

**ITEC Level 3 NVQ Diploma in Hairdressing  
QAN 601/5798/7  
Learner Guidance Notes**

**General Advice**

**1. Requirements for Undertaking this Qualification**

ITEC recommend that you should have achieved a level of education equivalent to five GCSEs at grade A\*-C or Level 2 NVQ Diploma qualification in Hairdressing prior to commencing the ITEC Level 3 NVQ Diploma in Hairdressing; however your Centre may make exemptions for adult returners with experience of the workplace.

**2. Structure of the Qualification, Guided Learning (GL)**

The ITEC Level 3 NVQ Diploma in Hairdressing is comprised of 4 mandatory units with a total of 541-618 hours of Guided Learning (GL) and a selection of optional units covering a minimum of 171 hours of Guided Learning (GL) must also be completed in order to achieve the full qualification. However, you will also be required to complete further study and generate evidence of your learning in your own time. This is known as Total Qualification Time (TQT), please see Table 1 and 2 below:

Table 1

| <b>ITEC Unit Number</b> | <b>Mandatory Units</b>                           | <b>Assessment</b>                               | <b>Grading</b> |
|-------------------------|--|---|----------------|
| 693<br>(CH8)            | Creatively Style and Dress Hair                  | Practical performances<br>Oral questions        | Pass/Refer     |
| 694<br>(CH9)            | Creatively Cut Using a Combination of Techniques | Practical performances<br>Oral questions        | Pass/Refer     |
| 695<br>(CH10)           | Creatively Colour and Lighten Hair               | Practical performances<br>MCQ - Paper or online | Pass/Refer     |
| 699<br>(CHB14)          | Provide Client Consultation Services             | Practical performances<br>MCQ - Paper or online | Pass/Refer     |

Table 2

| <b>ITEC Unit Number</b> | <b>Optional Units</b>                                 | <b>Assessment</b>                               | <b>Grading</b> |
|-------------------------|---|---|----------------|
| 671                     | Cut Men's Hair Using Basic Techniques                 | Practical performances<br>Oral questions        | Pass/Refer     |
| 687                     | Fulfil Salon Reception Duties                         | Practical performances<br>Oral questions        | Pass/Refer     |
| 688                     | Provide a Variety of Relaxing Services                | Practical performances<br>MCQ - Paper or online | Pass/Refer     |
| 696                     | Hair Colour Correction Services                       | Practical performances<br>MCQ - Paper or online | Pass/Refer     |
| 697                     | Provide Creative Hair Extension Services              | Practical performances<br>MCQ - Paper or online | Pass/Refer     |
| 698                     | Create a Variety of Permed Effects                    | Practical performances<br>MCQ - Paper or online | Pass/Refer     |
| 700                     | Develop and Enhance Your Creative Hairdressing Skills | Practical performances<br>Assignment            | Pass/Refer     |

|     |   |   |            |
|-----|---|---|------------|
| 701 | Provide Specialist Hair and Scalp Treatments  | Practical performances<br>MCQ - Paper or online | Pass/Refer |
| 702 | Contribute to the Planning, Implementation and Evaluation of Promotional Activities | Practical performances<br>Assignment            | Pass/Refer |
| 703 | Contribute to the Financial Effectiveness of the Business                           | Practical performances<br>Assignment            | Pass/Refer |

**Minimum Total Guided Learning including Optional Units (GL) – 541**  
**Minimum Total Qualification Time including Optional Units (TQT) – 680**  
**Total Credit Value for the Qualification – 68**

### 3. 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 full qualification can be certificated

The overall qualification is graded as a Pass

Your results and Certificates will be sent to your Centre by ITEC. Therefore you will need to collect your results and Certificates from your Centre

### 4. Assessment of the Qualification

The ITEC Level 3 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 you have completed all the specified assessments for the qualification and your Assessor has awarded a Pass mark for all the evidence you have submitted, your overall qualification will be graded as a 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 695, 699, 688, 696, 697, 698 and 701 - online testing of all relevant units is also available

#### Assignments

- Units 700, 702 and 703 are assessed by the completion of an assignment
- Your assignments form part of your internal assessment and should be assessed throughout your training by your Lecturer using the ITEC Guidance Forms
- The criteria for the assignments are detailed on the Assignment Guidance and Assessment Form
- Your Lecturer will complete the ITEC Assessment Forms and ensure they are ready for verification by the ITEC External Verifier

#### Portfolio of Evidence

Portfolio of evidence forms part of the internal assessment of your qualification and should be assessed throughout your training by your Assessor using the appropriate ITEC guidance forms. You are required to provide evidence of services that you have performed on clients during your training, under the supervision of your Assessor who will monitor the quality of your client services in order to ensure that they meet the ITEC criteria

- The criteria are detailed on the Record of Assessment Pages. They are graded Pass or Refer

- You will need to complete a Client Consultation Form as evidence that you performed the required number of services during your training (see Table 1 and 2) as they form part of your internal assessment for the qualification. They can be stored in your ITEC E-portfolio

## 5. Resources

Your Centre must provide a suitable environment for teaching the ITEC Level 3 NVQ Diploma in Hairdressing, as well as all equipment both fixed and free standing to complete all aspects of the qualification. You may need to supply some consumables, hairdressing tools and/or towels in order to complete your training

## 6. Opportunities for Progression

Once you have achieved the ITEC Level 3 NVQ Diploma in Hairdressing you may progress on to other ITEC or equivalent qualifications at Level 4, for example:

- Level 4 Certificate in Trichology
- Level 4 Diploma in Spa and Salon Management

For further Awards, Certificates and Diplomas please go to [www.itecworld.co.uk](http://www.itecworld.co.uk)

## 7. Professional Body Membership and Insurance

The qualification was developed collaboratively with the Hair and Beauty Industry Authority (HABIA)

It is recognised for membership by:

- National Hairdressers' Federation (NHF)
- World Federation of Hairdressers
- Hairdressing Council (HC)
- Freelance Hairdressers' Association (FHA)

## 8. Support from Industry

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

## 9. Book List

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