health and Safety information boxes ensure the best care for students and their clients.

Features in the book



▲ A client who exercises regularly may prefer a low-maintenance hairstyle.

Activities relate hairdressing theory to everyday situations.

Factors affecting styling services

As you are likely to be carrying out a cutting and drying service, you'll need to ask open and closed questions to help you to identify your client's requirements, such as:

- How do they want their hair to look?
- What products do they generally use on their hair and why?
- What life factors may affect their hairstyle? For example, daily swimming or going to the gym, working on a building site in dusty conditions, riding a motorcycle.
- Have they been happy with their previous style and do they wish to change or alter anything?



ACTIVITY

IDENTIFYING KEY POINTS

Use your English skills to ascertain as much information from your client as you can. Open questions require the client to give a more in-depth answer and start with 'what', 'why', 'how' and 'when'. Closed questions help to confirm and define details as they are answered with 'yes' or 'no'.



ACTIVITY

How many of the following questions are open questions?

- Do you normally use products on your hair?
- How busy is your lifestyle?
- What type of work do you do?
- How often do you shampoo your hair?
- What products do you use on your hair?
- Do you blow-dry your hair at home?



▲ Swimming can affect the condition of the hair and scalp.

Haircut

When you have found out the above information, you will know the type of haircut that is being carried out and you can make sure that the hair is styled to suit the cut. When you know the style requirements, you will be able to choose your tools and products to suit the style and the hair's characteristics.

Hair characteristics

Factors	Effect on the style	Effect on products	Effect on tools
Texture – fine 	<p>You need to consider the length of fine hair, as longer lengths can look thinner. More supportive, stronghold products will be required.</p>	<p>Fine hair will need less product applied. Use products that support the style and give the hair body and volume – even for smooth straight styles.</p>	<p>Fine hair will need to be blow-dried with a brush to give root lift and support the style.</p>
Texture – coarse 	<p>Coarse hair can have a tendency to look rough and dry and may need taming and controlling to ensure the style looks its best. Smoother styles may be difficult for the client to maintain between salon visits.</p>	<p>Coarse hair will need more products to be applied and you'll need to use products that smooth the cuticle and give it shine, such as a serum.</p>	<p>Coarse hair will need a bristle brush to smooth the hair.</p>
Density – sparse 	<p>Sparse hair should be treated in the same way as fine hair when styling; however, it will dry quicker.</p>	<p>For sparse hair, less product is required. Take care not to overload it.</p>	<p>Take care with tools on sparse hair and avoid causing your client any discomfort.</p>
Density – abundant 	<p>Abundant hair will take longer to dry and may make the style look big, so it's important to select the correct style to suit this hair type.</p>	<p>Abundant hair will need more products and those that do not provide any volume or lift, but help to smooth the hair.</p>	<p>Avoid brushes and creating root movement that promotes volume and root lift and makes the hair look thicker.</p>

Information tables make important concepts clear and consolidate understanding.

Features in the book

DRY AND FINISH MEN'S HAIR TO ACHIEVE A VARIETY OF LOOKS

You will need to be able to style hair on a variety of hair types and lengths, such as very curly, curly, wavy and straight hair, above- and below-shoulder lengths.

Different drying and finishing techniques

The different brush drying techniques you may use are:

- Smoothing and straightening the hair – using large radial brushes or flat brushes, depending on the texture and movement within the hair; you may use straightening irons too. The hair is dried off-base and the brush is angled flat towards the scalp and pulled through from root to point to keep the hair straight throughout. Apply products before styling that smooth the cuticle, such as oils and serums, and prevent moisture from penetrating the hair and finish with hair spray.
- Creating volume – using a large radial brush for root lift. The brush is angled on-base to create body, lift and volume. Apply products before styling that add volume or body, like a mousse, and finish with a cream, wax, or gel depending on the style created.
- Creating movement – using various sizes of radial brushes for root lift and movement within the hairstyle. The brush should be angled on-base for movement with volume and off-base for flatter roots and movement through the mid-lengths and ends. Apply products before styling that encourage movement or enhance curls, like a mousse or styling cream, and finish with a cream, wax, or gel depending on the style created.



▲ Style hair with a radial brush for root lift and volume.

Other drying and finishing techniques you may use are:

- Creating texture – using finger dry techniques to work with the haircut, but create a certain 'roughness' or naturalness to the style.

