



## **ITEC Level 2 Certificate in Make-up** **QAN 501/0199/7** **Learner Guidance Notes**

### **General Advice**

#### **1. Requirements for Undertaking this Qualification**

ITEC recommend that you should have achieved a level of education equivalent to five GCSEs at grade A\*-C or a Level 1 Diploma in Beauty Therapy prior to commencing the ITEC Level 2 Certificate in Make-up; however, your Centre may make exemptions for adult returners with experience of the workplace

#### **2. Structure of the Qualification, Guided Learning (GL)**

The ITEC Level 2 Certificate in Make-up is comprised of 4 mandatory units with a total of 114 hours of Guided Learning (GL) in order to achieve the full qualification. However, you will also be required to complete further study and generate evidence of your learning in your own time. This is known as Total Qualification Time (TQT), please see Table 1 below:-

Table 1

<b>ITEC Unit Number</b>	<b>Unit Title</b>	<b>Assessment</b>	<b>Grading</b>
803	Apply Make-up	Practical examination  Evidence of 5 treatments  15 MCQ – paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%  Pass or Refer  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
600	Follow Health and Safety Practice in the Salon	Portfolio of evidence  MCQ – paper or online	Pass or Refer  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
819	Working in the Beauty Related Industries	Assignment	Pass or Refer
818	Client Care and Communication in Beauty Related Industries	Assignment	Pass or Refer

**Total Guided Learning (GL) - 114**

**Total Qualification Time (TQT) – 131**

**Total Credit Value for the Qualification - 13**

#### **3. Grading of the Qualification**

All assessment tasks required for each unit of the qualification (detailed in Table 1 above) must be completed and awarded a Pass mark before the full qualification can be certificated

The overall qualification is graded - Pass - 60% - 74%, Merit - 75% - 89%, Distinction – 90%-100%. This is formed by the aggregate mark for the multiple-choice questions papers and the Final Practical Examination

Your results and Certificates will be sent to your Centre by ITEC. Therefore, you will need to collect your results and Certificates from your Centre

#### **4. Assessment of the Qualification**

The ITEC Level 2 Certificate in Make-up will be internally and externally assessed using a variety of assessment methods as set out in Table 1 above

Once you have completed all the specified assessments for the qualification and your Lecturer has awarded a Pass mark for all the evidence you have submitted, you will have a Final External Practical Examination carried out by an ITEC Examiner, who will also verify a sample of all the evidence you have completed during your training to ensure it meets the ITEC standard

#### **Practical Examination Sequence**

Once all aspects of the mandatory units have been completed, you will complete a Final Internal Practical Assessment. This will be observed by your Lecturer using the ITEC Internal Assessment Forms. The results will be reviewed by the ITEC External Examiner on the day of your Final External Practical Examination

- a. You will perform the following treatments in sequence for your Internal and External Practical Examination:
- b. Practical Examination sequence – Total approximately 30 minutes

Unit 803 – Apply Make-up

- Cleanse
  - Skin analysis
  - Light day make-up suitable for the client
  - Remove head band/hair protection prior to Examiner final check
- c. You will be asked oral questions during the Final Practical Examination
  - d. You will need to complete a Consultation Form for your client for the unit of the ITEC External Examination. This should be reviewed and completed at the end of the treatment and will be taken away by the Examiner
  - e. You will need to demonstrate excellent hygiene and client care throughout your examination as well as competence in all your skills
  - f. The ITEC Examiner may reduce the treatment timings, as the examination is a demonstration of your professionalism and your accomplished skills

#### **Multiple-choice Tests**

Each question is formatted in the same way:

- 1 stem (the question)
- 1 key (the correct answer)
- 3 distractors (incorrect answers)
- You must indicate the answer you believe is correct by placing a mark in the appropriate box on your answer sheet

Multiple-choice tests are used for units 803 and 600 - Online testing of all relevant units is also available

## Assignments

- a. Units 818 and 819 are assessed by the completion of an assignment
- b. Your assignments form part of your internal assessment and should be assessed throughout your training by your Lecturer using the ITEC Guidance Forms
- c. The criteria for the assignments is detailed on the Assignment Guidance and Assessment Form
- d. Your Lecturer will complete the ITEC Assessment Forms and ensure they are ready for verification by the ITEC External Examiner
- e. The internal assessment(s) will be conducted by your Centre's Lecturer/Internal Verifier(s) and will be sampled by the ITEC External Examiner

## Treatment Evidence/Portfolio of Evidence

You are required to provide evidence of treatments that you have performed on clients during your training under the supervision of your Lecturer who will monitor the quality of your treatments in order to ensure that they meet the ITEC criteria

- The criteria are detailed on the Treatment Evidence Guidance Forms. They are graded Pass or Refer
- You will need to complete a Client Consultation Form as evidence that you performed the required number of treatments during your training (see Table 1) as they form part of your internal assessment for the qualification. They can be stored in your ITEC E-portfolio

## 5. Resources

Your Centre must provide a suitable environment for teaching the ITEC Level 2 Certificate in Make-up as well as all equipment both fixed and free standing to complete all aspects of the qualification. You may need to supply some consumables and/or towels in order to complete your training

## 6. Opportunities for Progression

Once you have achieved the ITEC Level 2 Certificate in Make-up, you may progress on to other ITEC or equivalent qualifications at Level 2 and 3, for example:

- Level 2 Diploma in Hair, Photographic and Media Make-up
- Level 3 Diploma in Beauty Therapy
- Level 3 Diploma in Massage and Electrotherapy Treatments
- Level 3 Diploma in Spa and Body Treatments
- Level 3 Diploma in Nail Treatments
- Level 3 Diploma in Fashion and Specialised Make-up

For further Awards, Certificates and Diplomas please go to [www.itecworld.co.uk](http://www.itecworld.co.uk)

## 7. Professional Body Membership and Insurance

Professional Indemnity and Public Liability Insurance can be obtained via The Complementary Therapist Association ([www.CThA.com](http://www.CThA.com)) and other Industry Associations who recognise the ITEC Certificate. The ITEC Level 2 Certificate in Make-up also enables Graduates to apply for membership of The Complementary Therapist Association

## 8. Book List

A full book list can be found [here](#)