

City & Guilds Level 3 Diploma for Advanced Beauty Therapists (7005- 03)

November 2022 Version 1.0

Qualification Handbook

Qualification at a glance

Subject area	Beauty and complementary therapies/beauty
City & Guilds number	7005
Age group approved	16-18, 18+, 19+
Entry requirements	N/A
Assessment	Portfolio, Knowledge Tests, Professional Discussion, Assignment.
Grading	Pass/Fail
Approvals	Fast track approval / Full approval required
Support materials	Logbook, Sample assessments, Smartscreen
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	City & Guilds qualification number	Regulatory reference number	GLH	TQT
City & Guilds Level 3 Diploma for Advanced Beauty Therapists	7005-03	610/1582/9	410	450

Version and date	Change detail	Section
V1.0 Nov. 2022	Initial version	All

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1 Introduction

This document tells you what you need to do to deliver the qualification:

Area	Description
Who is the qualification for?	The City & Guilds Level 3 Diploma for Advanced Beauty Therapists is a qualification designed for learners who are at least 16 years old and who wish to enhance their skills and knowledge working as an Advanced Beauty Therapist. Typical entry requirements would be following the study or completion of a Beauty Therapy Level 2 Apprenticeship Standard or equivalent qualification to have the fundamental foundation of the job role.
What does the qualification cover?	This qualification covers all core knowledge and skills needed to become a competent Advanced Beauty Therapist. A primary focus of this qualification is for the Advanced Beauty Therapist to design and implement bespoke treatment plans for advanced beauty treatments. These advanced treatments range from advanced manual therapies such as; <ul style="list-style-type: none">• advanced massage techniques• technical therapies such as face and body electrical treatments, to meet and manage client needs and expectations.• implementation of organisational operations (salon business systems and processes, data protection) to comply with legal and regulatory requirements, contribute to financial the effectiveness of the business, maintaining and maximising resources, (people, equipment and consumables).
What opportunities for progression are there?	A learner achieving the City & Guilds Level 3 Diploma for Advanced Beauty Therapists will be able to process into a job role being responsible for working independently delivering advanced treatments in a private, secure and safe environment. An Advanced Beauty Therapist will also, when required, supervise others to support team and business growth.

Area	Description
Who did we develop the qualification with?	The City & Guilds Level 3 Diploma for Advanced Beauty Therapists has been newly created based on employer need and has been designed by employers.
Is it part of an apprenticeship framework or initiative?	The City & Guilds Level 3 Diploma for Advanced Beauty Therapists has been developed to support and enhance the on-programme requirements of the Level 3 Advanced Beauty Therapist Apprenticeship standard, covering the required knowledge, skills and behaviours.

Structure

To achieve the City & Guilds Level 3 Diploma for Advanced Beauty Therapists, learners must achieve:

City & Guilds unit number	Unit title	GLH
Mandatory units:		
Learners must achieve all six mandatory units.		
301	Consult, Assess, Plan and Prepare for Beauty Treatments	26
302	Implement and Maintain Safe, Hygienic and Effective Working Practices	20
303	Implement and Maintain Operational Working Practices to Include Business, Retail and Promotional Activities	53
304	Provide Body Electrical Therapy Treatments	110
305	Provide Facial Electrical Therapy Treatments	110
306	Provide Body Massage Treatments Using Advanced Techniques	91

Total Qualification Time

Total Qualification Time (TQT) is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected for a learner to demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT is comprised of the following two elements:

- 1) The number of hours that an awarding organisation has assigned to a qualification for Guided Learning, and
- 2) An estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by - but, unlike Guided Learning, not under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.

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2 Centre requirements

Approval

Full approval

To offer this qualification, new centres will need to gain both centre and qualification approval. Please refer to the document **Quality Assurance Standards: Centre Approval Process** for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

OR

Fast track approval

If your centre is approved to offer the **6003-30 City & Guilds Advanced Technical Diploma in Beauty and Spa Therapy** or **3007-55 NVQ Diploma in Beauty Therapy – General** then you can apply for fast track approval for the new 7005-03 using the fast track approval form, available from the City & Guilds website.

Centres should use the fast track form if:

- there have been no changes to the way the qualifications are delivered, and
- they meet all of the approval criteria in the fast track form guidance notes.

Fast track approval is available for 12 months from the launch of the qualification. After 12 months, centres will have to go through the standard Qualification Approval Process. The centre is responsible for checking that fast track approval is still current at the time of application.

Please refer to the document **Quality Assurance Standards: Centre Approval Process** for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualifications before designing a course programme.

Resource requirements

Centre staffing

Staff delivering this qualification must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area(s) for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Continuing professional development (CPD)

Centres are expected to support their staff in ensuring that their knowledge remains current of the occupational area and of best practice in delivery, mentoring, training, assessment and quality assurance, and that it takes account of any national or legislative developments.

Quality assurance

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications. Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance and City & Guilds is responsible for external quality assurance. For more detail on this visit the [Quality Assurance Standards](#) documents on the City & Guilds website.

Standards and rigorous quality assurance are maintained by the use of:

- Internal quality assurance
- City & Guilds external quality assurance.

In order to carry out the quality assurance role, Internal Quality Assurers must

- have appropriate teaching and vocational knowledge and expertise
- have experience in quality management/internal quality assurance
- hold or be working towards an appropriate teaching/training/assessing qualification
- be familiar with the occupation and technical content covered within the qualification.

External quality assurance for the qualification will be provided by City & Guilds EQA process. EQAs are appointed by City & Guilds to approve centres, and to monitor the assessment and internal quality assurance carried out by centres. External quality assurance is carried out to ensure that assessment is valid and reliable, and that there is good assessment practice in centres.

The role of the EQA is to:

- provide advice and support to centre staff
- ensure the quality and consistency of assessments within and between centres by the use of systematic sampling
- provide feedback to centres and to City & Guilds.

Learner entry requirements

City & Guilds does not set entry requirements for this qualification. However, centres must ensure that candidates have the potential and opportunity to gain the qualification successfully.

Age restrictions

This qualification is approved for learners aged 16 or above.

Access to assessment and special consideration

For information on how to apply for access arrangements please refer to ***How and when to apply for access arrangements and special consideration (cityandguilds.com)***

3 Delivering the qualification

Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs
- support and guidance they may need when working towards their qualification
- any units they have already completed, or credit they have accumulated which is relevant to the qualification
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the learner fully understands the requirements of the qualification, their responsibilities as a learner, and the responsibilities of the centre. This information can be recorded on a learning contract.

Support materials

The following resources are available for this qualification:

Description	How to access
Candidate logbook	www.cityandguilds.com
Sample assessments	www.cityandguilds.com
Assessor Instructions	www.cityandguilds.com
SmartScreen	www.smartscreen.co.uk

4 Assessment

Assessment of the qualification

Candidates must:

- have a completed portfolio of evidence for each unit
- have completed a multiple choice knowledge test for each unit
- have completed the cross unit knowledge test.

Unit	Title	Assessment method	Where to obtain assessment materials
	Cross unit knowledge test	Online test	Online test number 600
301	Consult, Assess, Plan and Prepare for Beauty Treatments	Portfolio and Professional Discussion	7005 Assignments and marking guides available on City & Guilds website
302	Implement and Maintain Safe, Hygienic and Effective Working Practices	Portfolio and Online test	Online test number 602
303	Implement and Maintain Operational Working Practices to Include Business, Retail and Promotional Activities	Portfolio and Assignment	7005 Assignments and marking guides available on City & Guilds website
304	Provide Body Electrical Therapy Treatments	Portfolio And Online test	Online test number 604
305	Provide Facial Electrical Therapy Treatments	Portfolio And Online test	Online test number 605
306	Provide Body Massage Treatments Using Advanced Techniques	Portfolio And Online test	Online test number 606

Assessment strategy

Units are assessed through Portfolio of Evidence. All evidence in the portfolio for the skills learning outcomes must be generated in the workplace or realistic working environment.

Portfolio of evidence

Learners and centres may decide to use a paper-based or electronic method of recording evidence.

City & Guilds endorses several ePortfolio systems, including our own, **Learning Assistant**, an easy-to-use and secure online tool to support and evidence learners' progress towards achieving qualifications. Further details are available at www.cityandguilds.com/eportfolios.

City & Guilds has developed a set of *Recording forms* including examples of completed forms, for new and existing centres to use as appropriate. *Recording forms* are available on the City & Guilds website.

Although new centres are expected to use these forms, centres may devise or customise alternative forms, which must be approved for use by the External Quality Assurers, before they are used by candidates and assessors at the centre. Amendable (MS Word) versions of the forms are available on the City & Guilds website.

Evidence sources

A Portfolio of Evidence will typically include several pieces of evidence - it must contain sufficient evidence to demonstrate the knowledge and skills required for each appropriate unit.

Evidence sources may include:

- training logbooks
- centre produced worksheets and activities
- annotated photographs
- video clips (maximum duration in total 10-minutes)
- workplace documentation/records, for example job cards/job sheets, equipment check/maintenance/treatment records, parts order records.

This is not a definitive list; other evidence sources are permitted.

The evidence provided must be valid and attributable to the learner; the Portfolio of Evidence must contain a statement from the centre confirming this.

Evidence **must not** include:

- any methods of self-assessment
- any employer contributions should focus on direct observation of evidence (for example witness statements) of competence rather than opinions.

Time constraints

Qualification registration is valid for five years.

