



ITEC



VTCT

APPRENTICESHIP ON PROGRAMME QUALIFICATION

On-programme assessment book

Apprentice name:

Apprentice number:

BT2D16

VTCT Level 2 Diploma for Beauty

Professionals (Beauty Therapist)

603/3606/7

The qualification

This is an on-programme assessment book to evidence the achievements of required assessments for this VTCT regulated qualification. The on-programme assessment book can be completed by assessors to confirm that you have achieved all mandatory units.

Qualification title	VTCT Level 2 Diploma for Beauty Professionals (Beauty Therapist)
Qualification number	603/3606/7
VTCT product code	BT2D16
First registration date	1st October 2018
Age range	16-18, 19+
Total qualification time (TQT)	600
Guided learning (GL) hours	391
Assessment	<p>The following units will have an external examination to assess knowledge and understanding:</p> <ul style="list-style-type: none">• UBT259 - Provide waxing services• UBT260 - Provide hand and nail treatments• UBT261 - Provide foot treatments• UBT262 - Provide facial treatments• UBT263 - Provide eyelash and eyebrow treatments• UBT264 - Provide make-up applications• UBT265 - Provide basic massage treatments <p>All mandatory unit's anatomy and physiology (A&P) knowledge criteria will be assessed within one additional overarching A&P external examination.</p> <p>The external examinations will be a Pass/Fail MCQ. You must achieve a pass mark of 70%.</p>
Entry requirements	None

Overview

On completion of this qualification you will be able to perform beauty therapy treatments and implement safe working practices which meet legal, industry and organisational requirements. You will be able to carry out, maintain and store detailed and confidential client consultations, enabling the choice of the most appropriate treatments and products. You will be able to select, use, and apply a range of beauty therapy techniques, products, tools and equipment to provide:

- waxing services
- hand and nail treatments
- foot treatments
- facial skin care treatments
- eyelash and eyebrow treatments
- make-up application
- basic massage treatments (back, neck and shoulder)

You will maintain the standards of professional appearance and the salon/spa image, etiquette and required hygiene. You will be able to provide advice and recommendations on beauty treatments, appointments and service timings. You will also be able to facilitate the client journey, from appointments through completion of the services to handling payments whilst portraying the professionalism and values expected by the beauty therapy industry.

Structure

To be awarded the VTCT Level 2 Diploma for Beauty Professionals (Beauty Therapist) you must achieve all mandatory units.

VTCT product code	Unit title	Level	GL	Unit reference number
Mandatory units				
UBT259	Provide waxing services	2	61	T/617/2197
UBT260	Provide hand and nail treatments	2	53	A/617/2198
UBT261	Provide foot treatments	2	53	F/617/2199
UBT262	Provide facial treatments	2	68	K/617/2200
UBT263	Provide eyelash and eyebrow treatments	2	45	M/617/2201
UBT264	Provide make-up application	2	41	T/617/2202
UBT265	Provide basic massage treatments	2	70	A/617/2203

Progression record

This table is to help you keep track of the achievement of units.

Unit code	Date achieved	Assessor initials	IQA (if sampled)	EQA (if sampled)
UBT259				
UBT260				
UBT261				
UBT262				
UBT263				
UBT264				
UBT265				

Anatomy & physiology

An overarching anatomy and physiology (A&P) external examination will assess all A&P knowledge criteria from the mandatory units. Your assessor will complete the table below when the 70% pass mark on the overarching A&P external examination has been achieved.

Overarching A & P examination achievement	✓
Assessor	<input type="checkbox"/>
Signature:	Date:

Transferable skills

You must demonstrate core behaviours, safe working practices and the professionalism and values associated with the role of a Beauty Therapist and be able to work without supervision to a high level of precision, with exceptional client care skills. These transferable skills are embedded within all the units and their learning outcomes and will naturally be covered over the period of learning.

The transferable skills are detailed at the back of the book:

- Professionalism and values
- Safe working practices
- Core behaviours

Guidance on assessment

Centre Assessor Requirements

This qualification is assessed and quality assured by centre staff. Work will be set to improve practical skills, knowledge and understanding. For practical elements, learners will be observed by internal assessors. All work must be collected in a portfolio of evidence and cross-referenced to requirements listed in this on-programme assessment book.

