



ITEC Level 2 Diploma in Hair and Photographic Make-up QAN 601/8639/2 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 or a 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, 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 2 Diploma in Hair and Photographic Make-up is comprised of 10 mandatory units with a total of 321 hours of Guided Learning (GL) to achieve the full qualification

Guided Learning (GL) – 321

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) – 380

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 - 38

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 Certificate’s 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
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 3 treatments Assignment	Pass or Refer Pass or Refer
315	The Art of Dressing Hair	Internal practical test Portfolio of evidence 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%
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 MCQ – paper or online	Pass or Refer 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

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 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 the Learner has completed all the specified assessments for the qualification and has been awarded a Pass mark for all the evidence submitted, the Learner will have a Final External Practical Examination carried out by an ITEC Examiner, who will also verify a sample of all the Learner's evidence that they have completed during their training to ensure it meets the ITEC standard

Practical Examination Sequence

Once all aspects of the mandatory and additional optional units have been completed, Learners will be expected to complete an internal practical assessment. This will be undertaken by the Internal Assessor using the Internal Assessment forms. These must be handed to the ITEC External Examiner on the day of the Final external practical examination

a. Learners will be expected to perform the following treatments:

- Make-up – day make-up

Practical examination sequence – Approximately 30 minutes

Unit 803 – Apply Make-up, approximately 30 minutes

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

b. Oral questions may be asked at any time during the examination

- c. Consultation forms must be filled in by each Learner for each unit and made available for the ITEC External Examiner to check. These should be reviewed and completed at the end of the treatment and will be taken away by the Examiner
- d. Learners will be expected to demonstrate excellent hygiene and client care throughout as well as competence in their relevant skills
- e. The Examiner may reduce the treatment timings, as the examination is a demonstration of the Learner's professionalism and their accomplished technique
- f. Approximate time allocated for changeover of practical examination groups – 15 minutes

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)
- 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 803, 315, 908, 600 and 611 - 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. Units 316, 912, 914, 807 and 818 will be assessed by an assignment

Treatment Evidence/Portfolio of 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 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. Learners need to be made aware of the amount of consumables/towels they will be required to provide. Colleges must ensure there is one hot wax unit and one cool wax unit between two students and that the wax is the appropriate temperature for use

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 2 Diploma in Hair and Photographic Make-up they may progress on to other ITEC or equivalent qualifications at Level 2 and 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

10. Support from Industry

Please see the letters of support from employers within the industry, including [CThA](#), [FHT](#) and [BABTAC](#)

11. Book List

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

12. E-learning Resources

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

