



**ITEC Level 1 NVQ Certificate in Beauty Therapy**  
**QAN 501/1434/7**  
**Lecturer Guidance Notes**

**General Advice**

**1. Requirements for Undertaking this Qualification**

It is recommended that prior to commencing the ITEC Level 1 NVQ Certificate in Beauty Therapy, Learners have reached a standard where they have achieved or are expected to achieve a level of education equivalent to 5 GCSEs at Grades A\*-C, however exemptions may be made for adult returners to 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 NVQ Certificate in Beauty Therapy is comprised of 3 mandatory units; Learners must also select a minimum 2 optional units covering a minimum of 78 hours of Guided Learning (GL). A minimum of 183 hours of Guided Learning (GL) are required to achieve the full qualification

Guided Learning (GL) – 183

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) – 195

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 - 20

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 assessed by the Centre's Lecturer/Internal Verifier(s) using the assessment of skills as set out in Table 1 and 2 below and will be sampled by the ITEC External Verifier

Table 1

ITEC Unit Number	Unit Title	Assessment	Grading
500 (G20)	Ensure Responsibility for Actions to Reduce Risks to Health and Safety	Practical assessments plus oral questions	Pass/Refer
580 (G3)	Contribute to the Development of Effective Working Relationships	Practical assessments plus oral questions	Pass/Refer
752 (B1)	Prepare and Maintain Salon Treatment Work Area	Practical assessment MCQ- online or paper	Pass/Refer Pass/Refer

**Total Guided Learning for Mandatory Units - 105**

**Total Qualification Time (TQT) for Mandatory Units – 109**

Optional Units

Table 2

ITEC Unit Number	Unit Title	Assessment	Grading
583 (G2)	Assist with Salon Reception Duties	Practical assessments plus oral questions	Pass/Refer
753 (B2)	Assist with Facial Skincare Treatments	Practical assessments MCQ - online or paper	Pass/Refer Pass/Refer
754 (B3)	Assist with Day Make-up	Practical assessments MCQ - online or paper	Pass/Refer Pass/Refer
755 (N1)	Assist with Nail Services	Practical assessments MCQ - online or paper	Pass/Refer Pass/Refer

**Total minimum Guided Learning (GL) including Optional Units – 183**

**Total minimum Qualification Time (TQT) including Optional Units – 195**

**Total Credit Value for the Qualification - 20**

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 NVQ Certificate in Beauty Therapy will be internally assessed using a variety of assessment methods as set out in Table 1 and 2 above

### Internal Practical Assessment

- a. The internal practical assessment forms part of the internal assessment and should be assessed by the Lecturer using the appropriate practical assessment forms
- b. The internal practical form for each unit should be completed by the Lecturer and placed with the relevant documentation for the ITEC External Examiner
- c. Units 500, 580, 752, 583, 753, 754 and 755 will be internally practically assessed
- d. The internal assessment(s) will be conducted by the Centre's Lecturer/Internal Verifier(s) and will be sampled by the ITEC External Verifier

### 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 units 752, 753, 754 and 755 - online testing of all relevant units is also available

## 7. Resources

The organisation delivering the qualification must provide a suitable environment for teaching the ITEC Level 1 NVQ Certificate in Beauty Therapy 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 1 NVQ Certificate in Beauty Therapy, they may progress on to other ITEC or equivalent qualifications at Level 2, for example:

- Level 2 NVQ Diploma in Beauty Therapy General
- Level 2 NVQ Diploma in Beauty Therapy Make-up
- Level 2 NVQ Diploma in Nail Services
- Level 2 Apprenticeship in Beauty – General
- Level 2 Apprenticeship in Beauty – Make-up
- Level 2 Apprenticeship in Nail Services

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

## **10. Book List**

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