The on-programme 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 assessor will together complete this book to show achievement of all learning outcomes, assessment criteria and ranges.

For information on the roles, responsibilities, authorities and accountabilities of assessors refer to VTCT's Centre Handbook and Approval Criteria, which can be downloaded from the VTCT website.

Internal Quality Assurance

Centres must have an IQA to ensure assessment decisions are consistently applied between assessors, and that learner work is to the required standard. Each assessor's work must be checked and confirmed by the IQA. Assessment decisions must be standardised to ensure that all learners' work has been assessed to the same standard and is fair, valid and reliable.

Evidence of internal quality assurance must be recorded, retained and made available for the external quality assurer (EQA).

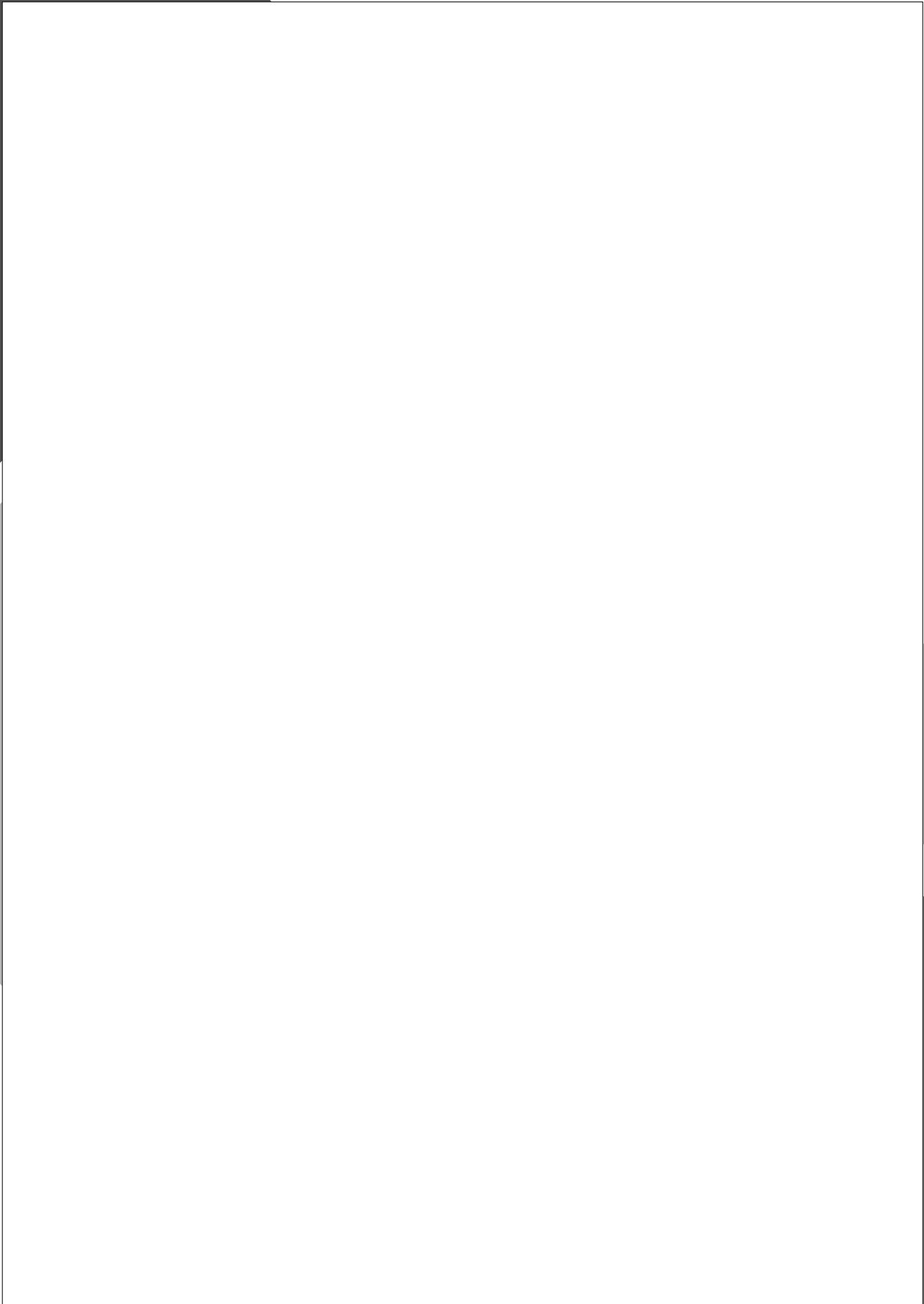
For information on the roles, responsibilities, authorities and accountabilities of IQAs, and internal quality assurance more generally, refer to VTCT's Centre Handbook and Approval Criteria, which can be downloaded from the VTCT website.

