ITEC

1

Hair&Beauty

LEVEL 1 AWARD IN AN INTRODUCTION TO THE HAIR AND BEAUTY SECTOR
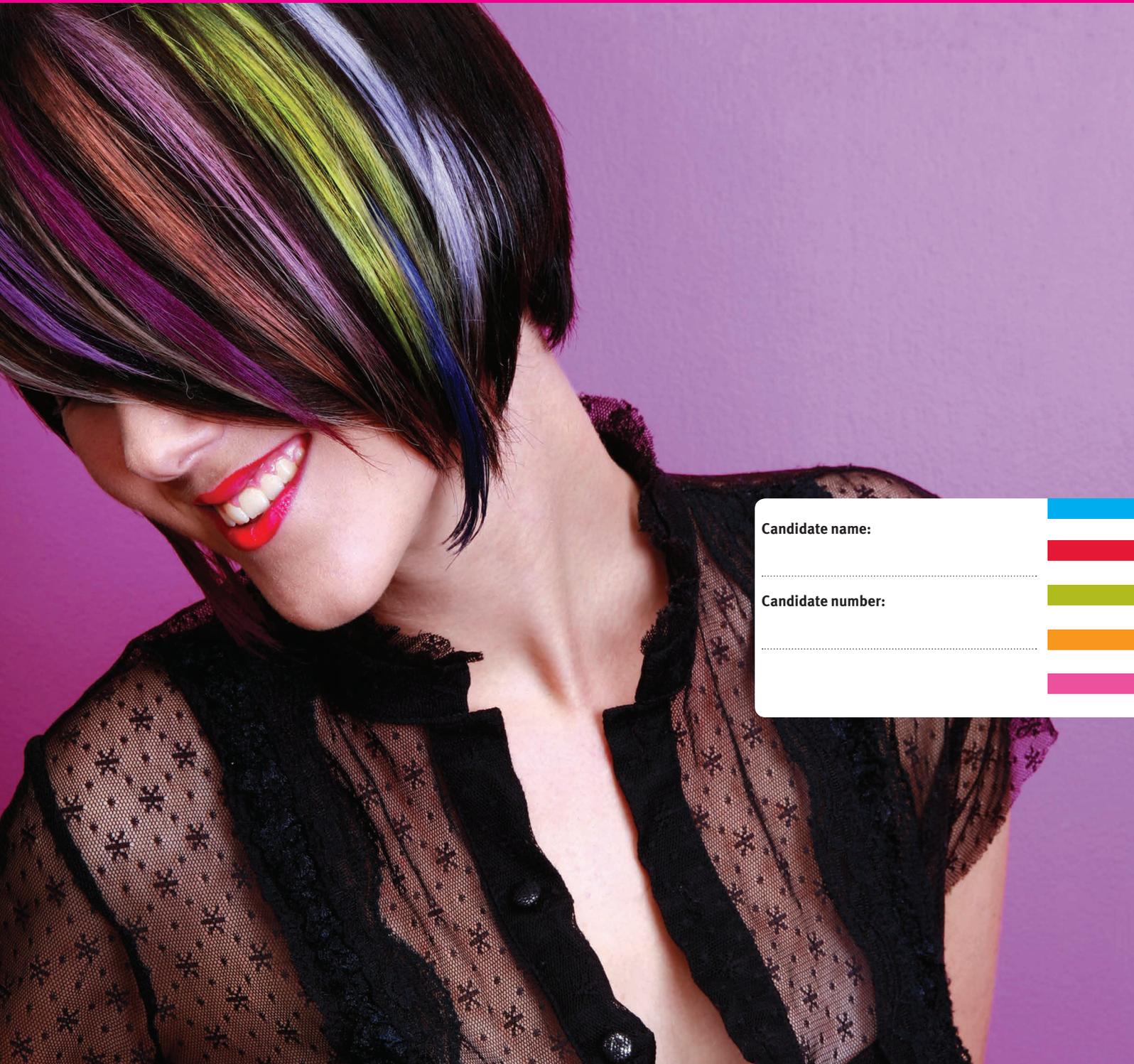
Candidate name:

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Candidate number:

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AN INTRODUCTION TO ITEC

ITEC is the premier International Awarding Organisation for qualifications in Beauty, Complementary and Sports Therapy and now our exciting new addition of Hairdressing. As a niche Awarding Organisation we offer a variety of exciting career pathways for example:

- **Traditional Beauty Therapy or the specialisms of Nail Technology and Spa**
- **Personal Training or the specialism of Yoga and Pilates**
- **In Complementary Therapy you may choose to study massage or broaden your skills to offer Reflex and Aromatherapy**
- **The traditional Hairdressing route or you may prefer to specialise in Barbering or African Type Hair. Alternatively there is also advanced hairdressing training to up skill and develop your techniques further**

If you wish to deliver the best quality qualifications for your learners, you are in the right place.

