



ITEC Level 1 Certificate in Hair and Beauty Salon Services Lecturer Guidance Notes

Aims and Objectives

The main aim of the ITEC Level 1 Certificate in Hair and Beauty Salon Services is to enable Learners to provide services for the purpose of setting up and maintaining the condition of the Hair and Beauty Salon and its Clientele. By including Hair and Beauty in the certificate, it introduces the Learners to both vocational areas where they have the opportunity to experience the different skill areas and make informed career decisions at Level 2 and/or 3 when they realise their career preference

The ITEC Level 1 Certificate in Hair and Beauty Salon Services is comprised of 6 units

ITEC Level 1 Certificate in Hair and Beauty Salon Services QAN 500/3121/1			
Accreditation Number	ITEC Unit Number	Units	Guided Learning Hours (GLH)
T/506/6094	71	Professional Conduct in a Hair or Beauty Salon	25
A/506/6095	72	Communication in a Hair or Beauty Salon	25
F/506/6096	73	Arranging and Booking Appointments	25
J/506/6097	74	Hygiene and its Importance in Hair and Beauty Treatments	25
L/506/6098	75	Assisting with Hair Treatments	60
R/506/6099	76	Assisting with Beauty Treatments	60

Total recommended guided learning hours for units is 220

It also aims:

- to provide skills at Level 1 in the National Qualification Framework for those interested in the Hair and Beauty Therapy Industry
- to provide opportunities for staff in the Hair and Beauty Therapy Industry to gain a Level 1 qualification
- to qualify Learners in Hair and Beauty Salon Services at Level 1 in the Hair and Beauty Therapy Industry
- to sustain the interest of Learners wanting to work in the Hair and Beauty Therapy Industry
- to encourage knowledge and understanding for the Hair and Beauty Therapy Industry at Level 1
- to provide opportunities for Learners to focus on the development of the major Key Skills and the wider Key Skills in a Hair and Beauty Therapy context such as communicating with clients, working with others and problem solving
- to provide opportunities for Learners to develop a range of skills and techniques, personal qualities and attitudes essential for successful performance in employment in a Hair and/or Beauty Salon

General Advice

1. Requirements for Undertaking this Qualification

It is recommended that Learners should have achieved a basic level of education prior to commencing the ITEC Level 1 Certificate in Hair and Beauty Salon Services

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 Level 1 Certificate in Hair and Beauty Services is comprised of 6 units. The Learner will study the knowledge and skills of Beauty Therapy to include the 6 units

Total recommended guided learning hours for units – **220**

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’

ITEC recommends that Lecturers advise Learners that home study and revision will be necessary in addition to the specified guided learning hours

3. Delivery of the Qualification

Lecturers should aim to deliver the knowledge and skills simultaneously, i.e., they should be taught together to ensure that 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 towards as a result of combining delivery with the practical application of treatments

4. Assessment and Grading of the Qualification

This qualification will be internally and externally assessed using the assessment of skills as set out below. Once all of the treatment evidence documentation and underpinning knowledge have been completed, the documentation will be verified by the ITEC External Examiner

Accreditation Number	ITEC Unit Number	Units	Assessment	Grading
T/506/6094	71	Professional Conduct in a Hair or Beauty Salon	Internal Assessment and External Verification	Pass or refer
A/506/6095	72	Communication in a Hair or Beauty Salon	25 MCQ Paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
F/506/6096	73	Arranging and Booking Appointments		
J/506/6097	74	Hygiene and its Importance in Hair and Beauty Treatments		
L/506/6098	75	Assisting with Hair Treatments		
R/506/6099	76	Assisting with Beauty Treatments		

Total recommended guided learning hours for units – **220**

Grading of the Qualification

- a. Learners must achieve a pass grade in all technical and underpinning knowledge units to achieve the ITEC Level 1 Certificate in Hair and Beauty Salon Services (see assessment table above)
- b. It is the mark for the multiple-choice knowledge question papers that forms the overall grade of the qualification – Pass, Merit or Distinction
- c. Assignments and treatment evidence documentation are graded pass or refer
- d. If a Learner is unsuccessful in any area, they will be re-assessed only in the unit(s) where they were referred
- e. Referrals must be completed within one year of the original assessment. The remainder of the Learner's results will stay in the ITEC system until all aspects of each unit have been allocated a pass grade

Practical Skills Examination Sequence

- a. Learners must achieve a pass grade
- b. If a Learner is unsuccessful in any area, they will be re-assessed only for the units where they have not achieved a pass grade, for which they will be referred. Referrals should be completed within one year of the original examination provided that re-sits are attempted at least once every three 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 all aspects of Unit 71-76 Knowledge and Skills have all achieved a pass grade
- c. For guidance on marking see Assessment Form for ITEC Level 3 Certificate in Hair and Beauty Salon Services
- d. Lecturers when marking the internal assessment components of this unit must ensure that Learners secure a pass level in each element within all of the areas of the treatment being assessed, as outlined on the ITEC Assessment Form

Treatment Evidence

- a. Treatment evidence documentation must be completed under the supervision of a Lecturer who must monitor the quality of the treatments performed throughout the Learner's training to ensure that they meet the ITEC criteria. The criteria are detailed on the ITEC Assessment Forms
- b. The ITEC Assessment Form for each unit should be completed and placed with the treatment evidence for verification by the ITEC External Examiner

Treatment Evidence Referral

- a. If the treatment evidence documents do not meet the ITEC criteria, the ITEC External Examiner will complete a Learner Referral Form to help the Learner strengthen the documentation to gain a pass grade
- b. The treatment evidence must be submitted to the Internal Assessor with all the recommended changes within 3 months of the practical skills examination. Extensions to this time frame must be applied for in writing with the relevant supporting evidence supplied. Once verified, the completed assessment form must be submitted to the ITEC office

Registration

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

Opportunities for Progression

Once Learners have achieved the ITEC Level 1 Certificate for Hair and Beauty Salon Services they may progress on to other ITEC or equivalent awards, certificates and diplomas at Level 2, for example:

- Level 2 Diploma for Beauty Specialists
- Level 2 Diploma in Nail Art
- Level 2 Certificate in Manicure
- Level 2 Certificate in Make-Up
- Level 2 Certificate in Waxing
- Level 2 Certificate in Skin Care
- Level 2 Certificate in Eyelash and Eyebrow Treatments

ITEC strongly recommends that Learners progress to the ITEC Level 2 Diploma for Beauty Specialists or a Level 2 Hairdressing qualification after successfully achieving the ITEC Level 1 Certificate in Hair and Beauty Salon Services as this is valuable for employment within the Hair and/or Beauty sector, particularly in Salons, the Health Farm/Spa Industry and in Gym And Fitness Centres

For further Awards, Certificates and Diplomas please go to www.itecworld.co.uk

This certificate qualifies Graduates to operate under supervision in a Beauty Salon, Clinic, Health Club, or Spa at Level 1

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 Therapist/Hairdresser at Level 1

Professional Body Membership and Insurance

Professional Indemnity and Public Liability Insurance can be obtained at Levels 2/3 via The Complementary Therapists Association (www.CThA.com) and other Industry Associations who recognise the ITEC Diploma

Resources

The organisation delivering the qualification must provide couches/chairs and trolleys in the ratio of 1 shared between 2 Learners. This assumes that half the group will work whilst the remaining half of the group model during training sessions. Learners need to be made aware of the amount of consumables / towels they will be required to provide