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

**November 2022 Version 1.0**

Candidate Logbook

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| --- | --- | --- |
| Version and date | Change detail | Section |
| V1.0 November 2022 | First published |  |

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 types | Portfolio, Knowledge Tests, Professional Discussion, Assignment. |
| Approvals | Pass/Fail |
| Support materials | Fast track approval / Full approval required |
| Registration and certification | Logbook, Sample assessments, Smartscreen |

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

Candidate logbook

|  |  |
| --- | --- |
| **Candidate name** |  |
| **Candidate enrolment no** |  |
| **Date of registration with City & Guilds** |  |
| **Date enrolled with centre** |  |
| **Centre name** |  |
| **Centre number** |  |
| **Centre address** |  |
| **Programme start date** |  |
| **Centre contact** |  |
| **IQA name** |  |
| **EQA name** |  |

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# Introduction and useful words

Welcome to your City & Guilds Candidate Logbook. It is designed to help you work towards your beauty therapy qualiﬁcation, by:

* Showing you what you need to achieve
* Helping you to record your achievements and evidence.

In this logbook, you will ﬁnd the forms that you and your assessor will use for your qualiﬁcation.

We’re sure that you will have lots of questions about your qualiﬁcation, and this introduction should answer some of them. Of course, your assessor should also be on hand to explain things and be your guide, but here are the answers to the main questions you may have at this early stage.

What qualification am I doing?

You are taking the **City & Guilds** **Level 3 Diploma for Advanced Beauty Therapists**. The units in this qualification are based on the National Occupational Standards (NOS) for Beauty Therapy. This means that the work you do to achieve this qualification is mainly about practical skills and real work activities.

What do I need to achieve?

Your qualification is divided into ‘units’. Each unit covers a different area of your work as a beauty therapist.

To achieve the qualification, you need to achieve units to meet the qualification structure, which is included in the summary of unit achievement section. In order to achieve this qualification you must complete all units.

What qualification am I doing?

There are three main parts:

* What you must do
* What you must cover
* What you must know.

You need to achieve all three of these parts to complete the unit. Each unit is also based on the NOS for Beauty Therapy, which describe the standard of performance (Performance criteria or P statements) you must achieve when carrying out activities in the workplace. They also state the knowledge and understanding (K statements) you will need in order to work in a salon. These standards have been mapped to the what you must do, what you must cover and what you must know sections of the units.

The what you must do and what you must cover sections relate to your observation of practical skills. Whereas the ‘What you must know’ section provides all the information you will need to prepare for your knowledge assessments and includes the knowledge criteria and knowledge range.

Who will decide whether I have achieved the standards?

For this qualification you are either ‘competent’ or ‘not yet competent’. This means that if you have not quite got everything right when you do something, you will have a chance to do it again after more practice – remember, practice makes perfect! There are a number of people who will help to decide when you are competent:

1. **Your assessor**

A person who is very experienced and qualiﬁed in the area of work that you are training in. This will probably be your tutor, or it may be a supervisor or manager in your salon. Your assessor will be overseeing your work towards the qualiﬁcation on a day-to-day basis.

1. **Internal Quality Assurer (IQA)**

A person within your centre who checks that all the assessments made by the assessors are carried out to the correct standards.

1. **External Quality Assurer (EQA)**

Someone from City & Guilds who visits your centre to check that all the assessments are correct and to the same standard as those made in other centres. This ensures that you’re not working to a higher or lower level than candidates in other centres. External Quality Assurers also check that your centre is operating the qualiﬁcation properly and fairly and has all the systems and equipment in place for your qualification.

How long will it take?

There is no time limit set by City & Guilds for you to complete this qualification, but your centre may have some requirements that they will explain to you.

The most important sources of information you are likely to need are listed below:

* Your tutor/assessor is the most important source of information about your qualiﬁcation
* Your centre’s student handbook or prospectus

On the rare occasion that you disagree with an assessor’s decision, you should use your centre’s appeals procedure. Ask an assessor or your Internal Quality Assurer (IQA) to help you if you are unsure of how to do this.

Your centre will refer any unresolved problems to City & Guilds. Make a note of your centre’s website address here:

The City & Guilds website (**www.cityandguilds.com**) or City & Guilds Customer Services team (**01924 930800**)

What do these words mean?

Here are some words that you may hear over the course of doing your qualification. You may want to refer back to this page if you hear a word and can’t remember what it means.

**Assessment plan**

An action plan set by you and your assessor at the beginning of your course and then updated as you progress through your assessments. It has key dates for collecting evidence and for reviewing your progress.

**Assessor**

A person qualiﬁed and experienced in beauty therapy treatments who will help you plan your work and assessments and organise your evidence. Your assessor will be responsible for judging if you are competent and will give you feedback.

**Candidate**

A person working towards a qualiﬁcation, i.e., yourself.

**Candidate appeals procedure**

A system within a centre designed to help you have your evidence checked again if you disagree with the outcome of an assessment. Your centre will explain this procedure to you when you start. You may also ﬁnd out at any time by asking your assessor or Internal Quality Assurer.

**Centre**

A place where training and/or assessment towards qualiﬁcations is carried out, which may be a college, training centre or work place. Only ‘approved centres’ that meet strict standards can offer City & Guilds qualiﬁcations.

**City & Guilds**

An awarding organisation for beauty therapy and many other qualiﬁcations. City & Guilds checks and approves centres, sets and monitors assessment and issues certiﬁcates to candidates.

**Competent**

This means being able to do your work well. You are competent when you show that you can work consistently to the required standards in a real work situation, and that you know and understand the correct way to do your job.

