

The qualification

Introduction

The VTCT Entry Level Diploma in Vocational Studies – Hair and Beauty (Entry 3) is a qualification that has been designed to prepare you for employment, to develop your skills in personal and social development and teach you a range of techniques across the hair and beauty sectors.

This qualification is very flexible and will allow you to choose from over 50 units ranging from; 'managing your own money' to 'dealing with problems in everyday life', through to 'basic manicure' to 'plaiting hair'.

Each unit that you choose to study will be underpinned by a sound knowledge and understanding.

The purpose of this qualification is to develop your skills and to provide you with the foundation for further learning. It will also enable you to perform your own salon services and to assist others in the salon. It may lead directly into supervised employment in the hair and beauty industry working as a salon apprentice.

National Occupational Standards (NOS)

Units in this qualification have been mapped to the relevant NOS (where applicable). This qualification is regulated on the Regulated Qualifications Framework.

This qualification is approved and supported by the Hairdressing and Beauty Industry Authority (HABIA), the standard setting body for hair, beauty, nails and spa qualifications.



Progression

When you have successfully completed this qualification you will have the opportunity to progress to the following VTCT qualifications:

- Level 1 NVQ Diploma in Hairdressing and Beauty Therapy
- Level 1 NVQ Diploma in Hairdressing African Type Hair and Beauty Therapy
- Level 1 NVQ Certificate in Hairdressing and Barbering
- Level 1 NVQ Certificate in Hairdressing African Type Hair
- Level 1 NVQ Certificate in Beauty Therapy

Progression opportunities also exist in the form of specialist VTCT vocationally related qualifications:

- Level 1 Diploma in Hairdressing
- Level 1 Diploma in Beauty Therapy
- Level 1 Diploma in Vocational Studies – Hair and Beauty
- Level 1 Diploma in an Introduction to the Hair and Beauty Sector
- Level 1 Certificate in Vocational Studies – Hair and Beauty
- Level 1 Certificate in an Introduction to the Hair and Beauty Sector
- Level 1 Certificate in Beauty Therapy
- Level 1 Award in an Introduction to the Hair and Beauty Sector
- Level 1 Award in Themed Face Painting
- Level 1 Award in Basic Make-Up Application
- Level 1 Award in Nail Art Application
- Level 1 Award in Nail Treatments
- Level 1 Award in Plaiting and Twisting Hair
- Level 1 Award in Styling Hair

- Level 1 Award in Styling Men's Hair
- Level 1 Award in Styling Women's Hair
- Level 1 Award in Vocational Studies – Hair and Beauty

Qualification structure

Total credits required - 37 (minimum)

All mandatory units must be completed.

A minimum of 20 credits must be achieved at Entry Level 3 (E3) or above.

Mandatory units - 4 credits

VTCT unit code	Ofqual unit reference	Level	Unit title	Credit value	GLH
UV30618	M/502/0456	E3	Developing self	2	20
UV30623	A/502/0461	E3	Preparation for work	2	20

Optional units from Group A that have the same title at different levels cannot be selected together as part of this qualification (i.e. E2 Community action, E3 Community action and L1 Community action).

Optional units - Group A - 10 (minimum) credits

VTCT unit code	Ofqual unit reference	Level	Unit title	Credit value	GLH
UV20662	Y/502/0449	E2	Community action	2	20
UV30617	F/502/0459	E3	Community action	2	20
UV10630	M/502/0473	L1	Community action	2	20
UV20663	A/502/0444	E2	Managing social relationships	1	10
UV30622	T/502/0457	E3	Managing social relationships	2	20
UV10635	D/502/0470	L1	Managing social relationships	2	20
UV20664	A/502/0654	E2	Parenting awareness	2	20
UV30629	F/502/0655	E3	Parenting awareness	2	20
UV10642	J/502/0656	L1	Parenting awareness	2	20
UV20665	D/502/0436	E2	Dealing with problems in daily life	2	20
UV30626	H/502/0454	E3	Dealing with problems in daily life	2	20
UV10639	L/502/0464	L1	Dealing with problems in daily life	2	20
UV20666	F/502/0445	E2	Individual rights and responsibilities	1	10
UV30620	A/502/0458	E3	Individual rights and responsibilities	1	10
UV10633	K/502/0472	L1	Individual rights and responsibilities	1	10



Optional units - Group A (continued)

