



## **ITEC Level 1 Diploma in Hairdressing QAN 600/1789/2 Lecturer Guidance Notes**

### **General Advice**

#### **1. Requirements for Undertaking this Qualification**

It is recommended that Learners have achieved a level of education equivalent to five GCSEs at grades A\*-C or the ITEC Level 1 Award in Introduction to the Hair and Beauty Sector prior to commencing the ITEC Level 1 Diploma in Hairdressing; 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 13 units

#### **2. Structure of the Qualification, Guided Learning (GL), Total Qualification Time (TQT) and Credit Value**

The ITEC Level 1 Diploma in Hairdressing is comprised of 11 mandatory units as detailed below. A selection of optional units covering a minimum of 58 hours of Guided Learning (GL) must also be completed. A minimum of 338 hours of Guided Learning are required to achieve the full qualification

Guided Learning – Minimum Total Guided Learning including Optional Units – 338.

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 – Minimum Total Qualification Time (TQT) including Optional Units – 385.

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 Qualification Credit Value – 39

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 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 performances

#### **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 and externally assessed using the assessment of skills as set out in Table 1 and 2 below. Once all of the performance evidence documentation, assignments and underpinning knowledge have been completed, a Lecturer/Assessor will also verify a sample of all performance evidence documentation, and assignments. This work will also be verified by an ITEC External Verifier who will sample work during the year

Table 1

<b>ITEC Unit Number</b>	<b>Mandatory Units</b>	<b>Assessment</b>	<b>Grading</b>
305	Shampooing and Conditioning	Portfolio of evidence 3 performances to be evidenced  Internal assessed task	Pass/Refer  Pass/Refer
311	Styling Women's Hair	Portfolio of evidence 3 performances to be evidenced  Internal assessed task	Pass/Refer  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  Internal assessed task	Pass/Refer  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

ITEC Unit Number	Optional Units	Assessment	Grading
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)** - 340  
**Total Qualification Time (TQT)** - 385  
**Total Credit Value of the Qualification** - 39

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 - 60% - 74%, Merit - 75% - 89%, Distinction – 90%-100%. This is formed by the aggregate of the multiple-choice questions

## 6. Assessment of the Qualification

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

## 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. The assignments form part of the internal assessment and should be assessed throughout the training by the Lecturer using the appropriate guidance forms
- b. 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
- c. The Assessment Forms for each unit should be completed and placed with the relevant documentation for verification by the ITEC External Verifier
- d. Units 312 and 638 have an assignment

## Portfolio of Evidence

- a. Portfolio of evidence forms part of the internal assessment and should be assessed throughout the training by the Lecturer using the appropriate guidance forms. Evidence of services ensure that a variety of clients are consulted and treated and the outcomes documented in order to gain experience of working on a range of clients and conditions, whilst the Learners are still under supervision
- b. The Lecturer must monitor the quality of the documentation throughout the Learner's training to ensure that they meet the ITEC criteria. The services are recorded in the e-Portfolio or the Record of Assessment Book
- c. The ITEC Hairdressing Consultation Analysis Sheet for each client should be completed and placed in the Portfolio of Evidence for verification by the ITEC External Verifier

## 7. Resources

The organisation delivering the qualification must provide a suitable environment for teaching the ITEC Level 1 Diploma in Hairdressing as well as all salon equipment both fixed and free standing to complete all aspects of delivering the qualification. Learners need to be made aware of the hairdressing tools and equipment they will be required to provide

## 8. Registration

Enrolments for all the qualifications and 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 Diploma in Hairdressing they 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)

## 10. 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](#)

## 11. Learning Resources

The organisation delivering the qualification must provide a suitable environment for teaching the Level 1 Diploma in Hairdressing as well as all equipment both fixed and free standing to complete all aspects of the assessments

## 12. Book List

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