



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

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 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

Guided Learning (GL) – 140

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) – 158

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 - 16

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 Certificates from their Centre

This qualification will be internally assessed by the Centre's Lecturer/Internal Verifier(s) using the assessment of skills as set out in Table 1 and 2 below and will be sampled by the ITEC External Verifier

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**

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 and 2 above) must be completed and awarded a Pass mark before the complete qualification can be certificated

The overall qualification is graded - Pass

## 6. 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

### Internal Task Assessment

- a. The internal task assessments form 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 task form for each unit should be completed by the Lecturer and placed with the relevant documentation for the ITEC External Examiner
- c. Units 314, 302, 303, 305, 306, 307, 308, 309, 310, 311, 312, 315 and 316 will be assessed by internal tasks
- 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

### Projects

- a. The projects form part of the internal assessment and should be assessed throughout the training by the Lecturer using the appropriate guidance forms
- b. Projects 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 Project Guidance and Assessment Forms
- c. The Assessment Forms for each unit should be completed and placed with the relevant documentation for verification by the ITEC External Examiner
- d. Units 313, 304, and 316 will be assessed by a project

## 7. Resources

The organisation delivering the qualification 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. 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 1 Certificate in an Introduction to the Hair and Beauty Sector, they 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)

## 10. Book List

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