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# Qualification Specification

iBT1D1 - VTCT (ITEC) Level 1 Diploma in Beauty  
Therapy

603/4053/8

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# About VTCT (ITEC)

iTEC is a global specialist organisation providing qualifications internationally, and specialises in beauty & spa therapy, hairdressing, complementary therapies and sports and fitness therapy. iTEC offers centres and learners high quality regulated qualifications for employability, specialist subjects and skills enhancement.

iTEC has close working partnerships with over 700 approved centres in over 40 countries, and offices in England, Ireland, South Africa, Asia Pacific and the USA. iTEC became part of VTCT (Vocational Training and Charitable Trust), in 2016 to strengthen its position in the industry internationally.

For more information visit us at [www.itecworld.co.uk](http://www.itecworld.co.uk), or contact our dedicated Customer Support Team via email; [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk) or call +44 (0)23 8068 4500

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## Qualification at a glance

<b>Qualification title</b>	VTCT (ITEC) Level 1 Diploma in Beauty Therapy
<b>Qualification number</b>	603/4053/8
<b>Product code</b>	iBT1D1
<b>First registration date</b>	01/10/2019
<b>Age range</b>	Pre-16, 16-18, 19+
<b>Credit value</b>	42
<b>Total Qualification Time (TQT)</b>	420
<b>Guided Learning (GL) hours</b>	369
<b>Assessment</b>	<p>To be awarded this qualification, learners must successfully achieve the following assessments:</p> <ul style="list-style-type: none"><li>• Internal practical assessment</li><li>• External theory examination</li><li>• Portfolio of evidence containing<ul style="list-style-type: none"><li>- Internally assessed task</li><li>- Assignment</li></ul></li></ul>
<b>Grading</b>	Pass/Fail
<b>Entry requirements</b>	<p>There are no formal prerequisite qualifications that learners must have prior to undertaking this qualification. It is the responsibility of the centre to ensure that learners have the required knowledge, understanding and skills to enrol and successfully achieve this qualification.</p>

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# About this qualification

## Aims and objectives

The main aim of the VTCT (ITEC) Level 1 Diploma in Beauty Therapy is to provide learners with the foundation to progress to further learning and to gain the necessary basic practical skills and knowledge in order to assist with beauty treatments in the salon. The qualification is suitable for pre 16 learners and/or learners aged 16 and over and is a sound platform into further learning at levels 2.

## Content

This qualification is for learners who want to progress to further learning in order to work in a beauty salon or spa. The qualification consists of 14 mandatory units with a total of 369 hours of Guided Learning (GL) to achieve the full qualification.

The main skills the learner will learn to perform are:

- Basic skincare – to include selecting products for the client’s needs, performing cleansing and application and removal of face masks
- Basic hand and nail care – to include shaping, buffing and application of light coloured polish
- Basic foot and nail care – to include shaping, buffing and application of light coloured polish
- Nail art – to include selecting and applying products and techniques such as coloured polishes, gems and stones, marbling, dotting and freehand
- Basic make-up – to include products and application techniques
- Photographic make-up – to include selecting products and application techniques to suit the client’s needs
- Designing a 2D image for face painting - to include applying face painting techniques using products, tools and equipment and adapting the 2D image to a 3D surface
- Head massage – to include classical massage movements and adapting to the client’s needs
- Salon receptions duties
- Creating and maintaining retail displays for the salon

The learner will also learn about related health and safety, contra-indications and contra-actions to the treatments, consultation techniques, client care and communication and working with others in the beauty sector which is essential in order to work and be successful in the industry.

It also provides:

- The related knowledge and understanding required to perform the beauty treatments outlined above in particular the anatomy and physiology of the areas to be treated
- Opportunities for learners to focus on the development of their wider skills in a beauty therapy setting, such as communicating with clients, working with others and problem solving
- Opportunities for learners to develop a range of skills, techniques, personal qualities and attitudes which are essential in order to assist in the beauty salon or spa

## Opportunities for progression

Once learners have achieved the VTCT (ITEC) Level 1 Diploma in Beauty Therapy they may progress on to other VTCT (ITEC) or equivalent qualifications at level 2 for example:

- Level 2 Diploma in Beauty Specialist Treatments
- Level 2 Diploma in Beauty Treatments

- Level 2 Diploma in Hair, Photographic and Media Make-up
- Level 2 Certificate in Bridal Make-up
- Level 2 Certificate on Manicure and Pedicure
- Level 2 Certificate in Liquid and Powder Nail Enhancements
- Level 2 Certificate in Wrap Nail Enhancements
- Level 2 Certificate in Gel Nail Enhancements

## Opportunities for employment

There are opportunities for a beauty therapist at level 1 to find employment assisting with beauty treatments in a variety of areas:

- Beauty salons
- Make-up studios
- Nail studios

## Relationship to National Occupational Standards

This qualification has mapped to National Occupational Standards where they exist and has ensured that best practice in the workplace has been reflected in the qualification. This qualification is linked to the relative job roles as well as ensuring that the qualification reflects the required level of knowledge and ability for the beauty therapist at level 1.

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# Qualification structure

To be awarded the VTCT (ITEC) Level 1 Diploma in Beauty Therapy, learners must achieve all mandatory units.

