

# VTCT Skills Level 1 NVQ Certificate in Beauty Therapy

Accreditation start date: **1 August 2010**  
Credit value: **19**  
Total Qualification Time (TQT): **190**  
Guided learning hours (GLH): **183 - 185**  
Qualification number: **500/9332/0**

## Statement of unit achievement

By signing this statement of unit achievement you are confirming that all learning outcomes, assessment criteria and range statements have been achieved under specified conditions and that the evidence gathered is authentic.

This statement of unit achievement table must be completed prior to claiming certification.

Unit code	Date achieved	Learner signature	Assessor initials	IQA signature (if sampled)
Mandatory units				
UG31G20				
UG111G3				
UB100B1				
Optional units	Please insert optional units achieved			

# The qualification

## Introduction

The Level 1 NVQ Certificate in Beauty Therapy is based on National Occupational Standards (NOS).

This qualification will provide you with the basic knowledge and skills in preparation for a career as a beauty therapist. Throughout this qualification you will ensure responsibility to reduce risks to health and safety, prepare and maintain salon treatment work areas and contribute to the development of effective working relationships.

You will be supervised by technical staff and assessed on your competence.

## National Occupational Standards (NOS)

This qualification has been mapped to the relevant NOS, and is regulated on the Regulated Qualifications Framework.

This qualification is approved and supported by the Hairdressing and Beauty Industry Authority (HABIA), the standard setting body for hair, beauty, nails and spa qualifications.



## Progression

This qualification provides a sound platform for further learning or training as a beauty therapist.

This qualification provides progression opportunities to the following VTCT Skills qualifications:

- Level 2 NVQ Diploma in Beauty Therapy General
- Level 2 NVQ Diploma in Beauty Therapy Make-Up

Progression opportunities also exist in the form of specialist VTCT Skills vocationally related qualifications at Level 2.

# Qualification structure

## Total credits required - 19 (minimum)

All mandatory units must be completed.

### Mandatory units - 11 credits

VTCT Skills unit code	Ofqual unit reference	Unit title	Credit value	GLH
UG31G20	A/601/5867	Ensure responsibility for actions to reduce risks to health and safety	4	38
UG111G3	J/600/1258	Contribute to the development of effective working	4	40
UB100B1	R/600/9086	Prepare and maintain salon treatment work areas	3	27

### Optional units - 8 (minimum) credits

VTCT Skills unit code	Ofqual unit reference	Unit title	Credit value	GLH
UB100B2	Y/600/8747	Assist with facial skin care treatments	4	40
UB100B3	F/600/8919	Assist with day make-up	4	40
UG111G2	F/600/1257	Assist with salon reception duties	4	38
UB100N1	L/600/8924	Assist with nail services	4	40

# Guidance on assessment

This book contains the mandatory units that make up this qualification. Optional units will be provided in additional booklets. Where indicated, VTCT Skills will provide assessment materials. Assessments may be internal or external. The method of assessment is indicated in each unit.

## Internal assessment

*(any requirements will be shown in the unit)*

Assessment is set, marked and internally quality assured by the centre to clearly demonstrate achievement of the learning outcomes. Assessment is sampled by VTCT Skills external quality assurers.

## External assessment

*(any requirements will be shown in the unit)*

Externally assessed question papers completed electronically will be set and marked by VTCT Skills.

Externally assessed hard-copy question papers will be set by VTCT Skills, marked by centre staff and sampled by VTCT Skills external quality assurers.

## Assessment explained

VTCT Skills courses are assessed and quality assured by centre staff. Work will be set to improve your practical skills, knowledge and understanding. For practical elements, you will be observed by your assessor. All your work must be collected in a portfolio of evidence and cross-referenced to requirements listed in this record of assessment book.

Your centre will have an internal quality assurer whose role is to check that your assessment and evidence is valid and reliable and meets VTCT Skills and regulatory requirements.

An external quality assurer, appointed by VTCT Skills, will visit your centre to sample and quality-check assessments, the internal quality assurance process and the evidence gathered. You may be asked to attend on a different day from usual if requested by the external quality assurer.

