



Guidance Notes for Tutors for the 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 returner's experience will be considered.

A scheme of work must be approved by ITEC prior to the commencement of the course for units 9, 10, 11, 12 and 22.

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. Delivery of the qualification.

Tutors should aim to deliver the two elements of the qualification (Theory and Practical) and the case studies simultaneously, i.e. both units should be taught together to ensure the underpinning knowledge is being delivered at the same time as the practical skills. This will help to ensure that candidates understand the structures they are working towards as a result of combining delivery with the practical application of treatments.

5. Case Studies.

Case studies are used as the internal assessment of units 9, 10, 11 and 12 practical. Case studies must be completed under the supervision of a tutor and the tutor must assess each case study and allocate a grade throughout the delivery of the units. The External ITEC Examiner will verify the results of the Case studies. ITEC recommend that organisations delivering the qualification allocate 3 hours of the tutorial time for the case studies.

6. Registration.

Enrolments for all the units should be sent to ITEC together 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 tutors advise candidates that there will be a requirement of 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 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.

This unit is externally assessed.

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.

Practical 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
- b. It is recommended that an additional 3 hours should be apportioned to case studies.
- c. Delivery of the qualification will encompass all the learning outcomes and underpinning knowledge identified by ITEC in the design of the qualification.

2. Resources.

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

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. Colleges must ensure there is one hot wax unit and one cool wax unit between two students and that the wax is the appropriate temperature for use
- d. College/students must supply sufficient clients with suitable hair growth for all areas.
- e. Candidates must not share clients however special consideration will apply in extenuating circumstances
- f. Examiners must be notified prior to the start of the exam if the clients do not have sufficient hair to wax
- g. Candidates will be expected to perform the following treatment in sequence
 - Cleanse, Skin analysis, Tint, Tweeze, Massage, Mask
 - Make-up
 - Manicure/Pedicure – 1 hand/foot treated , but both hands/feet to be enamelled
 - Hot and cool wax must be demonstrated, to include 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
Candidates will be expected to demonstrate their professionalism and their accomplished techniques.
- h. A consultation form must be completed by each candidate and made available for the Examiner to check. This should be completed at the end of the treatment and will be taken away by the Examiner.
- i. 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.

j. Examination sequence – Approx 2hours 40 minutes

Unit 9 - Approx 1¼ hours

- Consultation forms may be partially filled out prior to the exam
- Clients must be wearing full day make-up
- Cleanse (7 minutes)
- Tone
- Skin analysis
- Eyelash tint
- Eyebrow shape
- Massage (10 minutes)
- Mask (Two masks must be applied simultaneously on the appropriate areas of the face and neck, one clay and one commercial)
- Moisturise
- Consultation forms for Diploma for Beauty Specialists should be completed and handed to the examiner at the end of the examination
- Oral questions may be asked at any time during the exam

Unit 10 - Approx 20 minutes

- Light day make-up suitable for the client
- Remove head band/hair protection prior to examiners final check
- Oral questions may be asked at any time during the exam

Unit 11- Approx 20 minutes

- Clients must be wearing nail enamel prior to treatment
- Full treatment to one hand/foot only but candidates must apply enamel to both
- Whilst the hand/foot is being soaked base coat should be applied to the hand/foot not being treated
- Oral questions may be asked at any time during the exam

Unit 12 - Approx 45 minutes

- Cool wax (½ leg) either the front of both legs to include the knee or the back of both legs
- Hot wax bikini or underarm
- Oral questions may be asked at any time during the exam

k. This unit is internally and externally assessed.

l. Case studies.

- i. Case studies must be completed under the supervision of a tutor and 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.
- ii. It is recommended that tutors advise candidates to expect to spend between 3 – 5 hours on each case study treatment which will total between 60 – 100 hours to complete the full portfolio. The case study guidance form for each unit should be completed and placed with the case studies for verification by the ITEC Practical Examiner.
- iii. If a case study does not meet the ITEC criteria, the ITEC Practical 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. The Practical examinations have three grades that candidates may achieve:
Pass grade - 60 – 74%
Credit grade - 75 – 89%
Distinction grade - 90 – 100%.
- b. Each unit Practical grade will be combined with the unit Theory grade 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.
- e. For guidance on marking see Pre-assessment forms and marking criteria for each unit.
- f. Tutors when marking both the internal and external assessment components of this unit must ensure that candidates secure a pass level in each element within all of the areas of treatment being assessed, as outlined in the Marking Criteria.