**Evidence**

Generally speaking, this is something that builds towards proof of your competence. There are different kinds of evidence, ranging from your assessor observing your work to a written test. Each unit spells out the kinds of evidence you need to collect.

**External Quality Assurer (sometimes called an EQA)**

An expert from City & Guilds who visits centres to check that all assessment is carried out correctly and to the same standard. They also check that your centre is operating the qualiﬁcation properly and fairly, and that it was all the systems and equipment in place.

**Internal Quality Assurer (sometimes called an IQA)**

A person within your centre who makes sure that assessment is carried out to the correct standard and that accurate records are kept.

**Observation**

Generally speaking, this means to watch or pay attention to something in great detail. For this award, it is one of the main types of evidence. Your assessor will watch you work, and judge whether you consistently meet the national standards.

**Outcome**

An outcome states what you should know, understand or be able to do as the result of a process of learning

**Performance criteria**

This term is used to describe the practical requirements of the NOS, these are mapped into the ‘What you must do’ outcome displayed in your logbook. The mapping can be found in the qualification handbook

**Portfolio**

The place where you keep all the evidence you collect to show that you are competent. Usually this is a ringbinder where you can put the hole-punched sheets of this logbook. Your portfolio needs to be clearly organised and all your evidence referenced to the units.

**Range**

There is performance range and knowledge and understanding range. The term performance range is sometimes used for the things listed in the ‘What you must cover’ part of the unit. You can tick these areas in your logbook following guidance from your assessor. The knowledge and understanding range can be found at the end of the What you must know section. The range for health and safety and other areas which cut across the units can be found in the More information section.

**Standards (National Occupational Standards, sometimes called NOS)**

These describe the things that an employee, or a potential employee, must be able to do consistently in a work situation, as well as the things that they must know and understand to do their job role competently. Habia sets the standards for Beauty Therapists. These standards have been used to create your qualification.

**Unit (mandatory and optional)**

The main building blocks of your award: each unit describes one aspect of your work.

**Vocational**

This qualification is a vocational award because it is based on skills and knowledge that you need in order to work and build a career as a Beauty Professional.

# Summary of unit achievement

By signing this summary of unit achievement we are conﬁrming that all the performance criteria, ranges and essential knowledge and understanding requirements for these units/NOS have been completed and that the evidence is authentic and has been obtained under speciﬁed conditions for which certiﬁcation is now requested.

|  |  |
| --- | --- |
| **Candidate name** |  |
| **Candidate enrolment number** |  |
| **Centre name** |  |
| **Centre number** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification outcomes** | **Date achieved** | **Assessor signature** | **Candidate signature** | **IQA signature (if sampled)** |
| **Mandatory units** |  |  |  |  |
| 301 Consult, assess, plan and prepare for beauty treatments |  |  |  |  |
| 302 Implement and maintain safe hygienic and effective working practices |  |  |  |  |
| 303 Implement and maintain operational working practices to include business, retail and promotional activities |  |  |  |  |
| 304 Provide body electrical therapy treatments |  |  |  |  |
| 305 Provide facial electrical therapy treatments |  |  |  |  |
| 306 Provide body massage treatments using advanced techniques |  |  |  |  |

Note: City & Guilds unit numbers are three-digit numbers in front of the unit titles e.g., 301, 302. These numbers are to be used for results entry purposes, conﬁrming achievement of units for which certiﬁcation is requested.

|  |  |
| --- | --- |
| **IQA signature** |  |
| **Date** |  |

# Complete list of units

|  |  |  |
| --- | --- | --- |
| **City & Guilds unit number** | **Unit title** | **Level** |
| **Mandatory** |  |  |
| 301 | Consult, assess, plan and prepare for beauty treatments | 3 |
| 302 | Implement and maintain safe hygienic and effective working practices | 3 |
| 303 | Implement and maintain operational working practices to include business, retail and promotional activities | 3 |
| 304 | Provide body electrical therapy treatments | 3 |
| 305 | Provide facial electrical therapy treatments | 3 |
| 306 | Provide body massage treatments using advanced techniques | 3 |

# 

Unit 301 Consult, assess, plan and prepare for beauty treatments

This unit is about carrying out the consultation, assessment, planning and preparation for Beauty sectors.

You will need to follow the treatment protocol, legislative, regulatory and organisational requirements to implement and maintain safe, hygienic and effective working practices.

It is advisable that you are aware of and comply with:

* first aid requirements
* all related legislation
* manufacturers protocols
* organisational policies and procedures

How to achieve this unit

You must practically demonstrate in your everyday work that you have met the required standard for this unit. The standards cover:

1. What you must do

2. What you must cover

3. What you must know

## **What you must do:**

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.**

|  |  |
| --- | --- |
| Outcome | Assessor notes |
| **Outcome 1: Consult, assess, plan and prepare for beauty therapies** |  |
| 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 individuals concerns, expectations and desired outcome's  1.1.5 considering 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 |  |

Once you have achieved the performance criteria in the table above, your assessor will tick and enter the date in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Observation | 1 | 2 | 3 | 4 | 5 |
| **Achieved (tick)** |  |  |  |  |  |
| **Date** |  |  |  |  |  |
| **Candidate signature** |  |  |  |  |  |
| **Assessor signature** |  |  |  |  |  |
| **IQA signature (if sampled)** |  |  |  |  |  |

