



## **ITEC Level 2 Diploma in Women's Hairdressing QAN 601/0148/9 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 prior to commencing the ITEC Level 2 Diploma in Women's 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 units

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

The ITEC Level 2 Diploma in Women's Hairdressing is comprised of 6 mandatory units as detailed below. A selection of optional units covering a minimum of 43 hours of Guided Learning (GL) must also be completed. A minimum of 320 hours of Guided Learning are required to achieve the full qualification

Guided Learning – Minimum Total Guided Learning including Optional Units – 320

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 – 373

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 – 37

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, the Learner will have a Final Practical Test carried out by a Lecturer/Assessor, who 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>
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

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 and the Final Practical Test

## 6. Assessment of the Qualification

The ITEC Level 2 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 the Learner has completed all the specified assessments for the qualification and has been awarded a Pass mark for all the evidence submitted, the Learner will have a Final Internal Practical Test

## 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, 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

## Practical Skills

Once all aspects of the mandatory units have been completed, Learners will be expected to complete a Final Practical Test. This will be undertaken by the Internal Assessor using the Internal Assessment forms. These must be handed to the ITEC External Verifier on the day of External Verification

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

### **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 2 Diploma in Women's 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 2 Diploma in Women's Hairdressing they may progress on to other ITEC or equivalent qualifications at Level 2 and 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)

### **10. 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](#)

### **11. Learning Resources**

The organisation delivering the qualification 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 assessments

### **12. Book List**

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