This record of assessment book is your property and must be in your possession when you are being assessed or quality assured. It must be kept safe. In some cases your centre will be required to keep it in a secure place. You and your course assessor will together complete this book to show achievement of all learning outcomes, assessment criteria and ranges.



## Creating a portfolio of evidence

As part of this qualification you are required to produce a portfolio of evidence. A portfolio will confirm the knowledge, understanding and skills that have been learned. It may be in electronic or paper format.

Your assessor will provide guidance on how to prepare the portfolio of evidence and how to show practical achievement, and understanding of the knowledge required to successfully complete the qualification. It is this booklet along with the portfolio of evidence that will serve as the prime source of evidence for this qualification.

Evidence in the portfolio may take the following forms:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

All evidence should be documented in the portfolio and cross referenced to the outcomes. Constructing the portfolio of evidence should not be left to the end of the course.

# Unit assessment methods

This section provides an overview of the assessment methods that make up each unit in this qualification. Detailed information on assessment is provided in each unit.

Mandatory units				
		External	Internal	
VTCT Skills unit code	Unit title	Question paper(s)	Observations	Assignments
UG31G20	Ensure responsibility for actions to reduce risks to health and safety	0	✓	✓
UG111G3	Contribute to the development of effective working	0	✓	✓
UB100B1	Prepare and maintain salon treatment work areas	1	✓	✓

Optional units				
		External	Internal	
VTCT Skills unit code	Unit title	Question paper(s)	Observations	Assignments
UB100B2	Assist with facial skin care treatments	1	✓	✓
UB100B3	Assist with day make-up	1	✓	✓
UG111G2	Assist with salon reception duties	0	✓	✓
UB100N1	Assist with nail services	1	✓	✓

# Unit glossary

	Description
<b>VTCT Skills product code</b>	All units are allocated a unique VTCT Skills product code for identification purposes. This code should be quoted in all queries and correspondence to VTCT Skills.
<b>Unit title</b>	The title clearly indicates the focus of the unit.
<b>National Occupational Standards (NOS)</b>	NOS describe the skills, knowledge and understanding needed to undertake a particular task or job to a nationally recognised level of competence.
<b>Level</b>	Level is an indication of the demand of the learning experience; the depth and/or complexity of achievement and independence in achieving the learning outcomes.
<b>Credit value</b>	This is the number of credits awarded upon successful achievement of all unit outcomes. Credit is a numerical value that represents a means of recognising, measuring, valuing and comparing achievement.
<b>Guided Learning Hours (GLH)</b>	The activity of a learner in being taught or instructed by - or otherwise participating in education or training under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
<b>Total qualification time (TQT)</b>	The number of hours an awarding organisation has assigned to a qualification for Guided Learning and an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study, or any other form of participation in education or training. This includes assessment, which takes place as directed - but, unlike Guided Learning, not under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
<b>Observations</b>	This indicates the minimum number of observations required to achieve the unit.
<b>Learning outcomes</b>	The learning outcomes are the most important component of the unit; they set out what is expected in terms of knowing, understanding and practical ability as a result of the learning process. Learning outcomes are the results of learning.
<b>Evidence requirements</b>	This section provides guidelines on how evidence must be gathered.
<b>Maximum service times</b>	The maximum time specified by Habia in which a particular service or practical element must be completed.
<b>Observation outcome</b>	An observation outcome details the practical tasks that must be completed to achieve the unit.
<b>Knowledge outcome</b>	A knowledge outcome details the theoretical requirements of a unit that must be evidenced through oral questioning, a mandatory written question paper or portfolio of evidence.
<b>Assessment criteria</b>	Assessment criteria set out what is required, in terms of achievement, to meet a learning outcome. The assessment criteria and learning outcomes are the components that inform the learning and assessment that should take place. Assessment criteria define the standard expected to meet learning outcomes.
<b>Range</b>	The range indicates what must be covered. Ranges must be practically demonstrated in parallel to the unit's observation outcomes.