Test specifications

The way the knowledge is covered by each test is laid out in the tables below:

7005-600 - Cross unit knowledge test

Permitted materials: No permitted materials

Graded: Pass/Fail

Pass mark: 16

Duration: 45 minutes

Criteria no.	Criteria	Number of questions
2.1	your role and responsibilities in providing body electrical treatments and the importance of working within your competence	1
2.14	the importance of adhering to the body/facial electrical treatment protocol	
2.2	why you must comply with ethical practice and work within the legislative requirements, to include the responsibilities under local authority licensing regulations for yourself and your premises	1
2.3	the importance to engage in, and document continuous professional development to include, up-to-date information policies, procedures and best practice guidance	2
2.4 a	the anatomy and physiology, structure, functions and pathology relevant to body electrical, facial electrical and manual therapy treatments	3
2.4 b	the anatomy and physiology, structure, functions and pathology relevant to body electrical, facial electrical and manual therapy treatments	3
2.6	the importance of recognising suspicious skin irregularities and lesions, and referring to a relevant healthcare professional	1
2.9	the health and safety responsibilities in line with legislation before, during and after the treatment	1
2.10 a	why it is important to discuss and establish the individual's objectives, concerns , expectations, desired outcomes and agree the body electrical treatment plan	1
2.10. b	why it is important to discuss and establish the individual's objectives, concerns, expectations, desired outcomes and agree the body electrical treatment plan	3
2.12	the fee structures and treatment options	
2.11	the legal requirements for providing beauty treatments to minors and vulnerable adults	
2.13	the legislative and indemnity requirements of gaining signed, informed consent for the body electrical treatment	3
2.24	the reasons for taking consensual visual media of the individual's treatment area and storing in accordance with the service, legislative, insurance and organisational requirements	

2.25	the legislative and regulatory requirements of completing and storing the individual's body electrical treatment records	
2.17	the types of hygiene products for the skin and the importance of following manufacturer instructions	1
2.23	the importance of monitoring the health and wellbeing of the individual during, and post treatment	1
2.27	the purpose of reflective practice and evaluation and how it informs future treatments	1
2.28	the importance to record the outcome and evaluation of the body electrical treatment	1
Total		23

7005-602 - Implement and Maintain Safe, Hygienic and Effective Working Practices

Permitted materials: No permitted materials

Graded: Pass/Fail

Pass mark: 14

Duration: 30 minutes

Criteria no.	Criteria	Number of questions
2.1.	their responsibilities for health and safety as defined by any specific legislation covering your job role	
2.3	the local authority's rules and conditions, licensing and/or registration requirements for yourself and your premises	
2.4	the importance to comply with a professional code of conduct in the workplace, in accordance with organisational policies and procedures	3
2.22	your current insurance and indemnity requirements, relevant to the procedure	
2.5	your own physical and psychological wellbeing and how this may impact on being able to provide a procedure safely	1
2.18	how safe positioning techniques and working practices can prevent work related injury and ill health	
2.6	your responsibility and the reporting procedures for suspected malpractice	1
2.7	how and when to seek further advice and support outside the practitioner's remit, to include compliance with data legislation	
2.8	how to carry out a risk assessment and controls to be implemented	
2.20	the hazards and risks associated with working environment, equipment, materials, products and the controls to be implemented	1
2.9	how and why you must comply with infection prevention and control procedures, to include universal precautions and standard precautions	3

2.10	the hard surface disinfectants, to include:	
2.10.1	the chemical compositions and associated risks	
2.10.2	how contact times impact the effectiveness	
2.11	the causes and risks of microbial contamination and methods of infection prevention	
2.12	the skin disinfectants, to include:	
2.12.1	the chemical compositions and associated risks	
2.12.2	the impact on the pH scale and barrier function	
2.12.3	how contact times impact the effectiveness	
2.13	the causes, hazards of accidental exposure to clinical waste and how to respond	1
2.26	the legislative requirements for waste disposal	
2.14	the audit, responsibility and accountability of working practices and procedures	
2.19	the importance of ensuring the working environment is in line with legislative requirements, to include:	
2.19.1	lighting and illumination	
2.19.2	heating	3
2.19.3	ventilation	
2.19.4	fixtures, fittings and equipment	
2.19.5	facilities and amenities	
2.19.6	audit and accountability	
2.17	the legislative and organisational requirements for the individual's protection, preparation, dignity and privacy	1
2.21	the range of environmental and sustainable working practices	1
2.23	the legislative, organisational and manufacturer safety instructions for equipment, materials and products, to include:	
2.23.1	storage	
2.23.2	handling	2
2.23.3	usage	
2.23.4	disposal	
2.23.5	record keeping	

2.24	why you must source equipment and products compliant with legislative requirements and manufacturer instructions, to include:	
2.24.1	ensuring products sourced are for cosmetic use	2
2.24.2	avoiding the risk of toxicity	
2.25	the legislative requirements for tests prior to procedures, taking into account:	
2.25.1	the purpose of tests	1
2.25.2	how and when to carry out tests	
Total		20

7005-604 - Provide Body Electrical Therapy Treatments

Permitted materials: No permitted materials

Graded: Pass/Fail

Pass mark: 10

Duration: 30 minutes

Criteria no.	Criteria	Number of questions
2.5	the relative and absolute contraindications relevant to the beauty treatment, to include the legislative and insurance requirements for obtaining medical diagnosis and referral	
2.7	the purpose, use and limitations of body electrical treatment, in relation to:	
2.7.1	past and current medical history	4
2.7.2	relevant lifestyle factors	
2.7.3	medication and medical conditions	
2.7.4	individual's expectations	
2.8	the adverse reactions associated with a body electrical treatment and how to respond	1
2.15	how to carry out and interpret pre-treatment tests	1
2.18	the types, benefits and limitations of body electrical technologies and the physiological effects on skin and muscle tissue, to include:	
2.18.1	type of current used	3
2.18.2	associated risks and how to respond	

2.26	the expected outcomes of body electrical treatments	
2.19	the products used in conjunction with body electrical treatments and the risks associated	1
2.20	how to prepare and use products and equipment in accordance with the body electrical treatment protocol	1
2.21	the types of treatment that could be given in conjunction with, or after body electrical treatments	1
2.22	why it is important to explain the treatment process, equipment noise and sensation to the individual	1
2.29	the instructions and advice, pre and post body electrical treatment	1
Total		14

7005-605 - Provide Facial Electrical Therapy Treatments

Permitted materials: No permitted materials

Graded: Pass/Fail

Pass mark: 14

Duration: 30 minutes

Criteria no.	Criteria	Number of questions
2.5	the relative and absolute contraindications relevant to the beauty treatment, to include the legislative and insurance requirements for obtaining medical diagnosis and referral	
2.7	the purpose, use and limitations of facial electrical treatments in relation, to include:	
2.7.1	past and current medical history	
2.7.2	treatment history	5
2.7.3	skin condition	
2.7.4	relevant lifestyle factors	
2.7.5	medication and medical conditions	
2.7.6	individual's expectations	
2.16	the types of facial electrical technologies used in facial treatments and the physiological effects on skin and muscle tissue, to include:	
2.16.1	type of current used	3
2.16.2	associated risks and how to respond	

2.29	the expected outcomes of facial electrical treatments	
2.15	how a skin priming programme and pre-treatment recommendations can benefit the facial electrical treatment outcomes	
2.19	the importance of carrying out a skin analysis to determine the treatment plan and facial electrical equipment to be used	4
2.23	the types of treatments that could be given in conjunction with, or after, facial electrical treatments	
2.10	the adverse reactions associated with facial electrical treatments and how to respond	1
2.18	how to carry out and interpret pre-treatment tests	1
2.21	the products used in conjunction with facial electrical treatments and the risks associated	1
2.22	how to prepare and use products and equipment in accordance with the facial electrical treatment protocol	1
2.24	why it is important to explain the treatment process, equipment noise and sensation to the individual	1
2.25	the importance of applying a post treatment product, to include when and why a sun protection factor, post treatment product, is used	1
2.32	the instructions and advice, pre and post the facial electrical treatment	1
Total		19

7005-606 - Provide Body Massage Treatments Using Advanced Techniques

Permitted materials: No permitted materials

Graded: Pass/Fail

Pass mark: 13

Duration: 30 minutes

Criteria no.	Criteria	Number of questions
2.5	the relative and absolute contraindications relevant to the beauty treatment, to include the legislative and insurance requirements for obtaining medical diagnosis and referral	
2.7	the purpose, use and limitations of advanced body massage treatments, in relation to:	
2.7.1	past and current medical history	6
2.7.2	relevant lifestyle profile	
2.7.3	medication and medical conditions	
2.7.4	postural faults and conditions	

2.19	the importance of carrying out a body and skin analysis to determine the treatment plan, to include why it's important to identify individual's postural faults and conditions and how they can be improved	
2.8	the adverse reactions associated with an advanced body massage treatment and how to respond	1
2.16	the frequency of providing advanced body massage treatments and the potential impact on the professional's health and wellbeing, to include:	1
2.16.1	ways in which risks to health and wellbeing can be avoided	
2.16.2	avoidance of work related injuries	
2.16.3	maintaining your own personal wellbeing	2
2.17	the importance of maintaining your own posture and stance throughout a massage treatment, to include how posture and stance supports the flow and effectiveness of the treatment	
2.18	how to maintain the individual's comfort and care throughout the treatment in accordance with the advanced body massage, to include how the environment promotes calming or stimulation of the multisensory perceptions of the body	2
2.25	how advanced body massage techniques can be adapted to create therapeutic effects	
2.21	the massage mediums used in advanced body massage and their effects	1
2.26	how to prepare and use products and equipment in accordance with the advanced body massage treatment protocol	
2.22	the types, benefits and limitations of pre-treatments carried out prior to an advanced body massage treatment	1
2.23	the types, benefits and limitations of advanced massage techniques and non-thermal hand held tools used within an advanced body massage treatment, to include associated risks and how to respond	1
2.24	the types and effects of advanced body massage techniques	1
2.27	why it is important to explain the treatment process and sensation to the individual	
2.29	the importance of allowing recovery time for the individual post the advanced body massage treatment	1
2.32	the expected outcomes of advanced body massage treatments	
2.35	the instructions and advice, pre and post the advanced body massage treatment	1
	Total	18

5 Units

Structure of the units

These units each have the following:

- City & Guilds reference number
- Title
- Level
- Guided learning hours (GLH)
- Unit aim
- Assessment type
- Learning outcomes, which are comprised of a number of assessment criteria
- Range statements
- Supporting information

Guidance for delivery of the units

This qualification is comprised of a number of **units**. A unit describes what is expected of a competent person in particular aspects of his/her job.

Each **unit** is divided into **learning outcomes** which describe in further detail the skills and knowledge that a candidate should possess.

Each **learning outcome** has a set of **assessment criteria** (performance, and knowledge and understanding) which specify the desired criteria that must be satisfied before an individual can be said to have performed to the agreed standard.

Range statements define the breadth or scope of a learning outcome and its assessment criteria by setting out the various circumstances in which they are to be applied.

Supporting information provides guidance of the evidence requirement for the unit and specific guidance on delivery and range statements. Centres are advised to review this information carefully before delivering the unit.

