



ITEC Level 3 NVQ Diploma in Barbering QAN 601/5796/3 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 or the ITEC Level 2 NVQ Diploma in Barbering prior to commencing the ITEC Level 3 NVQ Diploma in Barbering; 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 Barbering is comprised of 4 mandatory units as detailed below. A selection of optional units covering a minimum of 179 hours of Guided Learning (GL) must also be completed. A minimum of 538-618 hours of Guided Learning are required to achieve the full qualification

Guided Learning – Minimum Total Guided Learning including Optional Units - 538 - 618

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 - 660

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 - 66

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
689 (CHB7)	Creatively Cut Hair Using a Combination of Barbering Techniques	Practical performances Oral questions	Pass/Refer
690 (CHB8)	Design and Create a Range of Facial Hair Shapes	Practical performances Oral questions	Pass/Refer
692 (CB10)	Provide Shaving Services	Practical performances Oral questions	Pass/Refer
699 (CHB14)	Provide Client Consultation Services	Practical performances MCQ - Paper or online	Pass/Refer

Table 2

ITEC Unit Number	Unit Title	Assessment	Grading
675 (CHB6)	Colour and Lighten Men's Hair	Practical performances MCQ - Paper or online	Pass/Refer
680 (CHB5)	Perm and Neutralise Hair	Practical performances MCQ - Paper or online	Pass/Refer
687 (CHB13)	Fulfil Salon Reception Duties	Practical performances Oral questions	Pass/Refer
688 (AH7)	Provide a Variety of Relaxing Services	Practical Performances MCQ - Paper or online	Pass/Refer
691 (CHB9)	Design and Create Patterns in Hair	Practical performances Oral questions	Pass/Refer
696 (CHB11)	Hair Colour Correction Services	Practical performances MCQ - Paper or online	Pass/Refer
700 (CHB15)	Develop and Enhance Your Creative Hairdressing Skills	Practical performances Assignment	Pass/Refer
701 (CHB16)	Provide Specialist Hair and Scalp Treatments	Practical performances MCQ - Paper or online	Pass/Refer
702 (CHB17)	Contribute to the Planning, Implementation and Evaluation of Promotional Activities	Practical performances Assignment	Pass/Refer
703 (CHB18)	Contribute to the Financial Effectiveness of the Business	Practical performances Assignment	Pass/Refer

Minimum Total Guided Learning including Optional Units (GL) – 538
Minimum Total Qualification Time including Optional Units (TQT) – 660
Total Credit Value for the Qualification – 66

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 3 NVQ Diploma in Barbering will be internally and externally assessed using a variety of assessment methods as set out in Table 1 and 2 above

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 699, 675, 680, 688, 696 and 701 - online testing of all relevant units is also available

Assignments

- a. The assignments form part of the internal assessment and should be assessed throughout the training by the Lecturer using the appropriate guidance forms
- b. Assignments must be completed in the Learner's own time. The Lecturer must monitor the quality of the documentation throughout the Learner's training to ensure that they meet the ITEC criteria. The criteria is detailed on the Assignment Guidance and Assessment Forms
- c. The Assessment Forms for each unit should be completed and placed with the relevant documentation for verification by the ITEC External Verifier
- d. Units 700, 702 and 703 have an assignment

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 3 NVQ Diploma 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

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 3 NVQ Diploma in Barbering they may progress on to other ITEC or equivalent qualifications at Level 3 and 4, for example:

- NVQ Level 3 in Hairdressing
- Level 3 in Hairdressing

- Level 4 Diploma in Spa and Salon Management

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

10. Support from Industry

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

11. Learning Resources

The organisation delivering the qualification must provide a suitable environment for teaching the Level 3 NVQ Diploma in Barbering 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](#)