# UG31G20

Ensure responsibility for actions to reduce risks to health and safety

This unit is about providing you with the knowledge, understanding and skills to be responsible for health and safety in the workplace.

This unit is for everyone at work (whether paid, unpaid, full or part-time). It is about being aware of the main risks in your workplace and knowing how to identify and deal with them.

NOS

**G20**

Level

**3**

Credit value

**4**

GLH

**38**

Observations

**2**

External paper(s)

**0**



# Ensure responsibility for actions to reduce risks to health and safety

## Learning outcomes

On completion of this unit you will:

1. Be able to identify the hazards and evaluate the risks in the workplace
2. Be able to reduce the risks to health and safety in the workplace
3. Know how to reduce risks to health and safety in the workplace

## Evidence requirements

1. A variety of assessment methods should be used to confirm competence. Assessment of knowledge should be integrated with the assessment of performance wherever possible and appropriate.
2. Your assessor will observe you on **two separate occasions**. All evidence must be derived from performance in the workplace with no exceptions. Therefore no simulated working conditions have been specified in this Assessment Strategy as the outcomes can be demonstrated by a combination of other assessment methods drawn from:
  - direct observation of the candidate in the workplace
  - witness testimony by colleagues and line managers of the candidate's successful performance of activities in the workplace
  - documentary and other product based evidence
  - a personal report by the candidate endorsed by colleagues
  - questions
  - discussion
  - professional discussion.
3. There is no external paper requirement for this unit.

# Achieving observations and range

## Achieving observation outcomes

Your assessor will observe your performance of practical tasks. The minimum number of observations required is indicated in the evidence requirements section of this unit.

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through oral questioning.

Your assessor will sign off an outcome when all criteria have been competently achieved in a single client service.

## Maximum service times

There are no maximum service times that apply to this unit.

## Achieving range

There are no range statements that apply to this unit.



# Observations

## Outcome 1

### Be able to identify the hazards and evaluate the risks in the workplace

You can:

- a. Identify workplace instructions that are relevant to you and your job role
- b. Identify working practices and hazards in the workplace that could be harmful
- c. Evaluate the hazards and prioritise in risk order
- d. Report hazard(s) to the responsible person\*

\*May be assessed through oral questioning.

Observation	1	2
Criteria questioned orally		
Date achieved		
Portfolio reference		
Learner signature		
Assessor initials		



## Outcome 2

### Be able to reduce the risks to health and safety in the workplace

You can:

- a. Perform work activities at own level of competence in accordance with identified health and safety:
  - workplace policies
  - instructions and procedures
  - suppliers' and manufacturers' information
  - relevant legal requirements
- b. Manage hazards in accordance with workplace instructions and legal requirements
- c. Report any differences between workplace instructions and supplier/maker instructions\*

\*May be assessed through oral questioning.

Observation	1	2
Criteria questioned orally		
Date achieved		
Portfolio reference		
Learner signature		
Assessor initials		

# Developing knowledge

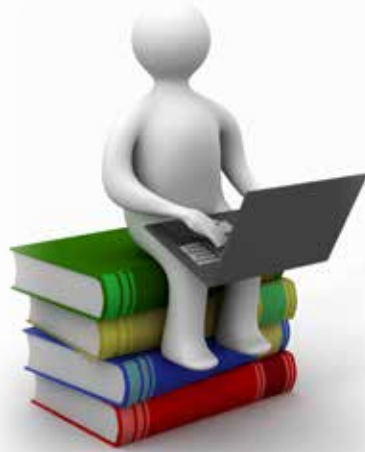
## Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

Where possible your assessor will integrate knowledge outcomes into practical observations through oral questioning.

# Knowledge



## Outcome 3

### Know how to reduce risks to health and safety in the workplace

You can:	Portfolio reference / Assessor initials*
a. Explain your responsibility in remaining alert to hazards and risks	
b. Describe own responsibilities and scope for action in controlling risk	
c. Explain the importance of adhering to health and safety policies and practices	
d. Describe where and when to get additional health and safety assistance	
e. Describe the importance of personal presentation and behaviour in maintaining health and safety in the workplace	

\* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external paper.

