



**ITEC Level 1 Certificate in an Introduction to the Hair and Beauty Sector**  
**QAN 500/7205/5**  
**Learner Guidance Notes**

**General Advice**

**1. Requirements for Undertaking this Qualification**

It is recommended that Learners have achieved a basic level of education prior to commencing the ITEC Level 1 Certificate in an Introduction to the Hair and Beauty Sector

**2. Structure of the Qualification, Guided Learning (GL)**

The ITEC Level 1 Certificate in an Introduction to the Hair and Beauty Sector is comprised of 2 mandatory units; Learners must also select 3 optional units at or above the level of the qualification. A total of 140 hours of Guided Learning (GL) are required 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 and 2 below:-

Table 1

<b>ITEC Unit Number</b>	<b>Unit Title</b>	<b>Assessment</b>	<b>Grading</b>
313	Introduction to the Hair and Beauty Sector	Internally assessed project	Pass or Refer
314	Presenting a Professional Image in a Salon	Internally assessed task	Pass or Refer

**Total Guided Learning for Mandatory Units - 50**  
**Total Qualification Time (TQT) for Mandatory Units – 56**

Optional Units

Table 2

<b>ITEC Unit Number</b>	<b>Unit Title</b>	<b>Assessment</b>	<b>Grading</b>
302	Skincare	Internally assessed task	Pass or Refer
303	Hand Care	Internally assessed task	Pass or Refer
304	Create an Image using Colour for the Hair and Beauty Industry	Internally assessed project	Pass or Refer
305	Shampooing and Conditioning	Internally assessed task	Pass or Refer
306	Hair Plaiting	Internally assessed task	Pass or Refer
307	Plaiting and Twisting Hair	Internally assessed task	Pass or Refer
308	Nail Art Application	Internally assessed task	Pass or Refer
309	Themed Face Painting	Internally assessed task	Pass or Refer
310	Basic Make-up Application	Internally assessed task	Pass or Refer
311	Styling Women's Hair	Internally assessed task	Pass or Refer

312	Styling Men's Hair	Internally assessed task	Pass or Refer
315	The Art of Dressing Hair	Internally assessed task	Pass or Refer
316	The Art of Photographic Make-up	Internally assessed project and task	Pass or Refer

**Total minimum Guided Learning (GL) including Optional Units – 140**

**Total minimum Qualification Time (TQT) including Optional Units – 158**

**Total Credit Value for the Qualification - 16**

### 3. Grading of the Qualification

All assessment tasks required for each unit of the qualification (detailed in Table 1 and 2 above) must be completed and awarded a Pass mark before the complete qualification can be certificated

The overall qualification is graded - Pass

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 1 Certificate in an Introduction to the Hair and Beauty Sector will be internally assessed using a variety of assessment methods as set out in Table 1 and 2 above

The projects and tasks will be internally assessed by your Centre's Lecturer/Internal Verifier(s) and verified by an ITEC External Verifier, who will verify a sample all the evidence you have completed during your training to ensure it meets the ITEC standard

#### Internal Task 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 task assessment forms
- The internal task assessment form for each unit should be completed by the Lecturer and placed with the relevant documentation for the ITEC External Examiner
- Units 314, 302, 303, 305, 306, 307, 308, 309, 310, 311, 312, 315 and 316 will be assessed by internal tasks
- The internal assessment(s) will be conducted by your Centre's Lecturer/Internal Verifier(s) and will be sampled by the ITEC External Verifier

#### Projects

- Units 313, 304, and 316 are assessed by the completion of a project
- Your projects 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 Verifier
- The internal assessment(s) will be conducted by your Centre's Lecturer/Internal Verifier(s) and will be sampled by the ITEC External Verifier

### 5. Resources

Your Centre must provide a suitable environment for teaching the ITEC Level 1 Certificate in an Introduction to the Hair and Beauty Sector 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 1 Certificate in an Introduction to the Hair and Beauty Sector, you may progress on to other ITEC or equivalent qualifications at Level 2 for example:

- Level 2 Diploma for Beauty Therapists
- Level 2 Diploma in Beauty Therapy Treatments
- Level 2 Diploma in Hair, Photographic and Media Make-up
- Level 2 Apprenticeship in Beauty – General
- Level 2 Apprenticeship in Beauty – Make-up
- Level 2 Apprenticeship in Nail Services
- Level 2 Diploma in Hairdressing
- Level 2 Diploma in Hairdressing and Barbering
- Level 2 Diploma in Women’s Hairdressing
- Level 2 Apprenticeship in Barbering
- Level 2 Apprenticeship in Hairdressing

For further Awards, Certificates and Diplomas please go to [www.itecworld.co.uk](http://www.itecworld.co.uk)

## 7. Book List

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