

For the attention of the  
Hairdressing & Beauty Therapy co-ordinator  
**October 2015**



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**Qualification  
Number**

**Hairdressing, Barbering, Beauty & Nail  
Services and Complementary Therapies**  
3001, 3002, 3003, 3004, 3007, 3008, 3009, 3011,  
6911, 5450, 7607

**NEWS**

## LEARNERS IN FULL TIME EDUCATION - ENGLAND ONLY

\_We will be holding a series of FE Focus Group meetings for Curriculum Managers to discuss the changes to Full time education for 14 -19 yr. old learners in England, we will not be covering Apprenticeships or work based learning.

Please see below the agenda for these events and if you haven't yet booked details of how to.

### Agenda

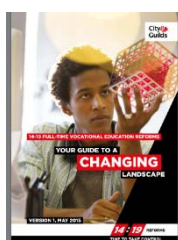
- The 14-19 reforms and what they mean for your centre
- Technical qualifications available for September 2016 delivery (subject to DfE approval)
- Assessment overview – operational processes, planning and quality assurance
- Opportunities to review Ofsted and FELTAG requirements as part of your curriculum model
- Ideas to support curriculum development
- Support available from City & Guilds, including teaching and learning materials and how can we work together
- Scope for forthcoming technical developments

Date			Booking details
10 November 2015	Hair and Beauty	Taunton	<a href="http://www.cvent.com/events/hair-beauty-14-19-curriculum-development-techbac-technicals-/event-summary-69ae7bc8737b440b8b27a6e1749cbb35.aspx">http://www.cvent.com/events/hair-beauty-14-19-curriculum-development-techbac-technicals-/event-summary-69ae7bc8737b440b8b27a6e1749cbb35.aspx</a>
16 November 2015	Hair and Beauty	Birmingham	
23 November 2015	Hair and Beauty	London	
03 December 2015	Hair and Beauty	Wakefield	



We will be holding some additional events in **Warrington** on the 24<sup>th</sup> November and the **North East** on the 21<sup>st</sup> January, if you would like to attend either of these events then could you please email [diane.mitchell@cityandguilds.com](mailto:diane.mitchell@cityandguilds.com)

*\*If dates appear full when booking please register your details and where you would like to attend as we will look to organise additional sessions – numbers pending*

For more information please follow the link to a **full guide** on the **Educational reforms** <http://techbac.com/>



## Time line

Qualifications	September 2015	September 2016	September 2017
Level 1 qualifications 14+	No change to delivery and or assessment	No change to delivery and or assessment	No change to delivery and or assessment
Level 2 Technical Awards KS4 – 14 – 16y	New rules apply		
	Graded P   M   D   D*		
Level 2 Technical Certificates – KS5 16- 19	No change to delivery and or assessment	No change to delivery and or assessment	New rules apply
			Graded P   M   D   D*
Level 3 Technical Level qualifications – KS5 16- 19	No change to delivery and or assessment	New rules apply	
		Graded P   M   D   D*	

**NEW Qualification structure for first teaching September 2016 – subject to DfE approval.**

### Confirmation from DfE December 2015

Level 3 Advanced Technical Diploma in Barbering (450) the teaching programme must cover the content detailed in the structure below:

Unit number	Unit title	GLH
<b>Mandatory</b>		
309	Barbering consultation services	60
310	Cut hair using a combination of barbering techniques	120
311	Design and create facial hair shapes	60
312	Shaving services	120
<b>Optional – A minimum of 90 GLH are required from the optional units</b>		
202	Colour and lighten men's hair	120
308	Hair relaxing services	90
313	Promote and sell products and services to clients	30
402	Specialist hair and scalp treatments	90
403	Creative hair design skills	60
404	Design and create patterns in hair	120

**Level 3 Advanced Technical Diploma in Hairdressing (540)** the teaching programme must cover the content detailed in the structure below:

Unit number	Unit title	GLH
<b>Mandatory</b>		
301	Hairdressing consultation services	60
302	Cut hair using a combination of techniques	120
303	Creatively colour and lighten hair	120
304	Creatively style and dress hair	60
401	Hair colour correction services	120
<b>Optional – A minimum of 60 GLH are required from optional units</b>		
201	Cut men’s hair using basic techniques	120
305	Creative hair extension services	60
306	Smoothing and strengthening services	60
307	Create a variety of perming effects	90
308	Hair relaxing services	90
402	Specialist hair and scalp treatments	90
403	Creative hair design skills	60

**Level 3 Advanced Technical Diploma in Beauty and Spa Therapy (540),**

learners must achieve all mandatory units which total of 450 GLH and a minimum of 90 GLH from the optional units. 540 guided learning hours are recommended.

