



## **Qualification Specification**

### **Level 4 Certificate in Micropigmentation - Machine Method for Scalp**

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## Introduction

The qualification is aimed at individuals who have an interest in the Machine method of micropigmentation (Cosmetic Tattooing) for the scalp, and for individuals who work within the beauty industry and want to expand their talents or upgrade their existing certification to a regulated qualification certificate. Candidates learn about Health and Safety, Personal Protection, Consultation techniques, Colour Theory, Pigments for Scalp, Equipment and Needle Choice, Tattooing Techniques for scalp, Aftercare and Follow-up.

The awarding organisation for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual).

## Entry Requirements

Candidates are required to have achieved a Level 3 qualification in this area of beauty, or hold certificates that have relevancy from prior learning.

Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

## Qualification Profile

Qualification title	<b>ProQual Level 4 Certificate in Micropigmentation – Machine Method for Scalp</b>
Ofqual qualification number	603/3315/7
Level	4
Total qualification time	185 hours
Guided learning hours	90
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	18/6/2018
Qualification end date	

## Qualification Structure

Candidates must complete THREE Mandatory units.

Mandatory Units – complete ALL units			
Unit Ref.	Title	Level	GLH
K/616/6560	Understand health and safety in a salon/clinic environment	3	25
T/616/6562	Client care and consultation	3	15
F/616/8962	Scalp micropigmentation	4	50

## Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

### Staff

Staff delivering and assessing this qualification must be appropriately qualified in Micropigmentation and occupationally competent.

### Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal verifier who are suitably qualified for the specific occupational area. Assessors and internal verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or verifier qualifications, such as:

- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

## Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

## Assessment

Candidates must demonstrate the level of knowledge and competence described in the unit. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Assessment guidance is included to assure consistency.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- assignments/projects/reports
- worksheets
- portfolio of evidence
- record of oral and/or written questioning
- candidate test papers

**Learning outcomes** set out what a candidate is expected to know, understand or be able to do. **Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved. *Learning outcomes and assessment criteria for this qualification can be found from page 7 onwards.*

In order to demonstrate competence there must be evidence that the candidate has carried out the procedure for **THREE** different clients covering scalp pigmentation

## **Internal Quality Assurance**

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

## **Adjustments to Assessment**

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

## **Results Enquiries and Appeals**

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

## **Certification**

Candidates who demonstrate achievement of the qualification will be awarded a certificate giving the full qualification title -

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#### **Claiming certificates**

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the requirements for a qualification. All certificates will be issued to the centre for successful candidates.

#### **Replacement certificates**

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

## Learning Outcomes and Assessment Criteria

### Unit K/616/6560

### Understand health and safety in a salon/clinic environment

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Be able to carry out a health and safety risk assessment	<ul style="list-style-type: none"><li>1.1 List all hazards present</li><li>1.2 Describe the key factors to implement into the workplace for health, and safety to make sure their salon/clinic is operating in accordance with current regulations, laws and byelaws</li><li>1.3 From the observation report from the health and safety risk assessment that was conducted in the workplace recommend changes that will eradicate or minimize the risks present</li><li>1.4 Detail how a risk report and inspection of the workplace should be conducted and by whom</li><li>1.5 List the regulations and licences that are needed for the procedures and workplace to operate within the current requirements of law</li><li>1.6 Describe how to make sure employees follow the health and safety rules in the workplace</li><li>1.7 Describe how to disinfect, sterilise and prepare the procedure room for micropigmentation procedures</li><li>1.8 List tools, waste products and Personal Protective Equipment that must be present</li><li>1.8 Detail how to dispose of waste including metal or dressings, couch roll</li><li>1.10 Explain why it is important for all employees to have regulated certificates in the procedures offered to clients</li></ul>

## Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Refer to page 5 for specific assessment requirements.

