



**VTCT**

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## SPECIFICATION

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# CO1C2 - VTCT Level 1 Extended Certificate in Hair and Beauty Skills (VRQ)

(601/5788/4)

## About VTCT

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VTCT (Vocational Training Charitable Trust) was established in 1962 and has maintained its position as the UK's leading specialist awarding organisation in the hair and beauty sector. VTCT also awards qualifications in hospitality and catering, business skills, learning and development, complementary therapies and sport and active leisure.

VTCT is regulated by Ofqual and SQA to award Vocationally Related Qualifications (VRQ), National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs). VTCT has in the region of 125,000 learner registrations for qualifications annually.

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# 1 Qualification at a glance

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Qualification title	VTCT Level 1 Extended Certificate in Hair and Beauty Skills (VRQ)
Qualification number	601/5788/4
VTCT product code	CO1C2
First registration date	1 September 2015
Age range	14 -16
Total Qualification Time (TQT)	198
Guided Learning (GL) hours	180
Assessment	Learners are required to produce a portfolio of evidence mapped to all learning outcomes and assessment criteria within this qualification. The evidence will confirm the knowledge, understanding and skills gained and can be in electronic or paper format.
Grading	All units in this qualification are graded Fail/Pass/Merit/Distinction  The overall qualification is graded Fail/Pass/Merit/Distinction
Entry requirements	Learners must be aged 14 or over at the time of certification for this qualification.  To be accepted as a learner on this qualification, learners must achieve a successful interview with the centre.
Support materials	Sample assessment materials can be downloaded from the VTCT website ( <a href="http://www.vtct.org.uk">www.vtct.org.uk</a> )

## 2 Declared purpose

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### 2.1 Qualification purpose

The main purpose of the VTCT Level 1 Extended Certificate in Hair and Beauty Skills (VRQ) is to enable learners to develop hair and beauty skills, techniques and knowledge, which will prepare learners to progress to the next level of vocational learning. All the units in this qualification directly prepare learners for further study in the hair and beauty sector.

All units in this qualification have been designed as a foundation for further study both in the hair and beauty sector and more broadly. Learners will develop knowledge of the hair and beauty sector and use this as a basis for further learning at Level 2, as a full time or part time learner.

This qualification will enable learners to develop the practical hair and beauty skills and techniques required to create a total look using colour; via the mandatory unit:

- Create a hair and beauty image using colour

Learners will also have the opportunity to select from a range of technical optional units including: hand and nail care, foot and toenail care, make-up application, skincare, nail art, face painting, blow-dry hair, winding skills, shampoo and condition hair, plaiting hair, colour hair using temporary colour.

Also included in the optional section of this qualification are units that support the learners' practical work such as: the hair and beauty sector, promoting hair and beauty products, health and safety in the salon, customer service skills and designing retail display areas.

This qualification forms part of a suite of fifteen VTCT Foundation Skills Qualifications at Entry Level 3, Level 1 and Level 2.

### 2.2 Prerequisites for this qualification

Learners must be aged 14 or over at the time of certification for this qualification.

Learners must have previously achieved a hair or beauty qualification at Entry Level 3 or had a successful interview with centre.

### 2.3 Qualification registration flexibility

Centres can register learners at a particular level on a smaller qualification with the option to transfer to another, same-level qualification within this suite. In some cases learners may choose to move onto a larger qualification, others may wish to opt for a smaller qualification.

For example:

You could register your learner on one of the smaller Entry Level 3 qualifications e.g.

- VTCT Entry Level Award in Hair and Beauty Skills (Entry 3) (VRQ) (2 units)

If your learner achieves sufficient additional units, you may decide to transfer the learner's registration to a larger qualification e.g.

- VTCT Entry Level Certificate in Hair and Beauty Skills (Entry 3) (VRQ) (5 units)

You can re-register onto a larger qualification and **only pay the difference between the two registration fees**. VTCT will waive the administrative transfer fee for this re-registration.

Qualification	Registration fee
VTCT Entry Level Award in Hair and Beauty Skills (Entry 3) (VRQ)	£32.00
VTCT Entry Level Certificate in Hair and Beauty Skills (Entry 3) (VRQ)	£58.00
Re-registration fee	£26.00

VTCT will waive the normal transfer fee for a centre wishing to transfer a learner from an award to a certificate, however the difference between the two registration fees, remains payable.

