



## **Qualification Specification**

### **ProQual Level 3 Diploma in Beauty Therapy Treatments**

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## Introduction

The ProQual Level 3 Diploma in Beauty Therapy Treatments is suitable for candidates who wish to pursue a career as a beauty therapist/specialist or further their skills and knowledge within the beauty therapy sector.

The Regulated Qualifications Framework (RQF) is the single framework for regulated qualifications, the regulatory body for this qualification is the Office of Qualifications and Examinations Regulation (Ofqual). This qualification is accredited onto the RQF.

## Entry Requirements

There are no formal entry requirements for this qualification. Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment. This qualification is appropriate for candidates aged 18+.

## Qualification Profile

Qualification title	<b>ProQual Level 3 Diploma in Beauty Therapy Treatments</b>
Qualification number	610/0130/6
Level	3
Total qualification time	400 hours
Guided learning hours	305
Assessment	Pass or fail Assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	8/11/2021
Qualification end date	

## Qualification Structure

Candidates must complete all of the mandatory units.

Mandatory Units – complete ALL units			
Unit Reference Number	Unit Title	Unit Level	GLH
J/650/0569	Understand health and safety in a salon environment	3	25
M/650/0570	Client care and consultation in a salon environment	3	15
R/650/0571	Facial treatments	2	55
T/650/0572	Facial electrical treatments	3	105
Y/650/0573	Body electrical treatments	3	105

## 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 this qualification must be appropriately qualified 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 quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or quality assurance verifier qualifications, such as:

- ProQual Level 3 Certificate in Teaching, Training and Assessing
- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices
- Level 4 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/or skills described in the units. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

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

- Evidence could include:
- assignments/projects/reports
  - worksheets
  - portfolio of evidence
  - record of oral and/or written questioning
  - observation report by assessor
  - witness testimony
  - Recognition of Prior Learning

**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.*

In order to demonstrate competence there must be evidence that the candidate has carried out each of the different procedures for :

- **Facial treatments** - THREE different clients (*see page 9*)
- **Facial electrical treatments** - FIVE different clients (*see pages 10 & 11*)
- **Body electrical treatments** - THREE different clients (*see pages 12 & 13*)

## **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 achieve the requirements for qualifications 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 J/650/0569

## Understand health and safety in a salon 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 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 minimise 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 treatments 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 treatment room for all treatments</li><li>1.8 List tools, waste products and Personal Protective Equipment that must be present</li><li>1.9 Detail how to dispose of waste including clinical waste and couch roll</li><li>1.10 Explain why it is important for all employees to have regulated certificates in the treatments 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.

## Unit M/650/0570

### Client care and consultation in a salon environment

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the client consultation process	<ol style="list-style-type: none"><li>1.1 Design a set of consultation forms, including pre-treatment and after care</li><li>1.2 Describe how to complete a consultation</li><li>1.3 Describe what aftercare advice they would give to a client</li><li>1.4 Describe why it is important to obtain client feedback</li><li>1.5 List 10 contraindications that would prevent them from performing the treatment and the steps to take</li><li>1.6 Describe how their current workspace can be improved to make their client more comfortable and relaxed in a salon environment</li><li>1.7 Analyse the most effective ways to engage staff to make sure that the client experience is always kept to a high standard</li><li>1.8 Discuss salon systems that can be effective for keeping client records</li><li>1.9 Discuss how to handle complaints from clients and how to resolve the complaint swiftly and professionally</li></ol>
2 Be able to conduct a client consultation	<ol style="list-style-type: none"><li>2.1 Complete the full consultation process, including:<ul style="list-style-type: none"><li>• consultation forms</li><li>• medical history</li><li>• tools to be used</li><li>• desired outcome</li><li>• treatment history</li><li>• skin/hair condition</li><li>• indications/benefits of treatment</li><li>• client signature</li><li>• before/after photos</li><li>• future treatment planning</li></ul></li><li>2.2 Perform pre-treatment tests on the client and assess the results</li><li>2.3 Ask the client to complete a feedback form</li></ol>

