



ITEC Level 2 Diploma for Beauty Specialists
QAN 500/9368/X
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 Diploma in Beauty Therapy prior to commencing the ITEC Level 2 Diploma for Beauty Specialists; 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 for Beauty Specialists is comprised of 11 mandatory units; you must also select optional units covering a minimum of 39 Guided Learning (GL). A total of 482 hours of Guided Learning (GL) are required 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
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	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100% Pass or Refer Pass 60% - 74% Merit 75% - 89%

		online	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 Evidence of 5 treatments plus 10 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%
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	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100% Pass or Refer

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

		Assignment	Pass or Refer
630	Display Stock to Promote Sales in the Salon	Portfolio of evidence MCQ – paper or online	Pass or Refer 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

3. 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 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 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 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 – 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 included 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 you must apply dark enamel to both

Unit 806 – Remove Hair using Waxing Techniques, approximately 45 minutes

- 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

- 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 Task Assessment

- 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 922, 805, 807,808, 809, 917, 811, 812, 815, 816 and 817 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 800, 802, 803, 804, 805, 806, 600, 611 and 630 - Online testing of all relevant units is also available

Assignments

- a. Unit 922, 818, 819, 807, 808, 809, 917, 811, 812, 815, 816, 817 and 908 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 and 2) 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 for Beauty Specialists 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 for Beauty Specialists, you 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

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 for Beauty Specialists also enables Graduates to apply for membership of The Complementary Therapist Association

8. Support from Industry

Please see letters of support from the industry; [Steiner Training Limited](#), [The Carlton Group](#), [Champneys](#), [Alexandra House](#) and [House of Beauty](#)

9. Book List

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