



ITEC Level 4 Diploma in Spa and Salon Management QAN 501/0146/8 Lecturer Guidance Notes

General Advice

1. Requirements for Undertaking this Qualification

It is recommended that Learners should have achieved a level of education equivalent to five GCSEs at grade A*-C prior to commencing the ITEC Level 4 Diploma in Spa and Salon Management; 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 4 Diploma in Spa and Salon Management is comprised of 9 mandatory units with a total of 376 hours of Guided Learning (GL) to achieve the full qualification

Guided Learning (GL) – 376

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 (TQT) – 684

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 Credit Value - 68

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 theory and practical of each unit 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 treatments

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 below. Once all treatment evidence documentation, assignments and underpinning knowledge have been completed, the Learner will have a Final External Practical Examination carried out by the ITEC Examiner, who will also verify a sample of all treatment evidence documentation and assignments

Table 1

ITEC Unit Number	Mandatory Units	Assessment	Grading
830	Monitor and Maintain Spa Area (Steam, sauna, hydrotherapy, showers, relaxation areas)	Evidence of 3 treatments Assignment 15 MCQ – paper or online	Pass or Refer Pass or Refer Pass – 60-74% Merit – 75-89% Distinction –90-100%
855	Salon Design for the Hair and Beauty Sector	Assignment	Pass or Refer
865	Salon Management	Assignment	Pass or Refer
860	Management of Health, Safety and Security in the Salon	Assignment	Pass or Refer
868	Contribute to the Effective Running of Business	Assignment	Pass or Refer
863	Sales Management in the Hair and Beauty Sector	Assignment	Pass or Refer
862	Quality Management of Client Care in the Hair and Beauty Sector	Assignment	Pass or Refer
864	PR in the Hair and Beauty Sector	Assignment	Pass or Refer
858	Marketing in the Hair and Beauty Sector	Assignment	Pass or Refer

Total Guided Learning (GL) - 376

Total Qualification Time (TQT) - 684

Total Credit Value for the Qualification - 68

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 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 Assessment

6. Assessment of the Qualification

The ITEC Level 4 Diploma in Spa and Salon Management will be internally and externally assessed using a variety of assessment methods as set out in Table 1 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, an ITEC Examiner/Verifier will verify a sample of all the

Learner's evidence that they have completed during their training to ensure it meets the ITEC standard

Multiple-choice Tests

Each question is formatted in the same way:

- 1 stem (the question)
- 1 key (the correct answer)
- 3 distractors (incorrect answers)
- The Learner must indicate the answer they believe is correct by placing a mark in the appropriate box on the answer sheet

Multiple-choice tests are used for unit 830 - 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 Examiner
- d. Unit 830, 855, 865, 860, 868, 863, 862, 864 and 858 will be assessed by an assignment

Treatment Evidence

Portfolio of evidence is required to be completed under the supervision of a Lecturer who must monitor the quality of the treatments performed throughout the Learner's training to ensure that they meet the ITEC criteria

- The criteria are detailed on the Treatment Evidence Guidance Forms. They are graded Pass or Refer
- The evidence is formed by a completed Consultation Form. This can be stored in the ITEC E-portfolio

7. Resources

The organisation delivering the qualification must provide a suitable environment for teaching the ITEC Level 4 Diploma in Spa and Salon Management as well as all equipment both fixed and free standing to complete all aspects of the qualification. Learners need to be made aware of the amount of consumables/towels they will be required to provide

8. Registration

Enrolments for the qualification and all 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 4 Diploma in Spa and Salon Management they may progress on to other ITEC or equivalent qualifications at Level 4 and above, 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

10. Support from Industry

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

11. Book List

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