



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

### Lecturer Guidance Notes

#### Aims and Objectives

The main aim of the ITEC Entry Level 3 Certificate in An Introduction to the Hair and Beauty Sector is to enable Learners to make use of skills, knowledge and understanding to carry out structured tasks and activities in familiar contexts with appropriate guidance where needed

The ITEC Entry Level 3 Certificate in An Introduction to the Hair and Beauty Sector is comprised of 2 mandatory units and 3 optional units. Credit value 13 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 in a Salon	Entry 3	2
		<b>Optional Units</b>		
Y/502/3464	302	Skincare	Entry 3	3
K/502/3467	303	Hand Care	Entry 3	
T/502/3469	304	Create an Image using Colour for the Hair and Beauty Sector	Entry 3	3
L/502/3753	305	Shampoo and Conditioning	Entry 3	3
R/502/3804	306	Hair Plaiting	Entry 3	3
Y/502/3805	307	<b>OR</b> 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

It also aims:

- 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

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- 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.'

## General Advice

### 1. Requirements for Undertaking this Qualification

It is recommended that Learners should have achieved a level of education equivalent to 5 GCSEs at grades A\*-C prior to commencing the ITEC Entry Level 3 Certificate in An Introduction to the Hair and Beauty Sector, 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 and Guided Learning Hours (GLH)

The ITEC Entry Level 3 Certificate in An Introduction to the Hair and Beauty Sector is comprised of 2 mandatory units and 3 optional units. The Learner will study the theory and practice of hairdressing and beauty services to include the 2 mandatory units and 3 additional optional units. The underpinning knowledge and skills required to successfully perform these services is also required

Recommended guided learning hours **130**

Guided learning hours are 'a notional measure of the substance of a qualification. It includes 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. It excludes Learner initiated private study.'

### 3. Delivery of the Qualification

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

### 4. Assessment and Grading of the Qualification

This qualification will be internally assessed. 2 units are mandatory and 3 units are 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

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Unit Number	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 in a Salon	Internally assessed task	Pass or refer
Y/502/3464	302	Skincare	Internally assessed task	Pass or refer
K/502/3467	303	Hand Care	Internally assessed task	Pass or refer
T/502/3469	304	Create an Image using Colour for the Hair and Beauty Sector	Internally assessed project	Pass or refer
L/502/3753	305	Shampoo and Conditioning	Internally assessed task	Pass or refer
R/502/3804	306	Hair Plaiting	Internally assessed task	Pass or refer
Y/502/3805	307	Plaiting and Twisting Hair	Internally assessed task	Pass or refer
K/502/3470	308	Nail Art Application	Internally assessed task	Pass or refer
L/502/3803	309	Themed Face Painting	Internally assessed task	Pass or refer
J/502/3795	310	Basic Make-up Application	Internally assessed task	Pass or refer
F/502/3796	311	Styling Women's Hair	Internally assessed task	Pass or refer
A/502/3795	312	Styling Men's Hair	Internally assessed task	Pass or refer

### Assessment of Individual Units

- All the practical performances for each unit must be completed successfully
- Evidence will be gathered using a consultation form for each performance (these can be downloaded from [www.itecworld.co.uk](http://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](http://www.itecworld.co.uk))
- The Learner will undertake a final practical test to become competent
- Underpinning knowledge will be assessed using MCQ and/or assignments

### External Verification

- Once all practical portfolios of evidence and assignments have been completed, the Learner will have a final practical test carried out by the Internal Assessor/Verifier using the ITEC marking criteria and final assessment form
- 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

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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

### **Registration**

Enrolments for all the units should be sent to ITEC together on the ITEC Enrolment Form

### **Opportunities for Progression**

Once Candidates have achieved the ITEC Entry Level 3 Certificate 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 1 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

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