



## **ITEC Level 3 Diploma in Hairdressing QAN 500/9365/4 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 2 Diploma in Hairdressing prior to commencing the ITEC Level 3 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 units

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

The ITEC Level 3 Diploma in Hairdressing is comprised of 7 mandatory units as detailed below. A selection of optional units covering a minimum of 148 hours of Guided Learning (GL) must also be completed. A minimum of 520 hours of Guided Learning are required to achieve the full qualification

Guided Learning – Minimum Total Guided Learning including Optional Units – 520

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 – 636

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 – 64

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>
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%

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%

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

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

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 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 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 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. 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 928, 632 and 920 have an assignment

## Assessment – Practical Skills

Once all aspects of the mandatory units have been completed, Learners will be expected to complete a Final Internal 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:

- 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 to create a fashion style

c. Oral questions may be asked at any time during the Final Practical Test

d. Consultation forms must be filled in by each Learner for each unit and made available for the ITEC External Verifier to check. These should be reviewed and completed at the end of the service

e. Learners will be expected to demonstrate excellent hygiene and client care throughout as well as competence in their relevant 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 3 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 3 Diploma in Hairdressing they may progress on to other ITEC or equivalent qualifications at Level 3 and 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)

## 10. Learning Recourses

The organisation delivering the qualification must provide a suitable environment for teaching the Level 3 Diploma in Hairdressing as well as all equipment both fixed and free standing to complete all aspects of the assessments

## 11. Book List

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