



Purpose

ITEC Level 4 Diploma in Spa and Salon Management

QAN 501/0146/8

Aims and Objectives

The main aim of the ITEC Level 4 Diploma in Spa and Salon Management is to enable Learners to gain the necessary practical and theoretical skills in order to manage the spa or salon environment effectively and to gain employment in the Hair and Beauty Industry. This qualification is suitable for Learners aged 16 and over and is designed to provide occupational competence at Level 4. It also provides a sound platform into further training at Level 4 and 5

Content

This qualification is for Learners who want to work within the Hair and Beauty Industry. The qualification consists of 9 mandatory units with a total of 376 hours of Guided Learning (GL) to achieve the full qualification

The main skills you will perform are:

- Monitor and Maintain Spa Area – to include preparing, monitoring and maintaining the spa area
- Salon Design for the Hair and Beauty Sector – to include researching, planning and designing a salon
- Salon Management – to include, planning and managing products and services in the salon and undertaking salon management duties
- Management of Health, Safety and Security in the Salon – to include implementing and managing health, safety and security practices
- Contribute to the Effective Running of Business – to include, making a positive contribution to running the business efficiently
- Sales Management in the Hair and Beauty Sector – to include introducing methods to improve the selling skills of employees within the business
- Quality Management of Client Care in the Hair and Beauty Sector – to include reviewing, implementing and monitoring procedures to improve the overall client service experience
- PR in the Hair and Beauty Sector – to include carrying out PR activities and managing a PR crisis
- Marketing in the Hair and Beauty Sector – to include promoting hair and beauty products, services and treatments

You will also develop knowledge on how to carry out research, analyse data, produce plans and evaluate the use of sales forecasts which is essential in order to work and be successful in the Industry

This qualification also provides:

- The related knowledge and understanding required to manage the Spa and Salon environment effectively in particular health, safety and security
- Opportunities for Learners to focus on the development of their wider skills in a Spa and Salon Management setting, such as communicating with clients, working with others and problem solving

- Opportunities for Learners to develop a range of skills, techniques, personal qualities and attitudes essential for successful performance in employment as a Spa and Salon Manager

Why Choose the ITEC Level 4 Diploma in Spa and Salon Management?

1. This Qualification combines the full range of skills and knowledge for the Learner seeking employment or self-employment as a Spa and Salon Manager at Level 4. This is the only ITEC qualification that covers all the skills required to become a Spa and Salon Manager
2. This Qualification is listed in the Ofqual Register of Qualifications
3. This Qualification contains all the skills and knowledge required for employability at Level 4
4. Learners may progress on to qualifications at Level 4 or 5 such as the ITEC Level 4 Diploma in Advanced Skincare, the ITEC Level 4 Certificate in Trichology or a Degree in Management at University
5. This qualification does not form part of an Apprenticeship
6. This qualification is recognised by all relevant professional bodies within the Beauty Therapy and Hairdressing Industry for membership and insurance purposes at Level 4

Opportunities for Employment

There are opportunities for a Spa and Salon Manager to find employment in a variety of areas:

- Beauty salon
- Hairdressing salon
- Spa
- Hotels
- Health clubs
- Cruise liners

Please see the letters of support from within the industry, including [Champneys](#)

Opportunities for Progression

Once Learners have achieved the ITEC Level 4 Diploma in Spa and Salon Management they may progress on to other ITEC or equivalent qualifications at Levels 4 and 5, for example:

- Level 4 Diploma in Advanced Skincare
- Level 4 Certificate in Trichology
- A Degree in Management at University

For further Awards, Certificates and Diplomas please go to www.itecworld.co.uk

Professional Recognition

The qualification is recognised for membership by:

- British Association of Beauty Therapists and Cosmetologists (BABTAC)
- Federation of Holistic Therapists (FHT)
- Complementary Therapists Association (CThA)

For further details regarding the content please see the qualification specification [here](#)