

Hair&Beauty

LEVEL 1 CERTIFICATE IN AN INTRODUCTION TO THE HAIR AND BEAUTY SECTOR



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 1 CERTIFICATE IN AN INTRODUCTION TO THE HAIR AND BEAUTY SECTOR

The main aim of the ITEC Level 1 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 Level 1 Certificate in An Introduction to the Hair and Beauty Sector is comprised of two mandatory units and three optional units. Credit value 15, with a minimum of 9 credits at or above the level of the qualification.

QCF Unit Number	ITEC Unit Number	Mandatory Units	Page no.
R/502/3981	313	Introduction to the Hair and Beauty Sector	4
Y/502/3982	314	Present a Professional Image in a Salon	5

Learners must take this optional unit:

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
Y/502/3979	315	The Art of Dressing Hair	17
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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.

ITEC LEVEL 1

UNIT 313 | INTRODUCTION TO THE HAIR AND BEAUTY SECTOR

Learning outcome	Assessment Criteria	
Know the career opportunities and working patterns within the hair and beauty sector	 1.1 Identify occupational roles in the hair and beauty sectors. 1.2 Outline the working patterns in the hair and beauty sectors. 1.3 Identify the main career opportunities available in the interest related industries. 1.4 Give examples of sources of information on training an 	ctor hair and beauty sector and
2. Know the main hairdressing services and beauty treatments Assessment method:	2.1 Identify different types of salons and the types of clien 2.2 Outline the main hairdressing services offered by salons 2.3 Outline the main beauty treatments offered by salons No practical performances Assignment:/ MCQ:/	at they attract
Jnit complete Date//	Lecturer's/Assessor's name	Signature
Quality assured by Name	Signature	Date sampled//

1. Be able to communicate in a salon environment

1.1 Communicate professionally in a salon environment to meet the needs of different people1.2 Identify the effects of positive and negative attitudes and behaviours

Be able to present a professional image and maintain personal hygiene in a salon	2.1 Identify how to promote a prof2.2 Identify how to maintain perso2.3 Present a professional image in	nal hygiene
	A minimum of 3 practical performances	
Assessment method:		2)// 🗆 3)//
	Assignment: \(\preceq / / \) M	CQ:
Jnit complete Date//	Lecturer's/Assessor's name	
Quality assured by Name	Signature	Date sampled//

ITEC LEVEL 1

	UNIT 302 SKIN C	ARE	
	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 	tment
	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 	
		No practical performance	
	Assessment method:	Internal task: 🔲 / /	
Ur	nit complete Date//	Lecturer's/Assessor's name	Signature
Qı	uality assured by Name	Signature	Date sampled//

1.1 Prepare for a hand care treatment 1.2 State the procedure for client preparation 1.3 Select products and tools for a basic hand care treatment 2.4 Identify typical nail shapes and basic nail structure 2.5 Carry out a basic hand care treatment 2.6 Carry out a basic hand care treatment 2.7 Follow safe and hygienic working practices 2.8 Communicate and behave in a professional manner No practical performance	1.2 State the procedure for client preparation 1.3 Select products and tools for a basic hand care treatment 2.8 Be able to provide hand care treatment 2.1 Identify typical nail shapes and basic nail structure 2.2 Carry out a basic hand care treatment 2.3 Follow safe and hygienic working practices 2.4 Communicate and behave in a professional manner	Learning outcome	Assessment Criteria	
2.2 Carry out a basic hand care treatment 2.3 Follow sade and hygienic working practices 2.4 Communicate and behave in a professional manner	2.2 Carry out a basic hand care treatment 2.3 Follow safe and hyglenic working practices 2.4 Communicate and behave in a professional manner No practical performance	1. Be able to prepare for a hand care treatment	1.2 State the procedure for client preparation	e treatment
No practical performance		2. Be able to provide hand care treatment	2.2 Carry out a basic hand care treatment2.3 Follow safe and hygienic working practices	
ssessment method: Internal task: \(\square\) / /		ssessment method:		

