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# Qualification Specification

iHB3C2 - VTCT (ITEC) Level 3 Certificate in Barbering  
603/4479/9

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# 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](http://www.itecworld.co.uk), or contact our dedicated Customer Support Team via email; [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk) or call +44 (0)23 8068 4500

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# Qualification at a glance

<b>Qualification title</b>	VTCT (ITEC) Level 3 Certificate in Barbering
<b>Qualification number</b>	603/4479/9
<b>Product code</b>	iHB3C2
<b>First registration date</b>	01/10/2019
<b>Age range</b>	16-18, 19+
<b>Credit value</b>	31
<b>Total Qualification Time (TQT)</b>	310
<b>Guided Learning (GL) hours</b>	267
<b>Assessment</b>	<p>To be awarded this qualification, learners must successfully achieve the following assessments:</p> <ul style="list-style-type: none"><li>• External theory examination</li><li>• Portfolio of evidence containing<ul style="list-style-type: none"><li>- Performance evidence</li><li>- Assignment</li></ul></li></ul>
<b>Grading</b>	Pass/Merit/Distinction
<b>Entry requirements</b>	<p>It is recommended that learners must hold a Level 2 Diploma in Barbering or equivalent.</p> <p>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.</p>

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# About this qualification

## Aims and objectives

The main aim of the VTCT (ITEC) Level 3 Certificate in Barbering is to enable learners to gain the necessary practical skills and knowledge in order to provide barbering services to the general public and to gain employment in the barbering 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 training at level 4.

## Content

This qualification is for learners who want to work within the hairdressing industry. The qualification consists of 5 mandatory units plus a selection of optional units covering a minimum of 104 hours of guided learning (GL). A minimum of 267 hours of guided learning are required to achieve the full qualification.

The main skills the learner will perform are:

- Cut men's hair – develop advanced cutting techniques to create a range of creative looks and images that encompass modern fashion styles
- Cut men's facial hair – develop advanced facial hair cutting techniques to create a range of looks and images that reflect current trends
- Style and dress men's hair – develop and combine creative skills to create a variety of looks
- Promote products and services – develop skills to increase sales revenue to fulfil their potential in the business

The learner will also develop knowledge of how to monitor health and safety, client care and communication skills which are essential to work and be successful in the barbering industry.

The learner will also be able to choose from a range of optional units to complete the qualification, for example:

- Colour hair to create a variety of looks
- Perm hair to create a variety of looks
- Relaxing services for different hair types
- Maintaining personal health and well-being
- Creative hairdressing design skills
- Human resource management

This qualification also provides:

- The related knowledge and understanding required to perform the barbering skills outlined above
- Opportunities for learners to focus on the development of their wider skills in a barbering 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 in the barbering industry

## Opportunities for progression

Once learners have achieved the VTCT (ITEC) Level 3 Certificate in Barbering they may progress on to other VTCT (ITEC) or equivalent qualifications at level 3 and 4 for example:

- Level 3 Apprenticeship in Barbering
- Level 3 Diploma in Hairdressing
- Level 4 Diploma in Spa and Salon Management

## Opportunities for employment

There are opportunities for barbers to find employment in a variety of areas:

- Barbering/hairdressing salons
- Freelance barbering business
- Cruise ships
- Salon work in hotels

## 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 barber at level 3.

# Qualification structure

To be awarded the VTCT (ITEC) Level 3 Certificate in Barbering, learners must achieve:

- All mandatory units
- A minimum of 2 optional units totalling a minimum of 104 GLH

The minimum GLH required for this qualification is 267

The minimum TQT required for this qualification is 310

**Table 1**

Unit code	Mandatory units	Guided Learning Hours (GLH)	Unit reference number	Unit weighting for the overall qualification grade
iUCO79	Monitor and maintain health and safety practice in the salon	29	A/617/4369	15%
iUHB256	Hairdressing consultation support for colleagues	30	Y/617/5609	20%
iUHB269	Cut men's hair to create a variety of looks	44	A/617/5621	35%
iUHB297	Cut facial hair	32	J/617/5637	20%
iUCO83	Promote products and services to clients in a salon	28	R/617/5656	10%

**Table 2**

Unit code	Optional units	Guided Learning Hours (GLH)	Unit reference number
iUHB241	Colour hair to create a variety of looks	90	Y/617/5707
iUHB246	Perm hair to create a variety of looks	60	H/617/5712
iUHB240	Relaxing services for different hair types	44	R/617/5706
iUCO47	Maintaining personal health and well-being	60	M/617/5647
iUHB255	Creative hairdressing design skills	60	R/617/5608
iUCO69	Human resource management within the hair and beauty sector	60	M/617/5650

## 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 performance evidence, internal assessments, assignments 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, internal assessment and assignments.

**Table 3**

Unit code	Mandatory units	Assessment	Grading
iUCO79	Monitor and maintain health and safety practice in the salon	Portfolio of evidence – 3 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUHB256	Hairdressing consultation support for colleagues	Portfolio of evidence – 3 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUHB269	Cut men's hair to create a variety of looks	Portfolio of evidence – 6 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUHB297	Cut facial hair	Portfolio of evidence – 3 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUCO83	Promote products and services to clients in a salon	Portfolio of evidence – 3 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%



**Table 4**

Unit code	Optional units	Assessment	Grading
iUHB241	Colour hair to create a variety of looks	Portfolio of evidence – 3 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUHB246	Perm hair to create a variety of looks	Portfolio of evidence – 3 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUHB240	Relaxing services for different hair types	Portfolio of evidence – 3 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUCO47	Maintaining personal health and well-being	MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUHB255	Creative hairdressing design skills	Portfolio of evidence – 1 performance	Pass/Refer
		Portfolio of evidence – Assignment	Pass/Refer
iUCO69	Human resource management within the hair and beauty sector	Portfolio of evidence – 1 performance	Pass/Refer
		Portfolio of evidence – Assignment	Pass/Refer

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:

- Performance evidence
- Assignments

Optional units can be graded Pass/Merit/Distinction or Pass/Fail. The specified number of optional units must be passed in order to achieve the qualification, however optional units will not contribute to the overall grade.

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 performances 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 Tables 3 and 4) 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 assignments under the supervision of the lecturer who will monitor the quality of the assignments in order to ensure that they meet the criteria.

- The criteria are detailed on the assignment guidance forms and form part of the internal assessment for the qualification

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# 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 Certificate in Barbering as well as all salon equipment both fixed and free standing to complete all aspects of delivering the qualification. Learners need to be made aware of the hairdressing tools and equipment 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
v0.6	14/05/2019	Draft version published to inform centres prior to September launch.	Systems Integration Team
v1.0	16/09/2019	First published	Head of Qualifications and Processing
v2.0	03/12/19	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