



ITEC Entry Level 3 - Certificate in An Introduction to the Hair and Beauty Sector

Learner Guidance Notes

General Advice

1. Requirements for Undertaking this Qualification

It is recommended that Learners should have achieved a level of education equivalent to 3 GCSEs at grades A*-C prior to commencing the ITEC Entry Level 3 Award in An Introduction to the Hair and Beauty Sector, however exemptions may be made for adult returners with experience of the workplace

2. Structure of the Qualification and Guided Learning Hours (GLH)

The ITEC Entry Level 3 Award in An Introduction to the Hair and Beauty Sector consists of 2 mandatory units and 1 optional. Credit value 7 minimum number of credits at or above the level of the qualification

Ofqual Reference	ITEC Unit	Mandatory Units	Level	Credit Value
A/502/3800	300	Introduction to the Hair and Beauty Sector	Entry 3	2
F/502/3801	301	Present a Professional Image	Entry 3	2
Optional Units				
Y/502/3464	302	Skincare	Entry 3	3
K/502/3467	303	Hand Care	Entry 3	3
T/502/3469	304	Create an Image using Colour	Entry 3	3
L/502/3753	305	Shampoo and Conditioning	Entry 3	3
R/502/3804	306	Basic Hair Plaiting	Entry 3	3
Y/502/3805	307	Plaiting and Twisting Hair	Level 1	3
K/502/3470	308	Nail Art Application	Level 1	3
L/502/3803	309	Themed Face Painting	Level 1	3
J/502/3795	310	Basic Make-up Application	Level 1	3
F/502/3796	311	Styling Women's Hair	Level 1	3
A/502/3795	312	Styling Men's Hair	Level 1	3

NB: The two plaiting units may not be done together

These units will be delivered over 70 learning hours gaining a total of 7 credits.

It also aims:

Version VO.1

- to provide skills, knowledge and understanding at Entry Level 3 for those interested in the Hair and Beauty Industry
- to allow the Learner to use knowledge or understanding at Entry Level 3 to carry out structured tasks and activities, in familiar contexts with appropriate guidance
- to provide knowledge and understanding at Entry Level 3 of the steps needed to carry out and complete structured tasks and activities, in familiar contexts with appropriate guidance
- to allow the Learner to actively participate in activities in familiar contexts and to take responsibility for the outcomes of structured activities with appropriate guidance
- to sustain the interest of Learners wanting to work in the Hair and Beauty Industry
- to encourage knowledge and understanding of the Hair and Beauty Industry at Entry Level 3
- to improve the skills of Learners working below Level 2, aged 14 and over
- to provide opportunities for Learners to develop a range of skills and techniques, personal qualities and attitudes essential for successful performance in the Hair and Beauty Industry

Guided learning hours are 'a notional measure of the substance of a qualification. They include an estimate of the time that might be allocated to direct teaching or instruction together with other structured learning time such as directed assignments, assessments on the job or supported individual study and practice. They exclude Learner initiated private study.'

3. Assessment and Grading of the Qualification

This qualification will be internally assessed. 2 units are mandatory and 1 unit is optional. Units will have either 1 or 2 elements - projects and/or tasks. The projects and tasks will be internally assessed by the Lecturer and verified by ITEC

Ofqual Reference	ITEC Unit	Title	Assessments	Grading
A/502/3800	300	Introduction to the Hair and Beauty Sector	Internally assessed project	Pass or refer
F/502/3801	301	Present a Professional Image	Internally assessed task	Pass or refer
Y/502/3464	302	Introduction to Skincare	Internally assessed task	Pass or refer
K/502/3467	303	Introduction to Hand Care	Internally assessed task	Pass or refer
T/502/3469	304	Create an Image using Colour	Internally assessed project	Pass or refer
L/502/3753	305	Introduction to Shampoo and Conditioning	Internally assessed task	Pass or refer
R/502/3804	306	Introduction to Basic Hair Plaiting	Internally assessed task	Pass or refer
Y/502/3805	307	Introduction to Plaiting and Twisting Hair	Internally assessed task	Pass or refer
K/502/3470	308	Introduction to Nail Art	Internally assessed task	Pass or refer
L/502/3803	309	Introduction to Themed Face Painting	Internally assessed task	Pass or refer
J/502/3795	310	Applying Basic Make-up	Internally assessed task	Pass or refer
F/502/3796	311	Introduction to Basic Styling for Women	Internally assessed task	Pass or refer
A/502/3795	312	Introduction to Basic Styling for Men	Internally assessed task	Pass or refer

Version VO.1

Assessment of Individual Units

- All the practical performances for each unit must be completed successfully.
- Evidence will be gathered using task sheets (these can be downloaded from www.itecworld.co.uk)
- The centre may use a tracking document which identifies the requirements for each unit (these can be downloaded from www.itecworld.co.uk)
- Underpinning knowledge will be assessed using MCQ and/or assignments

External Verification

- Once all Internal Assessed tasks, portfolios of evidence and assignments have been completed, the Learner's evidence will be quality assured by the Internal Verifier
- An ITEC External Verifier will verify all practical portfolios of evidence and assignments
- The ITEC External Verifier will verify a minimum 10% sample of Candidates being assessed across the range of skills alongside the Internal Assessor and Internal Verifier

Grading of the Qualification

Each unit has 2 grades – pass or refer. If a Learner is unsuccessful in any area, they will be expected to be re-assessed only in the unit where they have not achieved a pass grade. Referrals should be completed within 1 year of the original examination provided that re-assessments are attempted at least once every 3 months. Extensions to this time frame must be applied for in writing with the relevant supporting evidence supplied. The remainder of the results will stay in the ITEC system until such time as the 2 mandatory units and 1 optional unit have achieved a pass grade

Resources

The organisation delivering the qualification must provide a suitable learning/work environment

Opportunities for Progression

Once Candidates have achieved the ITEC Entry Level 3 Award in An Introduction to the Hair and Beauty Sector they may progress on to other ITEC or equivalent awards at Level 1 or 2, for example:

- Full Level 2 Diploma in Hairdressing
- Full Level 2 Diploma in Beauty Therapy
- Full Level 2 Diploma in Complementary Therapies
- Full Level 2 Diploma in Hairdressing

Relationship to National Occupational Standards (NOS)

ITEC has mapped to National Occupational Standards where they exist. ITEC has ensured that best practice in the workplace has been reflected in the syllabus. ITEC has linked the qualification to the relative job roles as well as ensuring that the syllabus reflects the required level of knowledge and ability for the Hairdresser at Entry Level 3

Professional Body Membership and Insurance

World Federation of Hairdressers
National Hairdresser's Federation

Version VO.1

Version VO.1