VTCT unit code	Ofqual unit reference	Level	Unit title	Credit value	GLH
UV20669	R/502/0658	E2	Environmental awareness	2	20
UV30627	L/502/0657	E3	Environmental awareness	2	20
UV10640	Y/502/0659	L1	Environmental awareness	2	20
UV20671	H/502/0650	E2	Making the most of leisure time	2	20
UV30628	M/502/0649	E3	Making the most of leisure time	2	20
UV10641	K/502/0651	L1	Making the most of leisure time	2	20
UV20673	D/502/0453	E2	Working towards goals	2	20
UV30625	Y/502/0435	E3	Working towards goals	2	20
UV10638	J/502/0463	L1	Working towards goals	2	20
UV20674	F/502/0462	E2	Managing own money	2	20
UV30621	Y/502/0452	E3	Managing own money	2	20
UV10634	R/502/0479	L1	Managing own money	2	20
UV20667	K/502/0455	E2	Working as part of a group	2	20
UV30624	H/502/0437	E3	Working as part of a group	2	20
UV10637	R/502/0465	L1	Working as part of a group	2	20
UV20668	T/502/0460	E2	Healthy living	2	20
UV30619	L/502/0450	E3	Healthy living	2	20
UV10632	F/502/0476	L1	Healthy living	2	20

Qualification structure

Optional units - Group B - 23 (minimum) credits

VTCT unit code	Ofqual unit reference	Level	Unit title	Credit value	GLH
Generic					
UV30334	T/502/3469	E3	Create an image using colour for the hair and beauty sector ¹	3	30
UV30330	A/502/3800	E3	Introduction to the hair and beauty sector ²	2	20
UV30331	F/502/3801	E3	Presenting a professional image in a salon ³	2	20
UV10481	R/600/6334	L1	Salon reception duties	3	22
UV10477	A/600/6327	L1	Follow health and safety in the salon	3	22
UV10478	H/600/6323	L1	Working with others in the hair and beauty sector	2	19
UV10482	Y/600/6335	L1	Create and maintain retail displays in the salon	2	17
UV10343	R/502/3981	L1	Introduction to the hair and beauty sector ²	3	25
UV10344	Y/502/3982	L1	Presenting a professional image in a salon ³	3	25
UV10479	Y/600/4875	L1	Create a hair and beauty image ¹	3	30
Hairdressing					
UV30341	R/502/3804	E3	Hair plaiting ⁴	3	30
UV30336	L/502/3753	E3	Shampoo and conditioning	3	30
UV30342	Y/502/3805	L1	Plaiting and twisting hair ⁴	3	30
UV30337	A/502/3795	L1	Styling men's hair	3	30
UV30338	F/502/3796	L1	Styling women's hair	3	30
UV10480	R/600/4874	L1	Colour hair using temporary colour	3	30



Optional units - Group B (continued)

VTCT unit code	Ofqual unit reference	Level	Unit title	Credit value	GLH
Beauty therapy					
UV30332	K/502/3467	E3	Hand care ⁵	3	30
UV30335	Y/502/3464	E3	Skin care	3	30
UV30340	L/502/3803	L1	Themed face painting	3	30
UV10416	R/601/3557	L1	Providing basic manicure treatment ⁵	3	30
UV10417	L/601/3556	L1	Providing basic pedicure treatment	3	30
UV30339	J/502/3797	L1	Basic make-up application	3	30
UV30333	K/502/3470	L1	Nail art application	3	30

¹ These units are barred against one another and cannot be selected together as part of this qualification

² These units are barred against one another and cannot be selected together as part of this qualification

³ These units are barred against one another and cannot be selected together as part of this qualification

⁴ These units are barred against one another and cannot be selected together as part of this qualification

⁵ These units are barred against one another and cannot be selected together as part of this qualification

Guidance on assessment

This book contains the mandatory units that make up this qualification. Optional units will be provided in additional booklets (if applicable). Where indicated, VTCT will provide assessment materials. Assessments may be internal or external. The method of assessment is indicated in each unit.

Internal assessment

(any requirements will be shown in the unit)

Assessment is set, marked and internally quality assured by the centre to clearly demonstrate achievement of the learning outcomes. Assessment is sampled by VTCT external quality assurers.

External assessment

(any requirements will be shown in the unit)

Externally assessed question papers completed electronically will be set and marked by VTCT.

Externally assessed hard-copy question papers will be set by VTCT, marked by centre staff and sampled by VTCT external quality assurers.

Assessment explained

VTCT courses are assessed and quality assured by centre staff. Work will be set to improve your practical skills, knowledge and understanding. For practical elements, you will be observed by your assessor. All your work must be collected in a portfolio of evidence and cross-referenced to requirements listed in this record of assessment book.

