



ITEC Level 1 - Award 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 Level 1 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 Level 1 Award in An Introduction to the Hair and Beauty Sector is comprised of 2 mandatory units and 1 optional unit. Credit value 9, with a minimum of 6 credits at or above the level of the qualification

| Ofqual Reference | ITEC Unit | Mandatory Units | Level | Credit Value |
|------------------|-----------|---|---------|--------------|
| R/502/3981 | 313 | Introduction to the Hair and Beauty Sector | Level 1 | 3 |
| Y/502/3982 | 314 | Present a Professional Image | Level 1 | 3 |
| | | Optional Units | | |
| Y/502/3464 | 302 | Introduction to Skincare | Entry 3 | 3 |
| K/502/3467 | 303 | Introduction to Hand Care | Entry 3 | |
| T/502/3469 | 304 | Create an Image using Colour | Entry 3 | 3 |
| L/502/3753 | 305 | Introduction to Shampoo and Conditioning | Entry 3 | 3 |
| R/502/3804 | 306 | Introduction to Basic Hair Plaiting | Entry 3 | 3 |
| Y/502/3805 | 307 | OR Introduction to Plaiting and Twisting Hair | Level 1 | 3 |
| K/502/3470 | 308 | Introduction to Nail Art | Level 1 | 3 |
| L/502/3803 | 309 | Introduction to Themed Face Painting | Level 1 | 3 |
| J/502/3795 | 310 | Applying Basic Make-up | Level 1 | 3 |
| F/502/3796 | 311 | Introduction to Basic Styling for Women | Level 1 | 3 |
| A/502/3795 | 312 | Introduction to Basic Styling for Men | Level 1 | 3 |
| Y/502/3979 | 315 | The Art of Dressing Hair | Level 2 | 5 |
| L/502/3980 | 316 | The Art of Photographic Make-up | Level 2 | 5 |

NB: The two plaiting units may not be done together

These units will be delivered over 90 learning hours gaining a total of 9 credits

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It also aims:

- to provide skills, knowledge and understanding at Level 1 for those interested in the Hair and Beauty Industry
- to allow the Learner to use knowledge or understanding at Level 1 to carry out structured tasks and activities, in familiar contexts with appropriate guidance
- to provide knowledge and understanding at Level 1 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 |
|------------------|-----------|--|-----------------------------|---------------|
| R/502/3981 | 313 | Introduction to the Hair and Beauty Sector | Internally assessed project | Pass or refer |
| Y/502/3982 | 314 | 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 | Internally assessed | Pass or refer |

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| | | for Men | task | |
|------------|-----|---------------------------------|--------------------------------------|---------------|
| Y/502/3979 | 315 | The Art of Dressing Hair | Internally assessed task | Pass or refer |
| L/502/3980 | 316 | The Art of Photographic Make-up | Internally assessed project and task | Pass or refer |

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 Level 1 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 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

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to the relative job roles as well as ensuring that the syllabus reflects the required level of knowledge and ability for the Hairdresser at Level 1

Professional Body Membership and Insurance

World Federation of Hairdressers
National Hairdresser's Federation

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