Hair & Beauty

CONTENTS | LEVEL 1 AWARD IN AN INTRODUCTION TO THE HAIR AND BEAUTY SECTOR

STRUCTURE OF THE LEVEL 1 AWARD IN AN INTRODUCTION TO THE HAIR AND BEAUTY SECTOR

The main aim of the ITEC Level 1 Award in An Introduction to the Hair and Beauty Sector is to enable learners to make use of skills, knowledge and understanding to carry out structured tasks and activities in familiar contexts with appropriate guidance where needed.

The ITEC Level 1 Award in An Introduction to the Hair and Beauty Sector is comprised of two mandatory units and one optional unit. Credit value 9, with a minimum of 6 credits at or above the level of the qualification.

QCF Unit Number	ITEC Unit Number	Mandatory Units	Page no.
R/502/3981	313	Introduction to the Hair and Beauty Sector	4
Y/502/3982	314	Present a Professional Image in a Salon	5

Learners must take this optional unit:

QCF Unit Number	ITEC Unit Number	Optional Units	
Y/502/3464	302	Skin Care	6
K/502/3467	303	Hand Care	7
T/502/3469	304	Create an Image using Colour for the Hair and Beauty Sector	8
L/502/3753	305	Shampoo and Conditioning	9
R/502/3804	306	Hair Plaiting	10
OR			
Y/502/3805	307	Plaiting and Twisting Hair	11
K/502/3470	308	Nail Art Application	12
L/502/3803	309	Themed Face Painting	13
J/502/3795	310	Basic Make-up Application	14
F/502/3796	311	Styling Women's Hair	15
A/502/3795	312	Styling Men's Hair	16
Y/502/3979	315	The Art of Dressing Hair	17
L/502/3980	316	The Art of Photographic Make-up	18

RECORD OF ASSESSMENT

- The ITEC assessment booklet has been designed to record the practical performances, written questioning and completion of the assignments as identified for each unit of the qualification.
- The recordings must be made by the assessor in black or blue ink, pencil should not be used at any time.
- The assessor should sign and date the practical performance stage after observing the candidate complete the minimum number of services successfully and meeting the assessment criteria.
- When the candidate has completed the written questions or the assignment successfully then the assessor can sign and date the unit to confirm completion.
- Once a number of pieces of evidence and have been recorded in the assessment book it is recommended that the centre's internal verifier sample the evidence to ensure it is sufficient, valid and meets the appropriate standard for the level of qualification undertaken.
- This assessment booklet must be readily available for inspection by the ITEC visiting external verifier who will sample the candidate evidence to complete the quality assurance process.

UNIT 313 | INTRODUCTION TO THE HAIR AND BEAUTY SECTOR

Learning outcome	Assessment Criteria
1. Know the career opportunities and working patterns within the hair and beauty sector	**1.1** Identify occupational roles in the hair and beauty sector **1.2** Outline the working patterns in the hair and beauty sector **1.3** Identify the main career opportunities available in the hair and beauty sector and related industries **1.4** Give examples of sources of information on training and career opportunities in the sector
2. Know the main hairdressing services and beauty treatments	**2.1** Identify different types of salons and the types of client they attract **2.2** Outline the main hairdressing services offered by salons **2.3** Outline the main beauty treatments offered by salons **No practical performances**
Assessment method:	**Assignment:** ☐ _ _ / _ _ / _ _ **MCQ:** ☐ _ _ / _ _ / _ _

Unit complete ☐ **Date** _ _ / _ _ / _ _   **Lecturer's/Assessor's name** ....   **Signature** ....