Registration transfers within the Foundation Skills Suite - the rules:

- There is no time limit for a free transfer within the suite of Foundation Skills Qualifications (other than the normal registration end date).
- A free transfer is only applicable for learners transferring from one Skills Qualification to another Skills Qualification, at the same level.

For further information call (02380) 684500 or email [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk)

## 2.4 Progression opportunities

On completion of this qualification learners will be able to progress to the next level of vocational learning.

Progression qualifications include:

- VTCT Level 2 Award in Hair and Beauty Skills (VRQ)
- VTCT Level 2 Extended Award in Hair and Beauty Skills (VRQ)
- VTCT Level 2 Certificate in Hair and Beauty Skills (VRQ)
- VTCT Level 2 Extended Certificate in Hair and Beauty Skills (VRQ)
- VTCT Level 2 Diploma in Hair and Beauty Skills (VRQ)
- VTCT Level 2 NVQ Diploma in Nail Services
- VTCT Level 2 NVQ Diploma in Beauty Therapy (Make-up)
- VTCT Level 2 Diploma in Beauty Specialist Techniques

- VTCT Level 2 Diploma in Beauty Therapy Studies
- VTCT Level 2 Diploma in Hair and Media Make-up
- VTCT Level 2 NVQ Diploma in Hairdressing
- VTCT Level 2 NVQ Diploma in Barbering
- VTCT Level 2 Diploma in Women's Hairdressing
- VTCT Level 2 Diploma in Barbering

## 2.5 Support for the qualification

This qualification has been reviewed by education and training providers who have confirmed that learning about the hair and beauty industry, will serve as a valuable foundation to help learners to operate independently and effectively in life, learning and work.

This qualification is the perfect foundation for further learning and with the emphasis towards practical skills will provide the opportunity for the disengaged to re-engage with learning through the creative subjects of hairdressing and beauty therapy.

## 2.6 Funding

For details on eligibility for government funding please refer to the following websites:

- <https://hub.imservices.org.uk/Learning%20Aims/Pages/default.aspx>
- <http://www.education.gov.uk/section96/search/search.cfm>
- <https://www.gov.uk/government/publications/qualifications-simplified-funding-rates-2014-to-2015>



## 3 Qualification structure

To be awarded the Level 1 Extended Certificate in Hair and Beauty Skills (VRQ) learners must achieve all mandatory units and a minimum of 5 optional units

To be awarded this qualification learners must achieve a Pass (or higher) grade in:

- all mandatory units
- minimum of 5 optional units

The minimum TQT required to achieve this qualification is **198**.

Mandatory unit					
Code	Unit ref.	Title	Credit	Level	GLH
UCO5	Y/507/0509	Create a hair and beauty image using colour	3	1	30

Optional units – learners must select a minimum of 5 units/15 credits from this section of the qualification:					
Code	Unit ref.	Title	Credit	Level	GLH
UCO2	R/507/0508	The hair and beauty sector	3	1	30
UCO8	L/507/0510	Follow health and safety in a salon	3	1	30
UCO11	Y/507/0512	Customer service skills	3	1	30
UCO17	D/507/0513	Promote hair and beauty products	3	1	30
UCO14	F/507/0519	Design a retail display area in the salon	3	1	30
UBT1	D/507/0480	Face painting	3	1	30
UBT4	K/507/0482	Nail art	3	1	30
UBT8	A/507/0485	Skincare	3	1	30
UBT11	L/507/0488	Hand and nail care	3	1	30
UBT14	R/507/0492	Foot and toenail care	3	1	30
UBT17	H/507/0495	Make-up application	3	1	30
UHB2	H/507/0514	Blow-dry hair	3	1	30
UHB7	K/507/0515	Winding skills	3	1	30
UHB9	M/507/0516	Shampoo and condition hair	3	1	30
UHB11	T/507/0517	Plaiting hair	3	1	30
UHB13	A/507/0518	Colour hair using temporary hair colour	3	1	30

## 4 Grading model

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### 4.1 Overview of model

This qualification will provide learners with the opportunity to differentiate their achievement and gain not just a pass, but either a merit or distinction grade for the qualification.

