



ITEC Level 1 Certificate in Hairdressing and Barbering

QAN 601/5816/5

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 prior to commencing the Level 1 Certificate in Hairdressing and Barbering 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 1 Certificate in Hairdressing and Barbering is comprised of 4 mandatory units as detailed below. A selection of optional units covering a minimum of 77 hours of Guided Learning (GL) must also be completed. A minimum of 208-229 hours of Guided Learning are required to achieve the full qualification

Guided Learning – Minimum Total Guided Learning including Optional Units – 208-229

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 – 230

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 – 23

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 tables 1 and 2 below. Once all of the performance evidence documentation, assignments and underpinning knowledge have been completed the ITEC External Verifier will verify a sample of all documentation.

Table 1

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

Table 2

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

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

6. 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

- The assignments form part of the internal assessment and should be assessed throughout the training by the Lecturer using the appropriate guidance forms
- 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
- The Assessment Forms for each unit should be completed and placed with the relevant documentation for verification by the ITEC External Verifier
- Units 665 and 666 have an assignment

Portfolio of Evidence

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

- NVQ Level 2 in Hairdressing
- NVQ Level 2 in Barbering
- Level 2 in Hairdressing

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

10. Learning Resources

The organisation delivering the qualification must provide a suitable environment for teaching the Level 1 Certificate in Hairdressing and Barbering 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](#)