Quality assured by Name ....   **Signature** ....   **Date sampled** _ _ / _ _ / _ _

UNIT 314 | PRESENT A PROFESSIONAL IMAGE IN A SALON

Learning outcome	Assessment Criteria
1. Be able to communicate in a salon environment	**1.1** Communicate professionally in a salon environment to meet the needs of different people **1.2** Identify the effects of positive and negative attitudes and behaviours
2. Be able to present a professional image and maintain personal hygiene in a salon	**2.1** Identify how to promote a professional image in a salon **2.2** Identify how to maintain personal hygiene **2.3** Present a professional image in line with salon policy **A minimum of 3 practical performances**
Assessment method:	**Practical** ☐ 1) _ _ / _ _ / _ _ ☐ 2) _ _ / _ _ / _ _ ☐ 3) _ _ / _ _ / _ _ **Assignment:** ☐ _ _ / _ _ / _ _ **MCQ:** ☐ _ _ / _ _ / _ _

Unit complete ☐ **Date** _ _ / _ _ / _ _   **Lecturer's/Assessor's name** ....   **Signature** ....

Quality assured by Name ....   **Signature** ....   **Date sampled** _ _ / _ _ / _ _

UNIT 302 | SKIN CARE

Learning outcome	Assessment Criteria
1. Be able to prepare for skin care treatment	**1.1** Prepare for a skin care treatment **1.2** State the procedure for client preparation **1.3** Select products and materials for a basic skin care treatment
2. Be able to provide skin care treatment	**2.1** State the main skin types **2.2** Carry out a basic skin care treatment **2.3** Follow safe and hygienic working practices **2.4** Communicate and behave in a professional manner **No practical performance**
Assessment method:	**Internal task:** ☐ _ _ / _ _ / _ _

Unit complete ☐ **Date** _ _ / _ _ / _ _   **Lecturer's/Assessor's name** ....   **Signature** ....

Quality assured by Name ....   **Signature** ....   **Date sampled** _ _ / _ _ / _ _

UNIT 303 | HAND CARE

Learning outcome	Assessment Criteria
1. Be able to prepare for a hand care treatment	**1.1** Prepare for a basic hand care treatment **1.2** State the procedure for client preparation **1.3** Select products and tools for a basic hand care treatment
2. Be able to provide hand care treatment	**2.1** Identify typical nail shapes and basic nail structure **2.2** Carry out a basic hand care treatment **2.3** Follow safe and hygienic working practices **2.4** Communicate and behave in a professional manner **No practical performance**
Assessment method:	**Internal task:** ☐ _ _ / _ _ / _ _

Unit complete ☐ **Date** _ _ / _ _ / _ _   **Lecturer's/Assessor's name** ....   **Signature** ....

Quality assured by Name ....   **Signature** ....   **Date sampled** _ _ / _ _ / _ _

UNIT 304 | CREATE AN IMAGE USING COLOUR FOR THE HAIR AND BEAUTY SECTOR

Learning outcome	Assessment Criteria
1. Know the colour spectrum	**1.1** State the primary colours **1.2** State the secondary colours **1.3** Outline the colour spectrum and its use in the hair and beauty industries
2. Be able to use the colour spectrum in the hair and beauty industries	**2.1** Create an image using colour **No practical performance**
Assessment method:	**Assignment:** ☐ _ _ / _ _ / _ _

Unit complete ☐ **Date** _ _ / _ _ / _ _   **Lecturer's/Assessor's name** ....   **Signature** ....

Quality assured by Name ....   **Signature** ....   **Date sampled** _ _ / _ _ / _ _

UNIT 305 | SHAMPOO AND CONDITIONING

Learning outcome	Assessment Criteria
1. Be able to prepare for shampoo and conditioning	**1.1** Prepare the client for shampoo and conditioning **1.2** State the procedure for client preparation **1.3** Select products and tools for shampoo and conditioning
2. Be able to shampoo condition and towel dry hair	**2.1** State the main hair types and basic structure of the hair **2.2** State the effects of shampooing and conditioning on the hair **2.3** Shampoo and condition hair **2.4** Towel dry and detangle hair **2.5** Follow safe and hygienic working practices **2.6** Communicate and behave in a professional manner **A minimum of 3 practical performances**
Assessment method:	**Practical performances** ☐ **1)** _ _ / _ _ / _ _ ☐ **2)** _ _ / _ _ / _ _ ☐ **3)** _ _ / _ _ / _ _ **Assignment:** ☐ _ _ / _ _ / _ _ **MCQ:** ☐ _ _ / _ _ / _ _

Unit complete ☐ **Date** _ _ / _ _ / _ _   **Lecturer's/Assessor's name** ....   **Signature** ....