City & Guilds unit number	Unit title	GLH
<b>Mandatory Units</b>		
301	Promote and sell products and services to clients	30
302	Anatomy and physiology	90
303	Provide body massage	90
304	Provide facial electrotherapy treatments	90
305	Provide body electrotherapy treatments	90
306	Provide dry spa treatments	60
<b>Optional Units</b>		
307	Provide electrical epilation	90
308	Provide Indian head massage	60
309	Tanning Treatments	30
310	Monitor and maintain the client's spa journey	60
311	Provide individual semi-permanent lash treatments	60
312	Dermatology	30
313	Research advancements within the beauty industry	60

To achieve the **Level 3 Advanced Technical Diploma in Business for the Beauty and Spa Industries (540)** Learners must achieve all mandatory units which total of 360 GLH and a minimum of 180 GLH from the optional units. 540 guided learning hours are recommended.

City & Guilds unit number	Unit title	GLH
<b>Mandatory Units</b>		
312	Dermatology	30
313	Research advancements within the beauty industry	60
314	Supervision within the beauty related industries	60
315	Healthy lifestyles and nutrition	60
316	Physiology of ageing	30
317	Business practice	60
318	Marketing within the Beauty industry	60
<b>Optional Units</b>		
302	Anatomy and physiology	90
306	Provide dry spa treatments	60
307	Provide electrical epilation	90
308	Provide Indian head massage	60
309	Tanning Treatments	30
310	Monitor and maintain the client's spa journey	60
319	Chemistry of cosmetic products	60
320	Provide body stone therapy treatments	90
321	Prescriptive skin analysis	60

### Level 3 Advanced Technical Diploma in Theatrical, Special Effects and Media Make-up

**Artistry (540)** Learners must achieve all mandatory units which total of 390 GLH and a minimum of 150 GLH from the optional units. 540 guided learning hours are recommended.

City & Guilds unit number	Unit title	GLH
<b>Mandatory Units</b>		
309	Cutting and styling techniques for performers	60
310	Avant-Garde hair and make-up	30
320	Creative make-up design for productions and industry demands	60
321	Apply prosthetic pieces and bald caps	60
322	Special Effects Make-Up	60
323	Create, dress and Fit Facial Postiche	30
324	Body art for competition	90
<b>Optional Units</b>		
307	Camouflage make- up	30
312	Media make-up blogging	30
325	Create, cast small prosthetic pieces and bald caps	60
326	Costume design and prop making	60
327	Wig dressing, fitting and maintenance	90

To achieve the **Level 3 Advanced Technical Diploma in Nail Technology (450)** Learners must achieve all mandatory units which total of 420 glh and a minimum of 30 glh from the optional units. 450 guided learning hours are recommended.

City & Guilds unit number	Unit title	GLH
<b>Mandatory Units</b>		
301	Promote and sell products and services to clients	30
330	Anatomy and physiology for hands and feet	60
331	Enhance and maintain nails using light cured gel, including hard gels	60
332	Liquid and powder nail enhancements	60
333	Create and apply nail art	60
334	The Creation and Presentation of a mood board, look book and an industry portfolio	60
335	Chemistry of nail products	30
317	Business practice	60
<b>Optional Units</b>		
336	Gel polish nail services	30
337	Create airbrush design for nails	30
338	Nail wrap enhancement systems	30
339	Competition work for the nail industry	30
340	Enhancing nails using electrical files	30



To achieve the **Level 3 Advanced Technical Diploma in Complementary Therapies (540)** Learners must achieve **a minimum of 540 glh**. All mandatory units must be achieved which total 540 glh from the mandatory units. 540 guided learning hours are recommended.

City & Guilds unit number	Unit title	GLH
<b>Mandatory Units</b>		
301	Principles and practices for complementary Therapies	30
302	Business practice for complementary therapies	60
303	Knowledge of Anatomy, Physiology and Pathology for Complementary Therapies	90
304	Provide body massage for complementary therapies	120
305	Provide aromatherapy for complementary therapies	120
306	Provide reflexology for complementary therapies	120

**New KS4** For teaching from September 2016  
 Technical Award in Hair and Beauty Studies

To achieve the **Level 2 Technical Award in Hair and Beauty Studies (120)**, Learners must achieve all three mandatory units.

