

Qualifications and Credit Framework

Edexcel Level 1, 2 and 3 NVQs in Hairdressing and Barbering

Automatic Approval Process and Frequently Asked Questions

Part One – AUTOMATIC APPROVAL PROCESS – KEY INFORMATION

What happens next?

The following qualifications are being replaced. If you meet the following criteria for the current NVQs, you are entitled to automatic approval for the replacement NVQs at the same level.

NVQ Title	Last Registration	Last Certification
Q5000304 – Edexcel Level 1 NVQ in Hairdressing (500/1823/1)	31 Jan 2010	31 Jan 2011
Q5000089 – Edexcel Level 2 NVQ in Hairdressing (100/3239/3)	31 Jan 2010	31 Jan 2012
Q5000090 – Edexcel Level 3 NVQ in Hairdressing (100/3240/X)	31 Jan 2010	31 Jan 2013
Q5000091 – Edexcel Level 2 NVQ in Barbering (100/3241/1)	31 Jan 2010	31 Jan 2012
Q5000092 – Edexcel Level 3 NVQ in Barbering (100/3242/3)	31 Jan 2010	31 Jan 2013

The following are the new replacement qualifications:

Q7000466 – Edexcel Level 1 NVQ Certificate in Hairdressing and Barbering (QCF) (QAN: 500/7974/8)

Q7000467 – Edexcel Level 2 NVQ Diploma in Hairdressing (QCF) (QAN: 500/7924/4)

Q7000468 – Edexcel Level 3 NVQ Diploma in Hairdressing (QCF) (QAN: 500/7978/5)

Q7000469 – Edexcel Level 2 NVQ Diploma in Barbering (QCF) (QAN: 500/7927/X)

Q7000470 – Edexcel Level 3 NVQ Diploma in Barbering (QCF) (QAN: 500/7977/3)

Criteria for Automatic Approval:

- Centres approved for the NVQs being replaced within the last 6 months will receive Automatic Approval for the new NVQs (as they have so recently been through the rigorous approval process).
- Centres approved over 6 months ago for the NVQs being replaced, will receive Automatic Approval for the new NVQs, if they fulfil the following eligibility requirements, which are:
 - registered candidates within the last two years on the replaced NVQ
 - received a sanction level 2 or lower reported on the e-QRF within the last year for the replaced NVQ.

Any centre meeting these requirements will receive automatic approval for the NVQ at the level for which they are currently approved.

How do I obtain a copy of my centre's approved qualification structure?

To obtain a copy of the qualification structure you will need to access your 'programme definition' through your Edexcel Online account and select the NVQ tab.

- Go to Qualifications on the left hand side.
- Select Reports where you will be asked to select programme definitions.
- Select the programmes from the 'Currently Approved Award Codes' option and submit.

The programme definitions are sent to your Edexcel Online mailbox. You can access this by clicking on "mailbox" at the top of the Edexcel Online screen. Please ensure that copies of the programme definitions are distributed to all relevant personnel, as they contain important administrative and course delivery information.

If my centre does not meet the automatic approval criteria outlined on the previous page, what do I need to do to seek approval?

If your centre does not meet the criteria outlined above, you will need to complete and return a NVQ QA form to Approvals, BTEC Quality Standards, One90 High Holborn, London, WC1V 7BH. If you have any queries relating to this process please email approvals@edexcel.org.uk

The NVQ QA form and guidance can be found on the Edexcel website - [NVQ Qualification Approval](#)

If my centre has been given automatic approval to offer the new NVQs, but does not wish to have approval to offer them, what do I need to do to withdraw approval?

If your centre does not wish to offer the new NVQ for which your centre has been given automatic approval and would like approval to be withdrawn, please write to:

Quality Standards Team
One90 High Holborn
London
WC1V 7BH

Requests for further advice and queries about approval may be directed to:

approvals@edexcel.org.uk

Part Two – GENERAL FREQUENTLY ASKED QUESTIONS

How will these new qualifications access funding?