Your centre will have an internal quality assurer whose role is to check that your assessment and evidence is valid and reliable and meets VTCT and regulatory requirements.

An external quality assurer, appointed by VTCT, will visit your centre to sample and quality-check assessments, the internal quality assurance process and the evidence gathered. You may be asked to attend on a different day from usual if requested by the external quality assurer.

This record of assessment book is your property and must be in your possession when you are being assessed or quality assured. It must be kept safe. In some cases your centre will be required to keep it in a secure place. You and your course assessor will together complete this book to show achievement of all learning outcomes, assessment criteria and ranges.



Creating a portfolio of evidence

As part of this qualification you are required to produce a portfolio of evidence. A portfolio will confirm the knowledge, understanding and skills that you have learnt. It may be in electronic or paper format.

Your assessor will provide guidance on how to prepare the portfolio of evidence and how to show practical achievement, and understanding of the knowledge required to successfully complete this qualification. It is this booklet along with the portfolio of evidence that will serve as the prime source of evidence for this qualification.

Evidence in the portfolio may take the following forms:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

All evidence should be documented in the portfolio and cross referenced to unit outcomes. Constructing the portfolio of evidence should not be left to the end of the course.

Unit assessment methods

This section provides an overview of the assessment methods that make up each unit in this qualification. Detailed information on assessment is provided in each unit.

Mandatory units				
			External	Internal
VTCT unit code	Level	Unit title	Question paper(s)	Portfolio of evidence
UV30618	E3	Developing self	0	✓
UV30623	E3	Preparation for work	0	✓

Optional units - Group A				
			External	Internal
VTCT unit code	Level	Unit title	Question paper(s)	Portfolio of evidence
UV20662	E2	Community action	0	✓
UV30617	E3	Community action	0	✓
UV10630	L1	Community action	0	✓
UV20663	E2	Managing social relationships	0	✓
UV30622	E3	Managing social relationships	0	✓
UV10635	L1	Managing social relationships	0	✓
UV20664	E2	Parenting awareness	0	✓
UV30629	E3	Parenting awareness	0	✓
UV10642	L1	Parenting awareness	0	✓
UV20665	E2	Dealing with problems in daily life	0	✓
UV30626	E3	Dealing with problems in daily life	0	✓
UV10639	L1	Dealing with problems in daily life	0	✓

Unit assessment methods

Optional units - Group A (continued)

			External	Internal
VTCT unit code	Level	Unit title	Question paper(s)	Portfolio of evidence
UV20666	E2	Individual rights and responsibilities	0	✓
UV30620	E3	Individual rights and responsibilities	0	✓
UV10633	L1	Individual rights and responsibilities	0	✓
UV20669	E2	Environmental awareness	0	✓
UV30627	E3	Environmental awareness	0	✓
UV10640	L1	Environmental awareness	0	✓
UV20671	E2	Making the most of leisure time	0	✓
UV30628	E3	Making the most of leisure time	0	✓
UV10641	L1	Making the most of leisure time	0	✓
UV20673	E2	Working towards goals	0	✓
UV30625	E3	Working towards goals	0	✓
UV10638	L1	Working towards goals	0	✓
UV20674	E2	Managing own money	0	✓
UV30621	E3	Managing own money	0	✓
UV10634	L1	Managing own money	0	✓
UV20667	E2	Working as part of a group	0	✓
UV30624	E3	Working as part of a group	0	✓
UV10637	L1	Working as part of a group	0	✓
UV20668	E2	Healthy living	0	✓
UV30619	E3	Healthy living	0	✓
UV10632	L1	Healthy living	0	✓

Unit assessment methods

This section provides an overview of the assessment methods that make up each unit in this qualification. Detailed information on assessment is provided in each unit.

Optional units - Group B					
			External	Internal	
VTCT unit code	Level	Unit title	Question paper(s)	Observation(s)	Portfolio of evidence
Generic					
UV30334	E3	Create an image using colour for the hair and beauty sector	0	✓	✓
UV30330	E3	Introduction to the hair and beauty sector	0	✗	✓
UV30331	E3	Presenting a professional image in a salon	0	✓	✓
UV10481	L1	Salon reception duties	0	✓	✓
UV10477	L1	Follow health and safety in the salon	1	✓	✓
UV10478	L1	Working with others in the hair and beauty sector	0	✓	✓
UV10482	L1	Create and maintain retail displays in the salon	0	✓	✓
UV10343	L1	Introduction to the hair and beauty sector	0	✗	✓
UV10344	L1	Presenting a professional image in a salon	0	✓	✓
UV10479	L1	Create a hair and beauty image	0	✓	✓
Hairdressing					
UV30341	E3	Hair plaiting	0	✓	✓
UV30336	E3	Shampoo and conditioning	0	✓	✓
UV30342	L1	Plaiting and twisting hair	0	✓	✓
UV30337	L1	Styling men's hair	0	✓	✓
UV30338	L1	Styling women's hair	0	✓	✓
UV10480	L1	Colour hair using temporary colour	1	✓	✓