## Unit T/616/6562

### Client care and consultation

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the client consultation process	1.1 Design a set of consultation forms, including preprocedural and after care 1.2 Describe how to complete a consultation 1.3 Describe what after care advice they would give to a client who: <ol style="list-style-type: none"> <li>a) is intending to go on vacation</li> <li>b) works out every day</li> <li>c) showers and washes hair every day</li> </ol> 1.4 Describe why it is important to obtain client feedback 1.5 List 10 contraindications that would prevent them from performing the treatment 1.6 Describe how their current workspace can it be improved to make their client more comfortable, more relaxed in a salon/clinic environment 1.7 Analyse the most effective ways to engage staff to make sure that the client experience is always kept to a high standard 1.8 Discuss salon systems that can be effective for keeping client records 1.9 Discuss how to handle complaints from clients and how to resolve the complaint swiftly and professionally
2 Be able to conduct a client consultation	2.1 Complete the full consultation process, including: <ul style="list-style-type: none"> <li>• complete consultation forms</li> <li>• select the pigment colours</li> <li>• describing the skin tone of the client</li> <li>• explain the colour choice</li> <li>• describe the pigment mix ratio</li> </ul> 2.2 Perform a colour test on the client and discuss with the client the outcome and the retouch process 2.3 Ask the client to complete a feedback form

## Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Refer to page 5 for specific assessment requirements.



## Unit F/616/8962

### Scalp micropigmentation

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
<p>1 Be able to set up the workplace and prepare for a micropigmentation treatment on the scalp</p>	<p>1.1 Describe how to set up the workspace, trolley, couch and PPE for a micropigmentation procedure</p> <p>1.2 Describe what size needles should be used for this type of procedure</p> <p>1.3 Explain what causes hair loss and the different types that have been identified</p> <p>1.4 Explain the different Norwood Hamilton Scale stages of hair loss</p> <p>1.5 Explain how to advise a client who is a Norwood Hamilton stage III on whether they are suitable for the procedure</p> <p>1.6 Describe how to mix and dilute pigments for this treatment</p> <p>1.7 Describe how long the needle should be in and in which layer of skin to implant the pigment, and what happens in this is performed too deep or too light</p> <p>1.8 Explain how to perform a retouch for a client who:</p> <ul style="list-style-type: none"> <li>a) has faded but still has dots visible</li> <li>b) is in the healing phase</li> <li>c) has healed patchy</li> </ul> <p>1.9 Identify how long it should be between first and retouch procedures</p> <p>1.10 Explain what Telogen effluvium and Alopecia is</p> <p>1.11 Describe why micropigmentation machines pigments that are used for cosmetic tattooing are not suitable for scalp micropigmentation</p> <p>1.12 Describe how to start the procedure and how to position the client from the start point, to include measuring and preparation</p> <p>1.13 Describe how to complete the whole head and ways to position the client for the best possible outcome</p> <p>1.14 Explain in detail what each session is for and how many appointments would need to be booked for the client</p> <p>1.15 Describe how to cover the scalp for men or women who suffer from thinning hair</p> <p>1.16 Describe the aftercare for scalp micropigmentation and when the client must return for the next visit</p> <p>1.17 Design a set of consultation forms specifically for scalp micropigmentation</p>
<p>2 Be able to perform a scalp micropigmentation treatment</p>	<p>2.1 Prepare the workspace, including trolley, products and couch for the micropigmentation procedure</p>

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
	<ul style="list-style-type: none"> <li>2.2 Complete the consultation of the client and prepare them for treatment</li> <li>2.3 Apply anaesthetic safely</li> <li>2.4 Ensure that the client and workspace are prepared for the procedure</li> <li>2.5 Take picture for records</li> <li>2.6 Mark the head with the correct hairline and receive client acceptance before starting the procedure</li> <li>2.7 Complete the procedure and show client for assessment and satisfaction</li> <li>2.8 Tidy up workspace, disposing of needles and dressings</li> <li>2.9 Take picture for records and ask client to complete feedback</li> </ul>

## Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Refer to page 5 for specific assessment requirements.



ProQual Awarding Body  
ProQual House  
Annie Med Lane  
South Cave  
HU15 2HG  
UK

Tel: +44(0)1430 423822

[www.proqualab.com](http://www.proqualab.com)

[enquiries@proqualab.com](mailto:enquiries@proqualab.com)