



ITEC Level 3 Diploma in Nail Technology QAN 601/8626/4 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 2 Certificate in Nail Technology prior to commencing the ITEC Level 3 Diploma in Nail Technology; 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 Nail Technology is comprised of 9 mandatory units with a total of 409 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
804	Provide Manicure Treatments	Practical examination Evidence of 5 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%
805	Provide Pedicure Treatments	Internal practical assessment Evidence of 5 treatments plus 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%
839	Apply and Maintain Nail Enhancements	Practical examination Evidence of 15 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%

840	Design and Apply Nail Art	Practical examination	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
		Evidence of 3 treatments	Pass or Refer
		Assignment	Pass or Refer
841	Airbrush Designs for Nails	Internal practical assessment	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
		Evidence of 4 treatments	Pass or Refer
		Assignment	Pass or Refer
630	Display Stock to Promote Sales in the Salon	Portfolio of evidence	Pass or Refer
		MCQ – paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
613	Monitor and Maintain Health and Safety Practice in the Salon	Portfolio of evidence	Pass or Refer
		MCQ – paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
821	Client Care and Communication in the Beauty Related Industries	Assignment	Pass or Refer
918	Maintaining Personal Health and Well-being	MCQ – Paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%

Total Guided Learning (GL) - 409

Total Qualification Time (TQT) - 528

Total Credit Value for the Qualification - 53

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 Nail Technology 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 2 ½ hours

You will need to supply 2 clients, one for manicure and the other for Nail Technology and nail art that can receive all the following treatments in order to complete your examination

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 enamel to both

Unit 839 – Apply and maintain nail enhancements, approximately 1 ½ hours

- Consultation should be carried out prior to the examination
- Nails should be manicured prior to the examination
- You should tip and blend one hand prior to the examination
- You will tip and blend 3 fingers and fit choice of form on 2 fingers during the examination
- You will apply gel to the prepared hand and acrylic to the other hand
- Complete Consultation Form and hand to the Examiner at the end of the treatment

Unit 840 – Design and apply nail art - approximately 30 minutes

- Consultation to be carried out prior to the examination
- Provide sketch and evidence of research of chosen design
- Preparation of nails
- You must apply own design using nail art techniques (fingers or toes)
- Both hands or feet to be finished with nail art
- Complete Consultation Form and hand to the Examiner at the end of the examination

- 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

Internal Practical Assessment

- a. The internal practical assessment forms part of the internal assessment and should be assessed by the Lecturer using the appropriate marking criteria and Internal Practical Assessment Forms
- b. The internal practical form for each unit should be completed by the Lecturer and placed with the relevant documentation for the ITEC External Examiner
- c. Units 805 and 841 will be internally practically assessed
- d. The internal assessment(s) will be conducted by the Centre's Lecturer/Internal Verifier(s) and will be sampled by the ITEC External Verifier

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 804, 805, 839, 630, 613 and 918 - Online testing of all relevant units is also available

Assignments

- Units 840, 841 and 821 are assessed by the completion of an assignment
- Your assignments form part of your internal assessment and should be assessed throughout your training by your Lecturer using the ITEC Guidance Forms
- The criteria for the assignments are detailed on the Assignment Guidance and Assessment Form
- Your Lecturer will complete the ITEC Assessment Forms and ensure they are ready for verification by the ITEC External Examiner
- 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 Nail Technology, 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 Nail Technology you may progress on to other ITEC or equivalent qualifications at Level 3 or 4, for example:

- Level 3 Diploma in Massage and Electrotherapy
- Level 3 Diploma in Spa and Body Treatments
- 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 Nail Technology also enables Graduates to apply for membership of The Complementary Therapist Association

8. Support from Industry

Please see letters of support from the industry; [CThA](#), [FHT](#) and [BABTAC](#)

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](#)