



## ITEC Level 3 Diploma in Hairdressing QAN 500/9365/4 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 2 Diploma qualification in Hairdressing prior to commencing the ITEC Level 3 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 3 Diploma in Hairdressing is comprised of 7 mandatory units with a total of 437 hours of Guided Learning (GL) and a selection of optional units covering a minimum of 148 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	Mandatory Units	Assessment	Grading
613	Monitor and Maintain Health and Safety Practice in the 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%
614	Hairdressing Consultation Support for Colleagues	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%
615	Cut Women's Hair to Create a Variety of Looks	Portfolio of evidence 6 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%

617	Colour Hair to Create a Variety of Looks	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%
618	Style and Dress Hair using a Variety of Techniques	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%
627	Promote Products and Services to Clients in the 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%

Table 2

<b>ITEC Unit Number</b>	<b>Optional Units</b>	<b>Assessment</b>	<b>Grading</b>
621	Bridal Hairstyling	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%
622	Hair Extension 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%
623	Perm Hair to Create a Variety of Looks	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%

624	Style and Finish African Type Women's Hair using a Variety of Techniques	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%
625	Relaxing Services for 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%
632	Wig Services	Portfolio of evidence Assignment	Pass/Refer Pass/Refer
633	Cultural, Social and Technological Influences on the Hair Industry	10 question MCQ - paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
918	Maintaining Personal Health and Well-being	10 question MCQ - paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
919	Make and Style a Hair Addition	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%
920	Creative Hairdressing Design Skills	Portfolio of evidence 1 performance to be evidenced  Assignment	Pass/Refer  Pass/Refer
928	Human Resource Management	Portfolio of evidence  Assignment	Pass/Refer  Pass/Refer
<b>615</b> <b>617</b> <b>618</b>	See Assessment Form and Marking Criteria	Final Practical Test Overall Score	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%

**Total Guided Learning (GL) - 520**  
**Total Qualification Time (TQT) - 636**  
**Total Qualification Credit Value - 64**

### 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 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 3 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, 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. You will be expected to perform the following Services:

- Colouring Techniques
- Cutting Techniques
- Styling/Dressing and Finishing

b. Final Practical Test sequence – Approximately 180 minutes

Colouring Techniques:

Unit 617 - Colour Hair to Create a Variety of Looks

- A full head colour must be undertaken during the examination. More than one colour must be used and all colours must be permanent colours. More than one application method must be used

Cutting Techniques:

Unit 615 - Cut Women's Hair to Create a Variety of Looks

- All hair must be cut. A minimum of 1.5 cm must be removed from the hair. More than one cutting technique must be used. More than one cutting tool must be used

Styling/Dressing and Finishing:

Unit 618 - Style and Dress Hair using a Variety of Techniques

- All hair must be styled and finished in a creative fashion 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 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 613, 614, 615, 617, 618, 627, 621, 622, 623, 624, 625, 633, 918 and 919. Online testing of all relevant units is also available

## Assignments

- a. Unit 928, 632 and 920 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 Examiner

## 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 3 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 3 Diploma in Hairdressing you may progress on to other ITEC or equivalent qualifications at Level 3 or 4, for example:

- Level 3 Certificate in Barbering
- Level 4 Diploma in Spa and Salon Management
- Level 4 Certificate in Trichology

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. Book List

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