Each unit is graded either; Pass, Merit or Distinction and each grade is worth a certain number of points. Unit points are added together to calculate the overall qualification grade.

The grading mechanism is compensatory whereby learners have the opportunity during one summative practical assessment to achieve Additional Performance Standards which determine their unit grade.

Examples of Additional Performance Standards include:

- Work skills e.g. learners submitted their work on time
- Communication e.g. learners communicated clearly and confidently in a polite, friendly manner
- Attention to detail e.g. learners maintained a clean and safe working environment

### 4.2 Grading at unit level

The grading scale for this qualification is Pass, Merit and Distinction.

Each unit in this qualification is graded using the same method:

- To achieve a Pass – a learner must achieve all the learning outcomes and assessment criteria.
- To achieve a Merit – a learner must achieve all the learning outcomes and assessment criteria **and** achieve 2 of the 3 additional performance standards.
- To achieve a Distinction – a learner must achieve all the learning outcomes and assessment criteria **and** achieve all 3 additional performance standards

### 4.3 Grade calculation

To calculate the overall qualification grade, points derived from grades achieved at the unit level are combined:

- Pass = 1 point
- Merit = 2 points
- Distinction = 3 points

The grade and points for each unit are then inserted into the statement of achievement table in the front of the learner's record of assessment book. The unit points are then added together to calculate the qualification grade.

VTCT has produced an online grade calculator to assist with calculating a qualification grade. This is an automated system that has a drop down menu for each section. This allows for easy selection of qualification, optional units and unit grades. When all unit grades have been submitted, the grade calculator will identify the overall grade for the qualification.

There may be instances when learners achieve more units than the minimum number specified in the rule of combination. In such cases, the mandatory units and best grades from the specified number of optional units will be used to calculate the overall qualification grade. Units achieved which do not contribute to the overall qualification grade will be included on the learner's certificate transcript.

Centres must establish the total number of points achieved from units, which will be used to calculate the overall qualification grade.

#### 4.4 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.

## 5 Centre requirements

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### 5.1 Teachers and assessors

Teachers, tutors and assessors must be familiar with the assessment requirements of each unit, as set out in this qualification specification.

It is recommended that teachers or assessors hold or are working towards an assessor or teaching qualification, although this is not a formal requirement.

Centres must seek to ensure, via internal training and standardisation activities, that teachers and assessors make assessment decisions relating to this qualification which are; consistent, valid, fair and reliable.

### 5.2 Internal Quality Assurance (IQA)

Centres must demonstrate that internal quality assurance procedures are in place, to ensure standardisation across assessors, assessment decisions and assessment sites. VTCT expects that all centre staff involved in the delivery, assessment or internal quality assurance relating to this qualification; participate in internal standardisation and quality assurance activities.

It is recommended that staff responsible for quality assurance within centres, hold an Internal Quality Assurance qualification, although this is not a formal requirement.

Centres that have lone assessors working with one cohort will not be expected to carry out internal verification standardisation. This type of centre will be subject to 100% External Quality Assurance (EQA) sampling. .

### 5.3 External Quality Assurance (EQA) and sampling

Centres offering this qualification will be allocated a VTCT External Quality Assurer (EQA), who will visit the centre.

The EQA will sample all cohorts to review assessor decisions and IQA standardisation activities, to ensure a standardised approach across assessors, assessment decisions and assessment sites.

Direct claim status for this qualification will be achieved on completion of a satisfactory EQA visit report.

EQAs visiting centres with lone assessors, working with just one cohort, will undertake 100% sampling of learners work.

## 6 Resources

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### 6.1 Resources required for delivery

Each unit in this qualification has specific resource requirements for delivery. Some units can be delivered in a classroom setting and some units must be delivered in a hair and/or beauty bespoke training salon or a realistic salon.