## **What you must cover**

Before completing the table below you must make sure you have achieved the “what you must do” section.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From the range you must demonstrate that you have met the following. Please tick the box for the relevant observation | | | | | |
|  | **1** | **2** | **3** | **4** | **5** |
| **All treatment areas** | | | | | |
| Skin classification   * Fitzpatrick scale * Pheno type, Geno type * Lancer scale |  |  |  |  |  |
| Skin condition |  |  |  |  |  |
| Skin sensitivity |  |  |  |  |  |
| **All disclosed conditions** | | | | | |
| contraindications, relative and absolute |  |  |  |  |  |
| body dysmorphic disorders |  |  |  |  |  |
| physical, and psychological condition |  |  |  |  |  |
| **All 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 |  |  |  |  |  |
| **All Instructions** | | | | | |
| The individual and practitioner's legal rights and responsibilities |  |  |  |  |  |
| Pre and post treatment instructions and care |  |  |  |  |  |
| Future treatments |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Observation | 1 | 2 | 3 | 4 | 5 |
| **Achieved (tick)** |  |  |  |  |  |
| **Date** |  |  |  |  |  |
| **Candidate signature** |  |  |  |  |  |
| **Assessor signature** |  |  |  |  |  |
| **IV signature**  **(if sampled)** |  |  |  |  |  |

## **What you must know**

You will be assessed on your knowledge and understanding. The information below lists the knowledge and range that will be covered.

Your assessor will be able to provide information on how you will be assessed and help you date and reference your evidence in the table at the end of this section.

The knowledge assessed in the cross unit knowledge test is highlighted in grey below.

|  |
| --- |
| Outcome 2: know how to consult, assess, plan and prepare for beauty therapies |
| 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,  2.17. protecting and retaining the individual's data  2.18. why certain treatments are prohibited or restricted for minors  2.19. the legislative requirements which sets out the rights of the individual and the professional  2.20. the legislative, insurance and organisational requirements for taking and storing visual media of the individual's treatment area  2.21. the legislative and regulatory requirements of completing and storing the individuals' treatment records  2.22. the reasons for providing instructions and advice, pre and post the treatment |

### Knowledge and Understanding Range

**2.20 Visual media**

* + photographic
  + video

For information on the scope and range for health and safety, environmental and sustainable working practices and diverse needs please refer to the appendices section.

Tick the ways in which the above knowledge was covered:

|  |  |  |
| --- | --- | --- |
| Type of Test | Tick | Date |
| Professional discussion |  |  |

Declaration

**Supplementary notes**

**Your assessor may use this space for any additional comments they may have about your work.**

|  |  |
| --- | --- |
| Comment | Date |
|  |  |

Unit sign-off

**This section must be signed when the unit is complete.**

**We confirm that this evidence is authentic and the assessments were conducted under specified conditions and that all the performance criteria, range and essential knowledge requirements have been met for this unit.**

|  |  |
| --- | --- |
| Candidate signature | Date |
| Assessor signature | Date |
| IQA signature (if sampled) | Date |
| EQA signature (if sampled) | Date |

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

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.

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.

It is advisable that you are aware of and comply with:

* first aid requirements
* all related legislation
* manufacturers protocols
* organisational policies and procedures

How to achieve this unit

You must practically demonstrate in your everyday work that you have met the required standard for this unit. The standards cover:

1. What you must do

2. What you must cover

3. What you must know

## **What you must do:**

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**

|  |  |
| --- | --- |
| Outcome | Assessor notes |
| **Outcome 1: Implement and maintain safe hygienic and effective working practices** |  |
| 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 |  |

Once you have achieved the performance criteria in the table above, your assessor will tick and enter the date in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Observation | 1 | 2 | 3 | 4 | 5 |
| **Achieved (tick)** |  |  |  |  |  |
| **Date** |  |  |  |  |  |
| **Candidate signature** |  |  |  |  |  |
| **Assessor signature** |  |  |  |  |  |
| **IQA signature (if sampled)** |  |  |  |  |  |

## **What you must cover**

Before completing the table below you must make sure you have achieved the “what you must do” section.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From the range you must demonstrate that you have met the following. Please tick the box for the relevant observation | | | | | | | |
|  | **1** | **2** | **3** | | **4** | **5** | |
| **All working environments** | | | | | | | |
| 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 |  |  |  |  | | |  |
| **All waste** | | | | | | | |
| Non-hazardous waste |  |  |  |  | | |  |
| Clinical |  |  |  |  | | |  |
| Sharps |  |  |  |  | | |  |
| Mixed municipal waste |  |  |  |  | | |  |
| General and confidential |  |  |  |  | | |  |
| Recyclable |  |  |  |  | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Observation | 1 | 2 | 3 | 4 | 5 |
| **Achieved (tick)** |  |  |  |  |  |
| **Date** |  |  |  |  |  |
| **Candidate signature** |  |  |  |  |  |
| **Assessor signature** |  |  |  |  |  |
| **IV signature**  **(if sampled)** |  |  |  |  |  |

## **What you must know**

You will be assessed on your knowledge and understanding. The information below lists the knowledge and range that will be covered. Some of this knowledge will be assessed in one cross unit knowledge test. This knowledge will be assessed by online tests.

Your assessor will be able to provide information on how you will be assessed and help you date and reference your evidence in the table at the end of this section.

The knowledge assessed in the cross unit knowledge test is highlighted in grey below.

|  |
| --- |
| Outcome 2: Know how to implement and maintain safe hygienic and effective working practices |
| 2.1 your responsibilities for **health and safety** as defined by any specific legislation covering your job role  2.2. why you 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. your own physical and psychological wellbeing and how this may impact on being able to provide a procedure safely  2.6. your 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 and accountability of working practices and procedures  2.15. the reasons for 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 |

### Knowledge and Understanding 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

**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-base 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

For information on the scope and range for health and safety, environmental and sustainable working practices and diverse needs please refer to the appendices section.

