



SPECIFICATION

COEC2 - VTCT Entry Level Extended Certificate in Hair and Beauty Skills (Entry 3) (VRQ)

(601/5783/5)

About VTCT

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

Qualification title	VTCT Entry Level Extended Certificate in Hair and Beauty Skills (Entry 3) (VRQ)
Qualification number	601/5783/5
VTCT product code	COEC2
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	Mandatory units in this qualification are graded Fail/Pass. The overall qualification is graded Fail/Pass.
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 (www.vtct.org.uk)

2 Declared purpose

2.1 Qualification purpose

The main purpose of the VTCT Entry Level Extended Award in Hair and Beauty Skills (Entry 3) (VRQ) is to enable learners to perform hair and beauty skills and techniques on themselves. Each of the units in this qualification will enable learners to develop techniques to help them care for themselves whilst developing their understanding of hair, beauty and hygiene products. These are really important self-care skills which will help learners to mix well with others, whether in an education or in a work environment.

All units in this qualification have been designed as a foundation for further study both in the hair and beauty sector and more broadly. They will develop foundation knowledge of the hair and beauty sector and use this as a basis for further learning at Level 1, as a full time or part time learner.

This qualification will enable learners to develop a broad range of practical hair and beauty skills and techniques involved in creating a total look; via the mandatory unit:

- Create your own hair and beauty image

Learners will also have the opportunity to select from a range of technical optional units including: personal care and hygiene, paint your own nails, care for your own skin, care for your own hands or your own feet, apply own make-up, blow-dry and finish your own hair and shampoo and condition your own hair.

Also included in the optional section of this qualification are units that support learners practical work such as; introduction to the hair and beauty sector, care and hygiene in the salon and communication skills.

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.

To be accepted as a learner on this qualification, learners must achieve a successful interview with the 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

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 1 Award in Hair and Beauty Skills (VRQ)
- VTCT Level 1 Extended Award in Hair and Beauty Skills (VRQ)
- VTCT Level 1 Certificate in Hair and Beauty Skills (VRQ)
- VTCT Level 1 Extended Certificate in Hair and Beauty Skills (VRQ)
- VTCT Level 1 Diploma in Hair and Beauty Skills (VRQ)

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 for helping 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 an 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 Entry Level Certificate in Hair and Beauty Skills (Entry 3) (VRQ) learners must achieve all mandatory units and a minimum of 5 optional units

To be awarded this qualification learners must achieve a Pass grade in:

- the mandatory unit
- a minimum of 5 optional units

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

Mandatory unit					
Code	Unit ref.	Title	Credit	Level	GLH
UCO4	H/507/0500	Create your own hair and beauty image	3	E3	30
Optional units – learners must select a minimum of 5 unit/15 credits from this section of the qualification:					
Code	Unit ref.	Title	Credit	Level	GLH
UCO1	M/507/0497	Introduction to the hair and beauty sector	3	E3	30
UCO7	M/507/0502	Care and hygiene in the salon	3	E3	30
UCO10	T/507/0503	Communication skills	3	E3	30
UCO13	A/507/0504	Introduction to the use of tools and equipment	3	E3	30
UCO19	F/507/0505	Personal care and hygiene	3	E3	30
UBT3	H/507/0481	Paint your own nails	3	E3	30
UBT7	T/507/0484	Care for your own skin	3	E3	30
UBT10	J/507/0487	Care for your own hands	3	E3	30
UBT13	L/507/0491	Care for your own feet	3	E3	30
UBT16	D/507/0494	Apply own make-up	3	E3	30
UHB1	J/507/0506	Blow-dry and finish your own hair	3	E3	30
UHB6	L/507/0507	Shampoo and condition your own hair	3	E3	30

4 Grading model

Units in this qualification are assessed using an achievement-based model, in that theory and practical criteria are either 'Achieved' (Pass) or 'Not Yet Achieved' (Fail). The assessment instrument used in Entry Level 3 units, is a multi-component Pass/Fail marking rubric containing learning outcomes and assessment criteria, which are used to judge evidence based on either portfolio evidence (theory) or observed performance (practical).