# UG111G3

## Contribute to the development of effective working

This unit is about forming good relationships with clients in a way that promotes goodwill and trust, being able to work effectively when supporting your colleagues and using opportunities for learning that happens within your job role.

NOS

**G3**

Level

**1**

Credit value

**4**

GLH

**40**

Observations

**3**

External paper(s)

**0**



# Contribute to the development of effective working

## Learning outcomes

On completion of this unit you will:

1. Be able to develop effective working relationships with clients and colleagues
2. Be able to develop yourself within the job role
3. Understand the salon's and legal requirements
4. Understand communication methods
5. Understand procedures and targets
6. Understand how to improve own performance
7. Understand how to work with others

## Evidence requirements

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your work situation that you have met the standards for contributing to effective working relationships.
3. Your assessor will observe these aspects of your performance **on at least 3 occasions**, 2 of which will cover your interaction with clients and one of which will cover your interaction with colleagues.
4. From the range you must show that you have:
  - participated in all the types of learning opportunities listed.
5. Although a large part of the evidence of your performance will be gathered from the observations made by your assessor, you will need to produce other evidence to support your performance as described below:
  - You should provide supplementary evidence to support consistency of your performance with colleagues and clients.
  - For Outcome 2, you should collect documentary evidence to show you have participated in self development activities over a period of time.
6. There is no external paper requirement for this unit.

# Achieving observations and range

## Achieving observation outcomes

Your assessor will observe your performance of practical tasks. The minimum number of observations required is indicated in the evidence requirements section of this unit.

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through oral questioning.

Your assessor will sign off an outcome when all criteria have been competently achieved in a single client service.

## Maximum service times

There are no maximum service times that apply to this unit.

## Achieving range

The range section indicates what must be covered. Ranges must be practically demonstrated as part of an observation. Your assessor will document the portfolio reference once a range has been competently achieved.



# Observations

## Outcome 1

### Be able to develop effective working relationships with clients and colleagues

You can:

- a. Communicate with clients and colleagues in a manner which promotes goodwill, trust and maintains confidentiality\*
- b. Handle client belongings with care and return them when required
- c. Refer any client concerns promptly to the relevant person\*
- d. Maintain client comfort and care to the satisfaction of the client
- e. Ask politely for help and information from colleagues when necessary
- f. Respond willingly, courteously and in a timely manner to requests for assistance, which supports the smooth running of the salon
- g. Report problems likely to affect salon services to the relevant person\*
- h. Meet the salon's standards for appearance and behaviour

\* May be assessed through oral questioning.

Observation	1	2	3
Criteria questioned orally			
Date achieved			
Portfolio reference			
Learner signature			
Assessor initials			



© Habia

## Outcome 2

### Be able to develop self within the job role

You can:

- a. Identify your own strengths and weaknesses within job role and ensure that these are agreed with the relevant person
- b. Find out more information from relevant people to perform a task when the instructions given are unclear \*
- c. Ask for feedback from relevant people on how well you have progressed and how they can improve your performance \*
- d. Ask colleagues to help you learn if you find tasks difficult
- e. Take the opportunity to learn when they are available
- f. Agree realistic self development targets with the relevant person
- g. Regularly review progress towards achieving agreed targets
- h. Use the results of reviews to develop your future personal development plan

\*May be assessed through oral questioning.

Observation	1	2	3
Criteria questioned orally			
Date achieved			
Portfolio reference			
Learner signature			
Assessor initials			



# Range

You must practically demonstrate that you have:

Participated in <b>all</b> the types of learning opportunities	Portfolio reference
Active participation in training and development activities	
Active participation in salon activities	
Watching technical activities	

# Developing knowledge

## Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

Where possible your assessor will integrate knowledge outcomes into practical observations through oral questioning.