## 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.

## Unit R/650/0571 Facial treatments

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to prepare for facial treatments	1.1 Describe how to prepare the workspace, trolley, couch, client and PPE for treatment 1.2 Describe methods of cleaning, disinfecting and sterilising tools and equipment 1.3 Describe how to conduct an effective skin analysis, identifying skin types, conditions and classifications 1.4 Describe in detail associated anatomy and physiology 1.5 Describe in detail the structure of the skin 1.6 Describe how the natural ageing process affects facial skin and muscle tone 1.7 State how to select products, tools and equipment to suit skin and client needs 1.8 Explain the different types of massage techniques, their uses and effects
2 Be able to provide facial treatments	2.1 Set up, position and maintain the work area, tools and self 2.2 Complete the client consultation and prepare them for treatment, including explaining the sensation 2.3 Perform effective skin cleansing and toning techniques 2.4 Perform an exfoliation 2.5 Perform a massage of the face, neck, chest and shoulders 2.6 Apply and remove a mask 2.7 Apply toner and moisturiser 2.8 Ensure that the skin and hair is free of excess products 2.9 Complete aftercare procedure and tidy workspace

### 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.

In order to demonstrate competence there must be evidence that the candidate has carried out each of the facial treatments for **THREE** different clients

## Unit T/650/0572

### Facial electrical treatments

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to prepare for facial electrical treatments	1.1 Describe how to prepare the workspace, trolley, couch, client and PPE for treatment 1.2 Describe methods of cleaning, disinfecting and sterilising tools and equipment 1.3 Describe how to conduct an effective skin analysis, identifying skin types, conditions and classifications 1.4 Describe in detail associated anatomy and physiology 1.5 State how to select products, tools, equipment and machine settings to suit skin and client needs 1.6 Explain the difference between positive and negative ions in an ultrasonic treatment 1.7 Explain how to manage a skin reaction after a foundation chemical peel treatment 1.8 Explain why a nourishing mask sheet and cold hammer is used in cavitation treatment 1.9 Explain why an ultrasonic skin scrubber is used 1.10 Describe:
2 Be able to provide facial electrical treatments	<ul style="list-style-type: none"> <li>• the use and effects of LED blue and red light</li> <li>• the aims of different LED light settings</li> </ul> 2.1 Set up, position and maintain the work area, tools and self 2.2 Complete the client consultation and prepare them for treatment, including explaining the sensation 2.3 Perform effective skin preparation and cleansing techniques 2.4 Perform a foundation chemical peel treatment 2.5 Perform a radio frequency treatment 2.6 Perform a cavitation treatment 2.7 Perform an ultrasonic treatment 2.8 Perform a LED light therapy treatment 2.9 Incorporate appropriate skin treatments to compliment the facial routine 2.10 Ensure that the skin is free of excess products 2.11 Complete aftercare procedure and tidy workspace

## 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.

In order to demonstrate competence there must be evidence that the candidate has carried out each of the facial electrical treatment procedures **THREE** times for **FIVE** different clients.

## Unit Y/650/0573

### Body electrical treatments

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand how to prepare for body electrical treatments	1.1 Describe how to prepare the workspace, trolley, couch, client and PPE for treatment 1.2 Describe methods of cleaning, disinfecting and sterilising tools and equipment 1.3 Describe how to conduct an effective skin and body analysis 1.4 Describe in detail associated anatomy and physiology 1.5 State how to select products, tools, equipment and machine settings to suit client needs 1.6 Explain why and how to observe client modesty 1.7 Explain the importance of measuring the area prior to and after treatment 1.8 Explain the importance of monitoring the client throughout treatment 1.9 Describe the: <ul style="list-style-type: none"> <li>• benefits of using a combination of treatments</li> <li>• order of treatments</li> <li>• optimum treatment areas</li> </ul> 1.10 Explain the importance of the following in relation to vacuum suction treatment: <ul style="list-style-type: none"> <li>• caution when treating a mature client</li> <li>• using oil</li> <li>• checking intensity on self prior to treatment</li> </ul>
2 Be able to provide body electrical treatments	2.1 Set up, position and maintain the work area, tools and self 2.2 Complete the client consultation and prepare them for treatment, including explaining the sensation of treatment 2.3 Perform a cavitation treatment 2.4 Perform a radio frequency treatment 2.5 Perform a vacuum suction treatment 2.6 Complete aftercare procedure and tidy workspace

## 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.

In order to demonstrate competence there must be evidence that the candidate has carried out each of the body electrical treatment procedures THREE times for THREE different clients.



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