Quality assured by Name ....   **Signature** ....   **Date sampled** _ _ / _ _ / _ _

**UNIT 306	HAIR PLAITING**	

Learning outcome	Assessment Criteria
1. Be able to prepare for hair plaiting service	**1.1** Prepare for hair plaiting service **1.2** Select products and tools for basic plaiting **1.3** State the procedure for client preparation
2. Be able to shampoo, condition and towel dry hair	**2.1** State when and how to use products, tools and equipment **2.2** Carry out a basic plaiting technique **2.3** Follow safe and hygienic working practices **2.4** Communicate and behave in a professional manner **A minimum of 3 practical performances**
Assessment method:	**Practical performances** ☐ **1)** _ _ / _ _ / _ _ ☐ **2)** _ _ / _ _ / _ _ ☐ **3)** _ _ / _ _ / _ _ **Assignment:** ☐ _ _ / _ _ / _ _ **MCQ:** ☐ _ _ / _ _ / _ _

Unit complete ☐ **Date** _ _ / _ _ / _ _   **Lecturer's/Assessor's name** ....   **Signature** ....

Quality assured by Name ....   **Signature** ....   **Date sampled** _ _ / _ _ / _ _

UNIT 307 | PLAITING AND TWISTING HAIR

Learning outcome	Assessment Criteria
1. Be able to prepare for plaiting and twisting hair	**1.1** Identify a range of finished looks that use basic plaiting and twisting techniques **1.2** Prepare for basic plaiting and twisting techniques **1.3** State the importance of the preparation procedures for basic plaiting and twisting techniques **1.4** State the factors that influence the choice of basic plaiting and twisting techniques **1.5** Select products and tools for basic plaiting and twisting techniques **1.6** State when and how to use products, tools and equipment
2. Be able to carry out hair plaiting and twisting techniques	**2.1** Carry out basic plaiting and twisting techniques with and without decoration **2.2** Provide home care advice **2.3** Follow safe and hygienic working practices **2.4** Communicate and behave in a professional manner **2.5** State the purpose of home care advice **A minimum of 3 practical performances**
Assessment method:	**Practical performances** □ 1) _ _ / _ _ / _ _ □ 2) _ _ / _ _ / _ _ □ 3) _ _ / _ _ / _ _ **Assignment:** □ _ _ / _ _ / _ _ **MCQ:** □ _ _ / _ _ / _ _

Unit complete ☐ **Date** _ _ / _ _ / _ _   **Lecturer's/Assessor's name** .... **Signature** ....

Quality assured by Name .... **Signature** .... **Date sampled** _ _ / _ _ / _ _

UNIT 308 | NAIL ART APPLICATION

Learning outcome	Assessment Criteria
1. Be able to prepare for nail art techniques	**1.1** State the factors that could influence the choice of basic nail art techniques **1.2** State the importance of the preparation procedures for basic nail art techniques **1.3** Preparation procedures for basic nail art techniques **1.4** Select products, tools and equipment for basic nail art techniques **1.5** State the products and basic techniques used in nail art **1.6** Design a 2D nail art image
2. Be able to carry out nail art techniques	**2.1** Carry out basic nail art techniques adapting the 2D nail art image to a 3D surface **2.2** Follow safe and hygienic working practices **2.3** Communicate and behave in a professional manner A minimum of 1 practical performance **No practical performance**
Assessment method:	**Internal task:** ☐ _ _ / _ _ / _ _

Unit complete ☐ **Date** _ _ / _ _ / _ _   **Lecturer's/Assessor's name** ....   **Signature** ....

Quality assured by Name ....   **Signature** ....   **Date sampled** _ _ / _ _ / _ _

UNIT 309 | THEMED FACE PAINTING

Learning outcome	Assessment Criteria
1. Be able to prepare for themed face painting	**1.1** State the factors that could influence the choice of themed face painting techniques **1.2** State the importance of the preparation and removal procedures for themed face painting **1.3** Preparation procedures for themed face painting **1.4** Design a 2D image
2. Be able to carry out a themed face painting	**2.1** Select the products, tools and equipment for themed face painting **2.2** Carry out face painting techniques using products, tools and equipment adapting the 2D image to a 3D surface **2.3** Remove face painting products **2.4** State the products, tools and equipment used in themed face painting **2.5** Follow safe and hygienic working practices **2.6** Communicate and behave in a professional manner **No performance**
Assessment method:	**Internal task:** ☐ _ _ / _ _ / _ _

Unit complete ☐ **Date** _ _ / _ _ / _ _ **Lecturer's/Assessor's name** .... **Signature** ....

