



## **Diploma in Hair and Beauty Newsletter – Autumn 2009**

We are off! First teaching has started but there is still much uncertainty over some of the delivery issues. We have certainly been busy over the summer putting things in place not the least of these has been writing, reviewing and scrutinising assessment materials and developing systems to manage registration and assessment exam entries. Within this newsletter we attempt to clarify some of the issues which have been highlighted since our Summer newsletter and provide an update on progress. If you feel we have missed something please do not hesitate to let me know. [nicrobinson@vtct.org.uk](mailto:nicrobinson@vtct.org.uk).

### **Procedures for registering and entering learners to components of the VTCT Diplomas in Hair and Beauty Studies**

#### **1. Centre recognition**

A consortium should return a completed Centre Recognition Form (CRF) identifying the consortium, plus 'home' and 'assessment' Centres. This allows the consortium structure to be set up on our IT systems and identify registrations coming from 'home centres'. A report (Certificate of Centre Recognition) will be sent to the consortium listing their centres and providing centre numbers. If you are already a VTCT centre this will be a different number to identify the consortium learners. The centre number will be unique to the consortium within which you are working as we have found that some centres are in several consortia.

The CRF was sent to consortia in the summer. If you have not completed and returned a centre recognition Form – don't delay, do it today! The form is attached but also available from [www.vtct.org.uk](http://www.vtct.org.uk)

Receipt of the CRF will trigger a support visit from your Moderator.

#### **2. Learner registration**

Once we have a CRF, home centres (or a single centre on their behalf) can then register their learners onto the Principal Learning in Hair and Beauty Studies. This can be completed through the e-registration process

and your e-registration pack can be downloaded from the website [www.vtct.org.uk](http://www.vtct.org.uk)

The published deadline for registrations was 21 October 2009 but we recognise the need for flexibility. We would encourage you to register learners ASAP but will accept registrations up to the 21 November 2009 without charging a late fee. Centres will be sent a summary sheet to confirm the registrations and registration cards for their learners as we do with existing centres.

### 3. Assessment entry

The consortium will need to enter learners for external assessment and moderation of internal assessment within particular assessment windows (e.g. January 2010). Again this will be by electronic means. Your e-assessment entry pack can be downloaded from the website [diplomaevents@vtct.org.uk](mailto:diplomaevents@vtct.org.uk)

We would encourage you to make entries for the January window ASAP but will accept entries up to the 21 November 2009. Centres will be sent a summary sheet to confirm entries.

<b>External assessments</b>	<b>Internal assessment</b>
a) Exam entry is submitted by the centre where the exam is to take place. (Confirmation of entry sent to the centre).	a) Entry for internal assessment moderation window is submitted by the Domain Assessor. (Confirmation of entry sent to the Domain Assessor)
b) Exam papers will be sent to the Exams Officer at the centre in which the exam will take place.	b) VTCT will request the internally moderated marks and assessed work for a prescribed sample of candidates
c) Exam takes place in the identified centre under invigilated conditions.	c) The Domain Assessor must provide the sample requested but retain all candidates work in case a further sample is required
d) Completed papers are returned	d) VTCT will moderate the work

to VTCT for marking.	adjusting the marks of the cohort as necessary and providing feedback to the Domain Assessor (in January 2010 it is intended that the Moderator will moderate work on site to provide support)
e) Results will be posted electronically and hardcopy to the centres and posted on DAS.	e) Results will be posted electronically and hardcopy to the centres and posted on DAS.

**Centres that were intending to register through Edexcel should now register directly with VTCT**

Edexcel have confirmed that they are withdrawing from offering the Principal Learning qualification in Hair & Beauty from September 2009.

Edexcel and VTCT had previously undertaken to jointly brand and offer to Edexcel centres the VTCT Principal Learning specification. However, given the lower than anticipated take up by centres in this line of learning Edexcel has decided that it is appropriate for centres to make registrations directly with VTCT rather than with Edexcel at this time. Centres should register, access support, and will receive examination papers and certificates directly from VTCT. Edexcel recommends VTCT as the provider of Principal Learning in Hair and Beauty Studies for consortia using the Edexcel Diploma suite for the rest of their Diploma needs.

