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# Qualification Specification

iHB2D8 - VTCT Skills (ITEC) Level 2 Diploma in  
Hairdressing and Barbering

603/4482/9

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# About VTCT Skills (ITEC)

iTEC is a global specialist organisation providing qualifications internationally, and specialises in beauty & spa therapy, hairdressing, complementary therapies and sports and fitness therapy. iTEC offers centres and learners high quality regulated qualifications for employability, specialist subjects and skills enhancement.

iTEC has close working partnerships with over 700 approved centres in over 40 countries, and offices in England, Ireland, South Africa, Asia Pacific and the USA. iTEC became part of VTCT (Vocational Training and Charitable Trust), in 2016 to strengthen its position in the industry internationally.

For more information visit us at [www.itecworld.co.uk](http://www.itecworld.co.uk), or contact our dedicated Customer Support Team via email; [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk) or call +44 (0)23 8068 4500

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## Qualification at a glance

<b>Qualification title</b>	VTCT Skills (ITEC) Level 2 Diploma in Hairdressing and Barbering
<b>Qualification number</b>	603/4482/9
<b>Product code</b>	iHB2D8
<b>First registration date</b>	01/10/2019
<b>Age range</b>	16-18, 19+
<b>Credit value</b>	52
<b>Total Qualification Time (TQT)</b>	520
<b>Guided Learning (GL) hours</b>	442
<b>Assessment</b>	<p>To be awarded this qualification, learners must successfully achieve the following assessments:</p> <ul style="list-style-type: none"><li>• External theory examination</li><li>• Portfolio of evidence containing<ul style="list-style-type: none"><li>- Service/Performance evidence</li></ul></li></ul>
<b>Grading</b>	Pass/Merit/Distinction
<b>Entry requirements</b>	It is the responsibility of the centre to ensure that learners have the required knowledge, understanding and skills to enrol and successfully achieve this qualification.

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# About this qualification

## Aims and objectives

The main aim of the VTCT Skills (ITEC) Level 2 Diploma in Hairdressing and Barbering is to enable learners to gain the necessary practical skills and knowledge required by the hairdressing industry. The qualification is suitable for learners aged 16 and over and is designed to provide occupational competence at level 2. It also provides a sound platform into further learning at level 3.

## Content

This qualification is for learners who want to work within the hairdressing industry. The qualification consists of 8 mandatory units plus a selection of optional units covering a minimum of 144 hours of guided learning (GL). A minimum of 445 hours of guided learning are required to achieve the full qualification.

The main skills the learner will perform are:

- Shampoo and condition hair – how to massage the hair and scalp correctly to cleanse, condition and treat the client's hair
- Cut women's hair – develop basic cutting techniques to create a range of looks and recognition of critical influencing factors associated with cutting hair
- Cut men's hair – develop basic cutting techniques to create a range of looks and recognition of critical influencing factors associated with men's cutting
- Dressing hair – develop long hairdressing skills to create a variety of looks, including setting and hair-up looks
- Styling men's hair – develop skills to create a range of looks, including straightening and finger styling and the use of finishing products
- Reception duties – cultivate skills that improve delivery of client enquiries, bookings and payments

The learner will also develop knowledge of related health and safety, client care and communication skills which are essential to work and be successful in the hairdressing industry.

The learner will also be able to choose from a range of optional units to complete the qualification, for example:

- Colour and lighten hair
- Provide scalp massage services
- Perm and neutralise hair
- Salon reception duties
- Working in the hair industry
- Promote products and services to clients in a salon
- Display stock to promote sales in a salon
- The art of colouring hair

This qualification also provides:

- The related knowledge and understanding required to perform the hairdressing skills outlined above
- Opportunities for learners to focus on the development of their wider skills in a hairdressing setting such as communicating with clients, working with others and problem solving
- Opportunities for learners to develop a range of skills, techniques, personal qualities and attitudes essential for successful performance in employment in the hairdressing industry

## Opportunities for progression

Once learners have achieved the VTCT Skills (ITEC) Level 2 Diploma in Hairdressing and Barbering they may progress on to other VTCT Skills (ITEC) or equivalent qualifications at level 2 and 3 for example:

- Level 2 Apprenticeship in Hairdressing
- Level 2 Certificate in Barbering
- Level 3 Certificate in Barbering
- Level 3 Apprenticeship in Hairdressing
- Level 3 Diploma in Hairdressing

## Opportunities for employment

There are opportunities for hairdressers to find employment in a variety of areas:

- Hairdressing salons
- Salon work in hotels
- Cruise liners
- Freelance hairdressing

## Relationship to National Occupational Standards

This qualification has mapped to National Occupational Standards where they exist and has ensured that best practice in the workplace has been reflected in the qualification. This qualification is linked to the relative job roles as well as ensuring that the qualification reflects the required level of knowledge and ability for the hairdresser at level 2.