Unit assessment methods

Optional units - Group B (continued)

			External	Internal	
VTCT unit code	Level	Unit title	Question paper(s)	Observation(s)	Portfolio of evidence
Beauty Therapy					
UV30332	E3	Hand care	0	✓	✓
UV30335	E3	Skin care	0	✓	✓
UV30340	L1	Themed face painting	0	✓	✓
UV10416	L1	Providing basic manicure treatment	0	✓	✓
UV10417	L1	Providing basic pedicure treatment	0	✓	✓
UV30339	L1	Basic make-up application	0	✓	✓
UV30333	L1	Nail art application	0	✓	✓

Unit glossary

	Description
VTCT product code	All units are allocated a unique VTCT product code for identification purposes. This code should be quoted in all queries and correspondence to VTCT.
Unit title	The title clearly indicates the focus of the unit.
National Occupational Standards (NOS)	NOS describe the skills, knowledge and understanding needed to undertake a particular task or job to a nationally recognised level of competence.
Level	Level is an indication of the demand of the learning experience, the depth and/or complexity of achievement and independence in achieving the learning outcomes.
Credit value	This is the number of credits awarded upon successful achievement of all unit outcomes. Credit is a numerical value that represents a means of recognising, measuring, valuing and comparing achievement.
Guided learning hours (GLH)	The activity of a learner in being taught or instructed by - or otherwise participating in education or training under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
Total qualification time (TQT)	The number of hours 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. This includes 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.
Observations	This indicates the minimum number of observations required to achieve the unit.
Learning outcomes	The learning outcomes are the most important component of the unit, they set out what is expected in terms of knowing, understanding and practical ability as a result of the learning process. Learning outcomes are the results of learning.
Evidence requirements	This section provides guidelines on how evidence must be gathered.
Maximum service times	The maximum time in which a particular service or practical element must be completed.
Observation outcome	An observation outcome details the practical tasks that must be completed to achieve the unit.
Knowledge outcome	A knowledge outcome details the theoretical requirements of a unit that must be evidenced through oral questioning, a mandatory written question paper or portfolio of evidence.
Assessment criteria	Assessment criteria set out what is required, in terms of achievement, to meet a learning outcome. The assessment criteria and learning outcomes are the components that inform the learning and assessment that should take place. Assessment criteria define the standard expected to meet learning outcomes.
Range	The range indicates what must be covered. Ranges must be practically demonstrated in parallel to the unit's observation outcomes.

UV30618

Developing self

It is the aim of this unit to introduce you to ways in which you can reflect on your own personal development and how your personal skills, abilities and behaviours can be improved.

Level

E3

Credit value

2

GLH

20

External paper(s)

0



Developing self

Learning outcomes

On completion of this unit you will:

1. Understand how to identify areas for self development
2. Understand how to take responsibility for your own self development
3. Be able to demonstrate how you have developed personal skills

Evidence requirements

1. *Outcomes*
All unit outcomes must be achieved and evidenced in your portfolio of evidence. Evidence may include practical observations (evidence of), witness testimonies/statements, projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.
2. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit.
3. *External paper*
There is no external paper requirement for this unit.



Outcomes

Outcome 1

Understand how to identify areas for self development

You can:	Description of evidence	Portfolio reference
a. Describe a personal strength or ability		
b. Identify an area for self development		
c. Describe a personal skill or behaviour you need to develop		

Date achieved

Assessor initials

Learner signature



Outcome 2

Understand how to take responsibility for your own self development

You can:	Description of evidence	Portfolio reference
a. Describe how you will develop your personal skill or behaviour		
b. Suggest a suitable target to work towards and agree it with an appropriate person		
c. Identify the support and resources needed to help you work towards the agreed target		
d. Work through activities to develop the agreed skill or behaviour		

Date achieved	
Assessor initials	
Learner signature	



Outcome 3

Be able to demonstrate how you have developed personal skills

You can:	Description of evidence	Portfolio reference
a. Review the progress you have made		
b. Review what went well and what did not go so well		
c. Make choices about how you will continue to develop your personal skills		

Date achieved

Assessor initials

Learner signature

Unit content



This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

Outcome 1: Understand how to identify areas for self development

Personal strengths and abilities:

Communication skills (e.g. clarity, use of language, listening), practical skills (e.g. sports, cooking, IT), personal qualities (e.g. reliable, punctual, motivated, confident, patient), abilities (e.g. working with others, resolving conflict, motivating others).