Edexcel will continue to offer all other lines of learning and these are unaffected by this change and centres can continue to register for the Project, Extended Project, Functional Skills, ASL (and the overarching Diploma) with Edexcel if they wish.

Even if you have previously submitted an 'Intention to Offer' form through Edexcel you will need to return a Centre Recognition Form to VTCT so that we can recognise your centres.

**Calling 'Gateway 3' consortia**

If you are offering the Diploma in Hair and Beauty Studies as part of 'Gateway 3' or have not finally made up your mind which awarding body to work with but

would like our support, please complete and return the 'Expression of Interest' Form. The form is available on the website [www.vtct.org.uk](http://www.vtct.org.uk) or by e-mail/ hard copy from [customerservice@vtct.org.uk](mailto:customerservice@vtct.org.uk)

### **Specifications for the VTCT Principal Learning in Hair and Beauty Studies – order your copies**

We have developed our specifications to produce a printable product with much additional supporting information. If you would like to order hard copies please complete and submit the order form on [www.vtct.org.uk](http://www.vtct.org.uk) or e-mail [customerservice@vtct.org.uk](mailto:customerservice@vtct.org.uk)

There were a few errors in the first print run and we have produced an erratum. If you have not received a copy with the erratum please contact customer services for a copy.

### **Sample internal assessments (iSAMs) available on the website**

VTCT has previously published a limited number of sample assessments to support centres in assessing the Principal learning. We are currently producing a sample assessment for every Principal Learning unit, many of which are now available on [www.vtct.org.uk](http://www.vtct.org.uk). Each iSAM will provide an exemplar of how each unit can be assessed holistically in a manner applied to the sector. It will suggest ways in which the assessments could be customised and illustrate the controls that should be applied to ensure that the assessment is reliable.

VTCT has been successful in bidding for support through a QCDA project to further develop and improve the sample assessment materials. We would be pleased to hear feedback from any consortia using our sample assessment material. [nicrobinson@vtct.org.uk](mailto:nicrobinson@vtct.org.uk)

### **External assessments – sample papers now available on the website**

The first window for external assessments in Principal Learning for Hair and Beauty Studies will be January 2010. The dates of the assessments are as follows:

Level	Unit	Title	Date	Start	hrs
1	1	Introducing the hair and beauty sector	11/01/10	1.30PM	1
3	2	The world of hair and beauty	15/01/10	1.30PM	1.5
3	6	Exploring the world of spas	21/01/10	1.30PM	2

Finalised sample external assessment papers for mock exam and teaching purposes are now available on [www.vtct.org.uk](http://www.vtct.org.uk).

Functional Skills 5 day window starts 25/01/10.

## Suggested order of teaching and assessment

VTCT strongly suggests that centres deliver the following units for January assessment. This is so that there are large enough cohorts to facilitate standardisation and to maximise the enhanced support that VTCT can provide for the first year. We suggest one internally (to provide centres with early experience of moderation) and one externally assessed unit at each level (to maximise the opportunity for resits). No other internally or externally assessed units other than those identified in the tables below will be available for the January series. Consortia are free to bank units in preparation for the June submission.

We have also selected mapped learning outcomes at Foundation and Higher level that can be taught together in part to allow learners to be switched easily between levels within the induction period of the initial few weeks.

### *Foundation*

Unit	Assessment	Title	GLH	Linkage with Higher
1	External	Introducing the hair and beauty sector	30	Links with Unit 2 LO1 Economy and LO2 Links and dependencies
2	Internal	Creating a positive impression within hair and beauty	30	Links with Unit 1 LO3 presentation and conduct

### *Higher*

Unit	Assessment	Title	GLH	Linkage with Foundation
1	Internal	Introducing the hair and beauty sector	30	Links with Unit 2 LO2 presentation and conduct
2	External	The world of hair and beauty	60	Links with Unit 1 LO1 Economy and LO1 Links and dependencies

