



ITEC Level 2 Diploma in Hair and Photographic Make-up QAN 601/8639/2 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 or Level 1 Certificate in An Introduction to the Hair and Beauty Sector prior to commencing the ITEC Level 2 Diploma in Hair and Photographic Make-up; 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 2 Diploma in Hair and Photographic Make-up is comprised of 10 mandatory units with a total of 321 hours of Guided Learning (GL) 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 below:-

Table 1

ITEC Unit Number	Unit Title	Assessment	Grading
803	Apply Make-up	Practical examination Portfolio of evidence 5 treatments plus 15 MCQ – paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100% Pass or Refer Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
316	The Art of Photographic Make-up	Internal assessed task Assignment	Pass or Refer Pass or Refer
912	Apply Skin Tanning Techniques	Internal assessed task Assignment	Pass or Refer Pass or Refer
914	Shaping and Colouring Eyebrows	Internal assessed task Assignment	Pass or Refer Pass or Refer
908	Create an Image Based on a Theme in the Hair and Beauty Sector	Portfolio of evidence MCQ – paper or online	Pass or Refer Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
807	Instruction on Make-up Application	Portfolio of evidence	Pass or Refer

		3 treatments Assignment	Pass or Refer
315	The Art of Dressing Hair	Internal practical test	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
		Portfolio of evidence	Pass or Refer
		MCQ – paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
600	Follow Health and Safety Practice in the Salon	Portfolio of evidence Assessment	Pass or Refer
		MCQ – paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
818	Client Care and Communication in Beauty Related Industries	Assignment	Pass or Refer
611	Salon Reception Duties	Portfolio of evidence Assessment	Pass or Refer
		MCQ – paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%

Total Guided Learning (GL) - 321

Total Qualification Time (TQT) - 380

Total Credit Value for the Qualification - 38

3. 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 full qualification can be certificated

The overall qualification is graded - Pass - 60% - 74%, Merit - 75% - 89%, Distinction – 90%-100%. This is formed by the aggregate mark for the multiple-choice questions papers and the Final Practical Examination

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 2 Diploma in Hair and Photographic Make-up will be internally and externally assessed using a variety of assessment methods as set out in Table 1 above

Once you have completed all the specified assessments for the qualification and your Lecturer has awarded a Pass mark for all the evidence you have submitted, you will have a Final External Practical Examination carried out by an ITEC Examiner, who will also verify a sample of all the evidence you have completed during your training to ensure it meets the ITEC standard

Practical Examination Sequence

Once all aspects of the mandatory units have been completed, you will complete a Final Internal Practical Assessment. This will be observed by your Lecturer using the ITEC Internal Assessment forms. The results will be reviewed by the ITEC External Examiner on the day of your Final External Practical Examination

a. You will perform the following treatments in sequence for your internal and external practical examinations:

b. Practical examination sequence – approximately 30 minutes

You will need to supply a client that can receive all the following treatments in order to complete your examination:

Unit 803 – Apply Make-up - approximately 30 minutes

- Light day make-up suitable for your client
- Remove head band/hair protection prior to examiner final check

c. You will be asked oral questions during the Final Practical Examination

d. You will need to complete consultation forms for your client for each unit of the ITEC External Examination. They should be reviewed and completed at the end of the treatment and will be taken away by the Examiner

e. You will need to demonstrate excellent hygiene and client care throughout your examination as well as competence in all your skills

f. The ITEC Examiner may reduce the treatment timings, as the examination is a demonstration of your professionalism and your accomplished skills

Internal Practical Assessment/Internal Assessed Task

a. The internal practical assessment forms part of the internal assessment and should be assessed by the Lecturer using the appropriate marking criteria and Internal 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 316, 912, 914 and 315 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)
- 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 803,315,600 and 611 - Online testing of all relevant units is also available

Assignments

a. Units 316, 912, 914, 908, 807 and 818 are assessed by the completion of an assignment

b. Your assignments form part of your internal assessment and should be assessed throughout your training by your Lecturer using the ITEC Guidance Forms

c. The criteria for the assignments are detailed on the Assignment Guidance and Assessment Form

d. Your Lecturer will complete the ITEC Assessment Forms and ensure they are ready for verification by the ITEC External Examiner

e. The internal assessment(s) will be conducted by the Centre's Lecturer/Internal Verifier(s) and will be sampled by the ITEC External Verifier

Treatment Evidence/Portfolio of Evidence

You are required to provide evidence of treatments that you have performed on clients during your training under the supervision of your Lecturer who will monitor the quality of your treatments in order to ensure that they meet the ITEC criteria

- The criteria are detailed on the Treatment Evidence Guidance Forms. They are graded Pass or Refer
- You will need to complete a Client Consultation Form as evidence that you performed the required number of treatments during your training (see Table 1) 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 2 Diploma in Hair and Photographic Make-up, as well as all equipment both fixed and free standing to complete all aspects of the qualification. You may need to supply some consumables and/or towels in order to complete your training

6. Opportunities for Progression

Once you have achieved the ITEC Level 2 Diploma in Hair and Photographic Make-up you may progress on to other ITEC or equivalent qualifications at Level 2 or 3, for example:

- Level 2 Diploma in Manicure, Pedicure and Waxing
- Level 2 Diploma for Beauty Specialists
- Level 2 Apprenticeship in Beauty – General
- Level 2 Apprenticeship in Nail Services
- Level 3 Diploma in Beauty Therapy
- Level 3 Diploma in Massage and Electrotherapy Treatments
- Level 3 Diploma in Spa and Body Treatments
- Level 3 Diploma in Nail Treatments
- Level 3 Diploma in Fashion and Specialised Make-up
- Level 3 Apprenticeship in Beauty – General
- Level 3 Apprenticeship in Beauty - Massage
- Level 3 Apprenticeship in Nail Services
- Level 3 Apprenticeship in Spa Therapy

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

7. Professional Body Membership and Insurance

Professional Indemnity and Public Liability Insurance can be obtained via The Complementary Therapist Association (www.CThA.com) and other Industry Associations who recognise the ITEC Diploma. The ITEC Level 2 Diploma in Hair and Photographic Make-up also enables Graduates to apply for membership of The Complementary Therapist Association

8. Support from Industry

Please see letters of support from the industry; [CThA](http://www.CThA.com), [FHT](http://www.FHT.com) and [BABTAC](http://www.BABTAC.com)

9. Book List

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

10. E-learning Resources

A full list of e-learning resources can be found [here](#)