Quality assured by Name .... **Signature** .... **Date sampled** _ _ / _ _ / _ _

UNIT 310 | BASIC MAKE-UP APPLICATION

Learning outcome	Assessment Criteria
1. Be able to prepare for make-up	**1.1** State the factors that could influence the choice of basic make-up products and techniques **1.2** State the importance of the preparation procedures for applying basic make-up **1.3** Prepare for applying basic make-up **1.4** Select products, tools and equipment **1.5** State how and when to use products, tools and equipment for basic make-up
2. Be able to carry out make-up	**2.1** State basic skin types **2.2** State the basic structure and function of the skin **2.3** State the bone structure of the face **2.4** Prepare the face **2.5** Apply and remove basic make-up products **2.6** Follow safe and hygienic working practices **2.7** Communicate and behave in a professional manner **A minimum of 3 practical performances**
Assessment method:	**Practical performances** ☐ 1) _ _ / _ _ / _ _ ☐ 2) _ _ / _ _ / _ _ ☐ 3) _ _ / _ _ / _ _ **Assignment:** ☐ _ _ / _ _ / _ _ **MCQ:** ☐ _ _ / _ _ / _ _

Unit complete ☐ **Date** _ _ / _ _ / _ _   **Lecturer's/Assessor's name** ....   **Signature** ....

Quality assured by Name ....   **Signature** ....   **Date sampled** _ _ / _ _ / _ _

UNIT 311 | STYLING WOMEN'S HAIR

Learning outcome	Assessment Criteria
1. Be able to prepare for styling for women	**1.1** Identify basic techniques for styling women's hair **1.2** State the factors that influence the choice of hair styling techniques for women **1.3** State the importance of the preparation procedures for styling women's hair **1.4** Prepare for styling women's hair
2. Be able to provide styling for women	**2.1** State the purpose of hair styling and finishing products, tools and equipment **2.2** Select appropriate products, tool and equipment **2.3** Style women's hair using basic techniques **2.4** Follow safe and hygienic working practices **2.5** Communicate and behave in a professional manner **A minimum of 3 practical performances**
Assessment method:	**Practical performances** ☐ **1)** _ _ / _ _ / _ _ ☐ **2)** _ _ / _ _ / _ _ ☐ **3)** _ _ / _ _ / _ _ **Assignment:** ☐ _ _ / _ _ / _ _ **MCQ:** ☐ _ _ / _ _ / _ _

Unit complete ☐ **Date** _ _ / _ _ / _ _   **Lecturer's/Assessor's name** ....   **Signature** ....

Quality assured by Name ....   **Signature** ....   **Date sampled** _ _ / _ _ / _ _

UNIT 312 | STYLING MEN'S HAIR

Learning outcome	Assessment Criteria
1. Be able to prepare for styling for men	**1.1** Identify basic styling techniques for men's hair **1.2** State the factors that influence the choice of hair styling techniques for men **1.3** State the importance of the preparation procedures for styling men's hair **1.4** Prepare for styling men's hair
2. Be able to provide styling for men	**2.1** State the purpose of hair styling and finishing products, tools and equipment **2.2** Select appropriate products, tools and equipment **2.3** Style men's hair using basic styling techniques **2.4** Follow safe and hygienic working practices **2.5** Communicate and behave in a professional manner **A minimum of 3 practical performances**
Assessment method:	**Practical performances** ☐ **1)** _ _ / _ _ / _ _ ☐ **2)** _ _ / _ _ / _ _ ☐ **3)** _ _ / _ _ / _ _ **Assignment:** ☐ _ _ / _ _ / _ _ **MCQ:** ☐ _ _ / _ _ / _ _

Unit complete ☐ **Date** _ _ / _ _ / _ _   **Lecturer's/Assessor's name** _____   **Signature** _____

Quality assured by Name _____   **Signature** _____   **Date sampled** _ _ / _ _ / _ _