Level:	3
GLH:	26
Assessment type:	Portfolio and professional discussion.
Aim:	<p>This unit is about carrying out the consultation, assessment, planning and preparation for Beauty sectors.</p> <p>You will need to follow the treatment protocol, legislative, regulatory and organisational requirements to implement and maintain safe, hygienic and effective working practices.</p> <p>It is advisable that you are aware of and comply with:</p> <ul style="list-style-type: none">• first aid requirements• all related legislation• manufacturers protocols• organisational policies and procedures

Learning Outcome

The learner will:

- 1 Consult, assess, plan and prepare for beauty therapies

Assessment criteria

The learner can:

- 1.1 Carry out a concise and comprehensive consultation, taking account of:
 - 1.1.1 the individual's declared medical history and current medical status
 - 1.1.2 the individual's treatment history
 - 1.1.3 the individual's **treatment area**
 - 1.1.4 the individual's concerns, expectations and desired outcome's
 - 1.1.5 consider the individual's physical and psychological wellbeing for the treatment
 - 1.1.6 diverse needs
 - 1.1.7 declared relative and absolute contraindications and restrictions
- 1.2. recognise, respond and sign-post appropriately in response to any **disclosed conditions** in compliance with data legislation
- 1.3. discuss the individual's objectives, concerns, expectations and desired outcomes to inform the treatment plan
- 1.4. explain the fee structure
- 1.5. discuss and agree pre-treatment instructions and recommendations prior to the treatment

- 1.6. assess, discuss, agree and document the consultation and expected treatment outcomes and associated risks with the individual
 - 1.7. inform and provide information to the individual of their **rights**
 - 1.8. discuss the physical sensation that may occur during the treatment with the individual in accordance with the treatment protocol
 - 1.9. develop the treatment plan
 - 1.10. provide **instructions** and advice to the individual, pre and post the treatment
-

Range

1.1.3 Treatment area

- skin classification
 - Fitzpatrick scale
 - Pheno type, Geno type
 - Lancer scale
- skin condition
- skin sensitivity

1.2 Disclosed conditions

- contraindications, relative and absolute
- body dysmorphic disorders
- physical, and psychological condition

1.7 Rights

- reflection time/period to make an informed choice
- informed agreement and consent to the treatment
- financial/contractual agreement
- the right to request the subject specific qualifications, training and indemnity insurance

1.10 Instructions

- the individual and practitioner's legal rights and responsibilities
 - pre and post treatment instructions and care
 - future treatments
-

Learning outcome

The learner will:

- 2 know how to consult, assess, plan and prepare for beauty therapies
-

Assessment criteria

The learner will know and understand:

- 2.1. the importance of collaboration with competent professionals to support effective and safe working practices
- 2.2. why you must comply with ethical practice and work within the legislative requirements
- 2.3. the contraindications or presenting conditions
- 2.4. the reasons why medical conditions may contraindicate the treatment
- 2.5. the legislative and insurance requirements for obtaining medical diagnosis and referral
- 2.6. the importance of communicating with the individual in a professional manner, and within the limits of your own competencies
- 2.7. the factors to consider when creating a bespoke treatment plan

- 2.8. why you must develop and agree a treatment plan, to include:
 - 2.8.1 declared current medical status
 - 2.8.2 treatment history
 - 2.8.3 relative and absolute contraindications
 - 2.8.4 undertake an analysis of the treatment area
 - 2.8.5 individual's expectations
 - 2.8.6 considering the individual's physical and psychological wellbeing for the treatment
 - 2.9. the importance of identifying diverse needs of the individual and adapting the treatment accordingly
 - 2.10. how pregnancy can impact the treatment, and the importance of carrying out a risk assessment in accordance with legislative and insurance requirements
 - 2.11. the impact of social influences, the media and trends
 - 2.12. the importance of assessing, discussing, agreeing, reviewing and documenting the consultation outcomes
 - 2.13. the importance of explaining the treatment process, expected outcomes and associated risks
 - 2.14. the benefits of using visual aids during consultation
 - 2.15. how to manage the individual's expectations
 - 2.16. the legislative requirements for gaining, recording, storing, protecting and retaining the individual's data
 - 2.17. why certain treatments are prohibited or restricted for minors
 - 2.18. the legislative requirements which sets out the rights of the individual and the professional
 - 2.19. the legislative, insurance and organisational requirements for taking and storing **visual media** of the individual's treatment area
 - 2.20. the legislative and regulatory requirements of completing and storing the individual's treatment records
 - 2.21. the reasons for providing instructions and advice, pre and post the treatment
-

Range

2.20 Visual media

- photographic
- video

Unit 301

Consult, Assess, Plan and Prepare for Beauty Treatments

Supporting Information

Evidence requirements

Simulation is not allowed for any performance evidence within this unit.

You must practically demonstrate in your everyday work that you have met the standard for consulting, assessing, planning and preparing for beauty treatments.

These consultations will be performed holistically in line with your various treatments.

You will present **five** consultation forms. You must consider, within each consultation, the skin classification, condition and sensitivity. The types of information your client will disclose.

Your assessor will observe your performance on **at least 5 occasions**.

From the range, you must practically demonstrate that you have:

- considered all treatment areas
- considered all disclosed conditions
- informed client of all their rights
- provided all instructions

It is likely most evidence of your performance will be gathered from the observations made by your assessor, but you may be required to produce other evidence to support your performance if your assessor has not been present.

Level:	3
GLH:	20
Assessment type:	Portfolio and knowledge test.
Aim:	<p>This unit is for professionals complying with the maintenance of effective health, safety, infection control and hygiene practices throughout your work, in accordance with the treatment protocol, legislative, regulatory and organisational requirements.</p> <p>You will need to identify, assess and implement control methods in relation to yourself, the working environment including tools, equipment and products, the individual and area to be treated, prior to the procedure being performed.</p> <p>It is advisable that you are aware of and comply with:</p> <ul style="list-style-type: none">• first aid requirements• all related legislation• manufacturers protocols• organisational policies and procedures.

Learning Outcome

The learner will:

1. Implement and maintain safe, hygienic and effective working practices

Assessment criteria

The learner can:

- 1.1 maintain your responsibilities for health and safety pre, during and post procedure, in accordance with legislation and other relevant regulations, directives and guidelines
- 1.2 carry out risk assessment(s) prior to undertaking the procedure, to include recording the outcomes of the risk assessment(s)
- 1.3. implement control methods and take appropriate action to avoid direct and indirect cross contamination
- 1.4. apply infection prevention and control measures in accordance with legislation and other relevant regulations, directives and guidelines, to include universal precautions and standard precautions
- 1.5. prepare the **working environment** in accordance with legislative requirements and organisational policies and procedures

- 1.6. prepare and protect yourself and others within the working environment in accordance with legislative and organisational policies and procedures, to include:
 - 1.6.1 personal hygiene
 - 1.6.2 personal presentation
 - 1.6.3 personal protective equipment
 - 1.7. position the individual in accordance with the treatment protocol
 - 1.8. use working practices that:
 - 1.8.1 minimise fatigue and the risk of injury to yourself and others
 - 1.8.2 use environmental and sustainable working practices
 - 1.8.3 minimise risk and maintain the individual's safety
 - 1.9. source and select the equipment, materials and products to meet the individual's needs, area to be treated and are fit for purpose, to include:
 - 1.9.1 associated risks
 - 1.9.2 according to recognised standards and legislative requirements
 - 1.10. use equipment, materials and products, in accordance with the treatment plan, legislative requirements and manufacturer guidance
 - 1.11. carry out tests to establish suitability for the procedure when required
 - 1.12. assess and dispose of **waste** to meet legislative requirements
-

Range

1.5. Working environment

- health and safety legislation, regulations, directives and guidelines
- licensing and/or registration requirements
- risk assessment(s)
- infection prevention and control
- fire safety risk assessment
- waste management

1.12. Waste

- non-hazardous waste
 - clinical
 - sharps
 - mixed municipal waste
 - general and confidential
 - recyclable
-

Learning outcome

The learner will:

- 2 know how to implement and maintain safe, hygienic and effective working practices
-

Assessment criteria

The learner will know and understand:

- 2.1 their responsibilities for **health and safety** as defined by any specific legislation covering your job role
- 2.2. why they must comply with ethical practice and work within legislative requirements
- 2.3. the local authority's rules and conditions, licensing and/or registration requirements for yourself and your premises

- 2.4. the importance to comply with a professional code of conduct in the workplace, in accordance with organisational policies and procedures
- 2.5. their own physical and psychological wellbeing and how this may impact on being able to provide a procedure safely relevant to your work environment
- 2.6. their responsibility and the reporting procedures for suspected malpractice
- 2.7. how and when to seek further advice and support outside the practitioner's remit, to include compliance with data legislation
- 2.8. how to carry out a risk assessment and controls to be implemented
- 2.9. how and why you must comply with **infection prevention** and control procedures, to include universal precautions and standard precautions
- 2.10. the hard surface disinfectants, to include:
 - 2.10.1 the chemical compositions and associated risks
 - 2.10.2 how contact times impact the effectiveness
- 2.11. the causes and risks of microbial contamination and methods of infection prevention
- 2.12. the skin disinfectants, to include:
 - 2.12.1 the chemical compositions and associated risks
 - 2.12.2 the impact on the pH scale and barrier function
 - 2.12.3 how contact times impact the effectiveness
- 2.13. the causes, hazards of accidental exposure to clinical waste and how to respond
- 2.14. the audit, responsibility and accountability of working practices and procedures
- 2.15. the active process of adhering to the **treatment protocol**
- 2.16. the consultation, assessment and delivery of procedures
- 2.17. the legislative and organisational requirements for the individual's protection, preparation, dignity and privacy
- 2.18. how safe positioning techniques and working practices can prevent **work related injury and ill health**
- 2.19. the importance of ensuring the working environment is in line with legislative requirements, to include:
 - 2.19.1 lighting and illumination
 - 2.19.2 heating
 - 2.19.3 ventilation
 - 2.19.4 fixtures, fittings and equipment
 - 2.19.5 facilities and amenities
 - 2.19.6 audit and accountability
- 2.20. the hazards and risks associated with working environment, equipment, materials, products and the controls to be implemented
- 2.21. the range of **environmental and sustainable working practices**
- 2.22. your current insurance and indemnity requirements, relevant to the procedure
- 2.23. the legislative, organisational and manufacturer safety instructions for equipment, materials and products, to include:
 - 2.23.1 storage
 - 2.23.2 handling
 - 2.23.3 usage
 - 2.23.4 disposal
 - 2.23.5 record keeping
- 2.24. why you must source equipment and products compliant with legislative requirements and manufacturer instructions, to include:
 - 2.24.1 ensuring products sourced are for cosmetic use
 - 2.24.2 avoiding the risk of toxicity