UNIT 304 | CREATE AN IMAGE USING COLOUR FOR THE HAIR AND BEAUTY SECTOR

Learning outcome	Assessment Criteria	
1. Know the colour spectrum	1.1 State the primary colours1.2 State the secondary colours1.3 Outline the colour spectrum and its use in the hair an	d beauty industries
2. Be able to use the colour spectrum in the hair and beauty industries	2.1 Create an image using colour	
	No practical performance	
Assessment method:	Assignment://	
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** 1. Be able to prepare for shampoo 1.1 Prepare the client for shampoo and conditioning and conditioning **1.2** State the procedure for client preparation 1.3 Select products and tools for shampoo and conditioning 2. Be able to shampoo condition 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 and towel dry 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 A minimum of 3 practical performances **Assessment method:** □1)__/__/_ □2)__/__/_ □3)__/__/_ Practical performances **Assignment:** □ _ _ / _ / _ MCQ: □ _ _ / _ / _ _ Unit complete Date __/__/ Lecturer's/Assessor's name Signature Quality assured by Name Date sampled __/__ Signature

Learning outcome	Assessment Criteria	
1. Be able to prepare for hair plaiting service	1.1 Prepare for hair plaiting service1.2 Select products and tools for basic1.3 State the procedure for client prep	c plaiting aration
2. Be able to shampoo, condition and towel dry hair	2.1 State when and how to use product Carry out a basic plaiting technique. Follow safe and hygienic working part Communicate and behave in a product of the	e practices
	A minimum of 3 practical performances	
Assessment method:	Practical	//_ 🗆 3)//
	performances Assignment:	□//
Unit complete Date//	Lecturer's/Assessor's name	Signature
Quality assured by Name	Signature	Date sampled//

earning outcome	Assessment Criteria	
Be able to prepare for plaiting nd twisting hair	1.2 Prepare for basic plaiting and twisti1.3 State the importance of the prepara techniques	tion procedures for basic plaiting and twisting choice of basic plaiting and twisting techniques plaiting and twisting techniques
Be able to carry out hair plaiting and twisting techniques	2.1 Carry out basic plaiting and twisting 2.2 Provide home care advice 2.3 Follow safe and hygienic working pr 2.4 Communicate and behave in a profe 2.5 State the purpose of home care adv	essional manner
sessment method:	A minimum of 3 practical performances Practical	_// 3) //
omplete Date//		

Learning outcome Assessment Criteria 1.1 State the factors that could influence the choice of basic nail art techniques techniques 1.2 State the importance of the preparation procedures for basic nail art techniques 1.3 Preparation procedures for basic nail art techniques 1.4 Select products, looks and equipment for basic nail art techniques 1.5 State the products and basic techniques used in nail art 1.6 Design a 20 noil art image 2.1 Carry out basic nail art techniques adapting the 2D nail art image to a 3D surface 2.2 Follow safe and hygienic working practices 2.3 Communicate and behave in a professional manner A minimum of a practical performance No practical performance		
1.8 Be able to prepare for nail art techniques 1.2 State the factors that could influence the choice of basic nail art techniques 1.3 Preparation procedures for basic nail art techniques 1.4 Select products, tools and equipment for basic nail art techniques 1.5 State the products and basic techniques used in nail art 1.6 Design a 2D nail art image 2.8 Be able to carry out nail art techniques 2.1 Carry out basic nail art techniques adapting the 2D nail art image to a 3D surface 2.2 Follow safe and hygienic working practices 2.3 Communicate and behave in a professional manner A minimum of 1 practical performance	UNIT 308 NAIL A	RT APPLICATION
techniques 1.2 State the importance of the preparation procedures for basic nail art techniques 1.3 Preparation procedures for basic nail art techniques 1.4 Select products, tools and equipment for basic nail art techniques 1.5 State the products and basic techniques used in nail art 1.6 Design a 2D nail art image 2.1 Carry out basic nail art techniques adapting the 2D nail art image to a 3D surface 2.2 Follow safe and hygienic working practices 2.3 Communicate and behave in a professional manner A minimum of 1 practical performance	Learning outcome	Assessment Criteria
techniques 2.2 Follow safe and hygienic working practices 2.3 Communicate and behave in a professional manner A minimum of 1 practical performance		 1.2 State the importance of the preparation procedures for basic nail art techniques 1.3 Preparation procedures for basic nail art techniques 1.4 Select products, tools and equipment for basic nail art techniques 1.5 State the products and basic techniques used in nail art
	2. Be able to carry out nail art techniques	2.2 Follow safe and hygienic working practices 2.3 Communicate and behave in a professional manner A minimum of 1 practical performance
Assessment method: Internal task://	Assessment method:	Internal task: 🔲 / /

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** 1. Be able to prepare for themed **1.1** State the factors that could influence the choice of themed face painting techniques face painting 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 2. Be able to carry out a themed 2.1 Select the products, tools and equipment for themed face painting 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 No performance **Assessment method:** Internal task: □ __/__/__

