



## Guidance Notes for Candidates for the ITEC Level 2 Diploma for Beauty Specialists

### General Advice

#### 1. Requirements for undertaking this qualification.

Candidates must hold:

- a. At least 5 GCSEs at grades A\* to C or equivalent are recommended, but this is not essential. This is at the discretion of the college and adult returners experience will be considered.

#### 2. Guided Learning Hours.

Unit 9 Skincare and Eye Treatments – 100  
Unit 10 Make-up – 50  
Unit 11 Manicure & Pedicure – 50  
Unit 12 Waxing – 50  
Unit 22 Professional Conduct and Business Awareness – 50

Guided learning hours are 'a notional measure of the substance of a qualification. It includes 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. It excludes learner – initiate private study.'

#### 3. Structure of the qualification.

Unit 9 Skincare and Eye Treatments  
Unit 10 Make-up  
Unit 11 Manicure & Pedicure  
Unit 12 Waxing  
Unit 22 Professional Conduct and Business Awareness

#### 4. Assessment.

- a. The examinations for all units will be conducted by ITEC.
- b. Case studies are used as the internal assessment of each unit. Case studies must be completed under the supervision of a tutor and the tutor will assess each case study and allocate a grade throughout the delivery of the unit to ensure that the level of knowledge and competence required by ITEC is achieved. The External ITEC Examiner will verify the results of each of the case studies.

#### 5. Registration.

At the same time upon enrolment, a notification of the units being undertaken by the candidates will be sent to ITEC by the candidate's college. This should be completed on the ITEC Enrolment form.

## **Theory Tuition**

### **1. Guided Learning Hours.**

a. The delivery of each unit Theory must be completed with a minimum of the following guided learning hours.

Unit 9 Skincare and Eye Treatments – 50

Unit 10 Make-up – 25

Unit 11 Manicure & Pedicure – 25

Unit 12 Waxing – 25

Unit 22 Professional Conduct & Business Awareness – 50

b. Delivery of the qualification will encompass all the learning outcomes and underpinning knowledge identified by ITEC in the design of the qualification.

*ITEC recommend that candidates undertake up to a maximum of 5 hours per week (totalling 180 hours, assuming the course is delivered over 36 weeks) of additional home study and revision.*

### **2. Assessment.**

Once all aspects of the delivery of the Theory have been completed, candidates will be expected to complete a theory paper containing 50 multiple choice questions for *each* unit. Each question will be given four alternative answers A, B, C and D. The candidate must indicate the correct answer by marking an 'X' over the appropriate letter in the box on the answer sheet. There is only ONE correct answer.

### **3. Grading of the qualification.**

a. Each theory paper has three grades that a candidate may achieve:

Pass grade - 60 – 74%

Credit grade - 75 – 89%

Distinction grade - 90 – 100%

b. The theory mark for each unit will be combined with the Practical mark to achieve an overall grade as follows:

Pass grade - 120 – 149

Credit grade - 150 – 179

Distinction grade - 180 – 200

c. Case studies must also achieve a pass.

d. If a candidate is unsuccessful in any area, they will be expected to re-sit only the unit where they have not achieved a pass grade, to 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 the Theory, Practical and the Case Studies have all achieved a pass grade. Candidates must please contact their college for their result

e. A candidate's overall grade will appear on their Diploma.

f. Diplomas will only be forwarded to a candidate upon achievement of at least a Pass grade in all three areas of the qualification for each unit. ITEC will send candidate results directly to the college.

## Practical Tuition

### 1. Guided Learning Hours.

a. The delivery of each unit Practical must be completed with a minimum of the following guided learning hours.

Unit 9 Skincare and Eye Treatments – 50

Unit 10 Make-up – 25

Unit 11 Manicure & Pedicure – 25

Unit 12 Waxing – 25

b. Delivery of the qualification will encompass all the learning outcomes and underpinning knowledge identified by ITEC in the design of the qualification.

