

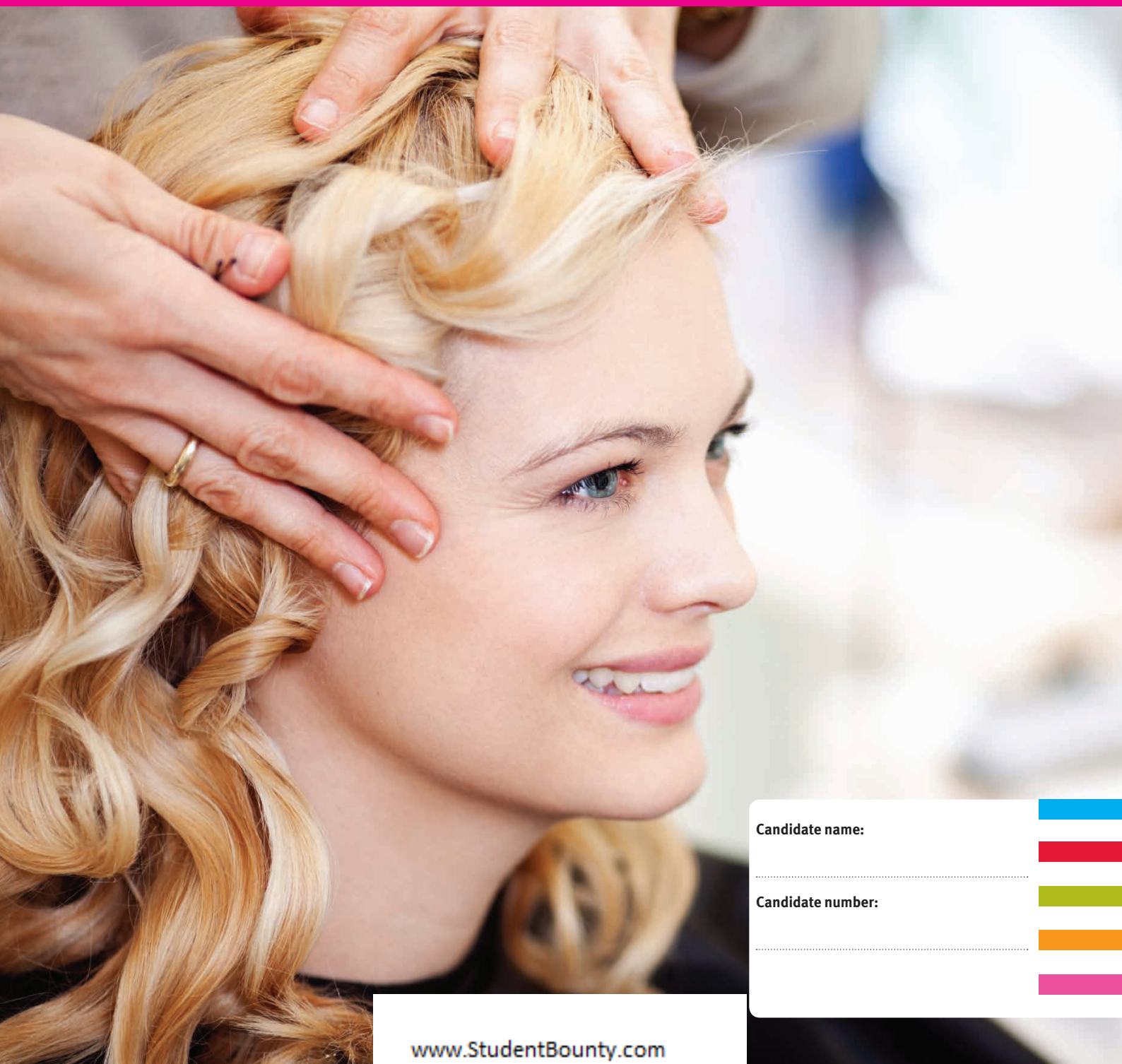


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# *Hair & Beauty*

ENTRY LEVEL 3 CERTIFICATE IN AN INTRODUCTION TO THE HAIR AND BEAUTY SECTOR



Candidate name:

Candidate number:

## AN INTRODUCTION TO ITEC

ITEC is the premier International Awarding Organisation for qualifications in Beauty, Complementary and Sports Therapy and now our exciting new addition of Hairdressing. As a niche Awarding Organisation we offer a variety of exciting career pathways for example:

- Traditional Beauty Therapy or the specialisms of Nail Technology and Spa
- Personal Training or the specialism of Yoga and Pilates
- In Complementary Therapy you may choose to study massage or broaden your skills to offer Reflex and Aromatherapy
- The traditional Hairdressing route or you may prefer to specialise in Barbering or African Type Hair. Alternatively there is also advanced hairdressing training to up skill and develop your techniques further

If you wish to deliver the best quality qualifications for your learners, you are in the right place.



## *Hair & Beauty*

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## STRUCTURE OF THE LEVEL 3 CERTIFICATE IN AN INTRODUCTION TO THE HAIR AND BEAUTY SECTOR

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 two mandatory units and three optional units. Credit value 13 minimum number of credits at or above the level of the qualification.

Ofqual Reference	ITEC Unit Number	Mandatory Units	Page no.
A/502/3800	300	Introduction to the Hair and Beauty Sector	4
F/502/3801	301	Present a Professional Image in a Salon	5
<b>Learners must take this optional unit:</b>			
QCF Unit Number	ITEC Unit Number	Optional Units	
Y/502/3464	302	Skin Care	6
K/502/3467	303	Hand Care	7
T/502/3469	304	Create an Image using Colour for the Hair and Beauty Sector	8
L/502/3753	305	Shampoo and Conditioning	9
R/502/3804 OR	306	Hair Plaiting	10
Y/502/3805	307	Plaiting and Twisting Hair	11
K/502/3470	308	Nail Art Application	12
L/502/3803	309	Themed Face Painting	13
J/502/3795	310	Basic Make-up Application	14
F/502/3796	311	Styling Women's Hair	15
A/502/3795	312	Styling Men's Hair	16

## RECORD OF ASSESSMENT

- The ITEC assessment booklet has been designed to record the practical performances, written questioning and completion of the assignments as identified for each unit of the qualification.
- The recordings must be made by the assessor in black or blue ink, pencil should not be used at any time.
- The assessor should sign and date the practical performance stage after observing the candidate complete the minimum number of services successfully and meeting the assessment criteria.
- When the candidate has completed the written questions or the assignment successfully then the assessor can sign and date the unit to confirm completion.
- Once a number of pieces of evidence and have been recorded in the assessment book it is recommended that the centre's internal verifier sample the evidence to ensure it is sufficient, valid and meets the appropriate standard for the level of qualification undertaken.
- This assessment booklet must be readily available for inspection by the ITEC visiting external verifier who will sample the candidate evidence to complete the quality assurance process.

UNIT 300 | INTRODUCTION TO THE HAIR AND BEAUTY SECTOR

Learning outcome	Assessment Criteria
<p><b>1. Know the career opportunities within the hair and beauty sector</b></p>	<p><b>1.1</b> State the job roles in the hair and beauty sector  <b>1.2</b> State the main career opportunities available in the hair and beauty sector</p>
<p><b>2. Know the main hairdressing services and beauty treatments</b></p>	<p><b>2.1</b> Identify different types of salons  <b>2.2</b> List the main hairdressing services offered by salons  <b>2.3</b> List the main beauty treatments offered by salons</p> <p><b>No practical performances</b></p>
<p><b>Assessment method:</b></p>	<p><b>Project:</b> <input type="checkbox"/> __/__/__</p>

Unit complete  Date \_\_/\_\_/\_\_ Lecturer's/Assessor's name ..... Signature .....