Tick the ways in which the above knowledge was covered:

|  |  |  |
| --- | --- | --- |
| Type of Test | Tick | Date |
| City and Guilds online test |  |  |
| Cross-knowledge test |  |  |

**Declaration**

**Supplementary notes**

**Your assessor may use this space for any additional comments they may have about your work.**

|  |  |
| --- | --- |
| Comment | Date |
|  |  |

Unit sign-off

**This section must be signed when the unit is complete.**

**We confirm that this evidence is authentic and the assessments were conducted under specified conditions and that all the performance criteria, range and essential knowledge requirements have been met for this unit.**

|  |  |
| --- | --- |
| Candidate signature | Date |
| Assessor signature | Date |
| IQA signature (if sampled) | Date |
| EQA signature (if sampled) | Date |

Unit 303 Implement and maintain operational working practices to include business, retail and promotional activities

This unit is for professionals who are able to facilitate the overall growth and development of a successful business by providing opportunities to:

* promote and sell treatments, products and services
* manage and coordinate stock control
* contribute to productivity including time management and goal setting

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.

It is advisable that you are aware of and comply with:

* first aid requirements
* all related legislation
* manufacturers protocols
* organisational policies and procedures

How to achieve this unit

You must practically demonstrate in your everyday work that you have met the required standard for this unit. The standards cover:

1. What you must do

2. What you just cover

3. What you must know

## **What you must do:**

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.

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.

|  |  |
| --- | --- |
| Outcome 1: Instruct, advise and assist in the sale and promotion of products and treatments | Assessor notes |
| 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, to include:  1.2.1 consultation outcomes  1.2.2 treatment planning  1.2.3 homecare products and routines  1.2.4 lifestyle & health guidance  1.2.5 budget  1.2.6 time (inclusive of short and long-term)  1.2.7 commitment  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 organisational policies and procedures  1.9. update the individual's procedure records and store in accordance with data legislation  1.10. Maintain your responsibilities for sale of goods and treatments in accordance with legislation and other relevant regulations, and business operational procedures and guidelines |  |
| **Outcome 2: Assist with stock management** | **Assessor notes** |
| 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 organisations 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 |  |
| **Outcome 3: Contribute to productivity, time management and financial effectiveness of the business** | **Assessor notes** |
| 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 |  |
| **Outcome 4: work with others in an individual, team or supervisory capacity** | **Assessor notes** |
| 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 activites 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 peoples feedback and emotions  4.6. contribute, agree and document information for, and with others, in accordance with the organisations 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 |  |

Once you have achieved the performance criteria in the table above, your assessor will tick and enter the date in the table below.

|  |  |  |
| --- | --- | --- |
| Observation | 1 | 2 |
| **Achieved (tick)** |  |  |
| **Date** |  |  |
| **Candidate signature** |  |  |
| **Assessor signature** |  |  |
| **IQA signature (if sampled)** |  |  |

## **What you must cover**

Before completing the table below you must make sure you have achieved the “what you must do” section.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From the range you must demonstrate that you have met the following. Please tick the box for the relevant observation | | | | | | | |
|  | **1** | **2** |  | |  |  | |
| **Participated in at least one display** | | | | | | | |
| Product or treatment demonstrations/presentation |  |  |  |  | | |  |
| Instructional video |  |  |  |  | | |  |
| **Demonstrated all instructional techniques** | | | | | | | |
| Skill demonstation |  |  |  |  | | |  |
| Use of visual aids |  |  |  |  | | |  |
| Verbal explanation |  |  |  |  | | |  |
| Use of written instructions |  |  |  |  | | |  |
| **Participated in all productivity and development targets** | | | | | | | |
| Retail sales |  |  |  |  | | |  |
| Technical treatments |  |  |  |  | | |  |
| Personal learning |  |  |  |  | | |  |
| **Carried out all team activities** | | | | | | | |
| Team meetings |  |  |  |  | | |  |
| Housekeeping duties |  |  |  |  | | |  |
| Salon operations |  |  |  |  | | |  |
| Reception duties |  |  |  |  | | |  |
| Hospitality duties |  |  |  |  | | |  |
| Staff incentive activities |  |  |  |  | | |  |
| **Worked with all others** | | | | | | | |
| Clients |  |  |  |  | | |  |
| Health care practitioners |  |  |  |  | | |  |
| Complementary therapy practitioners |  |  |  |  | | |  |
| Colleagues/peers |  |  |  |  | | |  |
| Mentors |  |  |  |  | | |  |
| Management staff/human resources |  |  |  |  | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Observation | 1 | 2 |  |  |  |
| **Achieved (tick)** |  |  |  |  |  |
| **Date** |  |  |  |  |  |
| **Candidate signature** |  |  |  |  |  |
| **Assessor signature** |  |  |  |  |  |
| **IV signature**  **(if sampled)** |  |  |  |  |  |

## **What you must know**

You will be assessed on your knowledge and understanding. The information below lists the knowledge and range that will be covered. Some of this knowledge will be assessed in one cross unit knowledge test. This knowledge will be assessed by online tests.

Your assessor will be able to provide information on how you will be assessed and help you date and reference your evidence in the table at the end of this section.

The knowledge assessed in the cross unit knowledge test is highlighted in grey below.

|  |
| --- |
| Outcome 5: Know how to Instruct, advise and assist in the sale and promotion of products and treatments |
| 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 individual’s  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 |
| **Outcome 6: Know how to assist with stock management** |
| 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 |
| **Outcome 7: Know how to contribute to productivity, time management and financial effectiveness of the business** |
| 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 |
| **Outcome 8: Know how to** **work with others in an individual, team or supervisory capacity** |
| 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 peoples feedback and emotions, including when and how to seek further advise and support  8.3. general principles of team work; 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 |

### Knowledge and Understanding 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

**6.2 Documents**

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

**8.5 methods**

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

For information on the scope and range for health and safety, environmental and sustainable working practices and diverse needs please refer to the appendices section.

