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# Qualification Specification

HB2D5 – VTCT (ITEC) Level 2 Diploma in  
Hairdressing 603/3492/7  
MQF/EQF Level 3

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# About VTCT (ITEC)

iTEC is a global specialist organisation providing qualifications internationally, and specialises in beauty & spa therapy, hairdressing, complimentary therapies and sports and fitness therapy. iTEC offers centres and learners high quality regulated qualifications for employability, specialist subjects and skills enhancement.

iTEC has close working partnerships with over 700 approved centres in over 40 countries, and offices in England, Ireland, South Africa, Asia Pacific and the USA. iTEC became part of VTCT (Vocational Training and Charitable Trust), in 2016 to strengthen its position in the industry internationally.

For more information visit us at [www.itecworld.co.uk](http://www.itecworld.co.uk), or contact our dedicated Customer Support Team via email: [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk) or call +44 (0)23 8068 4500

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# 1. Qualification at a glance

<b>Qualification title</b>	VTCT (ITEC) Level 2 Diploma in Hairdressing
<b>Qualification number</b>	603/3492/7
<b>Product code</b>	HB2D5
<b>First registration date</b>	1 <sup>st</sup> August 2018
<b>Age range</b>	16-18, 19+
<b>Total Qualification Time (TQT)</b>	675
<b>Guided Learning (GL) hours</b>	535
<b>Assessment</b>	<p>To be awarded this qualification, learners must successfully achieve the following assessments:</p> <ul style="list-style-type: none"><li>• Theory examination (MCQ)</li><li>• Synoptic practical examination</li><li>• Service Portfolio</li></ul>
<b>Grading</b>	<p>The overall qualification is graded:</p> <ul style="list-style-type: none"><li>• Fail, Pass, Merit, Distinction</li></ul>
<b>Pre-requisite entry requirements</b>	<p>Learners who wish to undertake this qualification must also achieve the VTCT (ITEC) Level 2 Award in Infection Prevention (COVID-19) for Hairdressing and Barbering Services qualification or a regulated equivalent.</p> <p>It is the responsibility of the centre to ensure that learners have the required knowledge, understanding and skills to enrol and successfully achieve this qualification.</p>

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## 3. About this qualification

### 3.1 Purpose

The VTCT (ITEC) Level 2 Diploma in Hairdressing is a vocational qualification for learners aged 16 and over who wish to pursue a career in hairdressing.

This qualification is based on the national occupational standards in the United Kingdom for hairdressing and includes all the required elements to work effectively as a junior hairdresser/stylist. Learners must achieve all seven mandatory units, which include:

- Advise and consult with clients
- Shampoo, condition and treat the hair and scalp
- Cut ladies hair
- Style and finish hair
- Set and dress hair
- Colour and lighten hair
- Fulfil salon reception duties

This qualification offers a wider range of optional units of which one must be achieved, these include:

- Perm and neutralise hair
- Hair relaxing treatments and techniques
- Cut men's hair
- Plait and twist hair
- Temporarily attach hair to enhance a style

This qualification is most suitable for those learners who wish to become a junior stylist encompassing all of the technical skills required within a salon or for self-employment. It rewards learner's individual abilities both in practical and theory with a graded outcome of Fail/Pass/Merit/Distinction.

### 3.3 Progression

Learners who achieve this qualification are able to work as a junior hairdresser/stylist, learners could work in a variety of different sectors, which might include:

- Commercial salons
- Independent/self-employed/mobile/home-based settings
- Cruise liners
- Television, film, theatre and media
- Hospitals/care homes

Additionally learners may choose to develop their knowledge and skills further by undertaking a level 3 qualification.

## 4. Qualification structure

To be awarded the VTCT (ITEC) Level 2 Diploma in Hairdressing learners must achieve:

- all mandatory units
- a minimum of one optional unit
- the theory examinations
- the synoptic practical examination

The minimum TQT required to achieve this qualification is **675**.

Product code	Unit title	Level	GL	Unit reference number
<b>Mandatory units</b>				
UHB212	Advise and consult with clients	2	63	M/617/1713
UHB213	Shampoo, condition and treat the hair and scalp	2	40	T/617/1714
UHB214	Cut ladies hair	2	111	A/617/1715
UHB215	Style and finish hair	2	58	F/617/1716
UHB216	Set and dress hair	2	62	J/617/1717
UHB217	Colour and lighten hair	2	124	L/617/1718
UHB218	Fulfil salon reception duties	2	47	R/617/1719
<b>Optional units</b>				
UHB219	Perm and neutralise hair	2	93	J/617/1720
UHB220	Hair relaxing treatments and techniques	2	82	L/617/1721
UHB221	Cut men's hair	2	111	R/617/1722
UHB222	Plait and twist hair	2	42	Y/617/1723
UHB223	Temporarily attach hair to enhance a style	2	30	D/617/1724

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## 5. Centre requirements

### 5.1 Approval and recognition

Existing centres that wish to deliver this qualification must obtain recognition using the standard qualification recognition procedures.

