



## **ITEC Level 2 NVQ Diploma in Nail Services**

### **QAN 501/0191/2**

### **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 NVQ Certificate in Beauty Therapy prior to commencing the ITEC Level 2 NVQ Diploma in Nail Services; 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 NVQ Diploma in Nail Services is comprised of 8 mandatory units with a total of 329 hours of Guided Learning (GL) in order to achieve the full qualification

Guided Learning (GL) – 329

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) – 409

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 - 41

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 a range of assessment methods as set out in the Table below. Once all practical assessment documentation and underpinning knowledge have been completed, the ITEC External Verifier will verify a sample of all documentation

Table 1

<b>ITEC Unit Number</b>	<b>Mandatory Units</b>	<b>Assessment</b>	<b>Grading</b>
709 (N3)	Provide Pedicure Services	Internal Assessment MCQ – paper or online	Pass/Refer
710 (N2)	Provide Manicure Services	Internal Assessment MCQ – paper or online	Pass/Refer
717 (N4)	Carry out Nail Art Services	Internal Assessment MCQ – paper or online	Pass/Refer
718 (N5)	Apply and Maintain Nail Enhancements to Create a Natural Finish	Internal Assessment MCQ – paper or online	Pass/Refer
508 (G4)	Fulfil Salon Reception Duties	Internal Assessment	Pass/Refer
510 (G8)	Develop and Maintain Effectiveness at Work	Internal Assessment	Pass/Refer
509 (G18)	Promote Additional Services or Products to Customers	Internal Assessment	Pass/Refer
500 (G20)	Ensure Responsibility for Actions to Reduce Risks to Health and Safety	Internal Assessment	Pass/Refer

**Total Guided Learning (GL) - 329**

**Total Qualification Time (TQT) - 409**

**Total Credit Value for the Qualification - 41**

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 mandatory unit of the qualification (detailed in Table 1) must be completed and awarded a Pass mark before the complete qualification can be certificated

The overall qualification is graded as a Pass

## 6. Assessment of the Qualification

The ITEC Level 2 NVQ Diploma in Nail Services 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 ITEC External Verifier will verify a sample of all documentation of all the Learner's evidence that they have completed during their training to ensure it meets the ITEC standard

### Internal Practical Assessment

- a. The internal practical assessment forms part of the internal assessment and should be assessed by the Lecturer using the appropriate 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 709, 710, 717, 718, 508, 510, 509 and 500 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)
- 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 709, 710, 717 and 718 - online testing of all relevant units is also available

## 7. Resources

The organisation delivering the qualification must provide a suitable environment for teaching the ITEC Level 2 NVQ Diploma in Nail Services 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 NVQ Diploma in Nail Services they may progress on to other ITEC or equivalent qualifications at Level 2 and 3, for example:

- Level 2 NVQ Diploma in Beauty Therapy General
- Level 2 NVQ Diploma in Beauty Therapy Make-up

- Level 3 NVQ Diploma in Nail Services
- Level 3 NVQ Diploma in Beauty Therapy Massage
- Level 3 NVQ Diploma in Beauty Therapy Make-up
- Level 3 NVQ Diploma in Spa Therapy

For further Awards, Certificates and Diplomas please go to [www.itecworld.co.uk](http://www.itecworld.co.uk)

#### **10. Support from Industry**

Please see the letter of support from a Centre within the industry, [White Rose School of Health and Beauty](#)

#### **11. Book List**

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