Tick the ways in which the above knowledge was covered:

|  |  |  |
| --- | --- | --- |
| Type of Test | Tick | Date |
| Professional discussion |  |  |

Declaration

**Supplementary notes**

**Your assessor may use this space for any additional comments they may have about your work.**

|  |  |
| --- | --- |
| Comment | Date |
|  |  |

Unit sign-off

**This section must be signed when the unit is complete.**

**We confirm that this evidence is authentic and the assessments were conducted under specified conditions and that all the performance criteria, range and essential knowledge requirements have been met for this unit.**

|  |  |
| --- | --- |
| Candidate signature | Date |
| Assessor signature | Date |
| IQA signature (if sampled) | Date |
| EQA signature (if sampled) | Date |

Unit 304 Provide body electrical therapy treatments

This unit is for a beauty professional providing body electrical therapy treatments using the following technologies:

* Electrical Muscle Simulation,
* Galvanic
* Micro current
* Microdermabrasion
* low intensity LED light (below 500mW)
* Skin warming devices
* Radiofrequency/High- frequency (3KHz – 300GHz),
* Lymphatic drainage equipment

to improve and maintain skin and body condition.

You will also be required to do a post treatment evaluation and reflection for continuous improvement.

You will need to ensure that your practices reflect up-to-date information, policies, procedures and best practice guidance.

It is advisable that you are aware of and comply with:

* first aid requirements
* all related legislation
* manufacturers protocols
* organisational policies and procedures

How to achieve this unit

You must practically demonstrate in your everyday work that you have met the required standard for this unit. The standards cover:

1. What you must do

2. What you just cover

3. What you must know

## **What you must do:**

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

This unit will 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.**

|  |  |
| --- | --- |
| Outcome 1: Provide body electrical therapy treatments | Assessor notes |
| 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  1.9. 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 |  |

Once you have achieved the performance criteria in the table above, your assessor will tick and enter the date in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Observation | 1 | 2 | 3 | 4 | 5 |
| **Achieved (tick)** |  |  |  |  |  |
| **Date** |  |  |  |  |  |
| **Candidate signature** |  |  |  |  |  |
| **Assessor signature** |  |  |  |  |  |
| **IQA signature (if sampled)** |  |  |  |  |  |

## **What you must cover**

Before completing the table below you must make sure you have achieved the “what you must do” section.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From the range you must demonstrate that you have met the following. Please tick the box for the relevant observation | | | | | |
|  | **1** | **2** | **3** | **4** | **5** |
| **Confirmed all adverse reactions** | | | | | |
| Hyperaemia |  |  |  |  |  |
| Galvanic burn |  |  |  |  |  |
| Bruising |  |  |  |  |  |
| Irritation |  |  |  |  |  |
| Allergic reaction |  |  |  |  |  |
| Muscle fatigue |  |  |  |  |  |
| Hyper/hypopigmentation |  |  |  |  |  |
| Oedema |  |  |  |  |  |
| **Met all body electrical treatment protocols** | | | | | |
| 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 |  |  |  |  |  |
| **Considered all body type classifications** | | | | | |
| Endomorph |  |  |  |  |  |
| Ectomorph |  |  |  |  |  |
| Mesomorph |  |  |  |  |  |
| **Considered all 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) |  |  |  |  |  |
| **Considered all posture analysis** | | | | | |
| Kyphosis |  |  |  |  |  |
| Lordosis |  |  |  |  |  |
| Scoliosis |  |  |  |  |  |
| Winged scapula |  |  |  |  |  |
| Dowagers hump |  |  |  |  |  |
| Pectus carinatum (pigeon chest) |  |  |  |  |  |
| Foot conditions |  |  |  |  |  |
| **Selected and used all products** | | | | | |
| Gels |  |  |  |  |  |
| Oils |  |  |  |  |  |
| Creams |  |  |  |  |  |
| Powder |  |  |  |  |  |
| Serums |  |  |  |  |  |
| **Selected and used all 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 |  |  |  |  |  |
| **Provided all instructions** | | | | | |
| The individual and practitioner's legal rights and responsibilities |  |  |  |  |  |
| Pre and post treatment instructions and care |  |  |  |  |  |
| Restrictions and associated risks |  |  |  |  |  |
| Future treatments |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Observation | 1 | 2 | 3 | 4 | 5 |
| **Achieved (tick)** |  |  |  |  |  |
| **Date** |  |  |  |  |  |
| **Candidate signature** |  |  |  |  |  |
| **Assessor signature** |  |  |  |  |  |
| **IV signature**  **(if sampled)** |  |  |  |  |  |

## **What you must know**

You will be assessed on your knowledge and understanding. The information below lists the knowledge and range that will be covered. Some of this knowledge will be assessed in one cross unit knowledge test. This knowledge will be assessed by online tests.

Your assessor will be able to provide information on how you will be assessed and help you date and reference your evidence in the table at the end of this section.

The knowledge assessed in the cross unit knowledge test is highlighted in grey below.

|  |
| --- |
| Outcome 2: Know how to provide body electrical therapy treatments |
| 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 standard  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 |

### Knowledge and Understanding Range

**2.4. Anatomy and physiology**

* the structure and function of the body systems and there 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

For information on the scope and range for health and safety, environmental and sustainable working practices and diverse needs please refer to the appendices section.