Unit number	Unit title	GLH
<b>Mandatory</b>		
201	Unit 201 Exploring the world of hair and beauty	30
202	Science of Hair and Beauty	60
203	Design in the hair and beauty sector	30
		120




**Grading:**

Level 2 Technical Awards KS4 – 14 – 16	New rules apply			
	Graded			
	P	M	D	D*

This Technical Award has performance points and will have a GCSE equivalency.

**Progression**

At KS5 Learners could progress to other qualifications, such as A levels or qualifications specific to a sector, including:

-  City & Guilds Level 2 Diploma in Beauty Therapy/Beauty Consultancy/Hair and Media Make-up
-  City & Guilds Level 2 Diploma in Women’s Hairdressing/ Barbering
-  Apprenticeship

**City & Guilds will be holding a series of Network meeting in the spring to prepare tutors and centres for these forthcoming changes.**

## **New Beauty Resources coming .....**

We are producing the following resources to support the new Level 3 Technical Level qualifications in Beauty & Spa

### **Textbook:**

The City & Guilds textbook: Level 3 Advanced Technical Diploma in Beauty and Spa Therapy

Features:

- Fully updated to include new NOS
- New Values and Behaviours chapter and mapping throughout each unit
- New Maths and English activities added throughout each unit
- Totally updated step-be-step photographs, to match the SmartScreen videos

### **SmartScreen packages to cover all Beauty pathways:**

Level 3 Advanced Technical Diploma in Beauty and Spa Therapy (will include units for the Business pathway)

Level 3 Advanced Technical Diploma in Nail Technology

Level 3 Advanced Technical Diploma in Theatrical, Special Effects and Media Make-up Artistry

(will include units for both Media Make-up pathways)

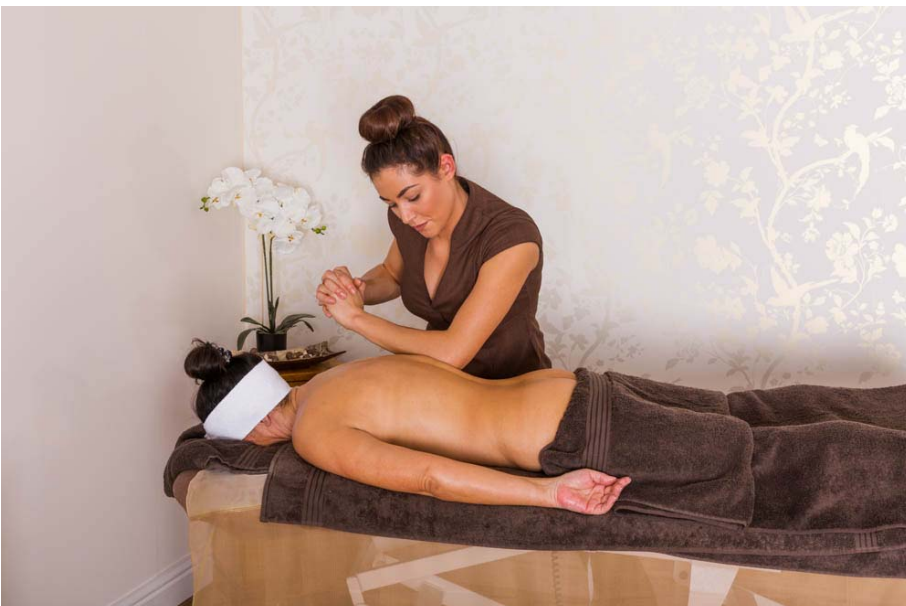
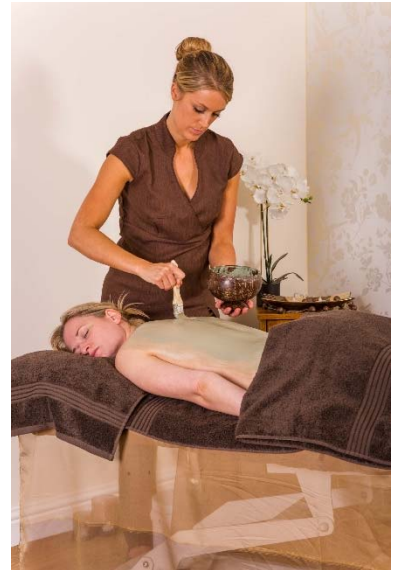
The resources for each unit will include:

- Scheme of work
- Sample lesson plan
- PowerPoints
- Handouts
- Worksheets
- ILP
- Sample consultation sheet