New centres that want to deliver this qualification must gain both centre approval and qualification recognition. Please refer to the ITEC website for further information.

Centre staff should be familiar with current practices and standards in the sector and with the qualification structure, content, assessment and quality assurance arrangements before designing a course programme.

### 5.2 Resources

Centres must possess the physical resources and suitable environment needed to support the delivery of the programme and the assessment of knowledge and skills, which should therefore be of industry standard. Where specific resources are required these have been indicated in the content of individual units.

It is recommended the following items are available for learners:

- Sinks/basins
- Working/dressing out units with mirrors and hand held back mirrors
- Reception desk/area, telephone and till
- Health and safety products, tools and equipment, to include:
  - Personal protective equipment (PPE), towels, gowns, gloves, aprons and capes
  - Bins with disposable liners for disposing of waste
  - Sterilising equipment, wipes and/or fluid
- Internet, books, magazines, service/treatment price lists, retail items
- Full range of shampooing, conditioning and treatment products
- Dispensary area
- Full range of salon products, tools and equipment for all salon services including chemical services where appropriate

### 5.3 Teaching staff

In order to deliver this qualification, teaching staff must:

- be occupational experts and have knowledge and understanding in the area for which they are delivering training. This knowledge must be at the same level as or higher than the training being delivered;
- understand the qualification's structure and content, and the learning outcomes they are delivering;
- have recent and relevant industry experience in the specific area they are delivering;
- have credible experience of teaching and/or providing training;
- undertake activities which contribute to their continuing professional development (CPD).

## 5.4 Verification

The lecturer/internal assessor will assess and mark the service portfolios and the external examiner will verify a sample, either in situ on the day of the practical exam or remotely on e-portfolio.

## 5.5 Total Qualification Time (TQT)

TQT is defined under the Ofqual General Conditions of Recognition, General Condition J1.8, as the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a learner to achieve and demonstrate achievement of the level of attainment necessary for the award of a qualification.

TQT is comprised of the following two elements:

- the number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and;
- an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed – but, unlike Guided Learning, not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

The TQT for this qualification is detailed in Section 4 of this specification.



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## 6. Assessment

### 6.1 Summary of assessment methods

This qualification comprises internal and external assessments. Learners must achieve the assessments detailed in the table below.

Assessment method	Overview of controls
Theory examinations	Externally set and marked examinations. External examinations will consist of multiple choice questions to assess the knowledge and understanding from specific mandatory units.
Synoptic practical examination (HB2D5.PE1)	Externally set, examined and marked by an external examiner.
Service portfolio	Externally set and internally marked. Subject to examiner monitoring.

### 6.2 Unit assessment methods

The table below identifies the assessment methods used to assess mandatory units.

Unit product code	Service portfolio	Theory examination	Synoptic practical examination
UHB212	✓	✓	✓
UHB213	✓	✓	✓
UHB214	✓		✓
UHB215	✓		✓
UHB216	✓		
UHB217	✓	✓	✓
UHB218	✓	✓	

## 6.3 Theory examination

The specification for the theory examination is detailed below.

External theory examinations	
<b>Availability</b>	Available on demand online
<b>Grading model</b>	<p>Mandatory units:            Pass: 60%-74% = 25 points each            Merit: 75%-89% = 30 points each            Distinction: 90%-100% = 35 points each</p> <p>Optional units*:            Pass/Fail</p> <p><b>*N.B:</b> a Pass mark must be achieved in the optional unit chosen to achieve the qualification, however this will not contribute to the overall grade.</p>
<b>Units that will be individually assessed by an MCQ</b>	<p>Mandatory units:            UHB212 Advise and consult with clients            UHB213 Shampoo, condition and treat the hair and scalp            UHB217 Colour and lighten hair            UHB218 Fulfil salon reception duties</p> <p>Optional units:            UHB219 Perm and neutralise hair            UHB220 Hair relaxing treatments and techniques</p>
<b>Contribution to overall qualification grade</b>	50% (mandatory units only)
<b>Type of examination</b>	Multiple choice questions

Grades achieved in each external examination are awarded points that contribute to the overall qualification grade.

Examinations must be undertaken by learners under controlled examination conditions in accordance with VTCT's policies and procedures for external assessment.

## 6.4 Synoptic practical examination

The synoptic practical examination is externally set, externally examined, graded and quality assured by the external examiner. Information on how to operate practical examinations can be found on the awarding organisations website.