Quality assured by Name ..... Signature ..... Date sampled \_\_/\_\_/\_\_



UNIT 302 | SKIN CARE

Learning outcome	Assessment Criteria
1. Be able to prepare for skin care treatment	1.1 Prepare for a skin care treatment 1.2 State the procedure for client preparation 1.3 Select products and materials for a basic skin care treatment
2. Be able to provide skin care treatment	2.1 State the main skin types 2.2 Carry out a basic skin care treatment 2.3 Follow safe and hygienic working practices 2.4 Communicate and behave in a professional manner
Assessment method:	No practical performance
	Internal task: <input type="checkbox"/> ___ / ___ / ___

Unit complete  Date \_\_\_ / \_\_\_ / \_\_\_ Lecturer's/Assessor's name ..... Signature .....

Quality assured by Name ..... Signature ..... Date sampled \_\_\_ / \_\_\_ / \_\_\_







UNIT 305 | SHAMPOO AND CONDITIONING

Learning outcome	Assessment Criteria
<p><b>1. Be able to prepare for shampoo and conditioning</b></p>	<p>1.1 Prepare the client for shampoo and conditioning                      1.2 State the procedure for client preparation                      1.3 Select products and tools for shampoo and conditioning</p>
<p><b>2. Be able to shampoo condition and towel dry hair</b></p>	<p>2.1 State the main hair types and basic structure of the hair                      2.2 State the effects of shampooing and conditioning on the hair                      2.3 Shampoo and condition hair                      2.4 Towel dry and detangle hair                      2.5 Follow safe and hygienic working practices                      2.6 Communicate and behave in a professional manner</p> <p><b>A minimum of 3 practical performances</b></p>
<p><b>Assessment method:</b></p>	<p>Practical performances    <input type="checkbox"/> 1) ___/___/___    <input type="checkbox"/> 2) ___/___/___    <input type="checkbox"/> 3) ___/___/___                      Assignment:    <input type="checkbox"/> ___/___/___    MCQ:    <input type="checkbox"/> ___/___/___</p>

Unit complete  Date \_\_\_/\_\_\_/\_\_\_    Lecturer's/Assessor's name ..... Signature .....

Quality assured by Name ..... Signature ..... Date sampled \_\_\_/\_\_\_/\_\_\_

UNIT 306 | HAIR PLAITING

Learning outcome	Assessment Criteria
<p><b>1. Be able to prepare for hair plaiting service</b></p>	<p><b>1.1</b> Prepare for hair plaiting service  <b>1.2</b> Select products and tools for basic plaiting  <b>1.3</b> State the procedure for client preparation</p>
<p><b>2. Be able to shampoo, condition and towel dry hair</b></p>	<p><b>2.1</b> State when and how to use products, tools and equipment  <b>2.2</b> Carry out a basic plaiting technique  <b>2.3</b> Follow safe and hygienic working practices  <b>2.4</b> Communicate and behave in a professional manner</p> <p><b>A minimum of 3 practical performances</b></p>
<p><b>Assessment method:</b></p>	<p><b>Practical performances</b>    <input type="checkbox"/> <b>1)</b> ___/___/___    <input type="checkbox"/> <b>2)</b> ___/___/___    <input type="checkbox"/> <b>3)</b> ___/___/___  <b>Assignment:</b>    <input type="checkbox"/> ___/___/___    <b>MCQ:</b>    <input type="checkbox"/> ___/___/___</p>

Unit complete  Date \_\_\_/\_\_\_/\_\_\_    Lecturer's/Assessor's name ..... Signature .....