The SmartScreen Beauty & Spa package will also be available with video tutorials. These will include example consultations and step-by-step routines and techniques, with pop-up diagrams and questions for tutors to track progress and meet FELTAG requirements. The videos cover:

- Epilation
- Indian head massage
- Body massage
- Forearm massage
- Stone therapy massage

- Individual permanent lashes
- Tanning
- Dry spa treatments
- Facial electrical treatments
- Body electrical treatments



## New Hairdressing & Barbering Resources coming .....

We are producing the following resources to support the new Level 3 Technical Level qualifications in Hairdressing & Barbering

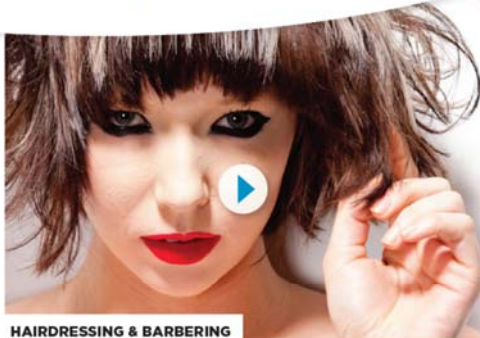
### Textbook:

The City & Guilds textbook: Level 3 Advanced Technical Diploma in Hairdressing & Barbering

Features:

- Fully updated to include new NOS
- New Values and Behaviours chapter and mapping throughout each unit
- New Maths and English activities added throughout each unit
- Totally updated step-be-step photographs, to match MHD Academy videos

City & Guilds **Digital Learning**



HAIRDRESSING & BARBERING

**CITY & GUILDS MHD ACADEMY**

**Flexible, relevant and engaging:** broaden your learners' options with City & Guilds interactive digital learning, brought to you in partnership with online hairdressing educators MyHairDressers.com (MHD).

Developed to support level 2 and 3 Hair & Barbering qualifications, this is the premier, video-rich learning platform created for both teaching and blended learning.

Embed or improve learner motivation by using engaging content from world-class hairdressers. Our step-by-step video guides and tutorials, along with downloadable support materials, are best in the class. Accessible via computer, tablet and mobile phone, learners can access over 500

videos and more than 800 supporting PDFs and factsheets, bringing the classroom into the salon for the first time. All backed by leading industry experts, including Stacey Broughton and Tim Hartley.

#### **A unique learning solution...**

By closing the gap between theory and practice, digital learning brings together a unique, interactive experience in a highly impactful, visually-led format, created in line with FELTAG and Ofsted guidance.

#### **...with wide appeal**

It is the ideal solution for individuals looking for a rewarding and flexible means of learning beyond the classroom, allowing them to develop new skills through the latest technical innovations. It is also suitable for tutors looking to reach out and offer learners a more bespoke and engaging learning experience.

#### **Experience the City & Guilds MHD Academy Learning Hub from three perspectives**



**BOOK A FREE DEMO OR MAKE A PURCHASE:**

**E: [DIGITALSALES@CITYANDGUILDS.COM](mailto:DIGITALSALES@CITYANDGUILDS.COM)**

**T: 01924 206 709**

**[WWW.CITYANDGUILDS.COM/MHDACADEMY](http://WWW.CITYANDGUILDS.COM/MHDACADEMY)**

More information on City & Guilds MHD Academy please follow this link

<http://www.cityandguilds.com/qualifications-and-apprenticeships/hairdressing/mhd-academy>

## **Hair and Beauty CPD masterclasses with industry experts and hands on learning.**

A must attend event for Hairdressing and Beauty / Spa Therapy practitioners working in FE who want to develop their skills and knowledge surrounding all hair classifications focusing on excessively curly and African type hair.

### **The day will help you to:**

- Explore and gain a deep insight into the attributes of the varying hair classifications
- Understand how to integrate this knowledge into your daily working practices
- Discuss the cultural significance of hair and hairstyles
- Develop your skills to identify and analyse hair classifications
- Enhance your ability to work with and handle diverse hair types
- Learn to translate hairstyles across different hair classifications
- Create elegant styles with simple techniques
- Make an informed choice regarding products and suppliers

<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Cost</b>
27 October	Walsall College	Both Locations 10.00 - 16.00	Both Locations £150
29 October	The Manchester College		

**Please note there is a £150.00 charge to attend this event.** There are limited places on this event so booking early would be advisable. To book onto this event follow this link

<http://www.cvent.com/events/hair-and-beauty-cpd-masterclasses-hair-classifications-dna-defining-natural-attributes-/event-summary-5d23406de6a04aef90d4486aba41da56.aspx>

**Additional events will be added in the New year.**

**Exciting NEW CPD coming soon for all City & Guilds Hair and Beauty Centre staff – don't miss the opportunity to prepare for the new Technical Diploma launch!!**

Forearm massage:

Look out for our exciting new Forearm Massage\* City & Guilds CPD masterclass.....

