



ITEC Level 2 Award in Apply Make-up Learner Guidance Notes

Aims and Objectives

The main aim of the ITEC Level 2 Award in Make-up is to enable Learners to gain the necessary practical and theoretical skills in order to provide Make-up Treatments

The ITEC Level 2 Award in Make-up is comprised of 1 mandatory unit. The total credit value required to achieve this qualification is 5

QCF Unit Number	ITEC Unit Number	Mandatory Units	Credit Value	Guided Learning Hours (GLH)
J/601/4222	803	Apply Make-up	5	41

Total recommended guided learning hours

41

It also aims:

- to provide skills at Level 2 in the Qualifications and Credit Framework for those interested in the Beauty Therapy Industry
- to provide opportunities for staff in the Beauty Therapy Industry to gain a Level 2 qualification
- to qualify Learners as Make-up Artists at Level 2 in the Beauty Therapy Industry
- to sustain the interest of Learners wanting to work in the Beauty Therapy Industry
- to encourage knowledge and understanding of the Beauty Therapy Industry at Level 2
- to provide opportunities for Learners to focus on the development of the major Functional Skills and the wider Functional Skills in a 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, techniques, personal qualities and attitudes essential for successful performance and progression onto employment in the Beauty Therapy Industry

General Advice

1. Requirements for Undertaking this Qualification

It is recommended that Learners should have achieved a level of education equivalent to five GCSEs at grades A*-C prior to commencing the ITEC Level 2 Award in Apply Make-up, 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 2 Award in Make-up is comprised of 1 mandatory unit. The Learner will study the theory and practice of applying make-up to include the 1 mandatory unit. The underpinning knowledge and skills required to successfully perform this treatment is also required

Recommended guided learning hours – 41

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. 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 portfolio evidence documentation and underpinning knowledge have been completed, the Learner will have a final practical examination carried out by the ITEC Examiner, who will also verify a sample of all treatment evidence documentation and assignments

QCF Unit Number	ITEC Unit Number	Underpinning Knowledge Unit Title	Assessment	Grading
J/601/4222	803	Apply Make-up	Practical examination	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
			Portfolio of evidence 5 treatments 15 MCQ – paper or online	Pass or refer Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%

Assessment – Underpinning Knowledge

Once all aspects of the mandatory units have been completed, Learners will be expected to complete a theory paper containing 15 multiple-choice questions for Unit 803 – Apply Make-up (as specified in the table above.) Each question will be given four alternative answers A, B, C and D. The Learner must indicate the correct answer by marking a cross in the appropriate box on the answer sheet. There is only ONE correct answer. Unit 803 – Apply Make-up, is externally assessed. Online testing of this unit is also available

Assessment – Technical Skills

Once all aspects of the mandatory units have been completed, Learners will be expected to complete the practical examination. Before the practical examination, Learners must be assessed by the Lecturer using the Pre-examination Assessment Form and relevant marking criteria. The completed Pre-examination Assessment Form must be made available to the ITEC External Examiner on the day of the practical examination. The practical examination will be undertaken in the Learners' college environment in the presence of an ITEC External Examiner

Practical Examination Sequence

- Once all aspects of the mandatory units have been completed, Learners will be expected to complete a final internal practical assessment. This will be undertaken by the Internal Assessor using the Internal Assessment forms. These must be handed to the ITEC External Examiner on the day of the final external practical examination
- Learners will be expected to perform the following treatments in sequence:
 - Cleanse, • Skin analysis, • Make-up – day make-up
- Practical examination sequence – Approx. 35 minutes
Unit 803 – Apply Make-up

- Consultation forms may be partially filled out prior to the practical examination
 - Clients must be wearing full day make-up
 - Cleanse (7 minutes)
 - Tone
 - Skin analysis
 - Moisturise
 - Light day make-up suitable for the client
 - Remove head band/hair protection prior to Examiner final check
- d. Oral questions may be asked at any time during the examination
- e. Consultation forms must be filled in by each Learner for each unit and made available for the ITEC External Examiner to check. These should be reviewed and completed at the end of the treatment and will be taken away by the Examiner
- f. Learners will be expected to demonstrate excellent hygiene and client care throughout as well as competence in their relevant skills
- g. The Examiner may reduce the treatment timings, as the examination is a demonstration of the Learner's professionalism and their accomplished technique
- h. Approximate time allocated for changeover of practical examination groups – 15 minutes

Assignment/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 Treatment Evidence Guidance Forms
- b. The Treatment Evidence Guidance Form for each unit should be completed and placed with the treatment evidence for verification by the ITEC External Examiner

Assignment/Treatment Evidence Referral

- a. Any documentation which does not meet the ITEC criteria, will be referred by the ITEC External Examiner who will complete a Referral Form to help the Learner strengthen the documentation to gain a pass grade
- b. The documentation must be submitted to the Internal Assessor with all the recommended changes. Once verified, the completed Assessment Form must be submitted to the ITEC office

Grading of the Qualification

- a. Learners must achieve a pass grade in all technical skills and underpinning knowledge units to achieve the ITEC Level 2 Award in Make-up (see assessment table above)
- b. It is the aggregate of all units that forms the overall grade of the qualification – Pass, Merit or Distinction
- c. Treatment evidence documentation is 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. 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

Opportunities for Progression

Once Learners have achieved the ITEC Level 2 Award in Make-up they may progress on to other ITEC or equivalent qualifications at Level 2 and 3, for example:

- Level 2 Diploma for Beauty Specialists
- Level 2 Diploma in Hair, Photographic and Media Make-up
- Level 2 Certificate in Photographic Make-up
- Level 3 Certificate in Airbrush Make-up
- Level 3 Certificate in Camouflage Make-up
- Level 3 Certificate in Media Make-up

- Level 3 Diploma in Advanced Beauty Therapy
- Level 3 Diploma in Fashion and Specialised Make-up

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

This Award qualifies Graduates to operate their own salon or home visiting practice. Graduates can also gain employment in Beauty Salons, Hotels, Health Clubs, Spas and Cruise Liners

Relationship to National Occupational Standards (NOS)

ITEC has mapped to National Occupational Standards where they exist and 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 qualification syllabus reflects the required level of knowledge and ability for the Make-up Artist at Level 2

Professional Body Membership and Insurance

Professional Indemnity and Public Liability Insurance can be obtained via The Complementary Therapists Association (www.CThA.com) and other Industry Associations who recognise the ITEC Award

Registration

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

Resources

The organisation delivering the qualification must provide workstations and trolleys for each Learner. Learners need to be made aware of the amount of consumables they will be required to provide

Resource Materials

Textbooks

The Art and Science of Beauty Therapy

Jane Foulston, Fae Major, Marguerite Wynne £26.00

EMS Publishing

ISBN 9781903348130

Professional Make-up Artistry

Julia Conway £33.00

Heinemann

ISBN 9780435453305

The Complete Make-up Artist

Penny Deleamar £31.99

Cengage

ISBN 9781861528902

Beauty Therapy Fact File

Susan Cressy £32.99

Heinemann

ISBN 9780435032029

Beauty Therapy The Foundations – The Official Guide to Level 2

Lorraine Nordmann £26.99

Cengage

ISBN 9781408019368

For the full list of recommended books please go to www.itecworld.co.uk

Websites

www.itecworld.co.uk