



1

# *Hair*

LEVEL 1 DIPLOMA IN HAIRDRESSING



Candidate name:

Candidate number:

## 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:

- In Hairdressing we offer 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
- In Beauty we offer Traditional Beauty Therapy or the specialisms of Nail Technology and Spa
- In Sport we offer 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

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



*Hair*

## CONTENTS | LEVEL 1 DIPLOMA IN HAIRDRESSING

	Structure of the ITEC Level 1 Diploma in Hairdressing .....	03
	<b>■ MANDATORY UNITS</b>	
<b>UNIT 637</b>	Create and Maintain Retail Displays in the Salon .....	04
<b>UNIT 638</b>	Follow Health and Safety in the Salon .....	05
<b>UNIT 313</b>	Introduction to the Hair and Beauty Sector .....	06
<b>UNIT 314</b>	Presenting a Professional Image in a Salon .....	07
<b>UNIT 639</b>	Salon Reception Duties .....	08
<b>UNIT 629</b>	Working with Others in the Hair and Beauty Sector .....	09
<b>UNIT 305</b>	Shampoo and Conditioning .....	10
<b>UNIT 311</b>	Styling Women's Hair .....	11
<b>UNIT 640</b>	Colour Hair Using Temporary Colour .....	12
<b>UNIT 641</b>	Create a Hair and Beauty image .....	13
<b>UNIT 315</b>	The Art of Dressing Hair .....	14
	<b>■ OPTIONAL UNITS</b>	
<b>UNIT 312</b>	Styling Men's Hair .....	15
<b>UNIT 306</b>	Hair Plaiting .....	16
<b>UNIT 307</b>	Plaiting and Twisting hair .....	17
<b>UNIT 608</b>	Style and Finish African Type Hair .....	18
<b>UNIT 627</b>	Promote Products and Services to Clients in a Salon .....	19
<b>UNIT 606</b>	Provide Scalp Massage Services .....	20

## LEVEL 1 STRUCTURE OF THE QUALIFICATION

**The ITEC Level 1 Diploma in Hairdressing is a vocational qualification which focuses on a range of practical skills and underpinning knowledge required in the Hairdressing Industry. The qualification is designed to provide occupational capability for employment or provide a sound platform onto further learning or training**

**The ITEC Level 1 Diploma in Hairdressing consists of 11 mandatory units (total credit value 33) and a minimum of 6 credits from the units in the Optional Group. Minimum total credit value required to achieve the qualification is 39.**

QCF Unit Number	ITEC Unit Number	Mandatory Units	Page no.
Y/600/6335	637	Create and maintain retail displays in the salon	04
A600/6327	638	Follow health and safety in the salon	05
R/502/3981	313	Introduction to the hair and beauty sector	06
Y/502/3982	314	Presenting a professional image in a salon	07
R/600/6334	639	Salon reception duties	08
H/600/6323	629	Working with others in the hair and beauty sector	09
L/502/3753	305	Shampoo and conditioning	10
F/502/3796	311	Styling women's hair	11
R/600/4874	640	Colour hair using temporary colour	12
Y/600/4875	641	Create a hair and beauty image	13
Y/502/3979	315	The art of dressing hair	14

**Learners must also take a minimum of 6 credits from the units in the Optional Group to complete the ITEC Level 1 Diploma in Hairdressing made up from the following:**

QCF Unit Number	ITEC Unit Number	Optional Units	
A/502/3795	312	Styling men's hair	15
R/502/3804	306	Hair plaiting*	16
Y/502/3805	307	Plaiting and twisting hair*	17
T/600/8531	608	Style and finish African type hair	18
T/600/8769	627	Promote products and services to clients in a salon	19
L/600/8535	606	Provide scalp massage services	20

## 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 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 637 | CREATE AND MAINTAIN RETAIL DISPLAYS IN THE SALON