You can see the 'Step by step' instructions for how to carry out these looks towards the end of this chapter.

Finger drying

You will need to be able to finger dry hair, which can create movement, volume, texture and curls.

When finger drying the hair, you must ensure you achieve the required amount of volume, movement and texture by elevating the roots to allow the heat from the dryer to access the roots of the hair. You should massage the root area in the direction in which the lift and volume are required and elevate the hair as you dry it. Applying products at the root area will support the style.

Short hair can be styled using a hand-held hairdryer and using your hands and fingers as the tools. This works particularly well for hair with movement and texture, requiring a finished look that is modern and funky. Your choice of styling products will influence the end result, as support from the product is required.

If you are working with curly hair you can use a diffuser on the end of the hair dryer. This will take the blast out of the airflow, but still supply the warm air required to dry the hair, enabling the curls to remain intact and not look fluffy in appearance.

Effects of products and tools

Whether you are finger drying or blow-drying short or medium length hair you must have control. Curly hair can be challenging to the most able barber, but using suitable products and tools such as a diffuser when finger drying and a nozzle when blow-drying helps you to control the hair. Your brush choice and size will vary, depending on the client's hair length, the desired look, degree of movement and volume required. A methodical working pattern is very important.

Keeping the hair damp throughout the drying process

Each client's hair will dry out at a different rate, and, as wet hair stretches allowing a new shape to form, an even moisture balance is required. If areas of the hair have started to dry during the styling process, then hair will lose its elasticity and the ability to stretch sufficiently, so the result may be uneven. You must mist the hair sections lightly with a water spray if you notice an uneven elasticity when drying the hair, to allow the bonds to be reformed evenly into their new position.

Controlling hair and maintaining tension

Pulling the hair with tension as you dry it will make the style last longer, particularly if the hair is a little longer. Curly and layered hair being blow-dried straight will need a lot more tension than straight or wavy hair. Ensure the tension is firm but without causing discomfort to your client.

Control of temperature and airflow

The angle which you direct the brush and airflow through the hair will aid you in achieving root lift and volume where required.

You should keep the brush on the base of the section if you require lift (on-base) and drag the hair back away from the section (off-base) if you require a flatter look.

For coarse or thick hair, you can use a high heat setting on the hairdryer, but on finer hair or porous hair adjust the temperature so it is cooler and doesn't cause damage to weaker hair. Always ensure your client is happy with the hairdryer temperature and check you are not causing discomfort or burning him.



▲ Finger dry hair for movement and texture.

ACTIVITY

Watch a barber blow-dry or finger dry the hair and observe how they hold the hairdryer in the direction of the cuticle layer.



▲ Various sized round brushes



▲ Use a nozzle for root lift

Photographs throughout each chapter illustrate equipment and skills in practice.

Features in the book

The City & Guilds Textbook Level 2 Hairdressing and Barbering for the Technical Certificates



▲ Check the balance of the style.

Finishing and visual checking

Once the hair is dry, allow the hair to cool and visually check the balance of the style. Check it is dry throughout and to your client's satisfaction. Apply finishing products to either add texture, or support the finished look.

Aftercare, advice and recommendations

During and after the service you should recommend aftercare and give your client advice on how to maintain their look, products and their use, and when to return for future or additional services.

Retail and maintaining the style

Together with advising on the best products and equipment for maintaining the style at home, you should give advice on which tools to use. Recommend brushes that will help the client to recreate the look, explain how to use them and show them how to follow the direction of the cuticle. Show your client the products you have used on his hair and recommend which ones he should purchase for home use.

When providing advice, always follow the legal requirements and always tell the truth about what products and equipment can do.

Time intervals between services and when to return

Advise your client when to return to the salon for a repeat service or a new service. Explain that if they struggle to style their hair, it has probably grown out of shape and they should return for a cut and blow-dry service. Suggest they book in every 4–6 weeks, depending on the style worn and their average rate of hair growth.

Present and future products and services

You should advise your clients on the products you used to create their initial style, asking them about the products they already have, and suggesting which new products they would benefit from purchasing and using. Always advise your client on how to use the products and how to remove them from the hair to prevent build-up.



▲ Recommend products you have used and show them to your client.

STEP BY STEP

Finger dry – creating movement and texture



STEP 1 – Prepare the hair for the service, shampoo and condition the hair and remove excess moisture. Apply styling cream to support the style and provide strength.



STEP 2 – Work styling cream into the hair.



