



ITEC Level 2 Diploma for Beauty Specialists

QAN 100/1914/5

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) and Total Qualification Time (TQT)

The ITEC Level 2 Diploma for Beauty Specialists is comprised of 5 mandatory units with a total of 300 hours of Guided Learning (GL) to achieve the full qualification

Guided Learning (GL) – 300

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) – 390

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'

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 below. Once all treatment evidence documentation 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
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 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%
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

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 for Beauty Specialists 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 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 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 include 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 Learners must apply a dark enamel to both

Unit 12 - Waxing - 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

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

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 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

10. Book List

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