Learning outcome	Assessment Criteria
1. Be able to create and maintain a retail display	<p>1.1 obtain advice for planning and positioning of display  1.2 create and maintain retail displays consistent with salon image  1.3 outline the factors to be taken into account when creating a retail display  1.4 state the types of products suitable for retail displays  1.5 state the procedure for reporting retail stock shortages  1.6 outline safe and hygienic working practices</p> <p>A minimum of 3 practical performances</p>
Assessment method:	<p>Practical performances <input type="checkbox"/> 1) __/__/__ <input type="checkbox"/> 2) __/__/__ <input type="checkbox"/> 3) __/__/__</p> <p>Assignment: <input type="checkbox"/> __/__/__ MCQ: <input type="checkbox"/> __/__/__</p>

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

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

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

Quality assured by Name \_\_\_\_\_ Signature \_\_\_\_\_ Date sampled \_\_/\_\_/\_\_

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

Quality assured by Name \_\_\_\_\_ Signature \_\_\_\_\_ Date sampled \_\_/\_\_/\_\_

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

Quality assured by Name \_\_\_\_\_ Signature \_\_\_\_\_ Date sampled \_\_/\_\_/\_\_



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

Quality assured by Name \_\_\_\_\_ Signature \_\_\_\_\_ Date sampled \_\_/\_\_/\_\_



## UNIT 629 | WORKING WITH OTHERS IN THE HAIR AND BEAUTY SECTOR

Learning outcome	Assessment Criteria
<b>1. Be able to work with clients and colleagues in a salon</b>	<ul style="list-style-type: none"> <li><b>1.1</b> Communicate and behave in a professional manner</li> <li><b>1.2</b> Assist others to resolve problems</li> <li><b>1.3</b> Follow safe and hygienic working practices</li> <li><b>1.4</b> State different ways of communicating</li> <li><b>1.5</b> State how to adapt communication for different situations</li> <li><b>1.6</b> Outline the benefits of effective team working</li> <li><b>1.7</b> Identify the effects of negative attitude and behaviour on others</li> <li><b>1.8</b> Identify roles and responsibilities of team members in a salon</li> <li><b>1.9</b> State when to refer problems</li> </ul>
	<p style="text-align: right;"><b>A minimum of 3 practical performances</b></p>
<b>Assessment method:</b>	<p><b>Practical performances</b>    <input type="checkbox"/> <b>1)</b> __/__/__    <input type="checkbox"/> <b>2)</b> __/__/__    <input type="checkbox"/> <b>3)</b> __/__/__</p> <p><b>Assignment:</b>    <input type="checkbox"/> __/__/__    <b>MCQ:</b>    <input type="checkbox"/> __/__/__</p>

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

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

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

Quality assured by Name \_\_\_\_\_ Signature \_\_\_\_\_ Date sampled \_\_/\_\_/\_\_

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

Quality assured by Name \_\_\_\_\_ Signature \_\_\_\_\_ Date sampled \_\_/\_\_/\_\_

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

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

# UNIT 641 | CREATE A HAIR AND BEAUTY IMAGE

Learning outcome	Assessment Criteria
1. Be able to plan an image	<p>1.1 access sources of information for creating an image</p> <p>1.2 identify sources of information for creating an image</p> <p>1.3 state the importance of researching when developing a plan for creating an image</p> <p>1.4 prepare and develop a plan for creating an image</p> <p>1.5 describe how to develop a plan for creating a range of images</p>
2. Be able to create an image	<p>2.1 develop the image</p> <p>2.2 state the importance of developing an image</p> <p>2.3 describe ways of effectively presenting a created image</p> <p>2.4 produce and present the final image</p> <p>2.5 follow safe working practices</p> <p>2.6 outline the safety considerations that must be taken into account</p> <p><b>A minimum of 1 practical performances</b></p>
Assessment method:	<p>Practical performances <input type="checkbox"/> 1) __/__/__</p> <p>Assignment: <input type="checkbox"/> __/__/__ MCQ: <input type="checkbox"/> __/__/__</p>

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 <input type="checkbox"/> 1) __/__/__ <input type="checkbox"/> 2) __/__/__ <input type="checkbox"/> 3) __/__/__ Assignment: <input type="checkbox"/> __/__/__ MCQ: <input type="checkbox"/> __/__/__

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

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

Quality assured by Name \_\_\_\_\_ Signature \_\_\_\_\_ Date sampled \_\_/\_\_/\_\_



