



ITEC Level 2 Certificate in Nail Technology Learner Guidance Notes

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 2 Certificate in Nail Technology, 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 2 Certificate in Nail Technology is comprised of 7 mandatory units.

QCF Unit Number	ITEC Unit Number	Mandatory Units	Credit Value	Guided Learning Hours (GLH)
T/601/4569	804	Provide Manicure Treatments	5	48
R/601/4448	805	Provide Pedicure Treatments	5	48
M/601/3937	820	Provide And Maintain Nail Enhancements	7	46
L/601/4450	812	Provide Nail Art	3	24
R/600/8763	600	Follow Health And Safety Practice In The Salon	3	22
A/601/4458	818	Client Care And Communication In Beauty Related Industries	2	20
T/601/5642	819	Working In The Beauty Related Industries	4	31
Guided Learning hours for mandatory units				239

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 minimum 10% sample of all treatment evidence documentation and assignments.

QCF Unit Number	ITEC Unit Number	Mandatory Units	Assessment	Grading
T/601/4569	804	Provide Manicure Treatments	Practical examination Evidence of 5 treatments plus 15 MCQ - paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100% Pass or refer Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
R/601/4448	805	Provide Pedicure Treatments	Internal practical assessment Evidence of 5 treatments plus 10 MCQ – paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100% Pass or refer Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
M/601/3937	820	Provide And Maintain Nail Enhancements	Practical examination Evidence of 6 treatments plus 25 MCQ - paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100% Pass or refer Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
L/601/4450	812	Provide Nail Art	Internal practical assessment Evidence of 4 treatments Assignment	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100% Pass or refer Pass or refer
R/600/8763	600	Follow Health And Safety Practice In The Salon	Assignments and performance evidence within each technical unit	Pass or refer
A/601/4458	818	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 Recommended guided learning hours for mandatory units – 239				

Grading of the Qualification

- a. Learners must achieve a pass grade in all technical and underpinning knowledge units to achieve the ITEC Level 2 Certificate in Nail Technology (see assessment table above)
- b. It is the aggregate mark for the practical assessments and the multiple choice theory question papers that forms the overall grade of the qualification – Pass, Merit or Distinction
- c. Assignments and treatment evidence documentation are graded pass or refer
- d. If a learner is unsuccessful in any area, they will be reassessed only in the unit(s) where they have not achieved a pass grade
- 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;
 - Practical examination sequence – approximately 1 hour 15 minutes
 - Unit 804 – Provide manicure treatments, approximately 20 minutes
 - Clients must be wearing nail enamel prior to treatment
 - Full manicure treatment to one hand only but candidates must apply enamel to both
 - Unit 820 – Provide and maintain nail enhancements, approximately 45 minutes
 - Nails should be manicured prior to the examination
 - Consultation should be carried out prior to the examination
 - Candidates should tip and blend one hand during the examination
 - Candidates should apply **one** nail system to both sets of nails
 - liquid and powder, gel or wrap
 - Complete consultation form and hand to the Examiner at the end of the treatment
- c. Oral questions may be asked at any time during the examination
- d. Candidates will be expected to demonstrate their professionalism and their accomplished techniques
- e. A consultation form must be filled in by each candidate 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. Candidates will be expected to demonstrate excellent hygiene and client care throughout as well as competence in their skills
- g. The Examiner may reduce the treatment timings, as the examination is a demonstration of the candidate's professionalism and their accomplished technique
- h. 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 lecturer 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 assessment. 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 2 Certificate in Nail Technology they may progress on to other ITEC or equivalent qualifications at Level 3, for example:

- Level 3 Diploma in Nail Technology
- Level 3 Certificate in Nail Art
- Level 3 Certificate in Nail Technology
- Level 3 Certificate in Airbrush Designs for Nails
- Level 3 Certificate in the Use of Electric Files for Nail Technology
- Level 3 Award in Nail Art
- Level 3 Award in Airbrush Designs for Nails
- Level 3 Award in the Use of Electric Files for Nail Technology

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 Nail and Beauty salons, Hotels and Cruise Liners

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 nail technician 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 Diploma