Tick the ways in which the above knowledge was covered:

|  |  |  |
| --- | --- | --- |
| Type of Test | Tick | Date |
| City and Guilds online test |  |  |
| Cross-knowledge test |  |  |
| Other (please state) |  |  |

Declaration

**Supplementary notes**

**Your assessor may use this space for any additional comments they may have about your work.**

|  |  |
| --- | --- |
| Comment | Date |
|  |  |

Unit sign-off

**This section must be signed when the unit is complete.**

**We confirm that this evidence is authentic and the assessments were conducted under specified conditions and that all the performance criteria, range and essential knowledge requirements have been met for this unit.**

|  |  |
| --- | --- |
| Candidate signature | Date |
| Assessor signature | Date |
| IQA signature (if sampled) | Date |
| EQA signature (if sampled) | Date |

Unit 305 Provide facial electrical therapy treatments

This standard is for a Beauty professional providing facial electrical therapy treatments using the following technologies:

* Galvanic,
* Micro current,
* Microdermabrasion,
* low intensity LED light (below 500mW),
* Skin warming devices,
* Radiofrequency/High-frequency (3KHz – 300GHz),
* Lymphatic drainage equipment

to improve and maintain skin condition.

You will also be required to do a post treatment evaluation and reflection for continuous improvement.

It is advisable that you are aware of and comply with:

* first aid requirements
* all related legislation
* manufacturers protocols
* organisational policies and procedures

How to achieve this unit

You must practically demonstrate in your everyday work that you have met the required standard for this unit. The standards cover:

1. What you must do

2. What you must cover

3. What you must know

## **What you must do:**

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.**

|  |  |
| --- | --- |
| Outcome 1: Provide facial electrical therapy treatments | Assessor notes |
| 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 individuals 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:  1.11.1 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 |  |

Once you have achieved the performance criteria in the table above, your assessor will tick and enter the date in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Observation | 1 | 2 | 3 | 4 | 5 |
| **Achieved (tick)** |  |  |  |  |  |
| **Date** |  |  |  |  |  |
| **Candidate signature** |  |  |  |  |  |
| **Assessor signature** |  |  |  |  |  |
| **IQA signature (if sampled)** |  |  |  |  |  |

## **What you must cover**

Before completing the table below you must make sure you have achieved the “what you must do” section.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From the range you must demonstrate that you have met the following. Please tick the box for the relevant observation | | | | | | | | |
|  | **1** | **2** | | **3** | **4** | | | **5** |
| **Confirmed all adverse reactions** | | | | | | | | |
| Hyperaemia |  |  | |  |  | | |  |
| Galvanic burn |  |  | |  |  | | |  |
| Bruising |  |  | |  |  | | |  |
| Irritation |  |  | |  |  | | |  |
| Allergic reaction |  |  | |  |  | | |  |
| Muscle fatigue |  |  | |  |  | | |  |
| Hyper/hypopigmentation |  |  | |  |  | | |  |
| Oedema |  |  | |  |  | | |  |
| **Met all 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 |  |  | |  |  | | |  |
| **Considered all skin classifications** | | | | | | | | |
| Fitzpatrick scale |  |  | |  |  | | |  |
| Phenotype and genotype |  |  | |  |  | | |  |
| Lancer |  |  | |  |  | | |  |
| **Considered all skin conditions** | | | | | | | | |
| Lax elasticity |  |  | |  |  | | |  |
| Hyper and hypo pigmentation |  |  | |  |  | | |  |
| Congested |  |  | |  |  | | |  |
| Pustular |  |  | |  |  | | |  |
| Fragile |  |  | |  |  | | |  |
| Vascular |  |  | |  |  | | |  |
| Sensitised |  |  | |  |  | | |  |
| Sensitive |  |  | |  |  | | |  |
| Dehydrated |  |  | |  |  | | |  |
| Photo-sensitive |  |  | |  |  | | |  |
| Photo-aged |  |  | |  |  | | |  |
| Dehydrated |  |  | |  |  | | |  |
| Lack lustre |  |  | |  |  | | |  |
| **Considered all skin types** | | | | | | | | |
| Dry |  |  | |  |  | | |  |
| Oily |  |  | |  |  | | |  |
| Combination |  |  | |  |  | | |  |
| Balanced |  |  | |  |  | | |  |
| **Selected and used all products** | | | | | | | | |
| Gels |  |  |  | | |  |  | |
| Oils |  |  |  | | |  |  | |
| Powder |  |  |  | | |  |  | |
| Creams |  |  |  | | |  |  | |
| Skin primers |  |  |  | | |  |  | |
| Serums |  |  |  | | |  |  | |
| SPF |  |  |  | | |  |  | |
| **Selected and used all 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 |  |  |  | | |  |  | |
| **Provided all instructions** | | | | | | | | |
| The individual and practitioner’s legal rights and responsibilities |  |  |  | | |  |  | |
| Pre and post treatment instructions and care |  |  |  | | |  |  | |
| Restrictions and associated risks |  |  |  | | |  |  | |
| Future treatments |  |  |  | | |  |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Observation | 1 | 2 | 3 | 4 | 5 |
| **Achieved (tick)** |  |  |  |  |  |
| **Date** |  |  |  |  |  |
| **Candidate signature** |  |  |  |  |  |
| **Assessor signature** |  |  |  |  |  |
| **IV signature**  **(if sampled)** |  |  |  |  |  |

## **What you must know**

You will be assessed on your knowledge and understanding. The information below tells you what will be covered. Some of this knowledge will be assessed in one cross unit knowledge test. This knowledge will be assessed by online tests.

Your assessor will be able to provide information on how you will be assessed and help you date and reference your evidence in the table below.

The knowledge assessed in the cross unit knowledge test is highlighted in grey below.

|  |
| --- |
| Outcome 2: Know how to maintain safe and effective methods of working when enhancing the appearance of eyebrows |
| 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 standard  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 recognizing 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 |

### Knowledge and Understanding Range

**2.4. Anatomy and physiology**

* the structure and function of the body systems and there 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

**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

For information on the scope and range for health and safety, environmental and sustainable working practices and diverse needs please refer to the appendices section.

