



ITEC Level 3 Diploma in Beauty and Massage Therapy
QAN 603/0773/0
Lecturer Guidance Notes

General Advice

1. Requirements for Undertaking this Qualification

It is recommended that Learners 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 3 Diploma in Beauty and Massage Therapy; however, exemptions may be made for adult returners with experience of the workplace

A scheme of work must be approved by ITEC prior to the commencement of the course for all units

2. Structure of the Qualification, Guided Learning (GL), Total Qualification Time (TQT) and Credit Value

The ITEC Level 3 Diploma in Beauty and Massage Therapy is comprised of 16 mandatory units with a total of 380 hours of Guided Learning (GL) to achieve the full qualification

Guided Learning (GL) - 873

Guided Learning is 'the activity of a Learner in being taught or instructed by – or otherwise participating in education or training under the immediate guidance or supervision of – a Lecturer, Supervisor, Tutor or other appropriate provider of education or training'. This includes 'the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a Lecturer, Supervisor, Tutor or other appropriate provider of education or training'

Total Qualification Time (TQT) - 1008

Total Qualification Time is 'the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of the qualification'

Total Credit Value - 101

The total Credit Value for the qualification is equal to one tenth of the Total Qualification Time rounded to the nearest whole number

3. Delivery of the Qualification

Lecturers should aim to deliver the theory and practical of each unit simultaneously, i.e., both theory and practical of each unit should be taught together to ensure the underpinning knowledge is being delivered at the same time as the practical skills. This will help to ensure that Learners understand the structures they are working on as a result of combining delivery with the practical application of treatments

4. Assessment and Grading of the Qualification

Learner's results and Certificates will be issued by ITEC directly to the Centre. Learners should be notified that they need to collect their results and Certificates from their Centre

This qualification will be internally and externally assessed using the assessment of skills as set out in Table 1 below. Once all treatment evidence documentation, assignments and underpinning knowledge have been completed, the Learner will have a Final External Practical Examination carried out by the ITEC Examiner, who will also verify a sample of all treatment evidence documentation and assignments

Table 1

ITEC Unit Number	Mandatory Units	Assessment	Grading
800	Provide Facial Skincare	Practical examination Evidence of 5 treatments 25 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%
802	Provide Eyelash and Eyebrow Treatments	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%
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%
804	Provide Manicure Treatments	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%
805	Provide Pedicure Treatments	Internal practical assessment	Pass 60% - 74% Merit 75% - 89%

		Evidence of 5 treatments 10 MCQ - paper or online	Distinction 90% - 100% Pass or Refer Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
873	Apply Light Cured Polish	Evidence of 3 treatments Assignment	Pass or Refer Pass or Refer
806	Remove Hair Using Waxing Techniques	Practical examination Evidence of 5 treatments 20 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%
613	Monitor and Maintain 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%
821	Client Care and Communication in the Beauty Related Industries	Assignment	Pass or Refer
822	Provide Body Massage	Practical examination Evidence of 4 treatments plus 50 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%
823	Provide Body Electrotherapy Treatments	Practical examination Evidence of 5 treatments plus 20 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%
824	Provide Facial Electrotherapy Treatments	Practical examination	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%

		Evidence of 5 treatments plus 20 MCQ - paper or online	Pass or Refer Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
825	Provide Massage using Pre-Blended Aromatherapy Oils	Evidence of 4 treatments plus 10 MCQ - paper or online	Pass or Refer Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
826	Apply Stone Therapy Massage	Practical examination Evidence of 4 treatments plus 20 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%
827	Provide Indian Head Massage	Practical examination Evidence of 4 treatments plus 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%
851	Apply Microdermabrasion	Practical examination Evidence of 5 treatments plus 25 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%

Total Guided Learning (GL) - 873

Total Qualification Time (TQT) - 1008

Total Credit Value for the Qualification - 101

All assessment criteria and sample assessment materials for this qualification can be found [here](#)

5. 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 complete qualification can be certificated

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

6. Assessment of the Qualification

The ITEC Level 3 Diploma in Beauty and Massage Therapy will be internally and externally assessed using a variety of assessment methods as set out in Table 1 above

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

Practical Examination Sequence

Once all aspects of the mandatory and additional optional units have been completed, Learners will be expected to complete an internal practical assessment. This will be undertaken by the Internal Assessor using the Internal Assessment forms. These must be handed to the ITEC External Examiner on the day of the Final External Practical Examination

- a. Learners will be expected to perform the following treatments:

Practical Examination sequence - Total approximately 7 hours

Unit 800 - Provide facial skincare and Unit 802 - Provide eyelash and eyebrow treatments - approximately 1 hour 15 minutes

- Consultation forms may be partially filled out prior to the practical examination
- Clients must be wearing full day make-up
- Cleanse (7 minutes)
- Tone
- Skin analysis
- Eyelash and eyebrow tint
- Eyebrow shape
- Massage (10 minutes)
- Mask (Two masks must be applied simultaneously on the appropriate areas of the face and neck, to include one clay and one commercial mask)
- Moisturise

Unit 803 - Apply make-up - approximately 20 minutes

- Light day make-up suitable for your client
- Remove head band/hair protection prior to Examiner final check