- 2.25. the legislative requirements for tests prior to procedures, taking into account:
 - 2.25.1 the purpose of tests
 - 2.25.2 how and when to carry out tests
 - 2.26. the legislative requirements for waste disposal
-

Range

2.1. Health and safety

- health and safety legislation, regulations, directives and guidelines
- Local Authority legislation, licensing and/or registration schemes
- environmental protection
- cosmetic products enforcement
- safeguarding policy

2.9. Infection prevention and control procedures

- aseptic techniques
- single use items
- universal precautions
- standard precautions
- blood and air born pathogen inoculations

2.15. Treatment protocol

- working environment
- health and safety
- risk management plan
- infection prevention and control
- treatment plan
- informed consent
- test outcomes
- manufacturer instructions
- additional advice and support
- data management
- pre and post instructions and advice
- sustainability
- waste management
- evidence-based practice
- reflective practice

2.18. Work related injury and ill health

- physical injuries
- disorders
- diseases
- mental health
- fatigue

2.21. Environmental and sustainable working practices

- environmental waste management
- energy use
- environmental core practices
- working to commercial times
- use bio-degradable and compostable options or products
- aware of your own and business carbon footprint

Unit 302

Implement and Maintain Safe, Hygienic and Effective Working Practices

Supporting Information

Evidence requirements

Simulation is not allowed for any performance evidence within this unit.

Within your work you must show your assessor that you can meet the performance criteria.

This safe, hygienic working practices unit will be performed holistically in line with your various treatments.

You must consider, within each treatment, your working environment and infection control procedures and how these apply to you and also the types of information your client will disclose.

Your assessor will observe these aspects of your performance on **at least 5 occasions**

From the range, you must practically demonstrate that you have:

- considered all Work environments
- assessed and disposed of all waste

It is likely most evidence of your performance will be gathered from the observations made by your assessor, but you may be required to produce other evidence to support your performance if your assessor has not been present.

Unit 303

Implement and Maintain Operational Working Practices to Include Business, Retail and Promotional Activities

Level:	3
GLH:	53
Assessment type:	Portfolio and assignment
Aim:	<p>This unit is for professionals who are able to facilitate the overall growth and development of a successful business by providing opportunities to:</p> <ul style="list-style-type: none">• promote and sell treatments, products and services• manage and coordinate stock control• contribute to productivity including time management and goal setting <p>You will demonstrate the ability to work as an individual, within a team and in a supervisory capacity to meet the needs of the business.</p> <p>It is advisable that you are aware of and comply with:</p> <ul style="list-style-type: none">• first aid requirements• all related legislation• manufacturers protocols• organisational policies and procedures

Learning Outcome

The learner will:

1. instruct, advise and assist in the sale and promotion of products and treatments

Assessment criteria

The learner can:

- 1.1. assist and participate in promotional activities, **displays**, social media posts within the scope of your responsibility
- 1.2. investigate and establish the individual's objectives, concerns and desired outcomes in relation to purchasing products and promoting treatments, to include:
 - 1.2.1 consultation outcomes
 - 1.2.2 treatment planning
 - 1.2.3 homecare products and routines
 - 1.2.4 lifestyle profile
 - 1.2.5 budget
 - 1.2.6 time and commitment factors

- 1.3. identify and describe appropriate products or treatments suitable to the individual, to include:
 - 1.3.1 benefits
 - 1.3.2 application techniques
 - 1.3.3 cost
 - 1.3.4 duration
 - 1.3.5 expected outcome of the product or treatment
 - 1.4. encourage the individual to ask questions about the product or treatment
 - 1.5. allow time for the individual to reflect on the advice given
 - 1.6. suggest alternative products and treatments in a different price range if the individual shows a disinterest
 - 1.7. secure the individual's agreement and understanding of the product, to include the use of demonstrable and **instructional techniques** as required
 - 1.8. conclude the sale in accordance with organisational policies and procedures and process for payment
 - 1.9. update the individual's records and store in accordance with data legislation
 - 1.10. Maintain your responsibilities in accordance with consumer legislation and other relevant regulations, and business operational procedures and guidelines
-

Range

1.1 Displays

- product or treatment demonstrations/presentations
- instructional video

1.7 Instructional techniques

- skill demonstration
 - use of visual aids
 - verbal explanation
 - use of written instructions
-

Learning Outcome

The learner will:

2. assist with stock management
-

Assessment criteria

The learner can:

- 2.1. carry out stock take, re-stock ordering and stock rotation following the organisation's procedures using electronic and manual methods.
- 2.2. check all deliveries are accurate and complete against order documentation, recording any inaccuracies and or damages
- 2.3. resolve, where possible stock discrepancies in line with organisation's operating procedures, any you cannot resolve report to the relevant person for action.
- 2.4. assist with stock maintenance for regular operations and adjustments in line with promotional and marketing activities ensuring smooth running and financial effectiveness of the business

Learning Outcome

The learner will:

3. contribute to productivity, time management and financial effectiveness of the business
-

Assessment criteria

The learner can:

- 3.1. identify need for additional training or mentoring to improve productivity and maintain safe and effective working practice
 - 3.2. establish, agree and record **productivity and development targets** with the relevant person to meet the needs of own professional development and those of the business to include:
 - 3.2.1 SMART target setting
 - 3.2.2 Performance incentives (treatment/sales commission)
 - 3.3. be flexible when reviewing and updating progress towards agreed productivity and development targets
 - 3.4. ensure targets and timescales are realistic and achievable
 - 3.5. prepare for and carry out treatments in commercially acceptable time
 - 3.6. organise individual and combined treatments to provide a bespoke treatment plan to maximise time management and treatment outcomes for both client and organisation
-

Range

3.2. Productivity and development targets

- Retail sales
 - Technical treatments
 - Personal learning
-

Learning Outcome

The learner will:

4. work with others in an individual, team or supervisory capacity
-

Assessment criteria

The learner can:

- 4.1. build and maintain good working relationships with individuals and team members
 - 4.2. implement the correct course of action and refer any difficulties which you cannot resolve in the event of problems, disagreement or conflict to the relevant person for action
 - 4.3. carry out, organise and coordinate individual and **team activities** within the scope of your responsibility, to include:
 - 4.3.1 as an individual
 - 4.3.2 as a team member among peers
 - 4.3.3 in a supervisory capacity
 - 4.4. provide feedback as required within the scope of your job role and responsibility
 - 4.5. deal effectively with other people's feedback and emotions
 - 4.6. contribute, agree and document information for, and with **others**, in accordance with the organisation's operational procedures and any legislation or regulation requirements
-

- 4.7. plan and organise own work and identify people with relevant skills and knowledge to support you when needed
 - 4.8. when necessary, follow procedures for safeguarding minors and young people
-

Range

4.3 Team activities

- Team meetings
- Housekeeping duties
- Salon operations
- Reception duties
- Hospitality duties
- Staff incentive activities

4.6. Others

- Clients
 - Health care practitioners
 - Complementary therapy practitioners
 - Colleagues/peers
 - Mentors
 - Management staff/human resources
-

Learning outcome

The learner will:

- 5 know how to instruct, advise and assist in the sale and promotion of products and treatments
-

Assessment criteria

The learner will know and understand:

- 5.1. different types of promotional activities and how to develop, participate and maintain them within the scope of your responsibility including social media platforms and activity
- 5.2. how to interpret the consultation outcomes and analysis of the individual treatment area to determine appropriate advice, products and treatments
- 5.3. how to introduce additional products and treatments to individuals
- 5.4. the main factors that influence individuals to use additional treatments or products
- 5.5. how to use **communication methods** to provide balanced information about treatments and products to individuals
- 5.6. the importance of encouraging the individual to ask questions relating to the product or treatment and secure their commitment
- 5.7. why you would allow time for the individual to reflect on the advice given
- 5.8. how to interpret body language and buying signals when identifying the individual's interest in a product or treatment, to include the sales cycle
- 5.9. the importance of offering a wide range of products and treatments
- 5.10. how the individual's use of additional treatments or products will benefit the business
- 5.11. why using additional products and treatments will benefit the individual's health, wellbeing and treatment results, to include:
 - 5.11.1 unique selling point
 - 5.11.2 features, actions and benefits
- 5.12. how to secure the individual's commitment to the product advice or treatment

- 5.13. why demonstrable and instructional techniques will help close a sale
 - 5.14. how to conclude the sale
 - 5.15. the importance of updating the individual's records and store in accordance with data legislation
 - 5.16 your responsibilities and compliance requirements in relation to sale of goods and treatments as defined by any specific **legislation** within the scope of your job role within the organisation
-

Range

5.5 Communication methods

- Active listening
- Non-verbal and verbal communication
- Receiving feedback
- Asking questions

5.16 Legislation

- Consumer Rights Act
 - Consumer Contracts Regulation
 - Prices Act
 - Distance Selling Act
 - Cosmetic Products Regulations
 - Trade Descriptions Act
 - Consumer Protection Legislation
-

Learning outcome

The learner will:

- 6 know how to assist with stock management
-

Assessment criteria

The learner will know and understand:

- 6.1 methods of recording stock inventories and operational requirements accurately using manual and electronic procedures
 - 6.2 types of **documents** associated with ordering and stock management
 - 6.3 procedures for recording stock take discrepancies
 - 6.4 the stock requirements of the business to ensure the smooth running of the operation to include:
 - 6.4.1 salon consumables
 - 6.4.2 retail and professional products
 - 6.4.3 equipment
 - 6.4.3 laundry/linen
 - 6.4.4 general consumables; refreshments, stationary/office supplies
-

Range

6.2 Documents

- Delivery note
 - Pro-forma
 - Invoice
 - Credit note
 - Statement of account
-

Learning outcome

The learner will:

- 7 know how to contribute to productivity, time management and financial effectiveness of the business

Assessment criteria

The learner will know and understand:

- 7.1. why it is important to meet productivity and development targets
- 7.2. the use of reflective practice from day-to-day performance of operational duties to inform personal target setting and further training needs, ensuring best practice, and procedures are current and up-to-date
- 7.3. the types of information to consider relating to own professional development and how to access and document this
- 7.4. what constitutes continuing professional development in the wider beauty sector, the people and organisations who can help
- 7.5. the types of opportunities that can be used to achieve your agreed targets, to include:
 - 7.5.1 promotion of new products and treatments
 - 7.5.2 seasonal promotions
 - 7.5.3 hero product
 - 7.5.4 targeted special offers
- 7.6. how to re-evaluate and adjust performance and development targets when necessary
- 7.7. general principles of time management applicable to the delivery of treatments and treatments

Learning outcome

The learner will:

- 8 know how to work with others in an individual, team or supervisory capacity

Assessment criteria

The learner will know and understand:

- 8.1. the types of problems that occur when working with others and how to resolve them following operational procedures
- 8.2. how to deal with other people's feedback and emotions, including when and how to seek further advice and support
- 8.3. general principles of teamwork; the importance of discussions with others, problem solving, agreeing who is responsible for what
- 8.4. the types of information to include, personal or sensitive nature, in respect to confidentiality, safeguarding and lone working
- 8.5. **methods** of providing required information and feedback constructively and in a way that meets the needs of the business and/or personnel
- 8.6. own responsibilities prior to, during and after performing treatments and organising work area to ensure smooth running of the business, whilst working as part of a team

Range

8.5 methods

- Written
- Verbal
- recorded audio or visual
- data legislation
- paper and electronic formats
- Non-verbal and verbal communication

Unit 303

Implement and Maintain Operational Working Practices to Include Business, Retail and Promotional Activities

Supporting Information

Evidence requirements

Simulation is not allowed for any performance evidence within this unit.

You must practically demonstrate in your everyday work that you have met the standard for contributing to the planning and implementation of promotional activities.

Your Assessor will carry out **2 observations, one covering a promotional event and one covering your contribution to a team meeting** of your performance when planning and implementing promotional activities. In addition, you will need to collect further documentary evidence to show you have met all the requirements of the standard.

From the range, you must show that you have:

- participated in at least one display
- demonstrated all instructional techniques
- participated in all productivity and development targets
- carried out all team activities
- worked with all others

Although some evidence of your performance will be gathered from the observations made by your assessor, it is likely you will need to assemble relevant documentary evidence in your portfolio to meet the requirements of the standard and qualification.

Unit 304

Provide Body Electrical Therapy Treatments

Level:	3
GLH:	110
Assessment type:	Portfolio and knowledge test.
Aim:	<p>This unit is for a beauty professional providing body electrical therapy treatments using the following technologies:</p> <ul style="list-style-type: none">• Electrical Muscle Simulation• Galvanic• Micro current• Microdermabrasion• low intensity LED light (below 500mW)• Skin warming devices• Radiofrequency/High- frequency (3KHz – 300GHz)• Lymphatic drainage equipment <p>to improve and maintain skin and body condition.</p> <p>You will also be required to do a post treatment evaluation and reflection for continuous improvement.</p> <p>You will need to ensure that their practices reflect up-to-date information, policies, procedures and best practice guidance.</p> <p>It is advisable that you are aware of and comply with:</p> <ul style="list-style-type: none">• first aid requirements• all related legislation• manufacturers protocols• organisational policies and procedures

Learning Outcome

The learner will:

1. provide body electrical therapy treatments

Assessment criteria

The learner can:

- 1.1. carry out a concise and comprehensive consultation with the individual
- 1.2. maintain your responsibilities for health and safety in accordance with legislation, regulations, directives and guidelines

- 1.3. discuss and establish the individual's objectives, body and skin concerns, expectations and desired outcomes to inform the body electrical treatment plan, to include:
 - 1.3.1 treatment history
 - 1.3.2 recent activities
 - 1.3.3 current skincare regime
 - 1.3.4 lifestyle profile
 - 1.3.5 alternative treatment options
- 1.4. confirm and agree with the individual, they have understood the proposed body electrical treatment, to include:
 - 1.4.1 expected outcomes
 - 1.4.2 contra-actions
 - 1.4.3 **adverse reactions**
 - 1.4.4 physical sensation and sound
- 1.5. obtain and record the individual's informed consent for the body treatment in accordance with organisational and insurance requirements
- 1.6. carry out a pre-treatment test(s) to determine skin sensitivity
- 1.7. prepare and cleanse the individual's treatment area in accordance with the **body electrical treatment protocol**
- 1.8. carry out a body and skin analysis, to include:
 - 1.8.1 **body type classification**
 - 1.8.2 **body characteristics**
 - 1.8.3 **posture analysis**
 - 1.8.4 visual observation (gait, pain/ease of movement, disposition)
- 1.9. select **products, tools and equipment** in accordance with the body electrical treatment protocol, to include, test the tools and equipment in accordance with the manufacturer instructions and legislative requirements
- 1.10. carry out the body electrical treatment in accordance with the body electrical treatment protocol, to include:
 - 1.10.1 reiterate the treatment process, physical sensation and noise created by the equipment to the individual
 - 1.10.2 use and adapt the equipment, tools and duration of the treatment according to the body electrical treatment protocol
- 1.11. monitor the individual's health, wellbeing and skin reaction throughout the body electrical treatment
- 1.12. implement the correct course of action in the event of an adverse reaction
- 1.13. conclude the treatment in accordance with the body electrical treatment protocol, legislative requirements and organisational policies and procedures
- 1.14. complete the individual's treatment record and store in accordance with data legislation
- 1.15. use reflective practice to evaluate the body electrical treatment and take appropriate action
- 1.16. provide **instructions** and advice to the individual, pre and post the treatment
- 1.17. record the outcome and evaluation of the body electrical treatment

Range

1.4.3 Adverse reactions

- hyperaemia
- galvanic burn
- bruising
- irritation

- allergic reaction
- muscle fatigue
- hyper/hypopigmentation
- oedema

1.7. Body electrical treatment protocol

- working environment
- health and safety
- infection prevention and control
- treatment plan
- informed consent
- data management
- test outcomes
- manufacturer instructions
- audit and accountability
- instructions and advice
- sustainability
- waste management
- evidence-based practice
- reflective practice

1.8.1 Body type classification

- endomorph
- ectomorph
- mesomorph

1.8.2. Body characteristics

- muscle tone
- muscle tension
- hair density
- sluggish circulation
- skin classification
- skin condition
- skin elasticity
- photo aged
- posture (eg kyphosis, lordosis, scoliosis, winged scapula, dowagers hump, pectus carinatum, pigeon chest, foot conditions)

1.8.3 Posture analysis

- kyphosis
- lordosis
- scoliosis
- winged scapula
- dowagers hump
- pectus carinatum (pigeon chest)
- foot conditions

1.9. Products

- gels
- oils
- creams
- powder
- serums

1.9 Tools and equipment

- electrical muscle stimulator
- galvanic
- micro current
- microdermabrasion
- low intensity LED light (below 500mw)
- skin warming devices
- radiofrequency/high-frequency (3KHz – 300GHz)
- lymphatic drainage equipment

1.16. Instructions

- the individual and practitioner's legal rights and responsibilities
- pre and post treatment instructions and care
- restrictions and associated risks
- future treatments

Learning outcome

The learner will:

- 2 know how to provide body electrical therapy treatments

Assessment criteria

The learner will know and understand:

- 2.1 your role and responsibilities in providing body electrical treatments and the importance of working within your competence
- 2.2 why you must comply with ethical practice and work within the legislative requirements, to include the responsibilities under local authority licensing regulations for yourself and your premises
- 2.3. the importance to engage in, and document continuous professional development to include, up-to-date information policies, procedures and best practice guidance
- 2.4. the **anatomy and physiology** relevant to this unit
- 2.5. the relative and absolute contraindications relevant to the beauty treatment, to include the legislative and insurance requirements for obtaining medical diagnosis and referral
- 2.6. the importance of recognising suspicious skin irregularities and lesions, and referring to a relevant healthcare professional
- 2.7. the purpose, use and limitations of body electrical treatment, in relation to:
 - 2.7.1 past and current medical history
 - 2.7.2 relevant lifestyle factors
 - 2.7.3 medication and medical conditions
 - 2.7.4 individual's expectations
- 2.8. the adverse reactions associated with a body electrical treatment and how to respond
- 2.9. the health and safety responsibilities in line with legislation before, during and after the body electrical treatment
- 2.10. why it is important to discuss and establish the individual's objectives, concerns, expectations, desired outcomes and agree the body electrical treatment plan
- 2.11. the legal requirements for providing beauty treatments to minors and vulnerable adults
- 2.12. the fee structures and treatment options
- 2.13. the legislative and indemnity requirements of gaining signed, informed consent for the body electrical treatment
- 2.14. the importance of adhering to the body electrical treatment protocol

- 2.15. how to carry out and interpret pre-treatment tests
 - 2.16. the importance of carrying out a body and skin analysis to determine the treatment plan
 - 2.17. the types of hygiene products for the skin and the importance of following manufacturer instructions
 - 2.18. the types, benefits and limitations of body electrical technologies and the physiological effects on skin and muscle tissue, to include:
 - 2.18.1 type of current used
 - 2.18.2 associated risks and how to respond
 - 2.19. the products used in conjunction with body electrical treatments and the risks associated
 - 2.20. how to prepare and use products and equipment in accordance with the body electrical treatment protocol
 - 2.21. the types of treatment that could be given in conjunction with, or after body electrical treatments
 - 2.22. why it is important to explain the treatment process, equipment noise and sensation to the individual
 - 2.23. the importance of monitoring the health and wellbeing of the individual during, and post the treatment
 - 2.24. the reasons for taking consensual visual media of the individual's treatment area and storing in accordance with the treatment, legislative, insurance and organisational requirements
 - 2.25. the legislative and regulatory requirements of completing and storing the individual's body electrical treatment records
 - 2.26. the expected outcomes of body electrical treatments
 - 2.27. the purpose of reflective practice and evaluation and how it informs future treatments
 - 2.28. the importance to record the outcome and evaluation of the body electrical treatment
 - 2.29. the instructions and advice, pre and post the body electrical treatment
-

Range

2.4. Anatomy and physiology

- the structure and function of the body systems and their interdependence on each other
 - cells and tissues
 - skeletal
 - muscular
 - integumentary systems (hair, nails and skin)
 - endocrine
 - cardiovascular
 - lymphatic
 - nervous
 - respiratory
 - digestive
 - renal
 - reproductive
- relative and absolute contraindications and related pathologies
- intrinsic and extrinsic factors that affect skin condition
- acne grading criteria
- the skin barrier function
- the physical, psychological and physiological effects of body electrical treatments

Unit 304

Provide Body Electrical Therapy Treatments

Supporting Information

Evidence requirements

Simulation is not allowed for any performance evidence within this unit.

