General Advice

1. Requirements for Undertaking this Qualification

It is recommended that Learners should have achieved a level of education equivalent to five GCSE’s at grades A*-C prior to commencing the ITEC Level 3 Certificate in Camouflage Make-Up, however exemptions may be made for adult returners with experience of the work place.

2. Structure of the Qualification and Guided Learning Hours (GLH)

The ITEC Level 3 Certificate in Camouflage Make-Up is comprised of 5 mandatory units.

<table>
<thead>
<tr>
<th>QCF Unit Number</th>
<th>ITEC Unit Number</th>
<th>Mandatory Units</th>
<th>Credit Value</th>
<th>Guided Learning Hours (GLH)</th>
</tr>
</thead>
<tbody>
<tr>
<td>J/601/4222</td>
<td>803</td>
<td>Apply Make-Up</td>
<td>5</td>
<td>41</td>
</tr>
<tr>
<td>D/601/4355</td>
<td>924</td>
<td>Camouflage Make-Up</td>
<td>7</td>
<td>60</td>
</tr>
<tr>
<td>R/600/8780</td>
<td>613</td>
<td>Monitor and Maintain Health and Safety Practice in the Salon</td>
<td>4</td>
<td>29</td>
</tr>
<tr>
<td>T/601/4457</td>
<td>821</td>
<td>Client Care and Communication in Beauty Related Industries</td>
<td>3</td>
<td>28</td>
</tr>
<tr>
<td>T/601/5642</td>
<td>819</td>
<td>Working in the Beauty Related Industries</td>
<td>4</td>
<td>31</td>
</tr>
</tbody>
</table>

Total Guided Learning Hours 189

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.’

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 treatment evidence documentation, assignments and underpinning knowledge have been completed, the Learner will have a final practical examination carried out by the ITEC External Examiner, who will also verify a sample of all treatment evidence documentation and assignments.
<table>
<thead>
<tr>
<th>QCF Unit Number</th>
<th>ITEC Unit Number</th>
<th>Mandatory Units</th>
<th>Assessment</th>
<th>Grading</th>
</tr>
</thead>
</table>
| J/601/4222      | 803              | Apply Make-Up                                       | Practical examination                                                     | Pass 60% - 74%  
|                 |                  |                                                     | Portfolio of evidence                                                     | Merit 75% - 89%  
|                 |                  |                                                     | 5 treatments                                                             | Distinction 90% - 100%                                           |
|                 |                  |                                                     | plus                                                                     | Pass or refer                                                      |
|                 |                  |                                                     | 15 MCQ – paper or online                                                 | Pass 60% - 74%  
|                 |                  |                                                     |                                                                          | Merit 75% - 89%  
|                 |                  |                                                     |                                                                          | Distinction 90% - 100%                                           |
| D/601/4355      | 924              | Camouflage Make-Up                                  | Internal Task Assessment                                                 | Pass or refer                                                   |
|                 |                  |                                                     | Assignment                                                               | Pass or refer                                                   |
| R/600/8780      | 613              | Monitor and Maintain Health and Safety Practice in the Salon | Portfolio of evidence                                                     | Pass or refer                                                   |
|                 |                  |                                                     | MCQ                                                                      | Pass 60% - 74%  
|                 |                  |                                                     | Or                                                                       | Merit 75% - 89%  
|                 |                  |                                                     | Assignment                                                               | Distinction 90% - 100%                                           |
| T/601/4457      | 821              | Client Care and Communication in Beauty Related Industries | Assignment                                                             | Pass or refer                                                   |
| T/601/5642      | 819              | Working in the Beauty Related Industries            | Assignment                                                               | Pass or refer                                                   |

Total Guided Learning Hours - **189**

**Grading of the Qualification**

a. Learners must achieve a pass grade in all technical and underpinning knowledge units to achieve the ITEC Level 3 Certificate in Camouflage Make-Up (see assessment table above)
b. It is the aggregate mark for the practical examination and the multiple choice theory question paper that forms the overall grade of the qualification – Pass, Merit or Distinction
c. Internal task assessments, 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 should be completed within one year of the original assessment. The remainder of the results will stay in the ITEC system until all aspects of each unit have been allocated a pass grade
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/towels they will be required to provide.

Practical Examination Sequence

a. Once all aspects of the mandatory units have been completed, Candidates will be expected to complete a final internal practical assessment with their Lecturer/Internal Assessor. They will also undertake a final practical examination in their college environment in the presence of an ITEC External Examiner.
b. Candidates will be expected to perform the following treatments in sequence:
   Unit 803, Apply Make-Up, approximately 30 minutes in total
   • Consultation forms may be partially filled out prior to the practical examination
   • Clients should be on couches
   • Clients must be wearing full day make-up
   • Cleanse (7 minutes)
   • Tone
   • Skin analysis
   • Apply light day make-up suitable for the client (approximately 20 minutes)
   • Remove head band/hair protection prior to examiner final check

c. Oral questions may be asked at any time during the examination.
d. Consultation forms must be filled in by each Candidate for the 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.
e. Candidates will be expected to demonstrate excellent hygiene and client care throughout as well as competence in their relevant skills.
f. The Examiner may reduce the treatment timings, as the examination is a demonstration of the Candidate’s professionalism and their accomplished technique.
g. Approximate time allocated for changeover of practical examination groups – 15 minutes

Treatment Evidence

a. Treatment evidence documentation must be completed under the supervision of a Tutor who must monitor the quality of the treatments performed throughout the Candidate’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.

Treatment Evidence Referral

a. If the treatment evidence documents do not meet the ITEC criteria, the ITEC External Examiner will complete a Candidate Referral Form to help the Candidate strengthen the documentation to gain a pass grade.
b. The treatment evidence 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 treatment evidence documentation will not be returned.
Opportunities for Progression

Once Candidates have achieved the ITEC Level 3 Certificate in Camouflage Make-Up they may progress on to other ITEC or equivalent qualifications at Level 2 or 3, for example:

- Level 2 Award in Photographic Make-Up
- Level 3 Diploma in Fashion and Specialised Make-Up
- Level 3 Award in Fashion and Photographic Make-Up
- Level 3 Award in Media Make-Up
- Level 3 Award in Airbrush Make-Up

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

This certificate qualifies graduates to operate their own Salon or Home Visiting Practice. Graduates can also gain employment in the media or in Beauty Salons

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 Make-Up Artist at Level 3

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 Certificate