### *Advanced*

Unit	Assessment	Level	Title	GLH
6	External	1	Exploring the world of spas	30
8	Internal	3	The world of hair and beauty	30

## Key deadlines

Registration of learners starting September 2009 of the Diploma in Hair and Beauty Studies  
(Extension 21/11/09) 21/10/09

## January 2009 assessment series

Requests for modified papers for January 2009 assessment series 30/09/09

Final date for entries for January 2009 assessment series  
(Extension 21/11/09) 21/10/09

Final date for approved access arrangements for January 2009 assessment series  
(Extension 21/11/09) 28/10/09

Last transfer of candidates for January 2009 assessment series 01/12/09

Last date for delegated access arrangements for January 2009 assessment series 10/01/10

Last date for receipt of coursework samples and marks for January 2009 assessment series 10/01/10

Last date for special considerations for January 2009 assessment series 10/02/10

Last date for results enquiries for January 2009 assessment series 12/04/10

Earliest return of scripts for January 2009 assessment series 13/04/10

Final date for request for return of scripts for January 2009 assessment series 28/04/10

Results listings for January 2009 assessment series 18/03/10

Issue certificates for January 2009 assessment series 31/05/10

### **June 2010 assessment series**

Requests for modified papers 31/01/10

Final date for registration and entries  
(Extension 21/11/09) 21/03/10

Final date for approved access arrangements  
(Extension 21/11/09) 21/03/10

Last transfer of candidates 19/04/10

Last date for delegated access arrangements 18/05/10

Last date for receipt of coursework samples and marks 18/05/10

Last date for special considerations 01/07/10

### **Training sessions**

#### ***Free sessions for 'Gateway 2' consortia (first teaching September 2009)***

##### *Bespoke training sessions*

Please remember that VTCT will deliver one session per consortium on an agenda agreed. It is not too late to book your session if you have not taken the offer up.

##### *Centre Health Check and Support visits – From September*

All consortia completing a Centre Recognition Form will have a centre visit in from a moderator to provide bespoke advice and identification of individual support needs.

##### *Regional workshop 'Establishing the standards'*

This is a must for 'Domain Assessors'. The sessions will practically examine how to apply the marking grids for internal assessment and developing an understanding of the standards required for particular marks. Materials will be provided for cascading with the assessors within the consortium but participants will be asked to bring samples of work for discussion. The choice of sessions is:

- Manchester – 4 November

- Birmingham – 12 November
- London – 20 November

***Further training for ‘Gateway 2’ consortia (first teaching September 2009) at modest cost***

*Engaging employers in diploma delivery*

Gill Morris, Employer Champion for the Diploma, will provide practical advice on engaging employers in the delivery of the Diploma in hair and Beauty studies.

- London 22 October 2009
- Manchester 29 October 2009

Cost £50 for the first participant and £100 for subsequent participants from the same consortium.

*Business skills in Hair and Beauty*

Consortia have flagged up the high levels of business knowledge required in the delivery of the Diplomas in Hair and Beauty Studies, especially at level 3. These sessions are designed specifically to address the needs identified. They will cover key elements of background knowledge, flag resources and suggest approaches to the delivery.

- London 21 October 2009
- Manchester 28 October 2009

Cost £50 for the first participant and £100 for subsequent participants from the same consortium.

*African-type hairdressing*

The Diplomas in Hair and Beauty Studies must cover all six industries making up the sector and for many the African-type hairdressing industry may prove challenging. VTCT will work with HABIA to provide a seminar on African-type hairdressing in relation to the Diploma.

- Two dates are in planning for November/December in Manchester and London

Cost £50 for the first participant and £100 for subsequent participants from the same consortium.

***Free training for ‘Gateway 3’ consortia (first teaching September 2010)***

*Inside the VTCT Specifications*

This workshop provides an opportunity to consider the Diploma as a whole but also examine a unit of Principal Learning in detail to understand the delivery of the qualification.