Within your work you must show your assessor that you can meet the performance criteria.

This unit will be performed holistically in line with your various treatments. You must consider, within your treatment, the clients body type characteristics, postral and expected reactions and adverse/unexpected reactions.

Your assessor will observe your performance on **at least 5 separate occasions, which must involve at least 5 different clients.**

From the range, you must practically demonstrate that you have:

- confirmed all adverse reactions
- met all body electrical treatment protocols
- considered all body type classifications
- considered all body characteristics
- considered all posture analysis
- selected all products
- selected all tools and equipment
- provided all instructions

It is likely most evidence of your performance will be gathered from the observations made by your assessor, but you may be required to produce other evidence to support your performance if your assessor has not been present.

Unit 305

Provide Facial Electrical Therapy Treatments

Level:	3
GLH:	110
Assessment type:	Portfolio and knowledge test.
Aim:	<p>This unit is for a Beauty professional providing facial electrical therapy treatments using the following technologies:</p> <ul style="list-style-type: none">• Galvanic,• Micro current,• Microdermabrasion,• low intensity LED light (below 500mW),• Skin warming devices,• Radiofrequency/High-frequency (3KHz – 300GHz),• Lymphatic drainage equipment <p>to improve and maintain skin condition.</p> <p>You will also be required to do a post treatment evaluation and reflection for continuous improvement.</p> <p>You will need to ensure that their practices reflect up-to-date information, policies, procedures and best practice guidance.</p> <p>It is advisable that you are aware of and comply with:</p> <ul style="list-style-type: none">• first aid requirements• all related legislation• manufacturers protocols• organisational policies and procedures

Learning Outcome

The learner will:

1. provide facial electrical therapy treatments

Assessment criteria

The learner can:

- 1.1. carry out a concise and comprehensive consultation with the individual
- 1.2. maintain your responsibilities for health and safety in accordance with legislation, regulations, directives and guidelines

- 1.3. discuss and establish the individual's objectives, skin concerns, expectations and desired outcomes to inform the facial treatment plan, to include:
 - 1.3.1 treatment history
 - 1.3.2 recent activities
 - 1.3.3 skincare regime
 - 1.3.4 lifestyle
 - 1.3.5 alternative treatment options
- 1.4. discuss and agree the skin priming programme or recommendations required, prior to the facial electrical treatment
- 1.5. confirm and agree with the individual, they have understood the proposed facial electrical treatment, to include:
 - 1.5.1 expected outcomes
 - 1.5.2 contra-actions
 - 1.5.3 **adverse reactions**
 - 1.5.4 pre and post treatment requirements
 - 1.5.5 physical sensation and sound
- 1.6. obtain and record the individual's informed consent for the facial electrical treatment, in accordance with organisational and insurance requirements
- 1.7. carry out a pre-treatment test(s) to determine skin sensitivity
- 1.8. prepare and cleanse the individual's treatment area in accordance with the **facial electrical treatment protocol**
- 1.9. illuminate and magnify the individual's treatment area in accordance with the facial electrical treatment protocol
- 1.10. carry out a skin analysis, to include:
 - 1.10.1 **skin classification**
 - 1.10.2 **skin condition**
 - 1.10.3 **skin type**
- 1.11. select **products, tools and equipment** in accordance with the facial electrical treatment protocol, to include test the tools and equipment in accordance with the manufacturer instructions and legislative requirements
- 1.12. carry out the facial electrical treatment in accordance with the facial electrical treatment protocol, to include:
 - 1.12.1 reiterate the treatment sensation and noise created by the equipment to the individual
 - 1.12.2 use and adapt the equipment, tools and treatment duration according to the facial electrical treatment protocol
- 1.13. monitor the individual's health, wellbeing and skin reaction throughout the facial electrical treatment
- 1.14. implement the correct course of action in the event of an adverse reaction
- 1.15. conclude the treatment in accordance with the facial electrical treatment protocol, legislative requirements and organisational policies and procedures
- 1.16. complete the individual's treatment records and store in accordance with data legislation
- 1.17. use reflective practice to evaluate the facial electrical treatment and take appropriate action
- 1.18. provide **instructions** and advice to the individual, pre and post the treatment
- 1.19. record the outcome and evaluation of the facial electrical treatment

Range

1.5.3. Adverse reactions

- hyperaemia
- galvanic burn
- bruising
- irritation
- allergic reaction
- hyper/hypopigmentation
- oedema

1.8. Facial electrical treatment protocol

- working environment
- health and safety
- infection prevention and control
- treatment plan
- informed consent
- data management
- test outcomes
- manufacturer instructions
- audit and accountability
- instructions and advice
- sustainability
- waste management
- evidence-based practice
- reflective practice

1.10.1. Skin classification

- Fitzpatrick scale
- Phenotype and genotype
- Lancer scale

1.10.2 Skin condition

- lax elasticity
- hyper and hypo pigmentation
- congested
- pustular
- fragile
- vascular
- sensitised
- sensitive
- dehydrated
- photo-sensitive
- photo-aged
- dehydrated
- lack lustre

1.10.3. Skin type

- dry
- oily
- combination
- balanced

1.11. Products,

- gels
- oils
- powder
- creams
- skin primers
- serums
- SPF

1.11 Tools and equipment

- galvanic
- micro current
- microdermabrasion
- low intensity led light (below 500mw)
- skin warming devices
- radiofrequency/high-frequency (3KHz – 300GHz)
- lymphatic drainage equipment
- skin analysis technologies

1.18. Instructions

- the individual and practitioner's legal rights and responsibilities
- pre and post treatment instructions and care
- restrictions and associated risks
- future treatments

Learning outcome

The learner will:

- 2 know how to provide facial electrical therapy treatments
-

Assessment criteria

The learner will know and understand:

- 2.1. your role and responsibilities in providing facial electrical treatments and the importance of working within your competence
- 2.2. why you must comply with ethical practice and work within the legislative requirements, to include the responsibilities under local authority licensing regulations for yourself and your premises
- 2.3. the importance to engage in, and document continuous professional development to include, up-to-date information policies, procedures and best practice guidance
- 2.4. the **anatomy and physiology** relevant to this unit
- 2.5. the relative and absolute contraindications relevant to the beauty treatment, to include the legislative and insurance requirements for obtaining medical diagnosis and referral
- 2.6. the importance of recognising suspicious skin irregularities and lesions, and referring to a relevant healthcare professional

- 2.7 the purpose, use and limitations of facial electrical treatments in relation, to include:
 - 2.7.1 past and current medical history
 - 2.7.2 treatment history
 - 2.7.3 skin condition
 - 2.7.4 relevant lifestyle factors
 - 2.7.5 medication and medical conditions
 - 2.7.6 individual's expectations
- 2.8. the adverse reactions associated with facial electrical treatments and how to respond
- 2.9. the health and safety responsibilities in line with legislation before, during and after the facial electrical treatment
- 2.10. why it is important to discuss and establish the individual's objectives, concerns, expectations, desired outcomes and agree the facial electrical treatment plan
- 2.11. the legal requirements for providing beauty treatments to minors and vulnerable adults
- 2.12. the fee structures and treatment options
- 2.13. the legislative and indemnity requirements of gaining signed, informed consent for the facial electrical treatment
- 2.14. the importance of adhering to the facial electrical treatment protocol
- 2.15. how a skin priming programme and pre-treatment recommendations can benefit the facial electrical treatment outcomes
- 2.16. the types of **facial electrical technologies** used in **facial treatments** and the physiological effects on skin and muscle tissue, to include:
 - 2.16.1 type of current used
 - 2.16.2 associated risks and how to respond
- 2.17. the types of hygiene products for your skin and the importance of following manufacturer instructions
- 2.18. how to carry out and interpret pre-treatment tests
- 2.19. the importance of magnification, illumination and preparation of the individual's treatment area when carrying out a skin analysis
- 2.20. the importance of carrying out a skin analysis to determine the treatment plan and facial electrical equipment to be used
- 2.21. the products used in conjunction with facial electrical treatments and the risks associated
- 2.22. how to prepare and use products and equipment in accordance with the facial electrical treatment protocol
- 2.23. the importance of monitoring the health and wellbeing of the individual during, and post treatment
- 2.24. the reasons for taking consensual visual media of the individual's treatment area and storing in accordance with the treatment, legislative, insurance and organisational requirements
- 2.25. the legislative and regulatory requirements of completing and storing the individual's facial electrical treatment record
- 2.26. the types of treatments that could be given in conjunction with, or after, facial electrical treatments
- 2.27. the purpose of reflective practice and evaluation and how it informs future treatments
- 2.28. the importance to record the outcome and evaluation of the facial electrical treatment
- 2.29. why it is important to explain the treatment process, equipment noise and sensation to the individual
- 2.30. the importance of applying a post treatment product, to include when and why a sun protection factor, post treatment product, is used
- 2.31. the expected outcomes of facial electrical treatments
- 2.32. the instructions and advice, pre and post the facial electrical treatment

Range

2.4. Anatomy and physiology

- the structure and function of the body systems and their interdependence on each other
 - cells and tissues
 - skeletal
 - muscular
 - integumentary systems (hair, nails and skin)
 - endocrine
 - cardiovascular
 - lymphatic
 - nervous
 - respiratory
 - digestive
 - renal
 - reproductive
- relative and absolute contraindications and related pathologies
- intrinsic and extrinsic factors that affect skin condition
- acne grading criteria
- the skin barrier function
- the physical, physiological and psychological effects of facial electrical treatments

2.16. Facial electrical technologies

- galvanic
- microcurrent
- microdermabrasion
- low intensity led light (below 500mw)
- skin warming devices
- radiofrequency/high-frequency (3KHz – 300GHz)
- lymphatic drainage equipment
- skin analysis technologies

2.16. Facial treatments

- skin analysis
- skin and skin care product advice
- facial electrical treatment

Unit 305

Provide Facial Electrical Therapy Treatments

Supporting Information

Evidence requirements

Simulation is not allowed for any performance evidence within this unit.