STEP 3 – Tip the head forward and manipulate the root area and dry the hair in the direction of the style using a hand-held hair dryer with a diffuser attachment.

Step-by-step guides help students visualise and memorise hairdressing and barbering methods.



STEP 4 – Continue to dry the hair around the head, adding root movement where required, or drying the roots flat when movement is not required.



STEP 5 – Apply styling powder to add matte effect, add texture and medium support, and use a wide tooth comb/streaker comb to separate curls.



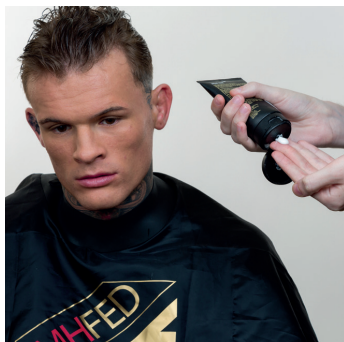
STEP 6 – The finished look

Features in the book

The City & Guilds Textbook Level 2 Hairdressing and Barbering for the Technical Certificates

Blow-dry hair – creating volume and movement

Pompadour quiff style



STEP 1 – Prepare hair for service and apply styling cream to strengthen the style and provide volume.



STEP 2 – Using a flat brush, blow-dry the sides back.



STEP 3 – Continue using the flat brush at the lower crown and back areas.



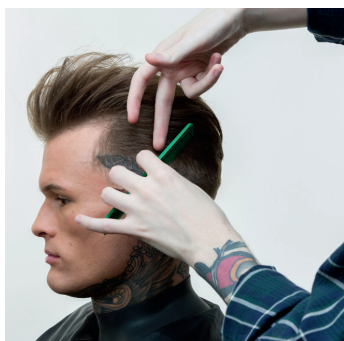
STEP 4 – Use a round brush from the top crown forward to create lift and volume at the root area.



STEP 5 – Use a larger round brush at the fringe for extra height and direct the root area upwards on-base for maximum volume.



STEP 6 – Apply wax-clay through the sides to flatten and to add shine and a smooth finish.



STEP 7 – Using your fingers and a comb, smooth the shorter hairs down and into style.



STEP 8 – Apply styling powder at the roots on top for extra hold and height, check the balance, and finish with spray.



STEP 9 – End result

Blow-dry hair—smoothing and straightening

Hair is dried using a flat brush, such as a vent brush or Denman. For a straighter look, you may use straightening irons too. The hair is dried off-base and the brush angled flat towards the scalp and pulled through from root to point to keep the hair straight throughout.



STEP 1 – Prepare the hair for the service, gown and protect the client, add serum oil to the hair to help smooth the wavy hair and heat protector to protect. Remove excess moisture before blow-drying.



STEP 2 – Section and secure the hair for methodical working. Using a flat brush smooth and straighten the hair, working through the back.



STEP 3 – Continue this process through each side.



STEP 4 – Dry the top sections to the parting worn.



STEP 5 – Use straighteners to smooth and straighten the hair, create a flatter look and provide longevity to the style.



STEP 6 – Straighten the fringe, apply finishing cream and hairspray to create the finished look and provide longevity to the style.

Features in the book

The City & Guilds Textbook Level 2 Hairdressing and Barbering for the Technical Certificates

Test your knowledge questions

Question 1

Explain the characteristics of type 4 very curly wiry hair.

Question 2

State three safety considerations to take into account when blow-drying men's hair.

Question 3

Describe the effects on the temporary bonds when styling hair from wet to dry.

Question 4

Describe the benefits of three styling/finishing products.

Question 5 (scenario-based)

Rowan has type 3 soft curly hair and wants his pompadour hairstyle styled with root lift and volume.

- Describe the equipment, tools, products and techniques you would use to recreate this style.
- What aftercare advice would you provide for Rowan?

End of chapter 'test your knowledge' questions reinforce learning and aid revision.

Photo credits

The Publishers would like to thank the following for permission to reproduce copyright material.

Page 4 © Alexander Sorokopud/123RF; page 5 top and middle © NejroN/123RF, bottom © Isantilli/123RF; page 6 top © Dean Drobot/123RF, bottom © Dmytro Zinkevych/123RF; page 7 top © frugo/123RF, second © Eduardo Lopez Coronado/123RF, third © Eugenio Marongiu/123RF, bottom © avemario/123RF; page 8 © Dmytro Zinkevych/123RF; page 9 top © Svyatoslav Lypynskyy/123RF, middle © AlenKadr/Shutterstock.com, bottom Phil Jones Photography; page 10 top Phil Jones Photography, bottom City & Guilds; pages 11–14 Phil Jones Photography.

