



ITEC Level 2 NVQ Diploma in Hairdressing QAN 601/5795/1 Lecturer Guidance Notes

General Advice

1. Requirements for Undertaking this Qualification

It is recommended that Learners have achieved a level of education equivalent to five GCSEs at grades A*-C prior to commencing the ITEC Level 2 Diploma in Hairdressing; 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 Hairdressing is comprised of 7 mandatory units as detailed below. A selection of optional units covering a minimum of 77 hours of Guided Learning (GL) must also be completed. A minimum of 561-595 hours of Guided Learning are required to achieve the full qualification

Guided Learning – Minimum Total Guided Learning including Optional Units – 561

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 – Minimum Total Qualification Time (TQT) including Optional Units – 640

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 Qualification Credit Value – 64

3. Delivery of the Qualification

Lecturers should aim to deliver the theory and practical of each unit simultaneously, i.e., both 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 performances

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 tables 1 and 2 below. Once all of the performance evidence documentation, assignments 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
669 (CHB12)	Develop and Maintain Your Effectiveness at Work	Practical Performances Oral Questions	Pass/Refer
676 (CH1)	Style and Finish Hair	Practical Performances MCQ - Paper or online	Pass/Refer
677 (CH2)	Set and Dress Hair	Practical Performances MCQ - Paper or online	Pass/Refer
678 (CH3)	Cut Hair Using Basic Techniques	Practical Performances Oral Questions	Pass/Refer
679 (CH4)	Colour and Lighten Hair	Practical Performances MCQ - Paper or online	Pass/Refer
684 (CHB9)	Advise and Consult with Clients	Practical Performances MCQ - Paper or online	Pass/Refer
685 (CHB11)	Shampoo, Condition and Treat the Hair and Scalp	Practical Performances MCQ - Paper or online	Pass/Refer

Table 2

ITEC Unit Number	Optional Units	Assessment	Grading
671 (CB2)	Cut Men's Hair Using Basic Techniques	Practical Performances Oral Questions	Pass/Refer
680 (CH5)	Perm and Neutralise Hair	Practical Performances MCQ - Paper or online	Pass/Refer
681 (CH6)	Plait and Twist Hair	Practical Performances Oral Questions	Pass/Refer
682 (CH7)	Temporarily Attach Hair to Enhance a Style	Practical Performances Oral Questions	Pass/Refer
683 (CHB8)	Remove Hair Extensions	Practical Performances Oral Questions	Pass/Refer
686 (AH2)	Relax Hair	Practical Performances Oral Questions	Pass/Refer
687 (CHB13)	Fulfil Salon Reception Duties	Practical Performances Oral Questions	Pass/Refer

Minimum Total Guided Learning including Optional Units (GL) – 561

Minimum Total Qualification Time including Optional Units (TQT) – 640

Total Credit Value for the Qualification - 64

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 and 2 above) 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 Diploma in Hairdressing 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 overall graded mark is Pass

Multiple-choice Tests

Each question is formatted in the same way:

- 1 stem (the question)
- 1 key (the correct answer)
- 3 distractors (incorrect answers)
- You must indicate the answer you believe is correct by placing a mark in the appropriate box on your answer sheet

Multiple-choice tests are used for units 676, 677, 679, 684, 685, 680 and 686 - online testing of all relevant units is also available

Portfolio of Evidence

- a. Portfolio of evidence forms part of the internal assessment and should be assessed throughout the training by the Lecturer using the appropriate guidance forms. Evidence of services ensure that a variety of clients are consulted and treated and the outcomes documented in order to gain experience of working on a range of clients and conditions, whilst the Learners are still under supervision
- b. The Lecturer must monitor the quality of the documentation throughout the Learner's training to ensure that they meet the ITEC criteria. The services are recorded in the e-Portfolio or the Record of Assessment Book
- c. The ITEC Hairdressing Consultation Analysis Sheet for each client should be completed and placed in the Portfolio of Evidence for verification by the ITEC External Verifier

7. Resources

The organisation delivering the qualification must provide a suitable environment for teaching the ITEC Level 2 Diploma in Hairdressing 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

8. Registration

Enrolments for all the qualifications and 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 in Hairdressing they may progress on to other ITEC or equivalent qualifications at Level 2 and 3, for example:

- Level 3 Apprenticeship in Hairdressing
- Level 3 Diploma in Hairdressing
- Level 2 Certificate in Barbering
- Level 3 Certificate in Barbering
- Level 3 Certificate in African Hair Type

For further Awards, Certificates and Diplomas please go to www.itecworld.co.uk

10. Support from Industry

Please see the letters of support from the [National Hairdressers Federation](#)

11. Learning Resources

The organisation delivering the qualification must provide a suitable environment for teaching the Level 2 NVQ Diploma in Hairdressing as well as all equipment both fixed and free standing to complete all aspects of the assessments

12. Book List

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