You must practically demonstrate in your everyday work that you have met the standard for providing facial electrical treatments.

This unit will be performed holistically in line with your various treatments. You must consider, within your treatment, the clients body type characteristics and expected reactions and adverse/unexpected reactions.

Your assessor will observe your performance on **at least 5 separate occasions, which must involve at least 5 different clients.**

From the range, you must practically demonstrate that you have:

- confirmed all adverse reactions
- met all facial electrical treatment protocol
- considered all skin classifications
- considered all skin conditions
- considered all skin types
- selected and used all products
- selected and used all tools and equipment
- provided all instructions

It is likely most evidence of your performance will be gathered from the observations made by your assessor, but you may be required to produce other evidence to support your performance if your assessor has not been present.

Unit 306

Provide Body Massage Treatments Using Advanced Techniques

Level:	3
GLH:	91
Assessment type:	Portfolio and knowledge test.
Aim:	<p>This unit is for a beauty professional providing advanced body massage treatments to provide a bespoke massage using hands, no-hands and alternative techniques inclusive of non-thermal handheld tools and alternative massage techniques.</p> <p>You will also be required to do a post treatment evaluation and reflection for continuous improvement.</p> <p>You will need to ensure that their practices reflect up-to-date information, policies, procedures and best practice guidance.</p> <p>It is advisable that you are aware of and comply with:</p> <ul style="list-style-type: none">• first aid requirements• all related legislation• manufacturers protocols• organisational policies and procedures

Learning Outcome

The learner will:

1. provide body massage treatments using advanced techniques

Assessment criteria

The learner can:

- 1.1. carry out a concise and comprehensive consultation with the individual
- 1.2. maintain your responsibilities for health and safety in accordance with legislation, regulations, directives and guidelines
- 1.3. discuss and establish the individual's objectives, body and skin concerns, expectations and desired outcomes to inform the advanced body massage treatment plan, to include:
 - 1.3.1 treatment history
 - 1.3.2 recent activities
 - 1.3.3 current skincare regime
 - 1.3.4 **lifestyle profile**
 - 1.3.5 adaption of treatment for different circumstances

- 1.4. confirm and agree with the individual, they have understood the proposed advanced body massage treatment, to include:
 - 1.4.1 expected outcomes
 - 1.4.2 contra-actions
 - 1.4.3 **adverse reactions**
 - 1.4.4 physical sensation
- 1.5. obtain and record the individual's informed consent for the advanced body massage treatment in accordance with organisational and insurance requirements
- 1.6. carry out a pre-treatment test(s) to determine skin sensitivity
- 1.7. prepare the individual's treatment area in accordance with the advanced body massage treatment protocol, to include maintaining the individual's modesty and comfort
- 1.8. carry out a skin and body analysis, to include:
 - 1.8.1 **body type classification**
 - 1.8.2 **body characteristics**
 - 1.8.3 **posture analysis**
 - 1.8.4 visual observation (gait, pain/ease of movement, disposition)
- 1.9. carry out a **pre-treatment preparation** in accordance with the **advanced body massage treatment protocol**
- 1.10. select a **massage medium** and **tools and equipment** to be used in accordance with the advanced body massage treatment protocol
- 1.11. apply the massage medium and carry out **advanced body massage techniques** using **application techniques** in accordance with the advanced body massage treatment protocol, to include:
 - 1.11.1 maintaining your own posture and stance
 - 1.11.2 body massage sequence adapted in accordance with individuals needs and treatment aims
 - 1.11.3 **areas to be treated**
 - 1.11.4 **therapeutic effects**
- 1.12. check the pressure, rhythm, pace and flow of the massage with the individual, and adapt the manual advanced body massage techniques in accordance with the individual's needs
- 1.13. monitor the individual's health, wellbeing and skin reaction throughout the advanced body massage treatment
- 1.14. implement the correct course of action in the event of an adverse reaction
- 1.15. conclude the treatment in accordance with the advanced body massage treatment protocol, legislative requirements and organisational policies and procedures
- 1.16. complete the individual's treatment record and store in accordance with data legislation
- 1.17. use reflective practice to evaluate the advanced body massage treatment and take appropriate action
- 1.18. provide **instructions** and advice to the individual, pre and post the treatment
- 1.19. record the outcome and evaluation of the advanced body massage treatment

Range

1.3.4 Lifestyle profile

- genetics
- diet
- occupation
- sleep
- wellbeing

- stress level

1.4.3 Adverse reactions

- hyperaemia
- bruising
- allergic reaction
- oedema
- excessive healing response

1.8.1 Body type classifications

- endomorph
- ectomorph
- mesomorph

1.8.2 Body characteristics

- muscle tone
- muscle tension
- hair density
- sluggish circulation
- skin classifications
- skin condition
- lax elasticity
- posture

1.8.3 Posture analysis

- kyphosis
- lordosis
- scoliosis
- winged scapula
- dowagers hump
- pectus carinatum (pigeon chest)
- foot conditions

1.9. Pre-treatment preparation

- cleanse appropriate to massage
- exfoliation
- skin warming treatments

1.9. Advanced body massage treatment protocol

- working environment
- health and safety
- infection prevention and control
- treatment plan
- informed consent
- data management
- test outcomes
- manufacturer instructions
- audit and accountability
- instructions and advice
- sustainability
- waste management
- evidence-based practice
- reflective practice

1.10. Massage medium

- oil
- cream/wax/balm
- oil free
- powder
- pre-blend formulations

1.10. Tools and Equipment

- skin warming devices
- non-thermal handheld tools

1.11. Advanced body massage techniques

- effleurage
- petrissage
- tapotement
- frictions
- vibrations
- pressure point
- lymphatic drainage
- deep tissue
- light touch
- passive movements

1.11. Application techniques

- hands
- elbows
- forearms
- wrist
- use of non-thermal hand held tools

1.11.3 Areas to be treated

- Legs (including feet)
- Arms (including hands)
- Chest/Decollete
- Abdomen
- Back, neck and shoulders
- Face
- Scalp

1.11.4. Therapeutic effects

- detoxification
- stimulating
- toning
- relaxation
- improved sense of wellbeing
- mild pain relief
- improve immune function
- improves neurological function

1.18. Instructions

- the individual and practitioner's legal rights and responsibilities
- pre and post treatment instructions and care
- restrictions and associated risks
- future treatments

Learning outcome

The learner will:

- 2 know how to provide body massage treatments using advanced techniques
-

Assessment criteria

The learner will know and understand:

- 2.1. your role and responsibilities in providing advanced body massage treatments and the importance of working within your competence
- 2.2. why you must comply with ethical practice and work within the legislative requirements, to include the responsibilities under local authority licensing regulations for yourself and your premises
- 2.3. the importance to engage in, and document continuous professional development to include, up-to-date information policies, procedures and best practice guidance
- 2.4. the **anatomy and physiology** relevant to this unit
- 2.5. the relative and absolute contraindications relevant to the body massage treatment, to include the legislative and insurance requirements for obtaining medical diagnosis and referral
- 2.6. the importance of recognising suspicious skin irregularities and lesions, and referring to a relevant healthcare professional
- 2.7. the purpose, use and limitations of advanced body massage treatments, in relation to:
 - 2.7.1 past and current medical history
 - 2.7.2 relevant lifestyle profile
 - 2.7.3 medication and medical conditions
 - 2.7.4 postural faults and conditions
- 2.8. the adverse reactions associated with an advanced body massage treatment and how to respond
- 2.9. the health and safety responsibilities in line with legislation before, during and after the advanced body massage treatment
- 2.10. why it is important to discuss and establish the individual's objectives, concerns, expectations, desired outcomes and agree the advanced body massage treatment plan to include the healing response
- 2.11. the legal requirements for providing beauty treatments to minors and vulnerable adults
- 2.12. the fee structures and treatment options
- 2.13. the legislative and indemnity requirements of gaining signed, informed consent for the advanced body massage treatment
- 2.14. the importance of adhering to the advanced body massage treatment protocol
- 2.15. how to carry out and interpret pre-treatment tests
- 2.16. the frequency of providing advanced body massage treatments and the potential impact on the professional's health and wellbeing, to include:
 - 2.16.1 ways in which risks to health and wellbeing can be avoided
 - 2.16.2 avoidance of **work related injuries**
 - 2.16.3 maintaining your own personal wellbeing
- 2.17. the types of hygiene products for the skin and the importance of following manufacturer instructions
- 2.18. the importance of maintaining your own posture and stance throughout a massage treatment, to include how posture and stance supports the flow and effectiveness of the treatment
- 2.19. how to maintain the individual's comfort and care throughout the treatment in accordance with the advanced body massage, to include how the environment promotes calming or stimulation of the multisensory perceptions of the body

- 2.20. the importance of carrying out a body and skin analysis to determine the treatment plan, to include why it's important to identify individual's postural faults and conditions and how they can be improved
 - 2.21. the massage mediums used in advanced body massage and their effects
 - 2.22. how to select prepare and use products and equipment in accordance with the advanced body massage treatment protocol
 - 2.23. the importance of monitoring the health and wellbeing of the individual during and post the treatment
 - 2.24. the reasons for taking consensual visual media of the individual's treatment area and storing in accordance with the treatment, legislative, insurance and organisational requirements
 - 2.25. the legislative and regulatory requirements of completing and storing the individual's advanced body massage treatment records
 - 2.26. the types, benefits and limitations of pre-treatments carried out prior to an advanced body massage treatment
 - 2.27. the purpose of reflective practice and evaluation and how it informs future treatments
 - 2.28. the importance to record the outcome and evaluation of the advanced body massage treatment
 - 2.29. the types, benefits and limitations of advanced massage techniques and non-thermal hand held tools used within an advanced body massage treatment, to include associated risks and how to respond
 - 2.30. the types and effects of advanced body massage techniques
 - 2.31. how advanced body massage techniques can be adapted to create **therapeutic effects**
 - 2.32. why it is important to explain the treatment process and sensation to the individual
 - 2.33. the importance of allowing recovery time for the individual post the advanced body massage treatment
 - 2.34. the reasons for and relevance of considering frequency of treatment
 - 2.35. the expected outcomes of advanced body massage treatments
 - 2.36. the instructions and advice, pre and post the advanced body massage treatment
-

Range

2.4. Anatomy and physiology

- the structure and function of the body systems and their interdependence on each other
 - cells and tissues
 - skeletal
 - muscular
 - integumentary systems (hair, nails and skin)
 - endocrine
 - cardiovascular
 - lymphatic
 - nervous
 - respiratory
 - digestive
 - renal
 - reproductive
- relative and absolute contraindications and pathologies
- intrinsic and extrinsic factors that impact the functions of the human body and integral biology
- the physical, psychological and physiological effects of advanced body massage

2.16.2. Work related injuries

- repetitive strain injury
- postural
- dermatitis
- dehydration
- fatigue

2.32. Therapeutic effects

- detoxification
- stimulating
- toning
- relaxation
- improved sense of wellbeing
- mild pain relief
- improve immune function
- improves neurological function

Unit 306

Provide Body Massage Treatments Using Advanced Techniques

Supporting Information

Evidence requirements

Simulation is not allowed for any performance evidence within this unit.