*ITEC recommend that candidates undertake up to a maximum of 5 hours per week (totalling 180 hours, assuming the course is delivered over 36 weeks) of additional home study and revision.*

### 2. Resources.

The college will provide a minimum amount of equipment for training. However, candidates will be expected to provide the consumables (see ITEC college registration document) and towels that will be used in the treatment process. Candidates will also be expected to wear professional work wear throughout their training which the candidate will be expected to provide. This is specified within the ITEC Rules and Regulations document.

### 3. Assessment.

- a. This unit is internally and externally assessed.
- b. Once all aspects of the Practical have been completed, candidates will be expected to complete the practical examination. This will be undertaken in the candidate's college environment in the presence of an ITEC External Examiner.
- c. Candidates will be internally assessed by their tutor throughout their training using the ITEC pre-assessment forms and marking criteria.
- d. Candidates will be expected to perform the following treatment:
  - Cleanse, Skin analysis, Tint, Tweeze, Massage, Mask ( approx.1 hour 15 minutes)
  - Make-up (approx. 20 minutes)
  - Manicure/Pedicure – 1 hand/foot treated, but both hands/feet to be enamelled (approx. 20 minutes)
  - Hot and cool wax must be demonstrated including ½ leg (either front of both legs to include the knee or the back of both legs) with cool wax, bikini line or underarm with hot wax (approx. 45 minutes)Candidates will be asked Oral Questions throughout the examination.
- e. Candidates will be expected to demonstrate excellent hygiene and client care, including helping the client on and off the couch in an appropriate way and to demonstrate competence in their skills.
- f. A consultation form must be completed by each candidate, available for the Examiner to check. This should be completed by the candidate at the end of the treatment.
- g. A consultation form must be available for the ITEC External Examiner to check containing the completed medical history and lifestyle details of the client being treated. It should show the treatment details, treatment plan and home care advice given to the client at the end of the treatment. This form will be collected at the end of the examination by the ITEC External Examiner.
- h. Candidates must secure a pass level in each element within all of the areas of treatment being assessed, as outlined in the Marking Criteria.

- i. Case studies.
  - i. Case studies are used as the internal assessment of each unit Practical.
  - ii. Case studies must be completed under the supervision of a tutor. The tutor must monitor the quality of the written case study work throughout the candidate's training to ensure that the content of the written documents meets ITEC criteria. The criteria are detailed on the case study guidance forms.
  - iii. It is recommended that candidates spend between 3 – 5 hours on each case study treatment which will total between 60 – 100 hours to fully complete the case study portfolio.
  - iv. The case study guidance form for each unit should be completed and placed with the case studies for verification by the ITEC Examiner.
  - v. If a case study does not meet the ITEC criteria, the ITEC Examiner will complete a candidate referral form to help the candidate strengthen the case studies to gain a pass grade. The case study must be submitted to the ITEC office with all the recommended changes within 3 months of the practical examination. Extensions to this time-frame must be applied for in writing with the relevant supporting evidence supplied. Please ensure that only photocopies are submitted as case studies will not be returned.

#### **4. Grading of the qualification.**

- a. Each Practical unit has three grades that a candidate may achieve:
  - Pass grade - 60 – 74%
  - Credit grade - 75 – 89%
  - Distinction grade - 90 – 100%
- b. Each Practical result will be combined with the Theory mark to achieve an overall grade as follows:
  - Pass grade - 120 – 149
  - Credit grade - 150 – 179
  - Distinction grade - 180 – 200
- c. Case studies must also achieve a pass.
- d. If a candidate is unsuccessful in any area, they will be expected to re-sit only the unit where they have not achieved a pass grade, to which they will be referred.
- e. 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 the Theory, Practical and the Case Studies have all achieved a pass grade. Candidates must please contact their college for their results.
- f. A candidate's overall grade will appear on their Diploma.
- g. Diplomas will only be forwarded to a candidate upon achievement of at least a Pass grade in all three areas of the qualification for each unit. ITEC will send candidates results directly to the college.