This new Edexcel NVQ qualification will be listed on the current DCSF Funding Lists (Section 96 and 97 as appropriate) and subsequent DCSF update circulars.

The replaced Edexcel NVQ titles listed in part 1 above, which will expire on 31 January 2010, will no longer attract public funding as of that date. Please note that candidates already registered with Edexcel on this NVQ title will be funded to complete their programme.

It is appreciated that centres in Wales and Northern Ireland operate under different funding arrangements; please contact your Edexcel Regional Office if you have particular queries (see below).

For Centres in Wales:

Cardiff Regional Office
Unit C
Fairway House
Links Business Park
St Mellons
Cardiff
CF3 0LT

Tel: 0292 079 4865
Fax: 0292 036 2830

For Centres in Northern Ireland:

Bristol Regional Office
Cribbs Business Centre
Hollywood Lane
Cribbs Causeway
Bristol
BS10 7TW

Tel: 0117 950 1908
Fax: 0117 950 1115

Where can we obtain copies of the DCSF funding listings?

For funding information please see the [LSC Learning Aims Database](#).

Why is there a change in qualification coding?

Ofqual have changed the way in which they code NVQs accredited to the Qualifications and Credit Framework (QCF). Instead of the previous system of allocating Q numbers for each NVQ they now allocate a Qualification Accreditation Number (QAN), which consists of an eight figure number. In addition, individual units are no longer allocated a U number, but instead start with a letter and then seven digits.

The new style of coding will run alongside the old, which remains valid in relation to existing NVQ Qualifications and NVQ units that have previously been allocated Q and U numbers.

Edexcel systems will continue to use Q numbers for NVQ approvals and registrations. For qualifications and units allocated QAN codes we will generate unique Q and U numbers, these Edexcel codes should be used when completing all Edexcel documentation.

The Edexcel generated codes will not appear on certificates; these will be linked to the QCF QAN codes, which will appear on all certification. All other forms from other bodies relating to NVQs (e.g. for funding) should be completed using the QCF QAN codes.

The Ofqual qualification accreditation codes needed to apply for funding are listed against the new titles on page 1 of this document.

When can we register candidates on the revised Edexcel NVQ programmes?

You may register candidates from **1 January 2010** onwards, provided that you have either:

- Received an automatic approval letter
- Received a letter of approval from Edexcel following a full application using the NVQ1 Application Form.

Information about registration arrangements are given in the [Edexcel Information Manual](#).

Can I advertise and market the new qualifications?

Yes, if you have received an automatic approval letter or if you have received your approval letter following submission of the NVQ1 Application Form. If you have applied via the NVQ1 but are still awaiting your formal Approval Letter, then any marketing must make it clear that you are awaiting approval from Edexcel. Candidates must be made aware of the exact, correct title of the qualification they are working towards.

What support materials will be available and how can I order copies?

The following products will be available to download from the Edexcel website:

Title	Media	When available*
Edexcel Sector Guidance for Centres – Levels 1-3 NVQs in Hairdressing and Barbering	<ul style="list-style-type: none">• On the web	1 st January 2010
Edexcel Level 1 NVQ Certificate in Hairdressing and Barbering Logbook for learners	<ul style="list-style-type: none">• On the web	1 st January 2010
Edexcel Level 2 NVQ Diploma in Hairdressing Logbook for learners	<ul style="list-style-type: none">• On the web	1 st January 2010
Edexcel Level 3 NVQ Diploma in Hairdressing Logbook for learners	<ul style="list-style-type: none">• On the web	1 st January 2010
Edexcel Level 2 NVQ Diploma in Barbering Logbook for learners	<ul style="list-style-type: none">• On the web	1 st January 2010
Edexcel Level 3 NVQ Diploma in Barbering Logbook for learners	<ul style="list-style-type: none">• On the web	1 st January 2010

* These documents are currently available on the Edexcel website in draft format (for the *Logbooks for learners* please see Draft 2, January 2010), the final version of the documents (Issue 1) will be made available on the website shortly.