Areas for self development: Ways to describe an area for self development (self analysis of strengths and weaknesses, discussion with tutors and peers, feedback from employers), describing areas for self development (e.g. communication skills, punctuality and timekeeping, personal

presentation enthusiasm, motivation).

Personal skills and behaviour to develop: Describing characteristics of personal skills and behaviour, describing aspects of personal skills and behaviour which need development.

Outcome 2: Understand how to take responsibility for your own self development

Develop personal skills or behaviour:

Describing personal skills or behaviour to develop/create a personal development plan (targets, support and resources, activities).

Suggesting targets: Suitable SMART targets (specific, measurable, achievable, realistic, timed), agree targets with an appropriate person (e.g. during a tutorial with a tutor, during a performance review with a manager), suggesting targets (e.g. put forward possible targets, give your reasons).

Support and resources: Appropriate people to give support (e.g. tutor, peers, employer), e.g. tutor can help to monitor

attendance and punctuality, resources (e.g. finance, study materials, equipment or facilities).

Working through activities: Keep to a basic plan of activities, keep a record of activities undertaken (e.g. diary or log).



Outcome 3: Be able to demonstrate how you have developed personal skills

Reviewing progress: Ways to review (e.g. self analysis, reflective log, feedback from others), describing progress (e.g. improvement in communication), describing what went well and why (e.g. achievements, successes), describing what did not go so well and why (e.g. problems, barriers, lack of success).

Making choices: Considering the opportunities to develop (e.g. further training, practice, work experience), making an appropriate choice (e.g. to meet needs, to achieve new targets).

UV30623

Preparation for work

It is the aim of this unit to encourage you to look at your own skills and qualities in relation to those needed at work and to use this understanding to identify key personal information needed for an application.

Level

E3

Credit value

2

GLH

20

External paper(s)

0



Preparation for work

Learning outcomes

On completion of this unit you will:

1. Understand the skills and qualities needed for working life
2. Investigate personal career opportunities

Evidence requirements

1. *Outcomes*

All unit outcomes must be achieved and evidenced in your portfolio of evidence. Evidence may include practical observations (evidence of), witness testimonies/statements, projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.

2. *Tutor/Assessor guidance*

You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit.

3. *External paper*

There is no external paper requirement for this unit.



Outcomes

Outcome 1

Understand the skills and qualities needed for working life

You can:	Description of evidence	Portfolio reference
a. Describe some personal skills and qualities which employees need		
b. Identify how your own skills and qualities compare with the skills and qualities employees need		
c. Identify areas for development		

Date achieved

Assessor initials

Learner signature



Outcome 2

Investigate personal career opportunities

You can:	Description of evidence	Portfolio reference
a. Find out about potential job roles which interest you		
b. Identify a suitable potential job role		
c. Prepare key personal information needed to apply for the job role		

Date achieved

Assessor initials

Learner signature

Unit content



This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

Outcome 1: Understand the skills and qualities needed for working life

Personal skills and qualities: Ways of finding out what employees need (e.g. job adverts, ask employers), describing personal skills (e.g. specific to a job, time management, communication), describing qualities (e.g. punctual, motivated, organised, hard working).

Comparing own skills and qualities: A checklist of own skills and qualities against job requirements, identify gaps in skills and qualities against job descriptions and person specifications.

Areas for development: Ways to identify own skills and qualities, which

need development (self analysis, use comparison checklist, use feedback from work experience or simulations), areas for development (e.g. job specific skills, communication skills, organisation).

Outcome 2: Investigate personal career opportunities

Potential job roles: Ways of finding out about potential job roles (e.g. looking at newspaper adverts, performing an internet search to find websites, talking to a careers advisor, asking employers, undertaking a work experience placement).

Identify a potential job role: Review the range of roles from own job research, select a suitable job role (e.g. level of personal interest, location, based on checklist of skills and qualities against requirements).

Preparing key personal information: Key personal information (personal details, education and qualifications, employment history, other achievements, interests and hobbies, references), prepare key personal information (e.g. paper application form, online application form, basic curriculum vitae, letter of application, portfolio of evidence for interview), preparing answers for basic interview questions, role play answering basic interview questions.