In preparation for the external synoptic practical examination, centres are advised to ensure learners have completed their service portfolios and an internal mock practical examination.

It is essential centres use the Synoptic Practical Examination Criteria document in order to make assessment judgements when preparing for examinations. This can be found on the awarding organisations website.

The synoptic practical examination preparation must take place in a realistic working environment on a real client and in a commercially acceptable time frame.

<b>External synoptic practical examination (HB2D5.PE1)</b>	
<b>Availability</b>	To be taken on the scheduled date for examination purposes as agreed by the awarding organisation and invigilated by an external examiner.
<b>Grading model</b>	Pass: 60%-74% = 100 points Merit: 75%-89% = 120 points Distinction: 90%-100% = 140 points
<b>Units covered</b>	UHB212 Advise and consult with clients UHB213 Shampoo, condition and treat the hair and scalp UHB214 Cut ladies hair UHB215 Style and finish hair UHB217 Colour and lighten hair
<b>Contribution to overall qualification grade</b>	50%
<b>Type of examination</b>	Synoptic practical examined assessment
<b>Practical skills examination sequence (approximately 3 hours)</b>	Details for the synoptic practical examination criteria can be found in the Synoptic Practical Examination Criteria document located on the iTEC website.  There is a maximum of 12 learners permitted per synoptic practical examination.

#### 6.4.1 Retaking external examinations

Learners who fail to achieve the required Pass mark are permitted to re-sit after having sufficient teaching and additional study time. There is no limit to the number of retakes a learner can carry out.

#### 6.4.2 Reasonable adjustments and special considerations

Information on the reasonable adjustments allowed for the external examinations within this qualification can be found in the policies section on the awarding organisations website.

### 6.5 Service portfolio

A service portfolio for each unit is required to be completed under the supervision of a lecturer who must monitor the quality of the services performed throughout the learner's training. The criteria of what must be included in the service portfolio is detailed in the unit specification and the learner logbook which are available to download from the website.