You must practically demonstrate in your everyday work that you have met the standard for providing body massage treatments using advanced techniques.

Your assessor will observe your performance **on at least 6 separate occasions, each on 5 different clients, which must include:**

- 1 x full body massage inclusive of the scalp as a 90 minute treatment
- 1 x 30 minute seated massage treatment over clothes
- 3 x 60 minute treatments covering a minimum of 3 areas or full body/scalp
- 1 x 45 minute treatment that covers a minimum of 2 areas

From the range, you must practically demonstrate that you have:

- considered all lifestyle profiles
- confirmed and agreed all adverse reactions
- considered all body classifications
- considered at least four body characteristics
- considered all posture analysis
- covered all pre-treatment preparations
- met all advanced body massage treatment protocols
- used all massage mediums
- used all tools and equipment
- used all advanced body massage techniques
- used all application techniques
- covered all areas to be treated
- covered at least four of the therapeutic effects
- provided all instructions

It is likely most evidence of your performance will be gathered from the observations made by your assessor, but you may be required to produce other evidence to support your performance if your assessor has not been present.

Unit 301 Consult assess plan and prepare for beauty treatments

First aid

First aid can refer to first aid at work qualifications or equivalent and first aid mental health awareness.

Visual media

Visual media is evidence generated through photography or video.

Unit 302 Implement and maintain safe, hygienic and effective working practices

Aseptic techniques

Aseptic techniques are using practices and procedures to prevent cross contamination of pathogens.

Microbial contamination

Microbiological contamination refers to the presence of unwanted microbes such as bacteria, fungi, viruses and spores.

Universal precautions and standard precautions

Universal precautions are relevant if the practitioner is exposed to blood and/or some bodily fluid. It is the responsibility of the practitioner to implement infection prevention and control measures to prevent exposure to blood borne pathogens or Other Potentially Infectious Materials (OPIM).

Standard precautions are the basic level of infection control that should be used at all times within the working environment, such as hand hygiene, personal protective equipment, risk assessment, respiratory hygiene and cough etiquette, environmental cleaning and waste disposal. If required, the storage, handling, use and disposal of sharps must be in accordance with legislative requirements.

First aid

First aid can refer to first aid at work qualifications or equivalent and first aid mental health awareness.

Tests

Tests can be referred to as patch, allergy alert, tolerance/pain and thermal/tactile depending on the proposed treatment.

Toxicity

Toxicity is determined by a person's reaction to different dosages of a chemical. Toxicity or adverse reactions can occur from incompatibilities with an incorrect mixture of chemicals.

Unit 303 Implement and Maintain Operational Working Practices to Include Business, Retail and Promotional Activities

Safeguarding

To encompass the health, wellbeing and human rights of individuals from children to elderly.

Unit 304 Provide body electrical therapy treatments

Absolute contraindication

An absolute contraindication is a condition that prevents the treatment from being carried out and may require referral.

Adverse reaction

An adverse reaction is an 'unexpected' reaction or outcome following a treatment, i.e. fainting

Anatomy and Physiology

How the skeletal, muscular, circulatory, lymphatic, respiratory, excretory, digestive, endocrine and nervous systems interact with each other and how they impact the individual, treatment and outcomes.

Body type classification

Body types are identified as endomorph, mesomorph and ectomorph classifications.

Contra action

A contra-action is an 'expected' reaction or outcome following a treatment, i.e. erythema

Evidence-based practice

Evidence-based practice is based on the best available, current, valid and relevant evidence.

First aid

First aid can refer to first aid at work qualifications or equivalent and first aid mental health awareness.

Protocol

A protocol is a standard procedure to ensure best practice and compliance when providing treatments, safely, effectively, efficiently, sustainably following workplace policies, legislative requirements and manufacturers instruction.

Relative contraindication

A relative contraindication is a condition that requires an assessment of suitability for the treatment and/or if adaptations are required.

Skin barrier function

The renewable, biochemical barrier that shields our internal systems from environmental aggressors and pathogens, and helps prevent trans-epidermal water loss. Composed of cornified cells, natural moisturizing factors, barrier lipids and the skin microbiome.

Skin classification

Skin classification scales can be referred to as the Fitzpatrick scale, Langer scale and phenotype and genotypes.

Skin warming devices

A piece of equipment or other resource that is used to warm the client's skin eg electric blankets, steamer, infrared lamp, hot towels, compress, stones, crystals, shells, products.

Unit 305 Provide facial electrical therapy treatments

Absolute contraindication

An absolute contraindication is a condition that prevents the treatment from being carried out and may require referral.

Adverse reaction

An adverse reaction is an 'unexpected' reaction or outcome following a treatment, i.e. fainting

Anatomy and Physiology

How the skeletal, muscular, circulatory, lymphatic, respiratory, excretory, digestive, endocrine and nervous systems interact with each other and how they impact the individual, treatment and outcomes.

Body type classification

Body types are identified as endomorph, mesomorph and ectomorph classifications.

Contra action

A contra-action is an 'expected' reaction or outcome following a treatment, i.e. erythema

Evidence-based practice

Evidence-based practice is based on the best available, current, valid and relevant evidence.

First aid

First aid can refer to first aid at work qualifications or equivalent and first aid mental health awareness.

Protocol

A protocol is a standard procedure to ensure best practice and compliance when providing treatments, safely, effectively, efficiently, sustainably following workplace policies, legislative requirements and manufacturers instruction.

Relative contraindication

A relative contraindication is a condition that requires an assessment of suitability for the treatment and/or if adaptations are required.

Sensitive skin condition

A genetic increased capillary reactivity and altered barrier function leading to inherent epidermal fragility.

Sensitised skin condition

A sensitised skin condition occurs due to environmental and lifestyle factors that either increase inflammatory cytokines and modulators or impair skin barrier.

Skin analysis technologies

Encompassing everything from the magnification/woods lamp to more advanced technologies to assess deeper levels of skin characteristics and conditions.

Skin barrier function

The renewable, biochemical barrier that shields our internal systems from environmental aggressors and pathogens and helps prevent trans-epidermal water loss. Composed of cornified cells, natural moisturizing factors, barrier lipids and the skin microbiome.

Skin classification

Skin classification scales can be referred to as the Fitzpatrick scale, lacer scale and phenotype and genotypes.

Skin priming programme

Skin priming programme, are a set of instructions the individual can do prior to the treatment to achieve the best results.

Skin warming devices

Electric blankets, steamer, infrared lamp, hot towels, compress.

Unit 306 Provide body massage treatments using advanced techniques

Absolute contraindication

An absolute contraindication is a condition that prevents the treatment from being carried out and may require referral.

Adverse reaction

An adverse reaction is an 'unexpected' reaction or outcome following a treatment, i.e. fainting

Anatomy and Physiology

How the skeletal, muscular, circulatory, lymphatic, respiratory, excretory, digestive, endocrine and nervous systems interact with each other and how they impact the individual, treatment and outcomes.

Body type classification

Body types are identified as endomorph, mesomorph and ectomorph classifications.

Contra action

A contra-action is an 'expected' reaction or outcome following a treatment, i.e. erythema

Evidence-based practice

Evidence-based practice is based on the best available, current, valid and relevant evidence.

First aid

First aid can refer to first aid at work qualifications or equivalent and first aid mental health awareness.

Integral biology

Environmental and lifestyle factors that impact on the human body.

Multisensory perception

Multisensory perception is described as encouraging mindfulness. Techniques and strategies are used to heighten the desired effect. This considers treatments and techniques that engage the senses such as sight, touch, sound, taste and smell.

Non-thermal hand held tools

An alternative to hand massage techniques used in advanced body massage treatments. Tools can be manual or mechanical massage devices. Eg dry body brushing, bamboo sticks, body rollers.

Posture analysis

Observation of exaggerated curves, alignment imbalance of the body. Consider standing, sitting and walking as well as all views eg anterior, posterior and laterally.

Protocol

A protocol is a standard procedure to ensure best practice and compliance when providing treatments, safely, effectively, efficiently, sustainably following workplace policies, legislative requirements and manufacturers instruction.

Relative contraindication

A relative contraindication is a condition that requires an assessment of suitability for the treatment and/or if adaptations are required.

Skin warming devices

Electric blankets, steamer, infrared lamp, hot towels, compress.

Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **[Centre Document Library](http://www.cityandguilds.com)** on **www.cityandguilds.com** or click on the links below:

Quality Assurance Standards: Centre Handbook

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on

- Centre quality assurance criteria and monitoring activities
- Administration and assessment systems
- Centre-facing support teams at City & Guilds / ILM
- Centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the Centre Contract.

Quality Assurance Standards: Centre Assessment

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements, or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre-assessments.

Access arrangements - When and how applications need to be made to City & Guilds

provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **Centre Document Library** also contains useful information on such things as:

- Conducting examinations
- Registering learners
- Appeals and malpractice

Useful contacts

Please visit the Contact Us section of the City & Guilds website, **[Contact us](#)**

About City & Guilds

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

City & Guilds Group

The City & Guilds Group is a leader in global skills development. Our purpose is to help people, organisations and economies develop their skills for growth. We work with education providers, employers and governments in over 100 countries across the world to help people, businesses and economies grow by shaping skills systems and supporting skills development.

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