- Definition of a classroom – desks/work area, whiteboard/smart board, computers/access to internet, books, magazines and stationery resources
- Definition of a training salon – desks/work area, whiteboard/smart board, computers/access to internet, books and magazines, salon equipment
  - For hairdressing units – back/front basin, hood driers, work station, client chairs, wall/workstation mirror, work trolleys, back mirror, hair products, tools and small equipment, towels
  - For beauty units – stool/chair/couch, trolley/work surface, lined bin, bowl, mirrors, towels, products suitable for facials, manicures, pedicures and make-up
- Definition of a realistic salon – a working environment with a full range of equipment where a range of services/treatments in either hairdressing, barbering or beauty therapy occurs. This may include:
  - Reception area, back basins, hood driers, work stations, client chairs, wall/workstation mirrors, work trolleys, back mirrors, hair products, beauty products, beauty couches, beauty stools, screens (in beauty) tools and electrical equipment e.g. hair straighteners

In training salons and realistic salons it is recommended that the following health and safety resources are made available for learners:

- Personal Protective Equipment (PPE) to include, gloves, aprons and capes
- Gowns/protective items for learners
- Bins with disposable liners for disposing of waste
- Disposable paper tissues/sheets/couch roll
- A UV sterilising cabinet is recommended, however a sterilising jar with cleaning fluid is an acceptable alternative along with spray/lotion or wipes for cleaning tools after use to prevent cross infection
- Water container (if no sink available)
- Towels. Towel options include cotton/fabric reusable items; in such cases a towel receptacle for used towels is required alongside a method of washing them after use. Disposable towels are available as an alternative
- Mirrors for both make-up and hair

Units which can be delivered in a classroom	
UCO2	The hair and beauty sector
UCO11	Customer service skills
UCO17	Promote hair and beauty products
UHB11	Plaiting hair
UBT1	Face painting
UBT4	Nail art

Units which require a training salon or realistic salon	
UCO5	Create a hair and beauty image using colour
UCO8	Follow health and safety in the a salon
UBT8	Skincare
UBT11	Hand and nail care
UBT14	Foot and toenail care
UBT17	Make-up application
UHB2	Blow-dry hair
UHB7	Winding skills
UHB9	Shampoo and condition hair
UHB13	Colour hair using temporary hair colour

Unit which requires a retail display area	
UCO14	Design a retail display area in the salon

**Note:** Some centres purchase training heads/blocks for hairdressing and training faces/heads/masks for make-up application and skincare, along with training hands and feet for learners to practice on to hone their skills.

### Hair units:

Advised resource items (general) for hair units:

- Personal Protective Equipment (PPE) to include, gloves, aprons and capes
- Gowns
- Bins with disposable liners for disposing of waste
- Sterilising equipment/products
- Towels
- Mirrors

**Beauty units:**

Advised resource items (general) for beauty units:

- Personal Protective Equipment (PPE) to include, gloves, aprons and capes
- Gowns
- Bins with disposable liners for disposing of waste
- Sterilising equipment/products
- Towels
- Mirrors
- Cotton wool
- Orangewood sticks or cotton buds
- Tissues
- Spatulas for dispensing products

<b>Resources and specific guidance</b>	
UCO5 Create hair and beauty image using colour	<p>This unit requires learners to produce a mood board of ideas and present a finished image using colour. This image entails using make-up, nail polish, temporary hair colour and accessories. The majority of the products, tools and equipment used for this unit will be generic to some of the other units.</p> <p><b>Hair products:</b></p> <ul style="list-style-type: none"> <li>• Shampoo</li> <li>• Conditioner</li> <li>• A variety of styling products e.g. mousse, hair spray, heat protection spray</li> <li>• Temporary colour e.g. coloured setting lotions, hair chalk, coloured mousse, hair mascara, coloured spray and gels</li> </ul> <p><b>Beauty products:</b></p> <ul style="list-style-type: none"> <li>• Cleansers, toners, moisturisers or a variety of cleansing wipes suitable for all skin types</li> <li>• A selection of make-up e.g. foundation, concealer, powder, blusher, eye shadows, eyeliners, mascara, lip liner, lipsticks and lip gloss</li> <li>• Base coat, top coat, nail varnish which may also include: nail jewels and glue, nail art pens</li> </ul> <p><b>Hair tools/equipment:</b></p> <ul style="list-style-type: none"> <li>• Selection of hair brushes (flat, round)</li> <li>• Selection of combs (straight, tail, wide tooth)</li> <li>• Hairdryer – hand held and hood type required</li> <li>• Straighteners, curling tongs/wavers</li> </ul> <p>NB: heat pads or folded cotton towels should be used to protect surfaces using these items</p> <ul style="list-style-type: none"> <li>• Hair grips, hair bands and hair accessories</li> <li>• Rollers all shapes and sizes with fixing pins and can include:               <ul style="list-style-type: none"> <li>▪ Velcro</li> <li>▪ Bendy straight foam – for producing curls</li> <li>▪ Heated rollers</li> </ul> </li> </ul>