# Knowledge



## Outcome 3

### Understand the salon's and legal requirements

You can:	Portfolio reference / Assessor initials*
a. State your job role and responsibilities and how they relate to the role of other team members	
b. State when agreement with or permission from others should be sought	
c. State why it is important to work within job responsibilities and what might happen otherwise	
d. Identify the standards of behaviour that are expected when working in the salon, including attendance and punctuality and personal appearance	
e. State the salon's guidelines for client care and why they should be followed	

\* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the mandatory written paper.



© Habia

## Outcome 4

### Understand communication methods

You can:	Portfolio reference / Assessor initials*
a. Describe how to communicate in a clear, polite, confident way and why this is important	
b. Identify the questioning and listening skills required to find out information	
c. State the rules and procedures for different methods of communication	
d. Identify how to recognise when a client is angry and when a client is confused	

\* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the mandatory written paper.



© Habia

## Outcome 5

### Understand procedures and targets

You can:	Portfolio reference / Assessor initials*
a. State how to get information about work responsibilities and the standards expected	
b. State the salon's appeal and grievance procedures	
c. State personal development targets and timescales	
d. State the importance of meeting work targets	

\* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the mandatory written paper.



© Habia

## Outcome 6

### Understand how to improve own performance

You can:	Portfolio reference / Assessor initials*
a. State how to identify your own strengths and weaknesses	
b. State the importance of continuous professional development	
c. Identify who can help you to obtain opportunities for development and/or training	
d. Outline how using the National Occupational Standards can help identify development needs	
e. State how to access information on National Occupational Standards and qualifications.	
f. State the importance of continually using and updating your own personal development plan	

\* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the mandatory written paper.



© Habia

## Outcome 7

### Understand how to work with others

You can:	Portfolio reference / Assessor initials*
a. State why good working relationships are important	
b. State how to react positively to reviews, feedback and why this is important	
c. State how to manage time effectively	
d. State who to report to when there are difficulties in working with others	

\* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the mandatory written paper.

# Notes

Use this area for making notes and drawing diagrams



---

---

---

---

---

---

---

---

---

---

# UB100B1

## Prepare and maintain salon treatment areas

This unit is about preparing and maintaining the beauty therapy work area. It covers preparing the work area for waxing, eye treatments, make-up, and nail and facial treatments. You will need to be able to set up materials and equipment for these treatments, maintain personal appearance and hygiene and obtain clients records. You will also need to dispose of waste after treatments, store client records, and clean work areas.

NOS

**B1**

Level

**1**

Credit value

**3**

GLH

**27**

Observations

**3**

External paper(s)

**1**

© Habia



# Prepare and maintain salon treatment areas

## Learning outcomes

On completion of this unit you will:

1. Be able to prepare treatment work areas
2. Be able to maintain treatment work areas
3. Know about organisational and legal requirements
4. Know how to prepare and maintain treatment work areas

## Evidence requirements

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your everyday work that you have met the standard for preparing and maintaining the beauty therapy work area.
3. Your assessor will observe your performance on **at least 3 occasions**.
4. From the range, you must practically demonstrate that you:
  - have prepared and maintained work areas for **6 out of the 8\*** treatments
  - have prepared all types of environmental conditions.

*\*However, you must prove to your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all items in this range.*

5. It is likely most evidence of your performance will be gathered from the observations made by your assessor, but you may be required to produce other evidence to support your performance if your assessor has not been present.
6. Knowledge and understanding in this unit will be assessed by an external paper. The criteria that make up this paper are highlighted in white throughout this unit. **There is one external paper that must be achieved.**

# Achieving observations and range

## Achieving observation outcomes

Your assessor will observe your performance of practical tasks. The minimum number of observations required is indicated in the evidence requirements section of this unit.

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through oral questioning.

Your assessor will sign off an outcome when all criteria have been competently achieved in a single client service.

## Maximum service times

There are no maximum service times that apply to this unit.

## Achieving range

The range section indicates what must be covered. Ranges must be practically demonstrated as part of an observation. Your assessor will document the portfolio reference once a range has been competently achieved.



