Qualification Specification

iBT3D14 - VTCT (ITEC) Level 3 Diploma in Fashion, Theatre and Media Make-up

603/4049/6

About VTCT (ITEC)

iTEC is a global specialist organisation providing qualifications internationally, and specialises in beauty & spa therapy, hairdressing, complementary therapies and sports and fitness therapy. iTEC offers centres and learners high quality regulated qualifications for employability, specialist subjects and skills enhancement.

iTEC has close working partnerships with over 700 approved centres in over 40 countries, and offices in England, Ireland, South Africa, Asia Pacific and the USA. iTEC became part of VTCT (Vocational Training and Charitable Trust), in 2016 to strengthen its position in the industry internationally.

For more information visit us at www.itecworld.co.uk, or contact our dedicated Customer Support Team via email; customersupport@vtct.org.uk or call +44 (0)23 8068 4500

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Qualification at a glance

Qualification title	VTCT (ITEC) Level 3 Diploma in Fashion, Theatre and Media Make-up
Qualification number	603/4049/6
Product code	iBT3D14
First registration date	01/10/2019
Age range	16-18, 19+
Total Qualification Time (TQT)	480
Guided Learning (GL) hours	300

Assessment	To be awarded this qualification, learners must successfully achieve the following assessments:
	• External practical examination
	• External theory examination
	• Portfolio of evidence containing
	   - Treatment evidence
	   - Portfolio of characters

Grading	Pass/Merit/Distinction
Entry requirements	It is the responsibility of the centre to ensure that learners have the required knowledge, understanding and skills to enrol and successfully achieve this qualification.

About this qualification

Aims and objectives

The main aim of the VTCT (ITEC) Level 3 Diploma in Fashion, Theatre and Media Make-up is to enable learners to gain the necessary practical skills and knowledge in order to provide fashion, theatrical and media make-up to the general public and performers and to gain employment in the theatrical and media make-up industry. The qualification is suitable for learners aged 16 and over and is designed to provide occupational competence at level 3. It also provides a sound platform into further learning at levels 3 and 4.

Content

This qualification is for learners who want to work within the theatrical/media make-up industry. The qualification consists of 3 mandatory units with a total of 300 hours of Guided Learning (GL) to achieve the full qualification.

The main skills the learner will perform are:

- Application of fashion make-up - to include creating and adapting a design plan, using products, tools and techniques to meet the design plan, black and white and colour and working to a budget
- Application of media make-up - to include characters, ageing, and casualty effects
- Application of theatre make-up - to include lighting, principle of colour, historical period of make-up and theatrical and character make-up

The learner will also develop knowledge about client care and communication which is essential in order to work and be successful in the theatrical/media make-up industry.

This qualification also provides:

- The related knowledge and understanding required to perform the fashion, theatre and media make-up services outlined above effectively, in particular the structure and functions of the skin and common diseases and disorders that may affect whether a client should or should not receive treatment
- Opportunities for learners to focus on the development of their wider skills in a fashion, theatre and make-up setting, such as communicating with clients, working with others and problem solving
- Opportunities for learners to develop a range of skills, techniques, personal qualities and attitudes essential for successful performance in employment as a make-up artist

Opportunities for progression

Once learners have achieved the VTCT (ITEC) Level 3 Diploma in Fashion, Theatre and Media Make-up they may progress on to other VTCT (ITEC) or equivalent qualifications at level 2, 3 and 4 for example:

- Level 2 Diploma in Hairdressing
- Level 2 Diploma in Beauty Specialists
- Level 3 Diploma in Beauty Therapy
- Level 4 Diploma in Advanced Skincare
- Level 4 Diploma in Laser and Light Treatments
- Level 4 Diploma in Spa and Salon Management

Opportunities for employment

There are opportunities for a make-up artist to find employment in a variety of areas:

- Beauty salon
- Spa
- Hotel or resort
- Cruise ships
- Theatre
- TV/Film
- Own business

Relationship to National Occupational Standards

This qualification has mapped to National Occupational Standards where they exist and has ensured that best practice in the workplace has been reflected in the qualification. This qualification is linked to the relative job roles as well as ensuring that the qualification reflects the required level of knowledge and ability for the make-up artist at level 3.

Qualification structure

To be awarded the VTCT (ITEC) Level 3 Diploma in Fashion, Theatre and Media Make-up, learners must achieve all mandatory units.