- Hands on practical application of forearm massage
- In depth skills and knowledge of this massage technique
- Handy hints on how to deliver in class
- City & Guilds quality, professional delivery



Look out for further details of date, venue, price and how to book!!

\*delegate must hold a full level 3 qualification in body massage

## **Frequently asked questions for 6008/6009 NVQs in Hairdressing & Barbering**

### **1. Can men be used in the CH4 Colour and Lighten Hair?**

**Yes** - the term Hairdressing covers both men and women, as long as the requirement of the range and the performance criteria is met.

### **2. In the technical units it states that different clients need to be used, can you use the same client across different units?**

**Yes** - clustering of assessments is good practice, to make the most of an assessment opportunity.

### **3. Can a Flat topper be used to carry out a Flat top at Level 2?**

**Yes.**

### **4. Does "pulled through" in the L2 colouring units have to be a cap?**

**No**, it could be combs, spatula, foil or film pull through strips, colour cups, colour cones or cap.

### **5. Once you achieve 70% in the Cross Unit Knowledge test, can the remaining questions be carried out in open book conditions?**

**No** - you can orally question candidates, but if you choose to resit the written test or on line evolve test then this need to be carried out in closed book conditions.

### **6. In CHB14 - Provide consultation services, the evidence requirements state '5 occasions', these recorded observations must cover different technical services. What if the optional units you chose are non-technical units and the learner on then carries out 3 different technical services?**

The observations need to be carried out across the range of technical services chosen.

**7. CHB9 – Advise and consult with clients, has to be assessed over 5 technical units, can one be on the shampooing unit?**

**Yes**

**8. In CHB9 and CHB14 consultation units, can a candidate still achieve the consultation observation if the technical unit was not successful?**

**Yes** - as long as it meets the full requirement of the unit.

**9. How do you record that you have assessed the Inferred Knowledge?**

There is no requirement to record anything, Inferred knowledge is naturally occurring evidence.

**10. How do you assess “Value” & “Behaviours”?**

These do not need to be formally assessed, this is our “Code of Conduct” of what values & behaviours should be followed during assessments?

**11. Is there a separate route for e-volve testing?**

**No** - all qualifications are built with the option of doing either paper based tests, evolve on line tests or a mixture of both, depending on the needs of the candidate.

**12. What do CHB/CB/CH/AH stand for?**

The ‘CH’ in the unit number means ‘classification of hair’ types; this covers hair classifications from straight to very curly hair. Units that start with ‘CH’ are hairdressing units, units that start with ‘CB’ are barbering units and those starting with ‘CHB’ are combined hairdressing and barbering units. For example, CHB11 is combined hairdressing and barbering – this is the ‘Shampooing, condition and treat the hair and scalp’ unit, and CH4 is hairdressing – this is the ‘Colour and lighten hair’ unit and CB2 is barbering – this is ‘Cut hair using basic barbering techniques’. ‘AH’ stands for African-type hair. These are the NOS numbers the City & Guilds numbers are 201/202/301/302/401

**13. Can CHB13 and CB2 be APL’d from Level 2 to Level 3?**

**Yes.** However, this could lead to reduction in funding.

**14. Now that the service times are flexible and Assessors can use their own professional discretion, do they need to be recorded?**

**Yes,** the service times should be agreed a head of the assessment with the candidate and it is good practice in case of a candidate Appeal etc.

**15. When can witness testimonies be used?**

A witness testimony can be used as long as the pre-stated number of observations have been completed by an Assessor.



**16. Must an Assessor have achieved or be working towards the Level 3 Certificate in Assessing Vocational Achievement or hold A1/D33) to sign off the 'unit sign off' at the end of each unit?**

**Yes.**

**17. What qualifications does an Assessor have to hold to assess 6008?**


To assess the practical only - Level 3 Award in Assessing Competence in the Work Environment or \*D32 / A2 / A1.

To assess the practical and all aspects of 'What you should know' - Level 3 Certificate in Assessing Vocational Achievement or \*D32/D33 or A1.

\* Holders of A1 and D32/33 must work to the revised National Occupational Standards for Learning Development.