Unit 804 - Provide manicure treatments - approximately 20 minutes

- Your client must be wearing nail enamel prior to treatment
- Full manicure treatment to one hand only but you must apply a dark enamel to both

Unit 806 - Remove hair using waxing techniques - approximately 45 minutes

- Cool wax - (½ leg) either the front of one leg up to and including the knee **or** the back of one leg. The back of the leg will be specified in cases where hair growth is lacking on the front
- Hot wax - bikini or underarm, one side only, as specified by the ITEC External Examiner

Unit 822 - Provide body massage - approximately 45 minutes

- Massage treatment (back of 1 leg, back, chest, 1 arm, abdomen, front of 1 leg)
- Learners may reduce the number of repetitions of movements, as the Final Practical Examination is a demonstration of their professionalism and their accomplished technique

Unit 824 - Provide facial electrotherapy treatments - approximately 1 hour

- Consultation and facial electrical treatments (total 3 treatments)
- Facial electrical machines will be demonstrated - Galvanism and High Frequency (compulsory) plus 1 from the following: - Microcurrent, Vacuum Suction, Faradism

Unit 823 - Provide body electrotherapy treatments - approximately 1 ¼ hours

- Client consultation and body analysis (30 minutes)
- Body electrics (total 3 treatments - 45 minutes)
- Body electrical machines will be demonstrated - G5 (compulsory) plus 2 from the following: - Galvanism, Microcurrent, Vacuum Suction, Faradism

Unit 826 - Apply Stone Therapy Massage, approximately 30 minutes

- Consultation to be carried out prior to the exam
- Client should be on the couch
- Demonstrate appropriate safety precautions
- Demonstrate hot stone massage treatment to include back and face in whatever order the Learner has been taught

Unit 827 - Provide Indian Head Massage - approximately 30 minutes

- Consultation to be carried out prior to the exam
- Prepare the client - shoes removed and feet flat on the floor
- Demonstrate Indian Head Massage - head, face and shoulder massage

Unit 851 - Apply Microdermabrasion - approximately 45 minutes

- Consultation
- Prepare the client
- Demonstrate appropriate safety precautions
- Demonstrate the microdermabrasion treatment suitable for client's skin type
- Aftercare/home care advice

- Oral questions may be asked at any time during the examination
- Consultation forms must be filled in by each Learner for each unit and made available for the ITEC External Examiner to check. These should be reviewed and completed at the end of the treatment and will be taken away by the Examiner
- Learners will be expected to demonstrate excellent hygiene and client care throughout as well as competence in their relevant skills
- The Examiner may reduce the treatment timings, as the examination is a demonstration of the Learner's professionalism and their accomplished technique
- Approximate time allocated for changeover of practical examination groups - 15 minutes

Multiple-choice Tests

Each question is formatted in the same way:

- 1 stem (the question)

- 1 key (the correct answer)
- 3 distractors (incorrect answers)
- The Learner must indicate the answer they believe is correct by placing a mark in the appropriate box on the answer sheet

Multiple-choice tests are used for units 800, 802, 803, 804, 805, 806, 613, 822, 823, 824, 825, 826, 827 and 851 - online testing of all relevant units is also available

Assignments

- The assignments form part of the internal assessment and should be assessed throughout the training by the Lecturer using the appropriate guidance forms
- Assignments must be completed in the Learner's own time. The Lecturer must monitor the quality of the documentation throughout the Learner's training to ensure that they meet the ITEC criteria. The criteria is detailed on the Assignment Guidance and Assessment Forms
- The Assessment Forms for each unit should be completed and placed with the relevant documentation for verification by the ITEC External Examiner
- Unit 873 and 821 will be assessed by an assignment

Treatment Evidence/Portfolio of Evidence

Portfolio of evidence is required to be completed under the supervision of a Lecturer who must monitor the quality of the treatments performed throughout the Learner's training to ensure that they meet the ITEC criteria

- The criteria are detailed on the Treatment Evidence Guidance Forms. They are graded Pass or Refer
- The evidence is formed by a completed Consultation Form. This can be stored in the ITEC E-portfolio

7. Resources

The organisation delivering the qualification must provide a suitable environment for teaching the ITEC Level 3 Diploma in Beauty and Massage Therapy as well as all equipment both fixed and free standing to complete all aspects of the qualification. Learners need to be made aware of the amount of consumables/towels they will be required to provide

8. Registration

Enrolments for the qualification and all units should be sent to ITEC together on the ITEC Enrolment Form - paper based or online

9. Opportunities for Progression

Once Learners have achieved the ITEC Level 3 Diploma in Beauty and Massage Therapy they may progress on to other ITEC or equivalent qualifications at Level 4, for example:

- Level 4 Diploma in Advanced Skincare
- Level 4 Diploma in Spa and Salon Management
- Level 4 Certificate in Laser and Light Treatment for Skin Rejuvenation
- Level 4 Certificate in Laser and Light Treatment for Hair Removal
- Level 4 Certificate in Micro-Pigmentation Treatment

For further Awards, Certificates and Diplomas please go to www.itecworld.co.uk

10. Support from Industry

Please see the letters of support from employers within the Industry, including [LCBT](#)

11. Book List

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

12. E-learning Resources

A full list of e-learning resources can be found [here](#)