UNIT 315 | THE ART OF DRESSING HAIR

Learning outcome	Assessment Criteria
1. Be able to prepare for dressing hair	1.1 Prepare the client and work area for dressing service 1.2 State the procedure for client preparation 1.3 Consult with clients to confirm their requirements 1.4 Describe the effects of different styling techniques 1.5 Evaluate the potential of the hair to achieve the desired look by identifying the influencing factors 1.6 Describe the factors that need to be considered when styling and dressing hair 1.7 Describe the physical effects of styling on the hair structure 1.8 Describe the effects of humidity on the hair structure and resulting style 1.9 Explain how the incorrect use of heat can affect the hair and scalp
2. Be able to provide a dressing hair service	2.1 Select and use styling products, tools and equipment to achieve the desired look 2.2 Describe the correct use and routine maintenance of tools, equipment and accessories 2.3 Describe the use for the range of styling products 2.4 Position self and client appropriately throughout the service 2.5 Use working methods that meet salon and legal requirements 2.6 Use styling techniques and dressing effects that take into account the identified factors 2.7 Control and secure hair effectively during dressing 2.8 Describe how to secure and control the long hair looks 2.9 State the purpose of back combing and back brushing when dressing hair 2.10 Dress hair to the satisfaction of the client 2.11 Apply finishing products to maintain the style 2.12 Evaluate the results of the treatment with the client 2.13 Describe the uses for the range of finishing products 2.14 Provide suitable aftercare advice 2.15 Describe the aftercare advice that should be provided 2.16 Follow safe and hygienic working practices 2.17 Outline safe and hygienic working practices when styling and dressing hair 2.18 Communicate and behave in a professional manner 2.19 State how to communicate in a salon environment 2.20 State the behavioural expectations within a salon environment **A minimum of 3 practical performances**
Assessment method:	**Practical performances** ☐ 1) _ _ / _ _ / _ _ ☐ 2) _ _ / _ _ / _ _ ☐ 3) _ _ / _ _ / _ _ **Assignment:** ☐ _ _ / _ _ / _ _ **MCQ:** ☐ _ _ / _ _ / _ _

Unit complete ☐ **Date** _ _ / _ _ / _ _   **Lecturer's/Assessor's name** _____   **Signature** _____

Quality assured by Name _____   **Signature** _____   **Date sampled** _ _ / _ _ / _ _

UNIT 316 | THE ART OF PHOTOGRAPHIC MAKE-UP

Learning outcome	Assessment Criteria
1. Be able to prepare for Photographic Make-Up	**1.1** Produce a mood board **1.2** Outline the purpose of a mood board **1.3** Outline how to develop a mood board **1.4** Describe ways of effectively presenting a mood board **1.5** State the importance of the preparation procedures for Photographic Make-Up **1.6** Explain how natural ageing, lifestyle and environmental factors affect the condition of the skin **1.7** Describe the structure and function of the skin **1.8** Describe the position of the major facial bones
2. Be able to provide Photographic Make-Up	**2.1** Select and use products, tools and equipment for Photographic Make-Up application taking into account identified factors **2.2** State tools, equipment and products used when carrying out a Photographic Make-Up application **2.3** Describe the factors that need to be considered when carrying out a Photographic Make-Up application **2.4** Describe the sequence in which make-up products should be applied **2.5** Apply a Photographic Make-Up application **2.6** Evaluate effectiveness of the Photographic Make-Up application **2.7** State methods of evaluating the effectiveness of the application of the make-up **2.8** Provide suitable aftercare advice **2.9** Describe the aftercare that should be provided **2.10** Follow safe and hygienic working practices **2.11** Outline safe and hygienic working practices when carrying out Photographic Make-Up application **2.12** Communicate and behave in a professional manner **2.13** State how to communicate **2.14** State the behavioural expectations **No practical performances**
Assessment method:	**Project:** ☐ _ _ / _ _ / _ _ **Internal Task Assessment:** ☐ _ _ / _ _ / _ _

Unit complete ☐ **Date** _ _ / _ _ / _ _   **Lecturer's/Assessor's name** ....   **Signature** ....

Quality assured by Name ....   **Signature** ....   **Date sampled** _ _ / _ _ / _ _

Notes

ITEC

Qualifications for the World

For more information regarding our NEW Qualifications in Hair, Beauty & Nails email us at:

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