External Quality Assurance

An external quality assurer, appointed by VTCT, will visit the centre to sample and quality-check assessments, the internal quality assurance process and the evidence gathered. Between visits EQAs are available to offer advice and guidance on any aspect of quality assurance, via telephone or email; additional quality assurance visits can be arranged.

Random sampling is arranged between the centre and the EQA. The EQA will choose a sample of named learners to cover a variety of skills, knowledge, units and assessors. Through the sampling process the EQA will seek to assure that all assessment decisions made at the centre are consistent, fair, valid, and reliable. The EQA will also seek to confirm that all assessments conducted meet national standards.

Notes



T/617/2197

Level 2 - UBT259

Provide waxing services

UBT259

Provide waxing services

Throughout this unit you will need to maintain effective health, safety and hygiene whilst working. You will also need to maintain a professional standard of behaviour and demonstrate effective communication skills.

The main aim of this unit is to develop your practical skills and knowledge to consult, plan, prepare and perform waxing services to remove unwanted hair on clients. You will need to know the types of equipment and products and range of waxing services and how these are carried out. You will need to understand the structure and function of the skin and hair, the hair growth cycle and factors which affect hair growth.

Evidence Requirements

1. Simulation is not allowed for any performance evidence within this unit. The assessment must be performed in a real or realistic working environment on clients.
2. Your assessor will observe your performance on at least **two** occasions, completing **three waxing treatments** involving a minimum of **two different clients**.

The waxing areas to be covered include:

- Leg wax
- Bikini wax
- Facial wax

3. From the range, you must show that you have:

- Used all consultation techniques
- Dealt with a minimum of 1 necessary action
- Carried out all waxing treatments
- Used all the waxing techniques
- Used both types of wax
- Provided all advice and recommendations

4. If the range requirements have not been fully covered by these observations, additional observed evidence can be provided. You will need to collect documentary evidence to show that you have met all the requirements.

5. Knowledge and understanding in this unit will be assessed by an external examination.

There is **one external examination (MCQ)** that must be achieved plus one additional overarching anatomy and physiology (A&P) external examination which maps to all A&P criteria across the mandatory units. The criteria which are assessed in this examination will be highlighted in blue. All remaining knowledge and understanding (including knowledge range) criteria should be recorded in the following types of acceptable evidence, which are not limited to:

- Professional discussion
- Portfolio of evidence
- Reflective diary on own practice in an appropriate working environment
- Written assignments
- Projects/case studies
- Coursework
- Task-based controlled assessment
- Witness statements

Practical

You will be able to:

LO1 - Consult, plan and prepare for waxing services	✓
a. Use consultation techniques to determine the client's treatment plan	<input type="checkbox"/>
b. Obtain signed, informed consent from a parent or guardian for minors prior to any treatment being performed	<input type="checkbox"/>
c. Confirm the presence of a parent or guardian throughout the treatment for minors under the age of 16	<input type="checkbox"/>
d. Recognise any contra-indications and take the necessary action	<input type="checkbox"/>
e. Agree the treatment and outcomes that meet the client's needs	<input type="checkbox"/>
f. Obtain signed, written informed consent from the client prior to carrying out the waxing treatment	<input type="checkbox"/>

You will be able to:

LO2 - Remove unwanted hair		✓
a. Apply pre-wax products to the treatment area		<input type="checkbox"/>
b. Conduct a thermal test patch immediately prior to the waxing services		<input type="checkbox"/>
c. Establish the hair growth pattern and trim over-long hair prior to the application of the wax		<input type="checkbox"/>
d. Apply wax, minimising the risk of cross-infection and contamination		<input type="checkbox"/>
e. Apply and remove the wax according to the requirements of the hair removal method and hair growth patterns		<input type="checkbox"/>
f. Use working techniques which minimise discomfort to the client		<input type="checkbox"/>
g. Monitor the client's wellbeing throughout the waxing services		<input type="checkbox"/>
h. Check that the treatment area is left free of wax and hair and treated with an after-wax product		<input type="checkbox"/>
i. Establish that the finished result is to the client's satisfaction		<input type="checkbox"/>
j. Give the client advice and recommendations on the treatment provided		<input type="checkbox"/>
k. Complete the client's records including therapist and client signatures		<input type="checkbox"/>

Your performances for LO1 and LO2 will be recorded on at least two occasions.

Performance	1	2
Assessor signature:		
Date:		

Practical Range

To achieve this unit successfully you will need to practically demonstrate that you have:

Used all consultation techniques ✓	Portfolio reference
• Questioning <input type="checkbox"/>	
• Listening <input type="checkbox"/>	
• Visual <input type="checkbox"/>	
• Manual <input type="checkbox"/>	
• Written <input type="checkbox"/>	

Dealt with a minimum of 1 necessary action ✓	Portfolio reference
• Encouraging the client to seek medical advice <input type="checkbox"/>	
• Explaining why the waxing treatment cannot be carried out <input type="checkbox"/>	
• Modification of the waxing treatment <input type="checkbox"/>	

Carried out all waxing treatments ✓	Portfolio reference
• Eyebrows <input type="checkbox"/>	
• Upper lip <input type="checkbox"/>	
• Chin <input type="checkbox"/>	
• Full leg <input type="checkbox"/>	
• Half leg <input type="checkbox"/>	
• Underarm <input type="checkbox"/>	
• Bikini line <input type="checkbox"/>	

To achieve this unit successfully you will need to practically demonstrate that you have:

Used both types of wax	✓
• Hot wax	<input type="checkbox"/>
• Warm wax	<input type="checkbox"/>