Tick the ways in which the above knowledge was covered:

|  |  |  |
| --- | --- | --- |
| Type of Test | Tick | Date |
| Online test |  |  |
| Cross-knowledge test |  |  |

Declaration

**Supplementary notes**

**Your assessor may use this space for any additional comments they may have about your work.**

|  |  |
| --- | --- |
| Comment | Date |
|  |  |

Unit sign-off

**This section must be signed when the unit is complete.**

**We confirm that this evidence is authentic and the assessments were conducted under specified conditions and that all the performance criteria, range and essential knowledge requirements have been met for this unit.**

|  |  |
| --- | --- |
| Candidate signature | Date |
| Assessor signature | Date |
| IQA signature (if sampled) | Date |
| EQA signature (if sampled) | Date |

Unit 306 Provide body massage treatments using advanced techniques

This unit is for a beauty professional providing advanced body massage treatments. Advanced techniques will include the use of non-thermal handheld tools and alternative massage techniques.

You will also be required to do a post treatment evaluation and reflection for continuous improvement.

You will need to ensure that your practices reflect up-to-date information, policies, procedures and best practice guidance.

It is advisable that you are aware of and comply with:

* first aid requirements
* all related legislation
* manufacturers protocols
* organisational policies and procedures

How to achieve this unit

You must practically demonstrate in your everyday work that you have met the required standard for this unit. The standards cover:

1. What you must do

2. What you just cover

3. What you must know

## **What you must do:**

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.

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

|  |  |
| --- | --- |
| Outcome 1: Provide body massage treatments using advanced techniques | Assessor notes |
| 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 alternative treatment options  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:  1.7.1 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**  1.9. 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  1.12. check the pressure, rhythm 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 |  |

Once you have achieved the performance criteria in the table above, your assessor will tick and enter the date in the table below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Observation | 1 | 2 | 3 | 4 | 5 | 6 |
| **Achieved (tick)** |  |  |  |  |  |  |
| **Date** |  |  |  |  |  |  |
| **Candidate signature** |  |  |  |  |  |  |
| **Assessor signature** |  |  |  |  |  |  |
| **IQA signature (if sampled)** |  |  |  |  |  |  |

## **What you must cover**

Before completing the table below you must make sure you have achieved the “what you must do” section.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From the range you must demonstrate that you have met the following. Please tick the box for the relevant observation | | | | | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** |
| **Considered all lifestyle profiles** | | | | | | |
| Genetics |  |  |  |  |  |  |
| Diet |  |  |  |  |  |  |
| Occupation |  |  |  |  |  |  |
| Sleep |  |  |  |  |  |  |
| Wellbeing |  |  |  |  |  |  |
| Stress level |  |  |  |  |  |  |
| **Confirmed and agreed all adverse reactions** | | | | | | |
| Hyperaemia |  |  |  |  |  |  |
| Bruising |  |  |  |  |  |  |
| Allergic reaction |  |  |  |  |  |  |
| Oedema |  |  |  |  |  |  |
| Excessive healing response |  |  |  |  |  |  |
| **Considered all body classifications** | | | | | | |
| Endomorph |  |  |  |  |  |  |
| Ectomorph |  |  |  |  |  |  |
| Mesomorph |  |  |  |  |  |  |
| **Considered at least four body characteristics** | | | | | | |
| Muscle tone |  |  |  |  |  |  |
| Muscle tension |  |  |  |  |  |  |
| Hair density |  |  |  |  |  |  |
| Sluggish circulation |  |  |  |  |  |  |
| Skin classifications |  |  |  |  |  |  |
| Skin condition |  |  |  |  |  |  |
| Lax elasticity |  |  |  |  |  |  |
| Posture |  |  |  |  |  |  |
| **Considered all posture analysis** | | | | | | |
| Kyphosis |  |  |  |  |  |  |
| Lordosis |  |  |  |  |  |  |
| Scoliosis |  |  |  |  |  |  |
| Winged scapula |  |  |  |  |  |  |
| Dowagers hump |  |  |  |  |  |  |
| Pectus carinatum (pigeon chest) |  |  |  |  |  |  |
| Foot conditions |  |  |  |  |  |  |
| **Covered all pre-treatment preparations** | | | | | | |
| Cleanse appropriate to massage |  |  |  |  |  |  |
| Exfoliation |  |  |  |  |  |  |
| Skin warming treatments |  |  |  |  |  |  |
| **Met all advanced body massage treatment protocols** | | | | | | |
| 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 |  |  |  |  |  |  |
| **Used all massage mediums** | | | | | | |
| Oil |  |  |  |  |  |  |
| Cream/wax/balm |  |  |  |  |  |  |
| Oil free |  |  |  |  |  |  |
| Powder |  |  |  |  |  |  |
| Pre-blend formulations |  |  |  |  |  |  |
| **Used all tools and Equipment** | | | | | | |
| Skin warming devices |  |  |  |  |  |  |
| Non-thermal hand held tools |  |  |  |  |  |  |
| **Used all advanced body massage techniques** | | | | | | |
| Effleurage |  |  |  |  |  |  |
| Petrissage |  |  |  |  |  |  |
| Tapotement |  |  |  |  |  |  |
| Frictions |  |  |  |  |  |  |
| Vibrations |  |  |  |  |  |  |
| Pressure point |  |  |  |  |  |  |
| Lymphatic drainage |  |  |  |  |  |  |
| Deep tissue |  |  |  |  |  |  |
| Light touch |  |  |  |  |  |  |
| Passive movements |  |  |  |  |  |  |
| **Used all application techniques** | | | | | | |
| Hands |  |  |  |  |  |  |
| Elbows |  |  |  |  |  |  |
| Forearms |  |  |  |  |  |  |
| Wrist |  |  |  |  |  |  |
| Use of non-thermal hand held tools |  |  |  |  |  |  |
| **Covered all areas to be treated** | | | | | | |
| Legs (including feet) |  |  |  |  |  |  |
| Arms (including hands) |  |  |  |  |  |  |
| Chest/Decollete |  |  |  |  |  |  |
| Abdomen |  |  |  |  |  |  |
| Back, neck and shoulders |  |  |  |  |  |  |
| Face |  |  |  |  |  |  |
| Scalp |  |  |  |  |  |  |
| **Covered at least four of the Therapeutic effects** | | | | | | |
| detoxification |  |  |  |  |  |  |
| stimulating |  |  |  |  |  |  |
| toning |  |  |  |  |  |  |
| relaxation |  |  |  |  |  |  |
| improved sense of wellbeing |  |  |  |  |  |  |
| mild pain relief |  |  |  |  |  |  |
| improve immune function |  |  |  |  |  |  |
| improves neurological function |  |  |  |  |  |  |
| **Provided all instructions** | | | | | | |
| The individual and practitioner's legal rights and responsibilities |  |  |  |  |  |  |
| Pre and post treatment instructions and care |  |  |  |  |  |  |
| Restrictions and associated risks |  |  |  |  |  |  |
| Future treatments |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Observation | 1 | 2 | 3 | 4 | 5 | 6 |
| **Achieved (tick)** |  |  |  |  |  |  |
| **Date** |  |  |  |  |  |  |
| **Candidate signature** |  |  |  |  |  |  |
| **Assessor signature** |  |  |  |  |  |  |
| **IV signature**  **(if sampled)** |  |  |  |  |  |  |