**18. The following evolve on line test print out states that the learner has passed the test, but 70% pass mark has not been achieved, do oral questions need to be used to top up to 100%?**

**Exam Reports**  
99ASQU - Assessment and Quality QA Centre  
6008-610 Plait and twist hair (CH6)



Results Summary:

Candidate Name	Enrolment No.	ULN	Test Date	Result
			13/03/2015	Pass

Results Breakdown:

Plait and twist hair (CH6)	Percentage Correct of All Marks Available
AC 3.2 describe ways of dealing with any influencing factors	100.00
AC 4.3 Explain the importance of following salon and manufacturers' instructions for products, tools and equipment	0.00
K09 why it is important to position your equipment and tools for ease of use	100.00
K17 how different factors influence the choice and direction of plaited or twisted style	100.00
K18 the importance of controlling your tools to minimise damage to the hair and scalp and prevent client discomfort	0.00
K19 the importance of sectioning the hair accurately when plaiting and twisting	0.00
K20 methods of securing the completed plaits and twists	100.00
K22 the importance of checking client comfort during the plaiting and twisting process	100.00
K23 / K24 the types of products available for use with plaits and twists and when you would use them / when and why you would use different types of products	50.00
K28 the potential consequences of excessive tension on the hair	100.00
K29 the physical effects on the hair structure of plaiting and twisting	100.00
K30 the removal requirements for plaits and twist	0.00
<b>Total</b>	<b>66.67</b>
<b>Exam Total</b>	<b>66.67</b>

This is not a certificate.  
All marks and results shown are subject to moderation by the awarding organisation.  
Page 1 of 2

**NO**, Some tests will display an overall test result lower than 70% but still indicate that a candidate has passed the test, this is because we have taken into account that for some tests 70% will not be a whole mark, so when setting pass marks we have rounded to the nearest whole mark below 70%. The % pass mark is set by Habia at knowledge criteria level, and does not account for further breakdown within those areas of knowledge,

we have accounted for this when setting the raw marks.

**19. In the evidence requirements it states “You must prove to your assessor that you have the necessary skills to be able to perform competently in respect of all the items in this range” can the outstanding range be covered by oral or written questioning?**

**NO** - If the range requirement have not been fully covered by the observations you need to be able to provide additional observed evidence, such as Observed work, Witness statements, Evidence of prior learning or attainment

**20. Does this rule apply to Unit 209 Perm and neutralise hair (CH5)?**

**NO** – Habia have agreed that for this unit, as it has been highlighted that in some areas learners would be at a disadvantage if they were unable to source a “Chemical Rearranger”. The Assessment Strategy has been amended to reflect this.

Evidence requirements

- 1 Simulation is not allowed for any performance evidence within this unit.
- 2 You must practically demonstrate in your everyday work that you have met the standard for perming and neutralising hair
- 3 Your Assessor will observe these aspects of your performance on at least 2 occasions each on a different client.
- 4 From the range, you must show that you have:
  - 1 of the observed performances must be carried out on a full head
  - **used 3 out of the 6 the products\***
  - carried out 4 out of the 5 tests.
  - taken into account all the factors
  - carried out 1 out of the 3 sectioning techniques
  - given all the advice and recommendations
- 5 You must prove to your assessor that you have the necessary skills to be able to perform competently in respect of all the items in this range.

**\*knowledge of the 3 remaining products can be demonstrated through any form of a portfolio of evidence:**

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

If the range requirement has not been fully covered by these observations you may be able to provide a additional observed evidence.

**21. Unit 301- Creatively style and dress hair(CH8) does it matter the ratio of creative blow dries to hair ups?**

**Yes** - Evidence requirements state 6 occasions which must be carried on different clients.

- 3 observations must include hair up techniques
- 1 observation must include the appropriate use of accessory(ies) or added hair

From the range, you must show that you have:

- Used both the creative styling and dressing techniques

**22. As these are now new qualifications, these will be classed as high risk, what will my EQA be checking in order to get direct claims status? (DCS)**

The EQA will be checking that your IQA sampling plan includes:

- Every unit sampled for every Assessor
- Observed performance for every unit for every Assessor
- All Level 3 Assignment
- Outstanding range has been completed,

### **Funding spreadsheet**

City & Guilds have produced funding spreadsheets for all our markets. These spreadsheets are updated monthly and can be accessed by centres to check funding against each qualification under different funding streams. If you haven't used this in the past please use the link to view all the qualification areas. You can select the hair and beauty spreadsheet from here:

<http://www.cityandguilds.com/delivering-our-qualifications/funding/qualifications-funding>