



## ITEC Level 1 Diploma in Hairdressing QAN 600/1789/2 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 1 Award in Introduction to the Hair and Beauty Sector qualification prior to commencing the ITEC Level 1 Diploma in Hairdressing; 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 1 Diploma in Hairdressing is comprised of 11 mandatory units with a total of 280 hours of Guided Learning (GL) and a selection of optional units covering a minimum of 58 hours of Guided Learning must also be completed 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 and 2 below:-

Table 1

ITEC Unit Number	Unit Title	Assessment	Grading
305	Shampooing and Conditioning	Portfolio of evidence 3 performances to be evidenced	Pass/Refer
		Internal assessed task	Pass/Refer
311	Styling Women's Hair	Portfolio of evidence 3 performances to be evidenced	Pass/Refer
		Internal assessed task	Pass/Refer
313	Introduction to the Hair and Beauty Sector	Assignment	Pass/Refer
314	Presenting a Professional Image in a Salon	Portfolio of evidence 3 performances to be evidenced	Pass/Refer
		Internal assessed task	Pass/Refer
315	The Art of Dressing Hair	Portfolio of evidence 3 performances to be evidenced  10 question MCQ - paper or online	Pass/Refer  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%

629	Working with Others in the Hair & Beauty Sector	Portfolio of evidence 3 performances to be evidenced  10 question MCQ - paper or online	Pass/Refer  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
637	Create and Maintain Retail Displays in the Salon	Portfolio of evidence 3 performances to be evidenced	Pass/Refer
638	Follow Health and Safety in the Salon	Portfolio of evidence 3 performances to be evidenced  Assignment	Pass/Refer  Pass/Refer
639	Salon Reception Duties	Portfolio of evidence 3 performances to be evidenced	Pass/Refer
640	Colour Hair Using Temporary Colour	Portfolio of evidence 3 performances to be evidenced	Pass/Refer
641	Create a Hair and Beauty Image	Portfolio of evidence Evidence of 1 service	Pass/Refer

Table 2

<b>ITEC Unit Number</b>	<b>Optional Units</b>	<b>Assessment</b>	<b>Grading</b>
306	Hair Plaiting	Portfolio of evidence 3 performances to be evidenced  Internal assessed task	Pass/Refer  Pass/Refer
307	Plaiting and Twisting Hair	Portfolio of evidence 3 performances to be evidenced  Internal assessed task	Pass/Refer  Pass/Refer
312	Styling Men's Hair	Portfolio of evidence 3 performances to be evidenced  10 question MCQ - paper or online	Pass/Refer  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
606	Provide Scalp Massage	Portfolio of evidence Evidence of 3 services  10 question MCQ - paper or online	Pass/Refer  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%

608	Style and Finish African Type Hair	Portfolio of evidence Evidence of 3 services  10 question MCQ - paper or online	Pass/Refer  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
627	Promote Products and Services to Clients in a Salon	Portfolio of evidence 3 performances to be evidenced  10 Question MCQ - paper or online	Pass/Refer  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%

**Total Guided Learning (GL)** - 338  
**Total Qualification Time (TQT)** - 385  
**Total Credit Value of the Qualification** - 39

### 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 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

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 Diploma in Hairdressing will be internally and externally assessed using a variety of assessment methods as set out in Table 1 and 2 above

Once you have completed all the specified assessments for the qualification and your Assessor has awarded a Pass mark for all the evidence you have submitted

#### 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 315, 629, 312, 606, 608 and 627. Online testing of all relevant units is also available

#### Assignments

- a. Units 312 and 638 are assessed by the completion of an assignment
- b. Your assignments form part of your internal assessment and should be assessed throughout your training by your Lecturer using the ITEC Guidance Forms
- c. The criteria for the assignments are detailed on the Assignment Guidance and Assessment Form
- d. Your Lecturer will complete the ITEC Assessment Forms and ensure they are ready for verification by the ITEC External Verifier

#### Portfolio of Evidence

Portfolio of evidence forms part of the internal assessment of your qualification and should be assessed throughout your training by your Assessor using the appropriate ITEC guidance forms. You are required to provide evidence of services that you have performed on clients during your training, under the supervision of your Assessor who will monitor the quality of your client services in order to ensure that they meet the ITEC criteria

- The criteria are detailed on the Record of Assessment Pages. They are graded Pass or Refer
- You will need to complete a client consultation form as evidence that you performed the required number of services during your training (see Table 1 and 2) 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 1 Diploma in Hairdressing as well as all equipment both fixed and free standing to complete all aspects of the qualification. You may need to supply some consumables, hairdressing tools and/or towels in order to complete your training

### 6. Opportunities for Progression

Once you have achieved the ITEC Level 1 Diploma in Hairdressing you may progress on to other ITEC or equivalent qualifications at Level 2, for example:

- Level 2 Diploma in Hairdressing
- Level 2 Apprenticeship in Hairdressing

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

## **7. Professional Body Membership and Insurance**

The qualification was developed collaboratively with the Hair and Beauty Industry Authority (HABIA)

It is recognised for membership by:

- National Hairdressers' Federation (NHF)
- World Federation of Hairdressers

## **8. Support from Industry**

Please see the letters of support from employers within the industry, including [Steiner Training Limited](#), [National Hairdressers' Federation](#), [Wella](#), [Affinage](#), [Sculptors](#) and [Goldwell](#)

## **9. Book List**

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