## **What you must know**

You will be assessed on your knowledge and understanding. The information below lists the knowledge and range that will be covered. Some of this knowledge will be assessed in one cross unit knowledge test. This knowledge will be assessed by online tests.

Your assessor will be able to provide information on how you will be assessed and help you date and reference your evidence in the table at the end of this section.

The knowledge assessed in the cross unit knowledge test is highlighted in grey below.

|  |
| --- |
| Outcome 2: Know how to provide body massage treatments using advanced techniques |
| 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 standard  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  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 there 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 expected outcomes of advanced body massage treatments  2.35. the instructions and advice, pre and post the advanced body massage treatment |

### Knowledge and Understanding Range

**2.4. Anatomy and physiology**

* the structure and function of the body systems and there 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

For information on the scope and range for health and safety, environmental and sustainable working practices and diverse needs please refer to the appendices section.

Tick the ways in which the above knowledge was covered:

|  |  |  |
| --- | --- | --- |
| Type of Test | Tick | Date |
| City and Guilds online test |  |  |
| City and Guilds written test |  |  |
| Cross-knowledge test |  |  |
| Other (please state) |  |  |

Declaration

**Supplementary notes**

**Your assessor may use this space for any additional comments they may have about your work.**

|  |  |
| --- | --- |
| Comment | Date |
|  |  |

Unit sign-off

**This section must be signed when the unit is complete.**

**We confirm that this evidence is authentic and the assessments were conducted under specified conditions and that all the performance criteria, range and essential knowledge requirements have been met for this unit.**

|  |  |
| --- | --- |
| Candidate signature | Date |
| Assessor signature | Date |
| IQA signature (if sampled) | Date |
| EQA signature (if sampled) | Date |

1. Glossary

**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 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, i.e. follow manufacturer instructions.

**Relative contraindication**

A relative contraindication is a condition that requires an assessment of suitability for the treatment and/or if adaptions 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, lancer scale and phenotype and genotypes.

**Skin warming devices**

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

**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.

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**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, i.e. follow manufacturer instructions.

**Relative contraindication**

A relative contraindication is a condition that requires an assessment of suitability for the treatment and/or if adaptions 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 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, lancer scale and phenotype and genotypes.

**Skin priming programme**

Skin priming programmes 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.

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**Contra action**

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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.

**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.

**Protocol**

A protocol is a standard procedure to ensure best practice and compliance when providing treatments, i.e. follow manufacturer instructions.

**Relative contraindication**

A relative contraindication is a condition that requires an assessment of suitability for the treatment and/or if adaptions 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*](https://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library)on [*www.cityandguilds.com*](http://www.cityandguilds.com/) or click on the links below:

*[Quality Assurance Standards: Centre Handbook](https://www.cityandguilds.com/-/media/ilm-website/sharepoint-documents/_published-documents/qas-centre-handbook-pdf.ashx?la=en&hash=4A5447E601FBB9B560AAE285C5ECD56173ED22DA)*

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*](https://www.cityandguilds.com/-/media/ilm-website/sharepoint-documents/_published-documents/qas-centre-assessment-pdf.ashx?la=en&hash=2E8427DC28E5517AFE5778E08398F69DF48EB554)

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*](https://www.cityandguilds.com/-/media/cityandguilds-site/documents/delivering-our-qualifications/access-arrangements-when-and-how-to-apply-pdf.ashx?la=en&hash=8358C1BB86F242D18E468D771939693867E9CBEE)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*](https://www.cityandguilds.com/delivering-our-qualifications/centre-development/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*](https://www.cityandguilds.com/help/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.

The Group is made up of City & Guilds, ILM, Kineo, The Oxford Group, Gen2, and Intertrain. Together we set the standard for professional and technical education and corporate learning and development around the world.

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