Unit complete Date __/__/ Lecturer's/Assessor's name Signature

Signature

Quality assured by Name

ITEC LEVEL 1

Date sampled __/__/

UNIT 310 BASIC	MAKE-UP APPLICATION
Learning outcome	Assessment Criteria
1. Be able to prepare for make-up	 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
2. Be able to carry out make-up	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
Assessment method:	Practical □ 1) / □ 2) / □ 3) / performances

Assessment method:	Practical performances	□1)//	□2) _	_//_ 🗆 3)	//	
	Assignment:	□//	MCQ:	□//		
Unit complete Date//	Lecturer's/Ass				Signature	
Quality assured by Name		gnature			Date sampled//	

earning outcome	Assessment Criteria	
Be able to prepare for styling r women	 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 	
Be able to provide styling r women	2.1 State the purpose of hair styling an 2.2 Select appropriate products, tool ar 2.3 Style women's hair using basic tech 2.4 Follow safe and hygienic working professions. 2.5 Communicate and behave in a professions.	niques actices
essment method:	A minimum of 3 practical performances Practical	_// 3) //
omplete Date//	Lecturer's/Assessor's name	Signature

UNIT 312	STYLING	MEN'S HAIR	(
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Learning outcome	Assessment Criteria	
1. Be able to prepare for styling for men	 1.1 Identify basic styling techniques for men's hair 1.2 State the factors that influence the choice of hair st 1.3 State the importance of the preparation procedures 1.4 Prepare for styling men's hair 	
2. Be able to provide styling for men	2.1 State the purpose of hair styling and finishing prod 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 A minimum of 3 practical performances	
Assessment method:	Practical 1) / 2) /	
Unit complete Date//	Lecturer's/Assessor's name	Signature
Quality assured by Name	Signature	Date sampled//

UNIT 315 THE A	RT OF DRESSING HAIR	
Learning outcome	Assessment Criteria	
1. Be able to prepare for dressing hair	influencing factors 1.6 Describe the factors that need to 1.7 Describe the physical effects of si	paration eir requirements tyling techniques to achieve the desired look by identifying the be considered when styling and dressing hair tyling on the hair structure on the hair structure and resulting style
2. Be able to provide a dressing hair service	 2.2 Describe the correct use and rout 2.3 Describe the use for the range of 2.4 Position self and client appropriat 2.5 Use working methods that meet s 2.6 Use styling techniques and dressi 2.7 Control and secure hair effectively 2.8 Describe how to secure and contr 2.9 State the purpose of back combin 2.10 Dress hair to the satisfaction of th 2.11 Apply finishing products to maint 2.12 Evaluate the results of the treatm 2.13 Describe the uses for the range o 2.14 Provide suitable aftercare advice 2.15 Describe the aftercare advice that 2.16 Follow safe and hygienic working 	tely throughout the service salon and legal requirements on geffects that take into account the identified factors y during dressing of the long hair looks of and back brushing when dressing hair one client of ain the style ent with the client of finishing products of should be provided practices of practices when styling and dressing hair of sessional manner alon environment
Assessment method:		/ 🗆 3)//
	performances Assignment:	
Init complete Date//	Lecturer's/Assessor's name	Signature
Quality accured by Name	Signaturo	Date sampled / /

UNIT 316 | THE ART OF PHOTOGRAPHIC MAKE-UP

Learning outcome	Assessment Criteria	
1. Be able to prepare for Photographic Make-Up		poard enting a mood board aration procedures for Photographic Make-Up yle and environmental factors affect the condition on of the skin
2. Be able to provide Photographic Make-Up	taking into account identified fact 2.2 State tools, equipment and produapplication 2.3 Describe the factors that need to Up application 2.4 Describe the sequence in which now the sequence is not not not not now the sequence in the seque	be considered when carrying out a Photographic Make-Up be considered when carrying out a Photographic Make- make-up products should be applied oplication tographic Make-Up application effectiveness of the application of the make-up d be provided practices g practices when carrying out Photographic
Assessment method:	Project:	rnal Task Assessment: 🔲 / /
Unit complete Date//	Lecturer's/Assessor's name	Signature
Quality assured by Name	Signature	Date sampled//

Notes	



Qualifications for the World

For more information regarding our NEW Qualifications in Hair, Beauty & Nails email us at:

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