The minimum GLH required to achieve this qualification is 300

The minimum TQT require to achieve this qualification is 480

Table 1

Unit code	Mandatory units	Guided Learning Hours (GLH)	Unit reference number	Unit weighting for the overall qualification grade
iUBT299	Fashion, theatre, special effects and media make-up	200	J/617/4276	70%
iUBT428	Make-up	50	D/617/7250	20%
iUBT434	Professional conduct and business awareness	50	F/617/7256	10%

Guided Learning Hours (GLH)

Guided Learning Hours 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)

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.

Assessment

All treatment evidence, portfolio of characters, internal assessments, and underpinning knowledge must be completed prior to the final practical examination.

The final external practical examination will be carried out by the external examiner at the end of the period of learning. The external examiner will also verify a sample of the treatment evidence, portfolio of characters and internal assessment.

Table 2

Unit code	Mandatory units	Assessment	Grading
iUBT299	Fashion, theatre, special effects and media make-up	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 30 characters	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUBT428	Make-up	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 5 treatments	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUBT434	Professional conduct and business awareness	MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%

Unit specifications and additional supporting material for this qualification can be found on the iTEC website.

Grading of the qualification

Learners must achieve a Pass grade or higher in the requisite number of units as specified in the rules of combination, see Table 1 above. Only mandatory units which are graded Pass/Merit/Distinction will contribute to the overall grade.

Practical examinations and theory examinations will be graded Pass/Merit/Distinction.

Portfolio of evidence containing the following will be graded Pass/Fail:

- Treatment evidence

- Portfolio of characters

The overall qualification is graded Pass/Merit/Distinction.

Grade boundaries for units and the overall calculation for the qualification grade are open to annual review. Following this review, these boundaries and overall calculations can be adjusted by VTCT. This review and possible change within a qualification are to ensure the standard of the qualification grade is upheld throughout the qualification's lifecycle.

Theory examination

All theory tests must be conducted in a controlled environment and follow the procedures defined by VTCT (ITEC). The theory tests will be set and marked by VTCT (ITEC). The centre is responsible for ensuring the examination can operate seamlessly by organising the process as defined in the 'Instructions for Conducting Examinations' which can be found on the iTEC website.

Practical examination

Once all aspects of the mandatory units have been completed, learners will be expected to complete an internal mock practical assessment. This will be undertaken by the internal assessor/lecturer using the internal assessment forms. These must be handed to the external examiner on the day of the final external practical examination.

All practical assessments must be conducted in a controlled environment defined by VTCT (ITEC). The practical examination will be conducted by an external examiner; however, the centre is responsible for ensuring the examination can operate seamlessly by organising the process as defined in the 'Instructions for Conducting Examinations' which can be found on the iTEC website. The marking criteria and marking scheme can be found under the documents tab within the qualification.

Portfolio of evidence

Learners are required to provide a portfolio of evidence containing treatments and/or case studies that they have performed on clients during their training under the supervision of the lecturer who will monitor the quality of the treatments in order to ensure that they meet the criteria.

- The criteria are detailed on the treatment evidence guidance forms
- The learner will need to complete a client consultation form as evidence that they performed the required number of treatments during their training (see Table 2) as they form part of the internal assessment for the qualification. They can be stored in the learner's portfolio

Learners are required to provide a portfolio of characters that they have created on clients during their training under the supervision of the lecturer who will monitor the quality of the characters created in order to ensure that they meet the criteria.

- The criteria are detailed on the portfolio guidance forms
- The learner will need to complete a client consultation form as evidence that they created the required number of characters during their training (see Table 2) as they form part of the internal assessment for the qualification

Quality assurance

Delivery of the qualification

A scheme of work must be approved by VTCT (ITEC) for all units prior to the commencement of the course.

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.

Centre resources

The organisation delivering the qualification must provide a suitable environment for teaching the VTCT (ITEC) Level 3 Diploma in Fashion, Theatre and Media Make-up 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.

Achievement record

All units will require an Achievement Record to be completed by the lecturer for each learner. This achievement record will need to be kept by the centre and may be sampled by the external examiner or external quality assurer on their visit.

An Achievement Record for each unit can be downloaded from the iTEC website.

Document History

Version	Issue Date	Changes	Role
v0.5	14/05/2019	Draft version published to inform centres prior to September launch.	Systems Integration Team
v1.0	13/09/2019	First published	Head of Qualifications and Processing
v2.0	03/12/2019	Grading boundary review statement added	Qualifications Administrator
v3.0	01/09/2020	Added COVID-19 Infection Prevention pre-requisite	Product and Regulation Manager
v4.0	01/08/2022	Removal of the COVID-19 Infection Prevention pre-requisite	Qualifications Administrator