



## **ITEC Level 1 Certificate in Hairdressing and Barbering** **QAN 601/5816/5** **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 prior to commencing the ITEC Level 1 Certificate in Hairdressing and Barbering; 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 1 Certificate in Hairdressing and Barbering is comprised of 4 mandatory units with a total of 208-229 hours of Guided Learning (GL) and a selection of optional units covering a minimum of 77 hours of Guided Learning (GL) 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

| <b>ITEC Unit Number</b> | <b>Mandatory Units</b>                                           | <b>Assessment</b>                               | <b>Grading</b> |
|-------------------------|------------------------------------------------------------------|-------------------------------------------------|----------------|
| 661                     | Prepare for Hair Services and Maintain Work Areas                | Practical performances<br>Oral Questions        | Pass or Refer  |
| 662                     | Contribute to the Development of Effective Working Relationships | Practical performances<br>Oral Questions        | Pass or Refer  |
| 665                     | Blow Dry Hair                                                    | Practical performances<br>Assignment            | Pass or Refer  |
| 668                     | Shampoo and Condition Hair                                       | Practical performances<br>MCQ – paper or online | Pass or Refer  |

Table 2

| <b>ITEC Unit Number</b> | <b>Optional Units</b>                              | <b>Assessment</b>                               | <b>Grading</b> |
|-------------------------|----------------------------------------------------|-------------------------------------------------|----------------|
| 660                     | Assist with Relaxing Services                      | Practical performances<br>MCQ – paper or online | Pass or Refer  |
| 663                     | Assist with Salon Reception Duties                 | Practical performances<br>MCQ – paper or online | Pass or Refer  |
| 664                     | Assist with Hair Colouring and Lightening Services | Practical performances<br>Oral Questions        | Pass or Refer  |
| 666                     | Plait and Twist Hair Using Basic Techniques        | Practical performances<br>Assignment            | Pass or Refer  |
| 667                     | Assist with Perming Services                       | Practical performances<br>Oral Questions        | Pass or Refer  |
| 683                     | Remove Hair Extensions                             | Practical performances<br>Oral Questions        | Pass or Refer  |

|     |                              |                                          |               |
|-----|------------------------------|------------------------------------------|---------------|
| 670 | Assist with Shaving Services | Practical performances<br>Oral Questions | Pass or Refer |
|-----|------------------------------|------------------------------------------|---------------|

**Total Guided Learning including optional units (GL) – 208**

**Total Qualification Time including optional units (TQT) – 230**

**Total Credit Value for the qualification – 23**

### 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 complete qualification can be certificated. The overall qualification is graded – Pass

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 1 Certificate in Hairdressing and Barbering will be internally and externally assessed using a variety of assessment methods as set out in Table 1 and 2 above

#### 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 668, 660 and 663 - online testing of all relevant units is also available

#### Assignments

- Units 665 and 666 are assessed by the completion of an assignment
- Your assignments form part of your internal assessment and should be assessed throughout your training by your Lecturer using the ITEC Guidance Forms
- The criteria for the assignments are detailed on the Assignment Guidance and Assessment Form
- Your Lecturer will complete the ITEC Assessment Forms and ensure they are ready for verification by the ITEC External Verifier

#### 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 1 Certificate in Hairdressing and Barbering 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 1 Certificate in Hairdressing and Barbering you may progress on to other ITEC or equivalent qualifications at Level 2 or 3, for example:

- NVQ Level 2 Hairdressing
- NVQ Level 2 in Barbering
- NVQ Level 3 in Hairdressing
- Level 2 in Hairdressing
- Level 3 Diploma in Barbering
- Level 3 in Hairdressing

For further Awards, Certificates and Diplomas please go to [www.itecworld.co.uk](http://www.itecworld.co.uk)

## 7. Professional Body Membership and Insurance

- Holders can apply for membership of the Hairdressers' Federation