



ITEC Level 2 Diploma for Beauty Specialists
QAN 100/1914/5
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 5 mandatory units with a total of 300 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
9	Skincare and Eye Treatments	Practical examination Evidence of treating 5 clients plus 50 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%
10	Make-up	Practical examination Evidence of treating 5 clients plus 50 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%
11	Manicure and Pedicure	Practical examination Evidence of treating 5 clients plus 50 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%
12	Waxing	Practical examination	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%

		Evidence of treating 5 clients plus 50 MCQ paper or online	Pass or Refer Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
22	Professional Conduct and Business Awareness	50 MCQ paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%

Total Guided Learning for Mandatory Units - 300

Total Qualification Time (TQT) for Mandatory Units - 390

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 for Beauty Specialists 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

- You will perform the following treatments in sequence for your Internal and External Practical Examinations:
- Practical Examination sequence - Total approximately 3 hours

Unit 9 - Skincare and eye 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 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 10 - Make-up - approximately 20 minutes

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

Unit 11 - Manicure - 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 12 - Waxing - 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

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 9, 10, 11, 12 and 22 - online testing of all relevant units is also available

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 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 Body Treatments
- Level 3 Diploma in Advanced Beauty Therapy
- Level 3 Diploma in Fashion and Media 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 where applicable 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. Book List

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