



## ITEC Level 2 Diploma in Women's Hairdressing QAN 601/0148/9 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 qualification in Hairdressing prior to commencing the ITEC Level 2 Diploma in Women's 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 2 Diploma in Women's Hairdressing is comprised of 6 mandatory units with a total of 277 hours of Guided Learning (GL) and a selection of optional units covering a minimum of 43 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

Table 1

ITEC Unit Number	Mandatory Units	Assessment	Grading
315	The Art of Dressing Hair	Portfolio of evidence 3 performances to be evidenced  10 question MCQ - paper or online  Final practical test	Pass/Refer  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
600	Follow Health and Safety Practice in the Salon	Portfolio of evidence 4 performances to be evidenced  10 question MCQ - paper or online	Pass/Refer  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
601	Client Consultation for Hair Services	Portfolio of evidence 3 performances to be evidenced  10 question MCQ - paper or online  Final practical test	Pass/Refer  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%

602	Shampoo and Condition the Hair and Scalp	Portfolio of evidence 3 performances to be evidenced  10 question MCQ - paper or online  Final practical test	Pass/Refer  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
603	Cut Women's Hair	Portfolio of evidence 8 performances to be evidenced  10 question MCQ - paper or online  Final practical test	Pass/Refer  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
605	Colour and Lighten Hair	Portfolio of evidence 8 performances to be evidenced  10 question MCQ - paper or online  Final practical test	Pass/refer  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
<b>315 601 602 603 605</b>	<b>See Assessment Form and Marking Criteria</b>	<b>Final Practical Test Overall Score</b>	<b>Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%</b>

Table 2

<b>ITEC Unit Number</b>	<b>Optional Units</b>	<b>Assessment</b>	<b>Grading</b>
606	Provide Scalp Massage Services	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%
607	Perm and Neutralise 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%

608	Style and Finish African Type 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%
609	Relax African Type 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%
611	Salon Reception Duties	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%
612	Working in the Hair Industry	Portfolio of evidence 1 performance to be evidenced  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%
629	Working with Others in the Hair and 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%
630	Display Stock to Promote Sales in a Salon	Portfolio of evidence 1 performance to be evidenced  10 question MCQ - paper or online	Pass/Refer  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
908	Create an Image Based on a Theme within the Hair and Beauty Industry	Portfolio of evidence 1 performance to be evidenced  10 question MCQ - paper or online	Pass/Refer  Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%

**Total Guided Learning (GL)** - 320  
**Total Qualification Time (TQT)** - 373  
**Total Credit Value of the Qualification** - 37

### 3. Grading of the Qualification

All assessment tasks required for each unit of the qualification (detailed in Table 1 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 and the Final Practical Test

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 2 Diploma in Women's 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, you will have a Final Internal Practical Test

#### Internal Practical Assessment

Once all aspects of the mandatory units have been completed, you will complete a Final Internal Practical Assessment. This will be observed by your Assessor using the ITEC Internal Assessment forms. These will be reviewed by the ITEC External Verifier on the day of External Verification visit

a. Learners will be expected to perform the following Services:

- Client Consultation
- Colouring Techniques
- Shampoo and Condition
- Cutting Techniques
- Styling/Dressing and Finishing

b. Final Practical Test sequence – Approximately 180 minutes

Client Consultation:

Unit 601 - Client Consultation for Hair Services

- Identify the client's needs and analyse the hair for porosity and previous treatments. Check skin and scalp for contraindications. Identify factors that could limit or affect the service. Advise clients and agree services and products

Colouring Techniques:

Unit 605 - Colour and Lighten Hair

- Correct application of a minimum of half head highlights and/or low lights according to the agreed desired look. Performing strand tests at suitable times throughout the developing process

Shampoo and Condition:

Unit 602 – Shampoo and Condition the Hair and Scalp

- Shampoo and condition the hair and scalp using appropriate products and massage techniques

Cutting Techniques:

Unit 603 - Cut Women's Hair

- Appropriate cutting technique(s) suitable for the client's hair type and according to the agreed desired look. All hair must be cut. A minimum of 1.5cm must be removed from the hair

Styling/Dressing and Finishing:

Unit 315 - The Art of Dressing Hair

- Correct choice and use of styling equipment and products appropriate to hair type and desired finished look. All hair must be styled and finished to create a modern style
- c. You will be asked oral questions during the Final Practical Test
- d. You will need to complete Consultation Forms for your client for each unit and make available for the ITEC External Verifier to check. These should be reviewed and completed at the end of the service
- e. You will need to demonstrate excellent hygiene and client care throughout your assessment as well as competence in all your skills

### Multiple-choice Tests

Each question is formatted in the same way:

- 1 stem (the question)
- 1 Key (the correct answer)
- 3 distracters (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, 600, 601, 602, 603, 605, 606, 607, 608, 609, 611, 612, 627, 629, 630 and 908. Online testing of all relevant units is also available

### 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 2 Diploma in Women's 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 2 Diploma in Women's Hairdressing you may progress on to other ITEC or equivalent qualifications at Level 2 or 3, for example:

- Level 2 Apprenticeship in Hairdressing
- Level 2 Certificate in Barbering
- Level 3 Certificate in Barbering
- Level 3 Apprenticeship in Hairdressing
- Level 3 Diploma 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
- Hairdressing Council (HC)
- Freelance Hairdressers' Association (FHA)

## **8. Support from Industry**

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

## **9. Book List**

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