- London – 14 October 2009
- Further dates will be arranged subject to demand please contact us to register your interest

### *Planning for teaching and assessment*

This workshop is essential for planning delivery of the principal Learning qualifications. It will cover the learning and assessment methodologies of the qualification helping you to plan the learning programme, put together schemes of work and develop assessments. Groups will be guided practically through planning the delivery of an exemplar unit.

- Manchester – 3 November 2009
- Birmingham – 11 November 2009
- London – 19 November 2009

### *Managing the Administration for VTCT Diplomas*

This workshop is useful for subject leads and exams officers. It will run through the responsibilities of 'home centres', 'assessment centres', component awarding bodies (CABs) and diploma awarding bodies (DABs). It will cover unique learner number (ULN), the Diploma Aggregations Service (DAS), registering for components and the Diploma, entering for assessments, access arrangements, special consideration and claiming the qualification.

Manchester – 26<sup>th</sup> March 2010

Birmingham - 1st April 2010

London - 6<sup>th</sup> May 2010

### *Bespoke training session*

If you provide an expression of interest form to say that you are seriously considering VTCT as your Diploma Awarding Body we will deliver one bespoke session for your consortium on an agenda agreed with the consortium. We will deliver one free session per consortium so if you work together with other consortia you can get further bespoke sessions.

***If you are interested in any of the above workshops please return to the address shown or e-mail to [diplomaevents@vtct.org.uk](mailto:diplomaevents@vtct.org.uk)***

### **Diploma fees 2009**

VTCT No.	Qualification	Registration fee
	Foundation Principal Learning in Hair and Beauty studies	90.00
	Higher Principal Learning in Hair and Beauty studies	130.00
	Advanced Principal Learning in Hair and Beauty studies	170.00
	Foundation Project	20.00
	Higher Project	20.00
	Advanced Project	30.00
	Foundation Functional Skills (per unit)	10.00
	Higher Functional Skills (per unit)	10.00
	Register for all Functional Skills at any level at one time*	26.00
	Certificate claim for overarching Diploma	10.00

Fees are inclusive of lifetime registration, moderation, exam entry and certification. However there is a resit fee of £10 per examination.

\*Discounted rates for Functional Skills

500+ candidates - £25 for all three Functional Skills

1000+ candidates - £23 for all three Functional Skills

2000+ candidates - £20 for all three Functional Skills

## Resources

VTCT has been working with Heinemann to develop a package high quality resources to support teaching and learning. These are as follows:

- Foundation Level 1 Diploma book
- Higher Level 2 Diploma book
- Assessment and Delivery Resource at Levels 1, 2 and 3 – fully photocopyable with accompanying disc with sample material



## Additional Specialist Learning

In devising their Diploma programme, consortia may select Additional or Specialist learning at the level of the Principal Learning or above. VTCT aims to offer flexibility of choice to learners. Therefore we have included a wide range of practically based VRQ's as Additional Learning options.

We are pleased to announce that the following VTCT VRQ's are approved as **Additional Learning** and are **now available** on Version 9 of the catalogue [www.accreditedqualifications.org.uk](http://www.accreditedqualifications.org.uk)