# Observations

## Outcome 1

### Be able to prepare treatment work areas

You can:

- a. Use client records to select suitable materials and equipment for the client
- b. Set up materials, tools and equipment for treatments following salon procedures and any given instructions
- c. Clean all tools and equipment using the correct sterilisation and disinfection methods
- d. Ensure that environmental conditions are suitable for the client and the treatment
- e. Locate the correct client records for the relevant member of staff prior to treatment
- f. Check personal standards of hygiene, protection and appearance meet accepted industry and organisational requirements

*\* May be assessed through oral questioning.*

Observation	1	2	3
Criteria questioned orally			
Date achieved			
Portfolio reference			
Learner signature			
Assessor initials			



© Habia

## Outcome 2

### Be able to maintain treatment work areas

You can:

- a. Dispose of waste materials safely and correctly
- b. Check and clean equipment according to manufacturers' instructions and salon procedures
- c. Store records, materials and equipment following salon procedures
- d. Leave the work area in a clean and hygienic condition suitable for further treatments

\*May be assessed through oral questioning.

Observation	1	2	3
Criteria questioned orally			
Date achieved			
Portfolio reference			
Learner signature			
Assessor initials			



# Range

You must practically demonstrate that you have:

Prepared and maintained work areas for <b>6 out of the 8</b> treatments	Portfolio reference
Waxing	
Eye treatments	
Make-up	
Facial	
Manicure	
Pedicure	
Nail art	
Nail enhancements	
Prepared <b>all</b> types of environmental conditions	Portfolio reference
Lighting	
Heating	
Ventilation	
General comfort	

# Developing knowledge

## Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

Where possible your assessor will integrate knowledge outcomes into practical observations through oral questioning.

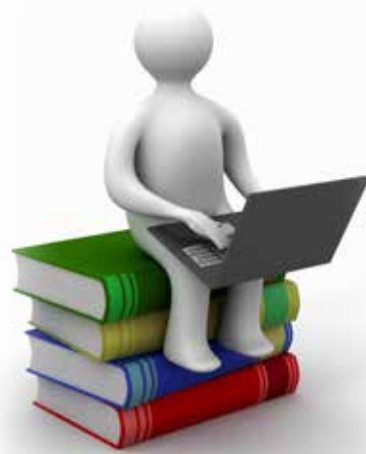
## Achieving the external paper

The external paper will test your knowledge of the criteria highlighted in white. **A pass mark of 70% must be achieved.** Criteria not achieved will be identified to your tutor/assessor. You will then be orally questioned or asked to produce other forms of evidence as **all unit criteria must be achieved.**

Your assessor will complete the table below when the 70% pass mark has been achieved.

Paper	Date achieved	Assessor initials
1 of 1		

# Knowledge



## Outcome 3

### Know about organisational and legal requirements

You can:	Portfolio reference / Assessor initials*
a. State your responsibilities under relevant health and safety legislation	
b. State your responsibilities and reasons for maintaining personal hygiene, protection and appearance according to accepted industry and organisational requirements	
c. State the importance of and reasons for keeping records of treatments	
d. State the importance of the correct storage of client records in relation to the Data Protection Act	
e. State why it is important to maintain standards of general hygiene and the principles of avoiding cross-infection	
f. State the salon's procedure for storing materials and equipment	

\* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external paper.



© Habia

## Outcome 4

### Know how to prepare and maintain treatment work areas

You can:	Portfolio reference / Assessor initials*
a. Identify the types of products, materials and equipment required for the treatments	
b. Describe how to set up materials and equipment for the treatments	
c. Identify the different types of sterilising equipment and products available	
d. State how to sterilise tools and equipment for the treatments	
e. State the differences between sterilisation and disinfection	
f. Identify the different types of chemicals used for disinfection	
g. State the necessary environmental conditions for the treatments	
h. State how to dispose of waste materials and products from the treatments	
i. Describe how to check and clean equipment used for treatments	
j. State the condition in which the work area should be left and why this is important	

\* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external paper.