Quality assured by Name ..... Signature ..... Date sampled \_\_\_/\_\_\_/\_\_\_

UNIT 307 | PLAITING AND TWISTING HAIR

Learning outcome	Assessment Criteria
<p><b>1. Be able to prepare for plaiting and twisting hair</b></p>	<p>1.1 Identify a range of finished looks that use basic plaiting and twisting techniques                      1.2 Prepare for basic plaiting and twisting techniques                      1.3 State the importance of the preparation procedures for basic plaiting and twisting techniques                      1.4 State the factors that influence the choice of basic plaiting and twisting techniques                      1.5 Select products and tools for basic plaiting and twisting techniques                      1.6 State when and how to use products, tools and equipment</p>
<p><b>2. Be able to carry out hair plaiting and twisting techniques</b></p>	<p>2.1 Carry out basic plaiting and twisting techniques with and without decoration                      2.2 Provide home care advice                      2.3 Follow safe and hygienic working practices                      2.4 Communicate and behave in a professional manner                      2.5 State the purpose of home care advice</p> <p><b>A minimum of 3 practical performances</b></p>
<p><b>Assessment method:</b></p>	<p>Practical performances    <input type="checkbox"/> 1) ___/___/___    <input type="checkbox"/> 2) ___/___/___    <input type="checkbox"/> 3) ___/___/___                      Assignment:    <input type="checkbox"/> ___/___/___    MCQ:    <input type="checkbox"/> ___/___/___</p>

Unit complete  Date \_\_\_/\_\_\_/\_\_\_    Lecturer's/Assessor's name ..... Signature .....

Quality assured by Name ..... Signature ..... Date sampled \_\_\_/\_\_\_/\_\_\_

UNIT 308 | NAIL ART APPLICATION

Learning outcome	Assessment Criteria
<p><b>1. Be able to prepare for nail art techniques</b></p>	<ul style="list-style-type: none"> <li>1.1 State the factors that could influence the choice of basic nail art techniques</li> <li>1.2 State the importance of the preparation procedures for basic nail art techniques</li> <li>1.3 Preparation procedures for basic nail art techniques</li> <li>1.4 Select products, tools and equipment for basic nail art techniques</li> <li>1.5 State the products and basic techniques used in nail art</li> <li>1.6 Design a 2D nail art image</li> </ul>
<p><b>2. Be able to carry out nail art techniques</b></p>	<ul style="list-style-type: none"> <li>2.1 Carry out basic nail art techniques adapting the 2D nail art image to a 3D surface</li> <li>2.2 Follow safe and hygienic working practices</li> <li>2.3 Communicate and behave in a professional manner A minimum of 1 practical performance</li> </ul> <p style="text-align: center; margin-top: 200px;"><b>No practical performance</b></p>
<p><b>Assessment method:</b></p>	<p><b>Internal task:</b> <input type="checkbox"/> __/__/__</p>

Unit complete  Date \_\_/\_\_/\_\_ Lecturer's/Assessor's name ..... Signature .....

Quality assured by Name ..... Signature ..... Date sampled \_\_/\_\_/\_\_

UNIT 309 | THEMED FACE PAINTING

Learning outcome	Assessment Criteria
<p><b>1. Be able to prepare for themed face painting</b></p>	<p>1.1 State the factors that could influence the choice of themed face painting techniques                      1.2 State the importance of the preparation and removal procedures for themed face painting                      1.3 Preparation procedures for themed face painting                      1.4 Design a 2D image</p>
<p><b>2. Be able to carry out a themed face painting</b></p>	<p>2.1 Select the products, tools and equipment for themed face painting                      2.2 Carry out face painting techniques using products, tools and equipment adapting the 2D image to a 3D surface                      2.3 Remove face painting products                      2.4 State the products, tools and equipment used in themed face painting                      2.5 Follow safe and hygienic working practices                      2.6 Communicate and behave in a professional manner</p> <p>No performance</p>
<p>Assessment method:</p>	<p>Internal task: <input type="checkbox"/> __/__/__</p>

Unit complete  Date \_\_/\_\_/\_\_ Lecturer's/Assessor's name ..... Signature .....