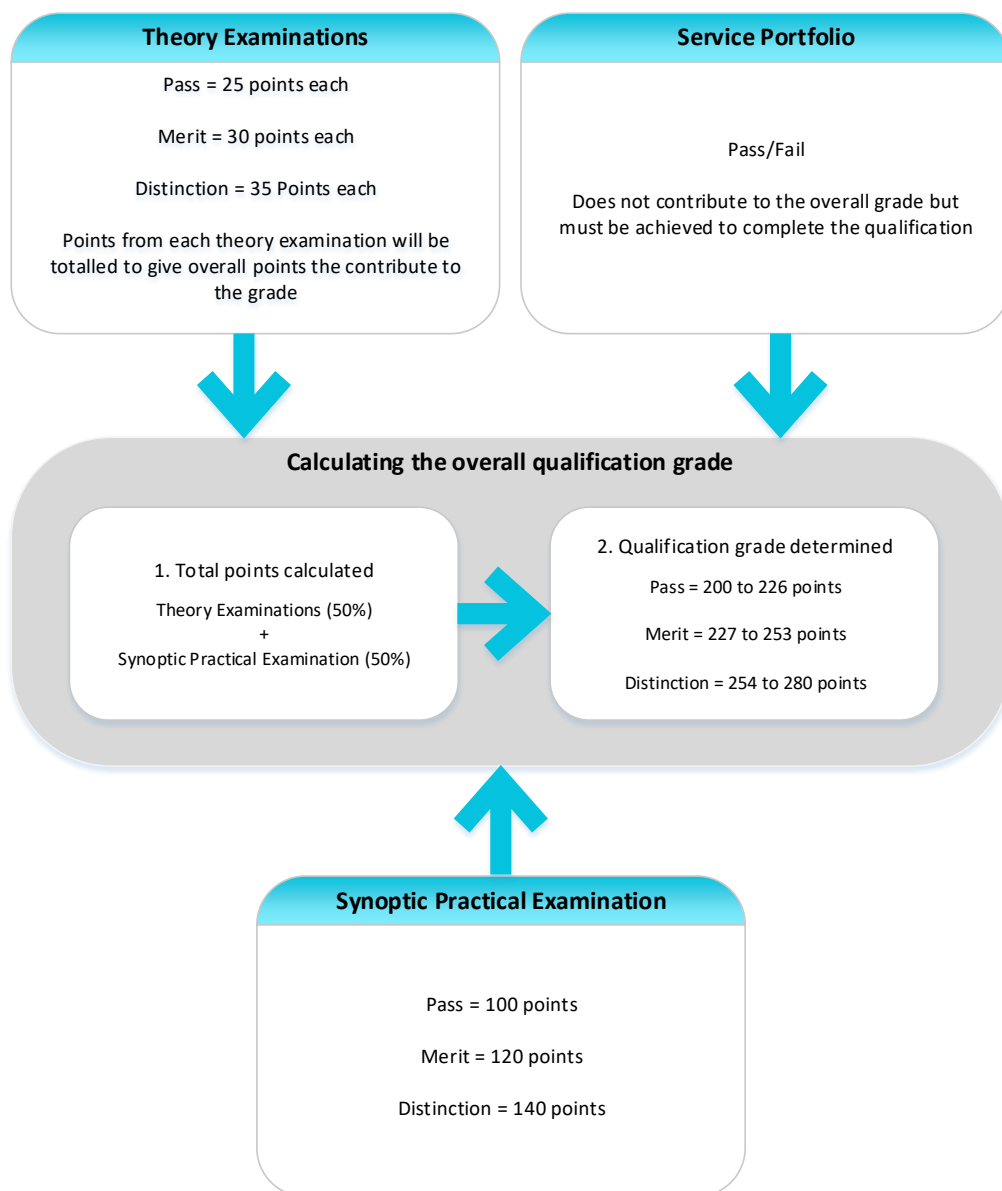
# 7. Grading

## 7.1 Overview

This qualification is graded Pass/Merit/Distinction. This is only applicable to the mandatory units. Optional units are graded Pass/refer and must be achieved to be awarded the qualification, however they do not contribute to the overall grade.

There are two separate components in the grading model for this qualification, the graded external examinations and a graded external synoptic practical examination. Each component contributes 50% to the overall qualification grade.

Learners must achieve a Pass grade or higher in the external theory examinations and synoptic practical examination. The grades achieved in each assessment correlate to points. These points will then be added together to determine the overall grade of the qualification, as shown below:



## 7.2 Grade boundary review

Grade boundaries for units and the overall calculation for the qualification grade are open to annual review. Following this review, these boundaries and overall calculations can be adjusted by VTCT. This review and possible change within a qualification are to ensure the standard of the qualification grade is upheld throughout the qualification's lifecycle.

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## 8. External examiner

### 8.1 External examiner visits

This qualification is externally examined by the awarding organisation. Centres delivering this qualification will have a quality assurance visit each time an examiner visits the centre.

On a centre visit an examiner:

- examines all learners entered for the external practical examination
- samples learners' service portfolio
- verifies that appropriate staff and sufficient resources are in place, and that the centre is continuing to meet the criteria specified in the centre contract
- checks that the centre's policies and procedures continue to meet the awarding organisation's requirements

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## 9. Support and guidance

In parallel to using this qualification specification the following resources are available to support qualification delivery and assessment:

- Unit specifications
- Learner logbooks
- Mock practical examination form
- Sample assessment materials
- Consultation sheets

For more information, visit the iTEC website ([www.itecworld.co.uk](http://www.itecworld.co.uk)).

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## 10. Unit structure

Units are available as separate specifications and can be downloaded from the VTCT and iTEC websites. Units that make up this qualification are structured as follows:

<b>Product code</b>	The code allocated by the awarding organisation. This should be used when communicating directly with the awarding organisation.
<b>Title</b>	Reflects the content of the unit.
<b>Unit reference number</b>	This is the unit reference number as detailed on Ofqual's Register of Regulated Qualifications.
<b>Level</b>	This represents the level of achievement. The National Qualifications Framework level descriptors and similar qualifications at this level inform the allocation of the unit level.
<b>Guided Learning (GL) hours</b>	All units have GL assigned to them. This is the time a learner spends: <ul style="list-style-type: none"><li>• being taught or given instruction by a lecturer, tutor, supervisor or other appropriate provider of education or training.</li></ul>
<b>Overview</b>	Provides a summary of what learners will cover in a unit, and outlines the knowledge, understanding and skills to be developed.
<b>Learning outcomes</b>	Specify what a learner will know, understand and be able to do as a result of completing a unit.
<b>Unit content</b>	Provides the basis for the teaching, learning and assessment of each learning outcome. Lecturers should ensure that the full breadth of unit content is delivered.
<b>Unit requirements</b>	Specifies the minimum standard required by the learner to achieve the relevant grade. Learners must provide sufficient and valid evidence to achieve the grade.



## Document History

Version	Issue Date	Changes	Role
v1	01/08/2018	First Published	Qualifications Manager
v2	14/02/2019	Updated branding colours and section numbers	Qualifications Administrator
v3	29/08/2019	Updated logo and template. Amended typographical errors	Qualifications and Regulation Co-ordinator
v4	03/12/2019	Added grade boundary review	Qualifications Administrator
v5	01/09/2020	Added COVID-19 Infection Prevention pre-requisite	Product and Regulation Manager