



ITEC Level 3 Diploma in Nail Technology
QAN 601/8626/4
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 2 Certificate in Nail Technology prior to commencing the ITEC Level 3 Diploma in Nail Technology; 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 Nail Technology is comprised of 9 mandatory units with a total of 409 hours of Guided Learning (GL) to achieve the full qualification

Guided Learning (GL) – 409

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) – 528

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 - 53

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 Certificate's 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
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 Evidence of 3 treatments Assignment	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100% Pass or Refer Pass or Refer
841	Airbrush Designs for Nails	Internal practical assessment Evidence of 4 treatments Assignment	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100% Pass or Refer

			Pass or Refer
630	Display Stock to Promote Sales in the Salon	Portfolio of evidence MCQ – paper or online	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
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

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 Nail Technology 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. Two clients will be required per Learner, one for manicure, and the other for nail technology and nail art

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

Practical examination sequence – approximately 2 ½ hours

Unit 804 – Provide manicure treatments – Approximately 20 minutes

- Clients must be wearing nail enamel prior to treatment
- Full manicure treatment to one hand only but Learners 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
- The Learner should tip and blend one hand prior to the examination
- The Learner will tip and blend 3 fingers and fit choice of form on 2 fingers during the examination
- Learners 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
- The Learner 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

- 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

Internal Practical Assessment

- 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
- The internal practical form for each unit should be completed by the Lecturer and placed with the relevant documentation for the ITEC External Examiner
- Units 805 and 841 will be internally practically assessed
- 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)

- 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 804, 805, 839, 630, 613 and 918 - 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
- Units 840, 841 and 821 will be assessed by an assignment

Treatment Evidence

Evidence of treatments 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 Nail Technology 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 Nail Technology they may progress on to other ITEC or equivalent qualifications at Level 3 and 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

10. Support from Industry

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

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](#)