# Qualification structure

To be award the VTCT Skills (ITEC) Level 2 Diploma in Hairdressing and Barbering, learners must achieve:

- All mandatory units
- A minimum of 2 optional units covering at least 141 Guided Learning Hours

The minimum GLH required to achieve this qualification is 442

The minimum TQT required to achieve this qualification is 520

**Table 1**

Unit code	Mandatory units	Guided Learning Hours (GLH)	Unit reference number	Unit weighting for the overall qualification grade
iUHB225	Styling men's hair	30	H/617/5693	10%
iUHB299	The art of dressing hair	30	R/617/5639	10%
iUCO78	Follow health and safety practice in the salon	22	A/617/4372	10%
iUHB232	Client consultation for hair services	30	A/617/5697	10%
iUHB254	Shampoo and condition the hair and scalp	29	A/617/5604	10%
iUHB295	Cut women's hair	75	K/617/5629	20%
iUHB233	Cut men's hair	53	J/617/5699	20%
iUHB297	Cut facial hair	32	J/617/5637	10%

**Table 2**

Unit code	Optional units	Guided Learning Hours (GLH)	Unit reference number
iUHB230	Colour and lighten hair	91	K/617/5694
iUHB308	Provide scalp massage services	33	J/617/5623
iUHB307	Perm and neutralise hair	60	D/617/5644
iUCO43	Salon reception duties	24	T/617/4371
iUHB280	Working in their hair industry	35	D/617/5627
iUCO83	Promote products and services to clients in a salon	28	R/617/5656
iUCO60	Display stock to promote sales in a salon	24	M/617/4370
iUHB296	The art of colouring hair	60	M/617/5633

## Guided Learning Hours (GLH)

Guided Learning Hours 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)

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.

# Assessment

All treatment evidence, internal assessments, assignments and underpinning knowledge must be completed for the mandatory and selected optional units.

This portfolio of evidence of performance evidence and assignments may also be verified by an external quality assurer who will sample learners' work.

**Table 3**

Unit code	Mandatory units	Assessment	Grading
iUHB225	Styling men's hair	Portfolio of evidence – 3 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUHB299	The art of dressing hair	Portfolio of evidence – 3 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUCO78	Follow health and safety practice in the salon	Portfolio of evidence – 4 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUHB232	Client consultation for hair services	Portfolio of evidence – 3 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUHB254	Shampoo and condition the hair and scalp	Portfolio of evidence – 3 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUHB295	Cut women's hair	Portfolio of evidence – 8 performances	Pass/Refer
		MCQ	Pass 60%-74%



			Merit 75%-89% Distinction 90%-100%
iUHB233	Cut men's hair	Portfolio of evidence – 8 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUHB297	Cut facial hair	Portfolio of evidence – 3 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%

**Table 4**

Unit code	Optional units	Assessment	Grading
iUHB230	Colour and lighten hair	Portfolio of evidence – 2 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUHB308	Provide scalp massage services	Portfolio of evidence – 3 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUHB307	Perm and neutralise hair	Portfolio of evidence – 3 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUCO43	Salon reception duties	Portfolio of evidence – 3 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUHB280	Working in their hair industry	Portfolio of evidence – 3 performances	Pass/Refer

		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUCO83	Promote products and services to clients in a salon	Portfolio of evidence – 3 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUCO60	Display stock to promote sales in a salon	Portfolio of evidence – 2 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUHB296	The art of colouring hair	Portfolio of evidence – 2 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%

Unit specifications and additional supporting material for this qualification can be found on the iTEC website.

## Grading of the qualification

Learners must achieve a Pass grade or higher in the requisite number of units as specified in the rules of combination, see Table 1 and 2 above. Only mandatory units which are graded Pass/Merit/Distinction will contribute to the overall grade.

Theory examinations will be graded Pass/Merit/Distinction.

Portfolio of evidence containing the following will be graded Pass/Fail:

- Service/Performance evidence

Optional units can be graded Pass/Merit/Distinction or Pass/Fail. The specified number of optional units must be passed in order to achieve the qualification, however optional units will not contribute to the overall grade.

The overall qualification is graded Pass/Merit/Distinction.

Grade boundaries for units and the overall calculation for the qualification grade are open to annual review. Following this review, these boundaries and overall calculations can be adjusted by VTCT. This review and possible change within a qualification are to ensure the standard of the qualification grade is upheld throughout the qualification's lifecycle.

## Theory examinations

All theory tests must be conducted in a controlled environment and follow the procedures defined by VTCT Skills (ITEC). The theory tests will be set and marked by VTCT Skills (ITEC). The centre is responsible for ensuring the examination can operate seamlessly by organising the process as defined in the 'Instructions for Conducting Examinations' which can be found on the iTEC website.

## Portfolio of evidence

Learners are required to provide a portfolio of evidence containing performances and/or case studies that they have performed on clients during their training under the supervision of the lecturer who will monitor the quality of the treatments in order to ensure that they meet the criteria.

- The criteria are detailed on the performance evidence guidance forms
- The learner will need to complete a client consultation form as evidence that they performed the required number of performance during their training (see Table 3 and 4) as they form part of the internal assessment for the qualification. They can be stored in the learner's portfolio

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# Quality assurance

## Delivery of the qualification

A scheme of work must be approved by VTCT Skills (ITEC) for all units prior to the commencement of the course.

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.

## Centre resources

The organisation delivering the qualification must provide a suitable environment for teaching the VTCT Skills (ITEC) Level 2 Diploma in Hairdressing and 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.

## Achievement record

All units will require an Achievement Record to be completed by the lecturer for each learner. This achievement record will need to be kept by the centre and may be sampled by the external examiner or external quality assurer on their visit.

An Achievement Record for each unit can be downloaded from the ITEC website.

## Document History

Version	Issue Date	Changes	Role
v0.6	14/05/2019	Draft version published to inform centres prior to September launch.	Systems Integration Team
v1.0	16/09/2019	First published	Head of Qualifications and Processing
v2.0	23/09/2019	Clarified optional GLH	Qualifications and Regulation Co-ordinator
v3.0	03/12/2019	Grading boundary review statement added	Qualification Administrator
v4.0	01/09/2020	Added COVID-19 Infection Prevention pre-requisite	Product and Regulation Manager
v5.0	01/08/2022	Removed COVID-19 Infection Prevention pre-requisite	Product and Regulation Coordinator
v6.0	01/01/2025	New branding	Qualifications Administrator