Part Three – NVQ SPECIFIC FREQUENTLY ASKED QUESTIONS AND ISSUES

Why have the National Occupational Standards (NOS) and NVQs changed?

The Hairdressing and Barbering NOS and NVQs have been updated to reflect the current needs and demands of the industry and to ensure candidates are competent in the latest techniques required for a successful career. Additionally the changes in the NVQ titles reflect the new Qualification Credit Framework (QCF), a structure that recognises achievement through accumulation of credits. The new qualification titles are standardised to indicate the level (complexity), size (volume of learning) and content (agreed across awarding bodies) of each one. The qualification size is expressed as an Award, Certificate or Diploma according to the total number of credits to be achieved.

Are the new qualifications relevant to those employed in the hairdressing and barbering Industries?

These NVQs apply to anyone who is employed in hairdressing and barbering establishments and learners enrolled on recognised training programmes. They are “job ready” qualifications that reflect the skills required at each level to operate competently in the workplace.

I am used to NVQ qualifications requiring a minimum number of units for each qualification. Why do I need to achieve credit thresholds for the new qualifications?

The revised NVQs form part of the National Qualification Credit Framework (QCF). All QCF units are calculated in Credits (1 credit = 10 hours learning time). Each qualification has a threshold of a minimum number of credits. The total credits for an individual candidate’s qualification may vary according to the number of credits allocated to their selected optional units, but must always reach the stated threshold. Depending on the total credits allocated to the option units selected, the candidate may be required to complete additional optional units.

What are the rules governing the choice of optional units for the new Edexcel Level 1 NVQ Certificate in Hairdressing and Barbering?

The Edexcel Level 1 NVQ Certificate requires candidates to achieve a minimum of 6 units. There are four mandatory units totalling 14 credits. In addition each candidate is required to achieve two or more optional units to achieve a total threshold of 20 credits. For instance, if a candidate chooses option units GH7 (3 credits) and GB1 (2 credits), when added to the 14 mandatory credits, they will only have achieved 19 credits, so they must choose a third unit to fulfil the minimum 20 credit requirement for the qualification.

What are the rules governing the choice of optional units for the new Edexcel Level 2 NVQ Diploma in Hairdressing?

The Edexcel Level 2 NVQ Diploma requires candidates to achieve a minimum of nine units. There are eight mandatory units, totalling 48 credits, that all candidates must achieve. In addition, each candidate is required to achieve one or more of the optional units in order to reach a total threshold of 54 credits. If the selected optional unit is less than 6 credits, an additional unit must be achieved to reach the required threshold. Selection of optional units will be a matter of choice for the candidate in consultation with his/her employer, bearing in mind employment requirements and the candidate’s career aspirations.

What are the rules governing the choice of optional units for the new Edexcel Level 3 NVQ Diploma in Hairdressing?

The Edexcel Level 3 NVQ Diploma requires candidates to achieve a minimum of nine units. There are four mandatory units, totalling 21 credits that all candidates must achieve. In addition, each candidate is required to achieve five or more of the optional units in order to reach a total threshold of 58 credits. The optional units are in two groups:

- Group 1 – 7 units – all optional units may be selected from this group
- Group 2 – 3 units – only one unit can be selected from this group

Apart from the restriction on the number of units that may be taken from Group 2, any combination of optional units may be selected provided that they total 37 credits. If the five selected optional units total less than 37 credits, additional unit(s) will be required. Selection of optional units will be a matter of choice for the candidate in consultation with his/her employer, bearing in mind employment requirements and the candidate's career aspirations.

What are the rules governing the choice of optional units for the new Edexcel Level 2 NVQ Diploma in Barbering ?

The Edexcel Level 2 NVQ Diploma requires candidates to achieve a minimum of eight units. There are six mandatory units, totalling 28 credits, that all candidates must achieve. In addition, each candidate is required to achieve two or more of the optional units in order to reach a total threshold of 37 credits. If the selected optional units total less than 9 credits, an additional unit must be achieved to reach the required threshold.