To achieve a Pass in this qualification, learners must achieve all learning outcomes and assessment criteria for each unit in the qualification. The learning outcomes and assessment criteria can be found in the '**What you must know and do**' sections of the Record of Assessment book for each unit.

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.

5 Centre requirements

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 once a year.

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

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 or training salon	
UCO4	Create your own hair and beauty image
UCO1	Introduction to the hair and beauty sector
UCO7	Care and hygiene in the salon
UCO10	Communication skills
UCO13	Introduction to the use of tools and equipment
UCO19	Personal care and hygiene
UBT3	Paint your own nails
UBT7	Care for your own skin
UBT10	Care for your own hands
UBT13	Care for your own feet
UBT16	Apply own make-up

Units which require a training salon or realistic salon	
UHB1	Blow-dry and finish your own hair
UHB6	Shampoo and condition your own hair
UCO4	Create your own hair and beauty image (back/front wash required if learners are doing their own hair)

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

Resources and specific guidance	
UCO4 Create your own hair and beauty image	<p>The resources required for this unit will mostly encompass all other units. This unit requires learners to design a poster for a hair and beauty image and then to recreate the image on themselves. Learners will have the opportunity to experiment with applying make-up, nail varnish and creating hair styles whilst understanding the basic principles of hygiene and product usage.</p> <p>Hair products:</p> <ul style="list-style-type: none"> • Shampoo suitable for all types of hair • Conditioner suitable for all types of hair • A variety of styling products e.g. mousse, hair spray, heat protection spray <p>Beauty products:</p> <ul style="list-style-type: none"> • Cleansers, toners, moisturisers or a variety of cleansing wipes suitable for all skin types • A selection of make-up e.g. foundation, concealer, powder, blusher, eye shadows, eyeliners, mascara, lip liner, lipsticks and lip gloss

	<ul style="list-style-type: none"> • Base coat, top coat, nail varnishes, cuticle cream, hand and foot lotions <p>Hair tools/equipment:</p> <ul style="list-style-type: none"> • Selection of hair brushes (flat, round) • Selection of combs (straight, tail, wide tooth) • Hairdryer – hand held • Optional items – straighteners, curling tongs/wavers <p>NB: heat pads or folded cotton towels should be used to protect surfaces if using these items</p> <ul style="list-style-type: none"> • Hair grips, hair bands and hair accessories • Rollers all shapes and sizes with fixing pins and can include: <ul style="list-style-type: none"> ▪ Velcro ▪ Bendy straight foam – for producing curls ▪ Heated rollers <p>Beauty tools:</p> <ul style="list-style-type: none"> • Facial sponges • Cotton wool • Orangewood sticks or cotton buds • Tissues • Spatulas for dispensing products • Make-up brushes to include; blusher brush, foundation brush, lip brush • Disposable mascara wands and eye shadow applicators • Foundation applicator wedges/sponges • Bowls <p>Generic equipment/consumables:</p> <ul style="list-style-type: none"> • Any suitable prop items to create the planned image e.g. hair accessories, scarf, hats, clothes • Internet, books and magazines
UCO1 Introduction to the hair and beauty sector	<ul style="list-style-type: none"> • Internet • Books • Magazines • Service/treatment price lists
UCO7 Care and hygiene in the salon	<ul style="list-style-type: none"> • Internet, books and magazines • Basic first aid and health and safety items • Cleaning and sterilising products and equipment
UCO10 Communication skills	<ul style="list-style-type: none"> • Internet • Books • Magazines
UCO13	<ul style="list-style-type: none"> • Selection of tools and equipment used in hairdressing and beauty