	<p><b>Beauty tools:</b></p> <ul style="list-style-type: none"> <li>• Facial sponges</li> <li>• Cotton wool</li> <li>• Orangewood sticks or cotton buds</li> <li>• Tissues</li> <li>• Spatulas for dispensing products</li> <li>• Make-up brushes to include; blusher brush, foundation brush, lip brush</li> <li>• Disposable mascara wands and eye shadow applicators</li> <li>• Foundation applicator wedges</li> </ul> <p><b>Generic equipment/consumables:</b></p> <ul style="list-style-type: none"> <li>• Any suitable prop items to create the planned image e.g. clothing/costume, jewellery, hats, feather boas</li> </ul>
UCO2 The hair and beauty sector	<ul style="list-style-type: none"> <li>• Internet</li> <li>• Books</li> <li>• Magazines</li> <li>• Trade journals</li> <li>• Newspapers</li> <li>• College/training providers prospectus</li> </ul>
UCO11 Customer service skills	<ul style="list-style-type: none"> <li>• Internet</li> <li>• Books</li> <li>• Magazines</li> </ul>
UCO14 Design a retail display areas in the salon	<ul style="list-style-type: none"> <li>• Retail stand/display</li> <li>• Range of retail products</li> <li>• Internet, books, magazines, service/treatment price lists, product information and product price lists</li> <li>• Enhancing products e.g. card, tissue paper, material, props/accessories</li> </ul>
UCO17 Promote hair and beauty products	<ul style="list-style-type: none"> <li>• Internet</li> <li>• Books</li> <li>• Magazines</li> <li>• Newspapers</li> <li>• Promotional flyers/leaflets</li> </ul>
UCO8 Follow health and safety in a salon	<ul style="list-style-type: none"> <li>• First aid box, accident book</li> <li>• Basic health and safety items/forms e.g. risk assessment</li> </ul>
UHB2 Blow-dry hair	<p><b>Products:</b></p> <ul style="list-style-type: none"> <li>• Shampoo and conditioner, styling products to include: blow-dry lotions, moisturiser/oils, heat protection spray, finishing sprays</li> </ul> <p><b>Tools:</b></p> <ul style="list-style-type: none"> <li>• Selection of different sized brushes and combs, sectioning clips</li> </ul>



	<b>Equipment:</b> <ul style="list-style-type: none"> <li>• Hand held hairdryer</li> </ul>
UHB7 Winding skills	<b>Products</b> (if winding skills are used on model): <ul style="list-style-type: none"> <li>• Shampoo and conditioner, styling products to include setting lotions</li> </ul> <b>Tools:</b> <ul style="list-style-type: none"> <li>• Selection of different sized brushes and combs, water spray, hair net, rollers all shapes and sizes with fixing pins and can include: <ul style="list-style-type: none"> <li>▪ Velcro</li> <li>▪ Bendy straight foam – for producing curls</li> <li>▪ Heated rollers</li> </ul> </li> </ul> <b>Equipment:</b> <ul style="list-style-type: none"> <li>• Hood hairdryer</li> </ul>
UHB9 Shampoo and condition hair	<b>Products:</b> <ul style="list-style-type: none"> <li>• Range of shampoos and conditioners for different hair types and conditions</li> </ul> <b>Tools:</b> <ul style="list-style-type: none"> <li>• Detangling comb, brush</li> </ul> <b>Equipment:</b> <ul style="list-style-type: none"> <li>• Towel, plastic cape and gown, trolley/work surface, towel bin</li> </ul>
UHB11 Plaiting hair	<b>Products:</b> <ul style="list-style-type: none"> <li>• Wax, gel, serum, finishing spray</li> </ul> <b>Tools:</b> <ul style="list-style-type: none"> <li>• Selection of combs and brushes, sectioning clips, hair bands and grips</li> </ul>
UHB13 Colour hair using temporary hair colour	<b>Products:</b> <ul style="list-style-type: none"> <li>• Shampoo and conditioner</li> <li>• Temporary colours which can include: <ul style="list-style-type: none"> <li>▪ Coloured mousse</li> <li>▪ Coloured setting solutions</li> <li>▪ Colour shampoos</li> <li>▪ Coloured hair sprays</li> <li>▪ Coloured gels</li> <li>▪ Hair chalk</li> </ul> </li> </ul> <b>Tools:</b> <ul style="list-style-type: none"> <li>• Tint brush, tint bowl, combs, sectioning clips</li> </ul> <b>Equipment:</b> <ul style="list-style-type: none"> <li>• Towels, gown, cape, gloves, trolley/work surface</li> </ul>
UBT1 Face painting	<b>Products:</b> <ul style="list-style-type: none"> <li>• Non-toxic water-based face paints, glitter, gems, transfers</li> </ul> <b>Tools:</b> <ul style="list-style-type: none"> <li>• Palettes, cotton wool, face paint remover, cleansing wipes, tissues, sponges, various types of brushes/applicators, stamps, stencils</li> </ul> <b>Equipment:</b> <ul style="list-style-type: none"> <li>• Protective wear/gown</li> </ul>