ISBN: 978 1 5104 1623 9

© The City and Guilds of London Institute 2017

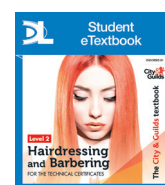
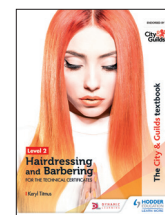
All rights reserved. Apart from any use permitted under UK copyright law, no part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or held within any information storage and retrieval system, without permission in writing from the publisher or under licence from the Copyright Licensing Agency Limited. Further details of such licences (for reprographic reproduction) may be obtained from the Copyright Licensing Agency Limited, Saffron House, 6–10 Kirby Street, London EC1N 8TS.

Cover photo used under license from INNOLuxe Ltd. Hair by Sophia Hilton at Not Another Salon.www.innoluxe.com

Hodder Education and City & Guilds are working in partnership to produce high-quality print and digital textbooks for City & Guilds' new suite of Technical qualifications, as well as Apprenticeships at levels 2 and 3.

Written specifically for the new City & Guilds Level 2 Technical Certificates in hairdressing or barbering, this book will support your learners with the knowledge they need to succeed in their hairdressing studies.

The City & Guilds Textbook Level 2 Hairdressing and Barbering for the Technical Certificates Student Book	Keryl Titmus	9781510416239	September 2017	£28.99
The City & Guilds Textbook Level 2 Hairdressing and Barbering for the Technical Certificates Student eTextbook	Keryl Titmus	9781510415218	October 2017	1-Year: £7.25 +VAT 2-Year: £11.60 +VAT 3-Year: £17.40 +VAT
The City & Guilds Textbook Level 2 Hairdressing and Barbering for the Technical Certificates Whiteboard eTextbook (subscription expires 31st August 2020)	Keryl Titmus	9781510415201	September 2017	Small Cohort (26 to 99 students): £150 +VAT Large Cohort (99+ students): £200 +VAT

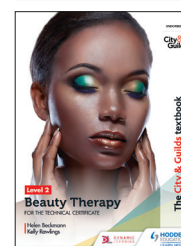


- Complementing quality teaching, this textbook covers required knowledge for each unit of study.
- Carefully matched to the requirements of the new qualifications, this comprehensive textbook will provide you and your learners with reliable guidance through this period of transition, in clear and accessible language.
- Contains over a thousand photographs to ensure learners can visualise vital practical skills.
- Provides invaluable guidance on the new assessments, including written exams and synoptic end tests.

To request Inspection Copies, eInspection Copies or free, no obligation 30-day trials, visit
www.hoddereducation.co.uk/cityandguilds

Also available for City & Guilds Hair and Beauty qualifications, with supporting resources

The City & Guilds Textbook, Level 2 Diploma for Hair Professionals: for Apprenticeships in Professional Hairdressing and Professional Barbering Student Book	Keryl Titmus	9781510416383	January 2018	£28.99
The City & Guilds Textbook Level 2 Beauty Therapy for the Technical Certificate Student Book	Helen Beckmann, Kelly Rawlings	9781510416222	September 2017	£32.99



To find out more about upcoming City & Guilds titles, email us at
cityandguilds@hodder.co.uk

Written specifically for the new City & Guilds Level 2 Technical Certificates in hairdressing and barbering, this comprehensive textbook, published in partnership with City & Guilds, will support your students with the knowledge they need to succeed in their hairdressing and barbering studies.

- Guides your students with clear and accessible language, carefully matched to the requirements of the new qualifications.
- Ensures learners can visualise vital practical skills with over a thousand photographs.
- Helps prepare your learners for assessment with guidance on the written exams and synoptic end tests.

Dynamic Learning

This book is fully supported by Dynamic Learning – the online subscription service that helps make teaching and learning easier.

Dynamic Learning provides unique tools and content for:

- front-of-class teaching
- streamlining planning and sharing lessons
- focused and flexible assessment preparation
- independent, flexible student study



Sign up for a free trial – visit: www.hoddereducation.co.uk/dynamiclearning



HODDER
EDUCATION

www.hoddereducation.co.uk