QUAN	QUALIFICATION	LEVEL	GLH
100/6146/0	Level 2 Certificate in Wax Depilation	2	60
100/6128/9	Level 2 Certificate in Threading Depilation	2	25
100/6143/5	Level 2 Certificate in Ear Piercing	2	25
500/1735/4	Level 2 Certificate in Hairdressing	2	270
500/1734/2	Level 2 Certificate in Barbering	2	240
500/1044/X	Level 3 Diploma in Aromatherapy	3	200
500/6250/6	Level 3 Diploma in Reflexology	3	200
500/1037/2	Level 3 Diploma in Non-Medical Nutritional Advice	3	120
100/6160/5	Level 3 Certificate in Swedish Massage	3	120
500/1030/X	Level 3 Diploma in Body Massage	3	180
500/1033/5	Level 3 Diploma in Remedial Massage	3	250
500/1034/7	Level 3 Diploma in Workplace Massage	3	220
100/6150/2	Level 3 Diploma in Indian Head Massage	3	60
100/6225/7	Level 3 Diploma in Stone Therapy	3	230
500/3436/4	Level 1 Certificate in Health and Fitness	1	35
500/1820/6	Level 2 Certificate in Fitness Instructing (Gym)	2	120
500/1820/6	Level 2 Certificate in Fitness Instructing (Exercise to Music)	2	120
500/3434/0	Level 2 Certificate in the Active Leisure Industry and Organisational Awareness	2	35
500/3503/4	Level 3 Certificate in Advanced Fitness Instructing (Gym) (QCF)	3	150
500/1500/X	Level 2 Certificate in Sports and Fitness Therapies	2	180
500/1499/7	Level 3 Diploma in Sports and Fitness Therapy Techniques	3	390
100/6241/5	Level 3 Diploma in Sports Massage Therapy	3	300
500/3061/9	Level 2 Award in Business Start Up (QCF)	2	60
500/3065/6	Level 3 Award in Business Start Up (QCF)	3	60
500/3066/8	Level 2 Certificate in Business Start Up (QCF)	2	120
500/3067/X	Level 3 Certificate in Business Start Up (QCF)	3	130
500/1119/4	Level 3 Diploma in Anatomy and Physiology	3	210
500/2900/9	Level 2 Certificate in Customer Service	2	75
500/1733/0	Level 2 Certificate in African-Caribbean Hairdressing	2	270
100/6145/9	Level 2 Certificate in Nail Treatments	2	65-70
100/6126/5	Level 2 Certificate in Nail Technology	2	125
100/6144/7	Level 2 Certificate in Fashion and Photographic Make-up	2	75
	Level 2 Certificate in Cosmetic Make-up		115
100/6142/3		2	-150
100/6148/4	Level 3 Advanced Diploma in Beauty Therapy	3	465
100/6123/X	Level 2 Certificate in Face and Body Painting	2	40
100/6149/6	Level 3 Diploma in Epilation	3	160
500/1048/7	Level 3 Diploma in Health, Safety, Security and Employment Standards	3	20

In addition to this, qualifications have been submitted for Version 10 of the catalogue as **Specialist Learning** and these will comprise of the units as shown in the Habia companion document.

QUALIFICATION	LEVEL	GLH
Introduction to male styling	1	30
Introduction to styling for women	1	30
Techniques for plaiting and twisting hair	1	30
Introduction to colouring	1	30
Introduction to themed face painting	1	30
Introduction to nail art	1	30
Introduction to make-up	1	30
Create an image based on a theme	2	60
Discover the art of colouring hair	2	60
The art of dressing hair	2	30
The art of photographic make-up	2	30
Introduction to tanning techniques	2	30
Body art design	2	30
Shaping and colouring eyebrows	2	30
Foot care	2	30
Introduction to head massage	2	30
Facial care for men	2	30
Maintaining personal health and wellbeing	3	60
Make and style a hair addition	3	60
Creative hair design	3	60
Anatomical and physiological knowledge of body systems	3	60
Principles and theories of massage	3	60
Introduction to media make-up	3	60
Introduction to camouflage make -up	3	60
Introduction to nail enhancements and advanced hand and nail art techniques	3	60
Explore the origins and principles of complementary and alternative medicine	3	60
Explore technological development in hair, beauty and associated areas	3	60
Human resource management	3	60

### Ask the Expert

We have a range of dedicated e-mail addresses and aim to respond to these within two working days.

1. For specific diploma queries and questions surrounding delivery, examination and moderation, support, expressions of interest and intentions to offer e-mail [diplomasupport@vtct.org.uk](mailto:diplomasupport@vtct.org.uk)
2. For general diploma queries e-mail [customerservice@vtct.org.uk](mailto:customerservice@vtct.org.uk)
3. To book training and workshop attendance e-mail [diplomaevents@vtct.org.uk](mailto:diplomaevents@vtct.org.uk)

**VTCT website**

Please visit our website regularly for Diploma updates and the addition of new information and resources including Joint Qualifications Council (JCQ) documentation regarding submission of coursework and examination guidance.