



ITEC Level 3 NVQ Diploma in Nail Services
QAN 501/1283/1
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 2 NVQ Diploma in Beauty Therapy prior to commencing the ITEC Level 3 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 3 NVQ Diploma in Nail Services is comprised of 3 mandatory units plus a selection of optional units covering a minimum of 166 hours of Guided Learning (GL). A minimum of 356 hours of Guided Learning are required to achieve the full qualification

Guided Learning (GL) – 356

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) – 477

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 - 48

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 Tables 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

ITEC Unit Number	Mandatory Units	Assessment	Grading
739 (N6)	Enhance and Maintain Nails using UV Gel	Practical assessment plus MCQ – paper or online	Pass/Refer Pass/Refer
740 (N7)	Enhance and Maintain Nails using Liquid and Powder	Practical assessment plus MCQ – paper or online	Pass/Refer Pass/Refer
537 (G22)	Monitor Procedures to Safely Control Work Operations	Practical assessment plus oral questions	Pass/Refer

Optional Units

Table 2

ITEC Unit Number	Unit Title	Assessment	Grading
741 (N10)	Develop a Range of Creative Nail Images	Practical assessment plus oral questions	Pass/Refer
742 (N9)	Plan and Create Nail Art Designs	Practical assessment plus oral questions	Pass/Refer
743 (N11)	Plan and Provide Airbrush Design for Nails	Practical assessment plus oral questions	Pass/Refer
744 (N12)	Prepare and Finish Nail Overlays using Electric Files	Practical assessment plus MCQ – paper or online	Pass/Refer Pass/Refer
745 (N8)	Enhance and Maintain Nails using Wraps	Practical assessment plus MCQ – paper or online	Pass/Refer Pass/Refer
549 (H32)	Contribute to the Planning and Implementation of Promotional Activities	Practical assessment plus oral questions	Pass/Refer
547	Contribute to the Financial	Practical	Pass/Refer

(G11)	Effectiveness of the Business	assessment plus oral questions	
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Minimum Total Guided Learning including Optional Units (GL) - 356
Minimum Total Qualification Time including Optional Units (TQT) - 477
Total Credit Value for the Qualification - 48

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 of the specification) and each selected optional unit covering a minimum of 78 hours (detailed in Table 2 of the specification) 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 3 NVQ Diploma in Nail Services will be internally and externally assessed using a variety of assessment methods as set out in Table 1 and 2 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

- The internal practical assessment forms part of the internal assessment and should be assessed by the Lecturer using the appropriate practical assessment forms
- The internal practical form for each unit should be completed by the Lecturer and placed with the relevant documentation for the ITEC External Examiner
- Units 739, 740, 537, 741, 742, 743, 744, 745, 549 and 547 will be internally practically assessed
- 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 739, 740, 744 and 745 - 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 3 NVQ Diploma in Nail Services as well as all equipment both fixed and free standing to complete V3.0

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 3 NVQ Diploma in Nail Services they may progress on to other ITEC or equivalent qualifications at Level 3, for example:

- Level 3 NVQ Diploma in Beauty Therapy General
- 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

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](#)