UBT4 Nail art	<p><b>Products:</b></p> <ul style="list-style-type: none"> <li>Nail varnish remover or wipes, base coat, nail art paints, stick on transfers or nail wraps, glitter polish, flat shapes, gem stones, adhesive, striping tape, cream and pearlised nail varnishes, sealant, top coat, hand sanitiser</li> </ul> <p><b>Tools:</b></p> <ul style="list-style-type: none"> <li>Nail file, striping brush, dotter, fan brush, orangewood stick, scissors, cotton wool, cotton buds, tissues and nail board or wheel</li> </ul>
UBT8 Skincare	<p><b>Products:</b></p> <ul style="list-style-type: none"> <li>Eye make-up removers, cleansers, toners and moisturisers for different skin types</li> </ul> <p><b>Tools:</b></p> <ul style="list-style-type: none"> <li>Headband, cotton pads, cotton buds, sponges, tissues, spatulas, bowl, couch roll/disposable paper sheets</li> </ul> <p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li>Towels, protected couch or reclining chair, magnifying lamp, trolley/work area, mirror</li> </ul>
UBT11 Hand and nail care	<p><b>Products:</b></p> <ul style="list-style-type: none"> <li>Nail varnish remover, hand sanitiser, hand cream, cuticle cream</li> </ul> <p><b>Tools:</b></p> <ul style="list-style-type: none"> <li>Nail file/emery board, spatula, cuticle pusher/hoof stick, buffer, orangewood stick, cotton buds, cotton wool, tissues and nail brush</li> </ul> <p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li>Bowl to clean hands, trolley/work surface, towels, couch roll/disposable paper sheets, stool or chair, lined bin</li> </ul>
UBT14 Foot and toenail care	<p><b>Products:</b></p> <ul style="list-style-type: none"> <li>Nail varnish remover, foot sanitiser, foot lotion/ cream, cuticle cream, foot soaking solution</li> </ul> <p><b>Tools:</b></p> <ul style="list-style-type: none"> <li>Nail file/emery board, spatula, cuticle pusher/hoof stick, orangewood stick, cotton buds, cotton wool, tissues, nail clippers and nail brush</li> </ul> <p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li>Bowl to soak feet, trolley/work surface, towels, couch roll/disposable paper sheets, stool or chair, lined bin</li> </ul>
UBT17 Make-up application	<p><b>Products:</b></p> <ul style="list-style-type: none"> <li>Suitable for all skin types - eye make-up removers, cleansers, toners, moisturisers, tinted moisturisers, foundation, concealer, loose powder, eye-shadow, eyebrow pencil, eye-liner pencil, mascara, lipsticks, lip-liner pencil (optional), lip gloss, blusher brush cleaner/sanitiser</li> </ul> <p><b>Tools:</b></p> <ul style="list-style-type: none"> <li>Spatula, make-up sponges, cotton wool, orangewood sticks or cotton buds, tissues, make-up palette, disposable applicators, make-up brushes, including a foundation brush and various shaped brushes for eye shadow and lip product application</li> </ul>

	<b>Equipment:</b>
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|--|---|
|  | <ul style="list-style-type: none"><li>• Headband, towel, cape, stool or chair, trolley/work surface, lined bin, bowl, free-standing or wall-mounted mirror, brush cleaner/sanitiser</li></ul> |
|--|---|

## 6.2 Record of assessment (RoA) books

VTCT RoA books have been designed with learners in mind. The RoA is a logbook, used to record learner assessments and the final sign-off for the qualification.