There are two optional unit groups; one unit must be taken from group one and the other from group two. Should a further unit be required, the candidate may choose from either option group. Selection of optional units will be a matter of choice for the candidate in consultation with his/her employer, bearing in mind employment requirements and the candidate's career aspirations.

What are the rules governing the choice of optional units for the new Edexcel Level 3 NVQ Diploma in Barbering?

The Edexcel Level 3 NVQ Diploma requires candidates to achieve a minimum of nine units. There are five mandatory units, totalling 22 credits that all candidates must achieve. In addition, each candidate is required to achieve four or more of the optional units in order to reach a total threshold of 47 credits. The optional units are in two groups:

- Group 1 – 7 units – all optional units may be selected from this group
- Group 2 – 3 units – only one unit can be selected from this group

Apart from the restriction on the number of units that may be taken from Group 2, any combination of optional units may be selected provided that they total 25 credits. If the five selected optional units total less than 25 credits, additional unit(s) will be required. Selection of optional units will be a matter of choice for the candidate in consultation with his/her employer, bearing in mind employment requirements and the candidate's career aspirations.

Is there a requirement for independent assessment?

No. Feedback from the consultation on the assessment strategy for the NVQs was overwhelmingly against the requirement for an independent assessor or external assessment.

Who should assess the units imported from other NOS?

Assessors for these units need to be occupationally competent in the units and to meet the requirements of the Habia assessment strategy or the Standards Setting Bodies strategies for the imported units.

How do we cope with other specialist units when we have no assessors with the required occupational expertise?

You could use assessors for other NVQs, such as the health and safety awards, to assess relevant units within the hairdressing and barbering NVQs. You might be able to arrange an exchange of assessors with another centre if you don't have access to a particular area of expertise.

Where more than one assessor is involved in assessing a candidate's evidence, there must be a named assessor who is responsible for coordinating the assessment process. The coordinating assessor is responsible for developing an overall assessment plan including details of where specialist assessors and expert witnesses will be required and when the specialist assessment should be scheduled. S/he will also make assessment judgements for units whose assessment relies on witness testimony or where parts have been assessed by different assessors and/or witnesses.

What is the role of the witness and how are witness testimonies used in achievement of a unit?

Given the wide range of units in the new NVQs it is possible that some assessment criteria may be difficult to cover by the normal workplace or training centre assessor. Witness testimonies can be used to address any gaps in unit assessment requirements and recorded as supplementary evidence.

Witnesses are people who may have been present at a particular incident, or able to provide evidence of consistency of practice. They do not necessarily have a working knowledge of the relevant national occupational standards or direct experience of working in the area for which they are providing testimony of the candidate's performance.

Will my senior stylist be able to carry out assessment observations in the salon?

If the stylist has the required qualifications and occupational experience, the Centre may accept him/her onto the assessor team. The requirements for assessor qualifications and expertise, together with the minimum CPD requirements for assessors can be found in the Habia Assessment Strategy 2008 on the [Habia website](#).

What is the purpose of the unit glossary?

The glossary defines key terms used in the unit and gives examples of the situations or activities covered by those terms. It provides guidance on possible areas to be covered in the unit and for which evidence should be obtained if relevant to the candidate's work role.

What will the assessment requirements be?

The assessment requirements are based on the Habia Assessment Guidance and are available in the Sector Guidance for Centres and the Logbooks for learners.

Is there a requirement for tests for the assessment of essential knowledge and understanding?

The essential knowledge and understanding for the NVQs in Hairdressing and Barbering is assessed through the use of externally set tests. The tests are written by Edexcel and set by your centre. For Hairdressing Level 1, the test papers may be delivered as a written test or through verbal questions by your assessor. For the Hairdressing and Barbering NVQs at Level 2 and 3, assessment must take place through written question papers.

The examination papers and mark schemes are available on a CD ROM for those centres that are approved to offer the Edexcel NVQs in Hairdressing and Barbering (QCF) and that have candidates registered on these programmes. The CD ROM must be requested by email to NVQ@Edexcel.com