Introduction to the use of tools and equipment	<ul style="list-style-type: none"> • Cleaning and sterilising products and equipment
UCO19 Personal care and hygiene	<ul style="list-style-type: none"> • Examples of hygiene products for body, hair and teeth
UHB1 Blow-dry and finish your own hair	<ul style="list-style-type: none"> • Products – shampoo, conditioner, blow-dry lotion, serum, heat protection, hairspray • Tools – selection of combs and brushes • Equipment – trolley/work surface, towels, sectioning clips/clamps, capes/gowns, hairdryer
UHB6 Shampoo and condition your own hair	<ul style="list-style-type: none"> • Products – shampoo, conditioner • Tools – selection of combs • Equipment – towels, capes/gowns
UBT3 Paint your own nails	<ul style="list-style-type: none"> • Products – nail varnish remover, hand cream, cuticle cream, base coats, cream and pearlised nail varnishes • Nail varnishes, top coat and hand sanitiser • Tools – nail file/emery board, nail clippers, spatula, cuticle pusher/hoof stick, orangewood stick, cotton buds, cotton wool, tissues and nail brush • Equipment – bowl to clean hands, trolley/work surface, towels, couch roll/disposable paper sheets, stool or chair, lined bin
UBT7 Care for your own skin	<ul style="list-style-type: none"> • Products – a range of eye make-up removers, cleansers, toners, moisturisers suitable for all skin types • Tools – spatula to dispense products, facial sponges, cotton wool or eye pads, orangewood sticks or cotton buds, tissues • Equipment – headband, towels, stool or chair, trolley/work surface, lined bin, bowl and mirror
UBT10 Care for your own hands	<ul style="list-style-type: none"> • Products – nail varnish remover, hand sanitiser, hand cream, cuticle cream • Tools – nail file/emery board, spatula, cuticle pusher/hoof stick, nail clippers, orangewood stick, cotton buds, cotton wool, tissues and nail brush • Equipment – bowl to clean hands, trolley/work surface, towels, couch roll/disposable paper sheets, stool or chair, lined bin
UBT13 Care for your own feet	<ul style="list-style-type: none"> • Products – nail varnish remover, foot sanitiser, foot lotion/cream, cuticle cream, foot soaking solution • Tools – nail file/emery board, spatula, cuticle pusher/hoof stick, orangewood stick, cotton buds, cotton wool, tissues, nail clippers and nail brush • Equipment – bowl to soak feet, trolley/work surface, towels, couch roll/disposable paper sheets, stool or chair, lined bin
UBT16 Apply own make-up	<ul style="list-style-type: none"> • Products (to be 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,

	<p>mascara, lipsticks, lip-liner pencil (optional), lip gloss, blusher brush cleaner/sanitiser</p> <ul style="list-style-type: none"> • Tools – 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 • Equipment – headband, towel, cape, stool or chair, trolley/work surface, lined bin, bowl, free-standing or wall-mounted mirror, brush cleaner/sanitiser
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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/COEC2.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

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
UCO4	Create your own hair and beauty image	0	✓	✓

Optional units				
		External	Internal	
Code	Title	Question paper(s)	Practical assessment	Portfolio of evidence
UCO1	Introduction to the hair and beauty sector	0	x	✓
UCO7	Care and hygiene in the salon	0	✓	✓
UCO10	Communication skills	0	✓	✓
UCO13	Introduction to the use of tools and equipment	0	✓	✓
UCO19	Personal care and hygiene	0	x	✓
UBT3	Paint your own nails	0	✓	✓
UBT7	Care for your own skin	0	✓	✓
UBT10	Care for your own hands	0	✓	✓
UBT13	Care for your own feet	0	✓	✓
UBT16	Apply own make-up	0	✓	✓
UHB1	Blow-dry and finish your own hair	0	✓	✓
UHB6	Shampoo and condition your own hair	0	✓	✓

Version	Details of amendments	Date
v5	TQT and information on grading added, format and layout amendments, new brand logo	23/03/2017