RoA books contain the following sections:

- What you must know – this section details the knowledge that will be assessed
- What you must do – this section details the practical performance that will be assessed
- What you must learn – this section provides guidance on the recommended knowledge and skills required to enable learners to achieve each of the learning outcomes in the units.

The RoA book can be downloaded for free from the VTCT website:

<http://qualifications.vtct.org.uk/finder/qualfinder/1Record%20of%20Assessment%20Book/CO1C2.pdf>.

Alternatively, you can purchase a printed copy through the Linx2Product portal at a small cost.

## 6.3 Creating a portfolio of evidence

Learners are required to produce a portfolio of evidence mapped to all learning outcomes and assessment criteria within this qualification. The evidence will confirm the knowledge, understanding and skills gained and can be in electronic or paper format.

Assessors will provide guidance on how to prepare a portfolio of evidence.

Evidence for this portfolio can take the following forms:

- Observed work
- Written questions
- Oral questions
- Assignments

All evidence should be documented in the portfolio and cross-referenced to unit outcomes.

## 7 Assessment Guidance

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### 7.1 Achieving assessment criteria

To achieve this qualification, the mandatory and a sufficient number of optional units must be achieved with valid, authentic and sufficient evidence for all the assessment criteria.

### 7.2 Internal assessment

Assessment tasks are set and marked by centre staff. Standardisation is required by the centre to clearly demonstrate consistent achievement of the learning outcomes and assessment criteria across all learners, cohorts and centres.

### 7.3 Formative assessment

Learners are encouraged to undertake formative practical assessment opportunities, where personal performance is identified through assessor and self-analysis. Targets for improvement can be identified using the learning outcomes, assessment criteria, unit content and the additional performance standards, to prepare for summative assessments.

### 7.4 Practical assessment requirements

VTCT will not specify explicitly the number of assessment opportunities a learner must be given per unit/qualification. Learners can continue to be assessed/re-assessed until the end of their programme. It will be the unit grades achieved at the point of claiming for the certificate that will contribute towards the qualification grade.

### 7.5 Holistic assessment

Holistic assessment is actively encouraged for this qualification.

Holistic assessment is defined as – naturally occurring evidence from learner assessments that is captured and referenced across the unit or other units in the qualification. One piece of evidence may be used to meet the requirements of more than one assessment criterion.

## 7.6 Assessment methods for units

Mandatory unit				
		External	Internal	
Code	Title	Question paper(s)	Practical assessment	Portfolio of evidence
UCO5	Create a hair and beauty image using colour	0	✓	✓

Optional units				
		External	Internal	
Code	Title	Question paper(s)	Practical assessment	Portfolio of evidence
UCO2	The hair and beauty sector	0	x	✓
UCO8	Follow health and safety in a salon	0	✓	✓
UCO11	Customer service skills	0	✓	✓
UCO17	Promote hair and beauty products	0	✓	✓
UCO14	Design a retail display area in the salon	0	✓	✓
UBT1	Face painting	0	✓	✓
UBT4	Nail art	0	✓	✓
UBT8	Skincare	0	✓	✓
UBT11	Hand and nail care	0	✓	✓
UBT14	Foot and toenail care	0	✓	✓
UBT17	Make-up application	0	✓	✓
UHB2	Blow-dry hair	0	✓	✓
UHB7	Winding skills	0	✓	✓
UHB9	Shampoo and condition hair	0	✓	✓
UHB11	Plaiting hair	0	✓	✓
UHB13	Colour hair using temporary hair colour	0	✓	✓

Version	Details of amendments	Date
v5	TQT, information on grading added, format and layout amendments. New brand logo.	16/05/2017
v6	Added grade boundary review	03/12/2019