



ITEC Level 2 Diploma for Beauty Specialists QAN 500/9368/X 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 Diploma in Beauty Therapy prior to commencing the ITEC Level 2 Diploma for Beauty Specialists; 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 for Beauty Specialists is comprised of 11 mandatory units; Learners must also select optional units covering a minimum of 39 hours of Guided Learning (GL). A total of 482 hours of Guided Learning (GL) are required to achieve the full qualification

Guided Learning (GL) – 482

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) – 552

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 - 55

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 and externally assessed using the assessment of skills as set out in Table 1 and 2 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	Unit Title	Assessment	Grading
800	Provide Facial Skincare	Practical examination Evidence of 5 treatments plus 25 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%
922	Origins, Principles and Theories of Massage	Internal task assessment Assignment	Pass or Refer Pass or Refer
802	Provide Eyelash and Eyebrow Treatments	Practical examination Evidence of 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%
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%
804	Provide Manicure Treatments	Practical examination Evidence of 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%
805	Provide Pedicure Treatments	Internal practical assessment	Pass 60% - 74% Merit 75% - 89%

		Evidence of 5 treatments plus 10 MCQ – paper or online	Distinction 90% - 100% Pass or Refer Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
806	Remove Hair using Waxing Techniques	Practical examination Evidence of 5 treatments plus 20 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 MCQ – paper or online	Pass or Refer Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
611	Salon Reception Duties	Portfolio of evidence MCQ – paper or online	Pass or Refer Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
818	Client Care and Communication in the Beauty Related Industries	Assignment	Pass or Refer
819	Working in the Beauty Related Industries	Assignment	Pass or Refer

Total Guided Learning for Mandatory Units - 443
Total Qualification Time (TQT) for Mandatory Units – 510

Optional Units

Table 2

ITEC Unit Number	Unit Title	Assessment	Grading
807	Instruction on Make-up Application	Internal practical assessment Portfolio of evidence 3 treatments Assignment	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100% Pass or Refer Pass or Refer
808	Provide Eyelash Perming	Internal practical assessment Evidence of 3 treatments	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100% Pass or Refer

		Assignment	Pass or Refer
809	Apply Individual Permanent Lashes	Internal practical assessment	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
		Evidence of 3 treatments	Pass or Refer
		Assignment	Pass or Refer
917	Facial Care for Men	Internal task assessment	Pass or Refer
		Assignment	Pass or Refer
811	Design and Apply Mendhi Skin Decoration	Internal practical assessment	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
		Evidence of 3 treatments	Pass or Refer
		Assignment	Pass or Refer
812	Provide Nail Art	Internal practical assessment	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
		Evidence of 4 treatments	Pass or Refer
		Assignment	Pass or Refer
815	Provide Threading	Internal practical assessment	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
		Evidence of 4 treatments	Pass or Refer
		Assignment	Pass or Refer
816	Remove Hair using Sugaring	Internal practical assessment	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
		Evidence of 4 treatments	Pass or Refer
		Assignment	Pass or Refer
817	Provide Ear Piercing	Internal practical assessment	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
		Evidence of 2 treatments	Pass or Refer
		Assignment	Pass or Refer
630	Display Stock to Promote Sales in	Portfolio of evidence	Pass or Refer

	the Salon	MCQ – paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
908	Create an Image Based on a Theme in the Hair and Beauty Sector	Portfolio of evidence Assignment	Pass or Refer Pass or Refer

Total minimum Guided Learning including Optional Units – 482

Total minimum Qualification Time (TQT) including Optional Units – 552

Total Credit Value for the Qualification - 55

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 - 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 for Beauty Specialists will be internally and externally assessed using a variety of assessment methods as set out in Table 1 and 2 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 in sequence:

- Cleanse, Skin analysis, Tint, Tweeze, Massage, Mask
- Make-up – day make-up
- Manicure– 1 hand treated, but both hands to be enameled
- Hot and cool wax must be demonstrated as specified by the ITEC External Examiner, to include ½ leg (either the front of one leg up to and including the knee **or** the back of one leg) with cool wax. The bikini line **or** underarm (one side only) with hot wax

Practical examination sequence – Total approximately 3 hours

Unit 800 - Provide facial skincare and

Unit 802 - Provide eyelash and eyebrow treatments - Approximately 1 hour 15 minutes

- Consultation forms may be partially filled out prior to the practical examination
- Clients must be wearing full day make-up
- Cleanse (7 minutes)
- Tone
- Skin analysis
- Eyelash and eyebrow tint

- Eyebrow shape
- Massage (10 minutes)
- Mask (Two masks must be applied simultaneously on the appropriate areas of the face and neck, to include one clay and one commercial mask)
- Moisturise

Unit 803 – Apply make-up, approximately 20 minutes

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

Unit 804 – Provide manicure treatments, approximately 20 minutes

- Clients must be wearing nail enamel prior to treatment
- Full manicure treatment to one hand only but Learners must apply a dark enamel to both

Unit 806 – Remove hair using waxing techniques, approximately 45 minutes

- It is the responsibility of the college to ensure that Learners supply sufficient clients with suitable hair growth in all areas
- The ITEC External Examiner must be notified prior to the start of the examination if the Learners have clients who do not have sufficient hair to wax. Learners may be withdrawn from this unit where the client has insufficient hair growth to permit full demonstration of the required techniques
- Learners must not share clients, however special consideration will apply in extenuating circumstances
- Cool wax - (½ leg) either the front of one leg up to and including the knee **or** the back of one leg. The back of the leg will be specified in cases where hair growth is lacking on the front
- Hot wax - bikini or underarm, one side only, as specified by the ITEC External Examiner

- Oral questions may be asked at any time during the examination
- 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
- Learners will be expected to demonstrate excellent hygiene and client care throughout as well as competence in their relevant skills
- The Examiner may reduce the treatment timings, as the examination is a demonstration of the Learner's professionalism and their accomplished technique
- Approximate time allocated for changeover of practical examination groups – 15 minutes

Internal Practical Assessment/Internal Task Assessment

- 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
- The internal practical form for each unit should be completed by the Lecturer and placed with the relevant documentation for the ITEC External Examiner
- Units 922, 805, 807, 808, 809, 917, 811, 812, 815, 816 and 817 will be internally practically assessed
- 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 800, 802, 803, 804, 805, 806, 600, 611 and 630 - 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 Examiner
- Units 922, 818, 819, 807, 808, 809, 917, 811, 812, 815, 816, 817 and 908 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 for Beauty Specialists 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 2 Diploma for Beauty Specialists, they may progress on to other ITEC or equivalent qualifications at Level 2, and 3, for example:

- Level 2 Diploma in Hair, Photographic and Media Make-up
- 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

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 [Steiner Training Limited](#), [The Carlton Group](#), [Champneys](#), [Alexandra House](#) and [House of Beauty](#)

11. Book List

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