Quality assured by Name ..... Signature ..... Date sampled \_\_/\_\_/\_\_

UNIT 310 | BASIC MAKE-UP APPLICATION

Learning outcome	Assessment Criteria
<p><b>1. Be able to prepare for make-up</b></p>	<p>1.1 State the factors that could influence the choice of basic make-up products and techniques                      1.2 State the importance of the preparation procedures for applying basic make-up                      1.3 Prepare for applying basic make-up                      1.4 Select products, tools and equipment                      1.5 State how and when to use products, tools and equipment for basic make-up</p>
<p><b>2. Be able to carry out make-up</b></p>	<p>2.1 State basic skin types                      2.2 State the basic structure and function of the skin                      2.3 State the bone structure of the face                      2.4 Prepare the face                      2.5 Apply and remove basic make-up products                      2.6 Follow safe and hygienic working practices                      2.7 Communicate and behave in a professional manner</p> <p><b>A minimum of 3 practical performances</b></p>
<p><b>Assessment method:</b></p>	<p><b>Practical performances</b>    <input type="checkbox"/> 1) ___/___/___    <input type="checkbox"/> 2) ___/___/___    <input type="checkbox"/> 3) ___/___/___  <b>Assignment:</b>    <input type="checkbox"/> ___/___/___    <b>MCQ:</b>    <input type="checkbox"/> ___/___/___</p>

Unit complete  Date \_\_\_/\_\_\_/\_\_\_    Lecturer's/Assessor's name ..... Signature .....

Quality assured by Name ..... Signature ..... Date sampled \_\_\_/\_\_\_/\_\_\_

UNIT 311 | STYLING WOMEN'S HAIR

Learning outcome	Assessment Criteria
<p><b>1. Be able to prepare for styling for women</b></p>	<p>1.1 Identify basic techniques for styling women's hair                      1.2 State the factors that influence the choice of hair styling techniques for women                      1.3 State the importance of the preparation procedures for styling women's hair                      1.4 Prepare for styling women's hair</p>
<p><b>2. Be able to provide styling for women</b></p>	<p>2.1 State the purpose of hair styling and finishing products, tools and equipment                      2.2 Select appropriate products, tool and equipment                      2.3 Style women's hair using basic techniques                      2.4 Follow safe and hygienic working practices                      2.5 Communicate and behave in a professional manner</p> <p><b>A minimum of 3 practical performances</b></p>
<p><b>Assessment method:</b></p>	<p>Practical performances    <input type="checkbox"/> 1) ___/___/___    <input type="checkbox"/> 2) ___/___/___    <input type="checkbox"/> 3) ___/___/___                      Assignment:    <input type="checkbox"/> ___/___/___    MCQ:    <input type="checkbox"/> ___/___/___</p>

Unit complete  Date \_\_\_/\_\_\_/\_\_\_ Lecturer's/Assessor's name ..... Signature .....

Quality assured by Name ..... Signature ..... Date sampled \_\_\_/\_\_\_/\_\_\_

UNIT 312 | STYLING MEN'S HAIR

Learning outcome	Assessment Criteria
<p><b>1. Be able to prepare for styling for men</b></p>	<p>1.1 Identify basic styling techniques for men's hair                      1.2 State the factors that influence the choice of hair styling techniques for men                      1.3 State the importance of the preparation procedures for styling men's hair                      1.4 Prepare for styling men's hair</p>
<p><b>2. Be able to provide styling for men</b></p>	<p>2.1 State the purpose of hair styling and finishing products, tools and equipment                      2.2 Select appropriate products, tools and equipment                      2.3 Style men's hair using basic styling techniques                      2.4 Follow safe and hygienic working practices                      2.5 Communicate and behave in a professional manner</p> <p><b>A minimum of 3 practical performances</b></p>
<p><b>Assessment method:</b></p>	<p><b>Practical performances</b>    <input type="checkbox"/> 1) ___/___/___    <input type="checkbox"/> 2) ___/___/___    <input type="checkbox"/> 3) ___/___/___  <b>Assignment:</b>    <input type="checkbox"/> ___/___/___    <b>MCQ:</b>    <input type="checkbox"/> ___/___/___</p>

Unit complete  Date \_\_\_/\_\_\_/\_\_\_    Lecturer's/Assessor's name ..... Signature .....

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