The minimum GLH required to achieve this qualification is 369

The minimum TQT required to achieve this qualification is 420

**Table 1**

Unit code	Mandatory units	Guided Learning Hours (GLH)	Unit reference number
iUBT408	Skincare	30	F/617/4356
iUBT368	Themed face painting	30	J/617/4293
iUBT347	Basic make-up application	30	L/617/4277
iUCO73	Introduction to the hair and beauty sector	25	M/617/4384
iUCO55	Working with others in the hair and beauty sector	19	A/617/4386
iUBT425	Provide basic nail art	24	K/617/7669
iUBT395	Providing basic manicure treatment	30	A/617/4338
iUBT376	Providing basic pedicure treatment	30	H/617/4303
iUBT426	Basic photographic make-up	30	D/617/7670
iUCO87	Create and maintain retail displays in the salon	17	T/617/4385
iUCO42	Follow health and safety in the salon	22	H/617/4382
iUCO77	Salon reception duties	22	D/617/4381
iUCO86	Create a hair and beauty image	30	F/617/4373
iUBT343	Head massage	30	A/617/4324

## Guided Learning Hours (GLH)

Guided Learning Hours 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)

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.

# Assessment

This qualification will be internally and externally assessed via methods set out in Table 2 below. The assignments, practical assessment, tasks and treatment evidence will be internally assessed by the centre's lecturer/internal verifier(s) and externally quality assured by VTCT (ITEC).

**Table 2**

Unit code	Mandatory units	Assessment	Grading
iUBT408	Skincare	Portfolio of evidence – Internally assessed task	Pass or Refer
iUBT368	Themed face painting	Portfolio of evidence – Internally assessed task	Pass or Refer
iUBT347	Basic make-up application	Portfolio of evidence – Internally assessed task	Pass or Refer
iUCO73	Introduction to the hair and beauty sector	Portfolio of evidence – Assignment	Pass or Refer
iUCO55	Working with others in the hair and beauty sector	MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 3 practical performances	Pass or Refer
iUBT425	Provide basic nail art	Portfolio of evidence – Internally assessed task	Pass or Refer
iUBT395	Providing basic manicure treatment	Portfolio of evidence – Internally assessed task	Pass or Refer
iUBT376	Providing basic pedicure treatment	Portfolio of evidence – Internally assessed task	Pass or Refer
iUBT426	Basic photographic make-up	Portfolio of evidence –	Pass or Refer

		Internally assessed task	
iUCO87	Create and maintain retail displays in the salon	Portfolio of evidence – Assignment	Pass or Refer
iUCO42	Follow health and safety in the salon	Portfolio of evidence – Assignment	Pass or Refer
iUCO77	Salon reception duties	MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 3 practical performances	Pass or Refer
iUCO86	Create a hair and beauty image	Portfolio of evidence – Internally assessed task	Pass or Refer
iUBT343	Head massage	Portfolio of evidence – Internally assessed task	Pass or Refer

Unit specifications and additional supporting material for this qualification can be found on the iTEC website.

### Grading of the qualification

Learners must achieve a Pass grade in the requisite number of units as specified in the rules of combination, see Table 1 above.

The overall qualification is graded Pass/Fail.

### Theory examination

All theory tests must be conducted in a controlled environment and follow the procedures defined by VTCT (ITEC). The theory tests will be set and marked by VTCT (ITEC). The centre is responsible for ensuring the examination can operate seamlessly by organising the process as defined in the 'Instructions for Conducting Examinations' which can be found on the iTEC website.

### Practical examination

Once all aspects of the mandatory units have been completed, learners will be expected to complete an internal practical assessment. This will be undertaken by the internal assessor/lecturer using the internal assessment forms. These may be sampled by an external quality assurer.

All practical assessments must be conducted in a controlled environment defined by VTCT (ITEC). The practical assessment will be conducted by a centre assessor and evidence of these assessments may be sampled by an external quality assurer. The centre is responsible for ensuring the assessments can operate seamlessly by organising the process as defined in the 'Instructions for

Conducting Examinations' which can be found on the iTEC website. The marking criteria and marking scheme can be found under the documents tab within the qualification.

### Portfolio of evidence

Learners are required to provide assignments under the supervision of the lecturer who will monitor the quality of the assignments in order to ensure that they meet the criteria.

- The criteria are detailed on the assignment guidance forms and form part of the internal assessment for the qualification

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# Quality assurance

## Delivery of the qualification

A scheme of work must be approved by VTCT (ITEC) for all units prior to the commencement of the course.

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.

## Centre resources

The organisation delivering the qualification must provide a suitable environment for teaching the VTCT (ITEC) Level 1 Diploma 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.

## Achievement record

All units will require an Achievement Record to be completed by the lecturer for each learner. This achievement record will need to be kept by the centre and may be sampled by the external examiner or external quality assurer on their visit.

An Achievement Record for each unit can be downloaded from the iTEC website.

## Document History

Version	Issue Date	Changes	Role
v0.5	14/05/2019	Draft version published to inform centres prior to September launch.	Systems Integration Team
v1.0	10/09/2019	First published	Head of Qualifications and Processing
v2.0	16/12/2019	Confirmed assessment of iUBT425 and iUBT426	Qualifications and Regulation Co-ordinator