



## **ITEC Level 3 NVQ Diploma in Hairdressing QAN 601/5798/7 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 Hairdressing prior to commencing the ITEC Level 3 NVQ 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 3 NVQ Diploma in Hairdressing is comprised of 4 mandatory units as detailed below. A selection of optional units covering a minimum of 171 hours of Guided Learning (GL) must also be completed. A minimum of 541-618 hours of Guided Learning are required to achieve the full qualification

Guided Learning – Minimum Total Guided Learning including Optional Units - 541-618

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 - 680

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 – 68

#### **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

<b>ITEC Unit Number</b>	<b>Mandatory Units</b>	<b>Assessment</b>	<b>Grading</b>
693 (CH8)	Creatively Style and Dress Hair	Practical performances Oral questions	Pass/Refer
694 (CH9)	Creatively Cut Using a Combination of Techniques	Practical performances Oral questions	Pass/Refer
695 (CH10)	Creatively Colour and Lighten Hair	Practical performances MCQ - Paper or online	Pass/Refer
699 (CHB14)	Provide Client Consultation Services	Practical performances 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 Oral questions	Pass/Refer
687	Fulfil Salon Reception Duties	Practical performances Oral questions	Pass/Refer
688	Provide a Variety of Relaxing Services	Practical performances MCQ - Paper or online	Pass/Refer
696	Hair Colour Correction Services	Practical performances MCQ - Paper or online	Pass/Refer
697	Provide Creative Hair Extension Services	Practical performances MCQ - Paper or online	Pass/Refer
698	Create a Variety of Permed Effects	Practical performances MCQ - Paper or online	Pass/Refer
700	Develop and Enhance Your Creative Hairdressing Skills	Practical performances Assignment	Pass/Refer
701	Provide Specialist Hair and Scalp Treatments	Practical performances MCQ - Paper or online	Pass/Refer
702	Contribute to the Planning, Implementation and Evaluation of Promotional Activities	Practical performances Assignment	Pass/Refer
703	Contribute to the Financial Effectiveness of the Business	Practical performances 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**

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 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 695, 699, 688, 696, 697, 698 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 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 3 NVQ Diploma in Hairdressing they may progress on to other ITEC or equivalent qualifications at Level 3 and 4, for example:

- Level 3 Diploma in Barbering
- 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)

## **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 3 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](#)