



ITEC Level 3 Diploma in Beauty and Massage Therapy QAN 603/0773/0 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 Level 1 Diploma in Beauty Therapy prior to commencing the ITEC Level 3 Diploma in Beauty and Massage Therapy; 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 3 Diploma in Beauty and Massage Therapy is comprised of 16 mandatory units with a total of 873 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

ITEC Unit Number	Unit Title	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 Evidence of 5 treatments 10 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%
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	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100% Pass or Refer Pass 60% - 74% Merit 75% - 89%

		or online	Distinction 90% - 100%
824	Provide Facial 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%
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

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 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 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 examinations:
- b. Practical examination sequence - approximately 7 hours

You will need to supply a client that can receive all the following treatments in order to complete your examination:-

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

- c. You will be asked oral questions during the Final Practical Examination
- d. You will need to complete Consultation Forms for your client for each unit of the ITEC External Examination. They 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 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

- a. Unit 873 and 821 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 are 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 the Centre's Lecturer/Internal Verifier(s) and will be sampled by the ITEC External Verifier

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 3 Diploma in Beauty and Massage Therapy, 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 3 Diploma in Beauty and Massage Therapy you 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

7. Professional Body Membership and Insurance

Professional Indemnity and Public Liability Insurance can be obtained via The Complementary Therapist Association (www.CThA.com) and other Industry Associations who recognise the ITEC Diploma. The ITEC Level 3 Diploma in Beauty and Massage Therapy also enables Graduates to apply for membership of The Complementary Therapist Association

8. Support from Industry

Please see letters of support from the industry; [LCBT](#)

9. Book List

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

10. E-learning Resources

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