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

Quality assured by Name \_\_\_\_\_ Signature \_\_\_\_\_ Date sampled \_\_/\_\_/\_\_

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

Quality assured by Name \_\_\_\_\_ Signature \_\_\_\_\_ Date sampled \_\_/\_\_/\_\_

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

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

# UNIT 627 | PROMOTE PRODUCTS AND SERVICES TO CLIENTS IN A SALON

Learning outcome	Assessment Criteria
1. Be able to promote products and services to the client	<p>1.1 Establish the client's requirements</p> <p>1.2 Introduce services and/or products to the client at the suitable time</p> <p>1.3 Give accurate and relevant information to the client</p> <p>1.4 Identify buying signals and interpret the client's intentions correctly</p> <p>1.5 Secure agreement with the client</p> <p>1.6 Close the sale</p> <p>1.7 Identify services and/or products to meet the requirements of the client</p> <p>1.8 Describe the benefits to the salon of promoting services and products to the client</p> <p>1.9 Describe the listening and questioning techniques used for promotion and selling</p> <p>1.10 Explain the terms 'features' and 'benefits' as applied to services or products</p> <p>1.11 Describe the principles of effective face to face communication</p> <p>1.12 State the importance of effective personal presentation</p> <p>1.13 State the importance of good product and service knowledge</p> <p>1.14 Describe how to interpret buying signals</p> <p>1.15 Outline the stages of the sale process</p> <p>1.16 Explain the legislation that affects the selling of services and products</p> <p>1.17 Describe methods of payment for services and products</p> <p>A minimum of 3 practical performances</p>
Assessment method:	<p>Practical performances <input type="checkbox"/> 1) __/__/__ <input type="checkbox"/> 2) __/__/__ <input type="checkbox"/> 3) __/__/__</p> <p>Assignment: <input type="checkbox"/> __/__/__ MCQ: <input type="checkbox"/> __/__/__</p>

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

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

## UNIT 606 | PROVIDE SCALP MASSAGE SERVICES

Learning outcome	Assessment Criteria
1. Be able to prepare to provide scalp massage services	1.1 Prepare themselves, the client and work area for scalp massage services 1.2 Use suitable consultation techniques to identify service objectives 1.3 Describe the salon's requirements for client preparation, preparing themselves and the work area 1.4 Describe the different consultation techniques used to identify the service objectives 1.5 Explain and agree the procedure, potential benefits and effects of the service to the client 1.6 Explain the importance of identifying any contraindications to scalp massage Services and how to recognise them 1.7 Describe how different factors can affect the performance of scalp massage services 1.8 Describe the different types of massage media and equipment used for scalp massage services 1.9 Explain the importance of following Manufacturers' instructions
2. Be able to carry out a scalp massage	2.1 Communicate and behave in a professional manner 2.2 Select and use products, tools and equipment suitable for the client's hair and scalp condition 2.3 Adapt massage techniques to take into account influencing factors 2.4 Follow safe and hygienic working practices 2.5 Provide suitable aftercare advice 2.6 Describe when and how to use massage media and equipment to treat different scalp conditions 2.7 Describe how and when to use and adapt the different massage techniques 2.8 Identify the safety considerations that must be taken into account when massaging the scalp 2.9 Describe the aftercare advice that should be provided 2.10 Describe the benefits of scalp massage 2.11 Outline the basic structure of the skin 2.12 State the name and position of the bones and muscles of the head and neck 2.13 Describe methods of working safely and hygienically, which minimises the risk of cross infection and cross infestation 2.14 State how to communicate and behave within a salon environment  A minimum of 3 practical performances
Assessment method:	Practical performances <input type="checkbox"/> 1) __/__/__ <input type="checkbox"/> 2) __/__/__ <input type="checkbox"/> 3) __/__/__ Assignment: <input type="checkbox"/> __/__/__ MCQ: <input type="checkbox"/> __/__/__

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

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

Notes

[illegible]



## Notes

[illegible]



# ITEC

*Qualifications for the World*

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

***[info@itecworld.co.uk](mailto:info@itecworld.co.uk)***

*or call us on:*

***+44 (0) 208 994 4141***

**[www.itecworld.co.uk](http://www.itecworld.co.uk)**