Portfolio reference
<input type="text"/>
<input type="text"/>

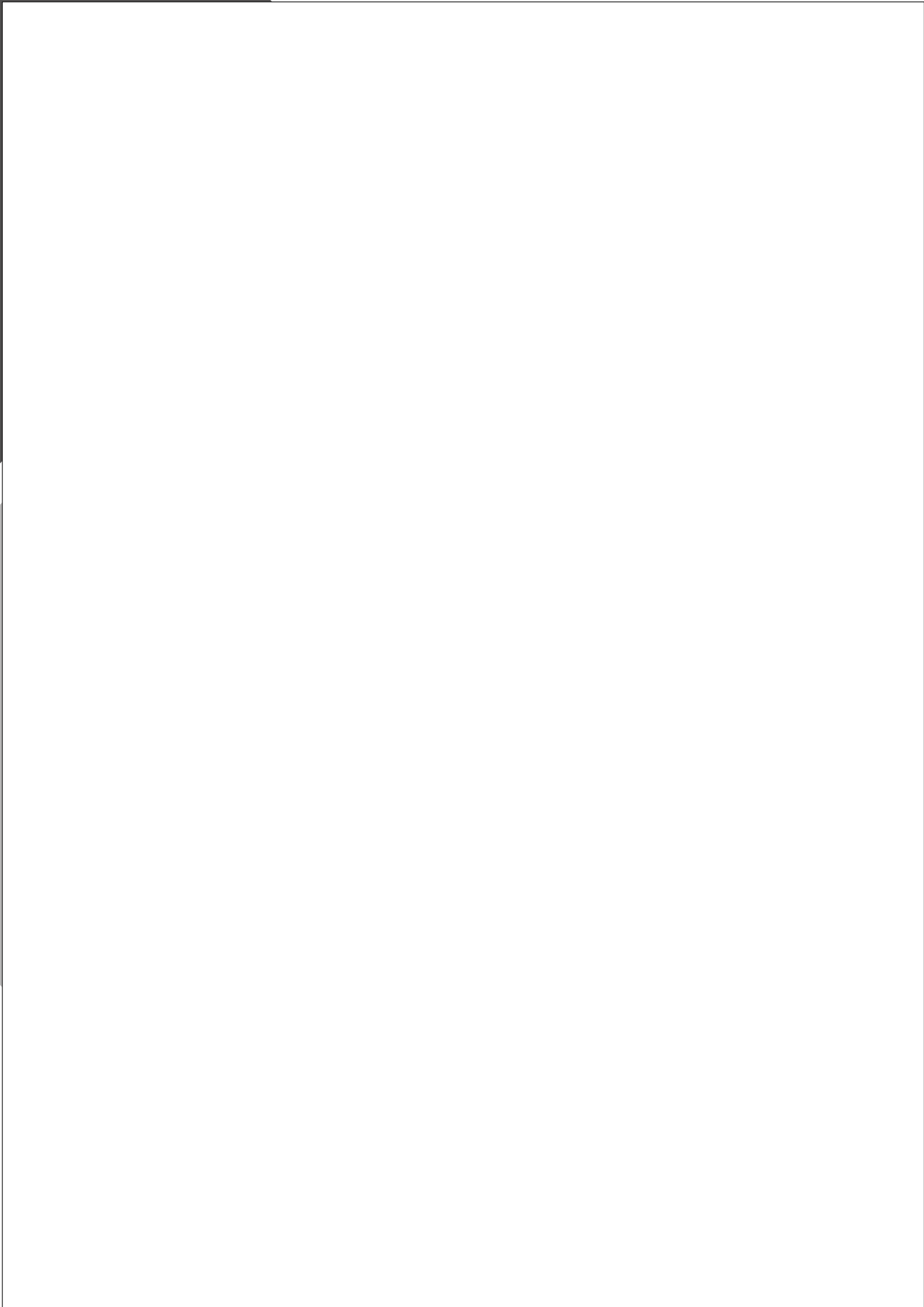
Used all the working techniques	✓
• Stretching and manipulating the skin during application and removal	<input type="checkbox"/>
• Speed of product removal	<input type="checkbox"/>
• Direction and angle of removal	<input type="checkbox"/>
• On-going product temperature checks	<input type="checkbox"/>

Portfolio reference
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Provided all advice and recommendations	✓
• Suitable home-care products and their uses	<input type="checkbox"/>
• Avoidance of activities which may cause contra-actions	<input type="checkbox"/>
• Time intervals between treatments	<input type="checkbox"/>
• Present and future products and treatments	<input type="checkbox"/>

Portfolio reference
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Feedback

A large, empty rectangular box with a thin black border, intended for providing feedback. The box is white and occupies most of the page area below the title. The background of the page features a dark grey triangle in the top-left corner and several grey triangles pointing towards the center from the left, right, and bottom edges.

Knowledge

The criteria which are assessed in this examination will be highlighted in blue. All remaining knowledge and understanding criteria should be recorded in acceptable forms of evidence highlighted in the Evidence Requirements.

You will know and understand how to:

LO3 - Consult, plan and prepare for waxing services	Portfolio reference
a. Outline why it is important to communicate with clients in a professional manner	
b. Describe how to complete a consultation taking into account the client's diverse needs	
c. State the legal requirements for providing treatments to minors under 16 years of age	
d. State the age at which an individual is classed as a minor and how this differs nationally	
e. Outline the importance of agreeing the service that meets the client's needs	
f. State the legal significance of gaining signed, informed client consent to carry out the service	
g. Explain the legislative requirements for storing and protecting client data	
h. Identify the contra-indications requiring medical referral and why	
i. State how to recognise contra-indications that would prevent or restrict the treatment	
j. Explain the necessary action to take in relation to specific contra-indications when referring clients	
k. Explain the reasons for not naming specific contra-indications when referring clients	
l. Explain the reasons why it is advisable to conduct a skin sensitivity and thermal (heat) test prior to waxing service	

Criteria highlighted in blue will be assessed in the external examination

You will know and understand how to:

LO4 - Remove unwanted hair	Portfolio reference
a. Explain the reasons for conducting a thermal test patch procedure and for trimming over long hair prior to the waxing service	
b. Describe how to assess the skin condition and hair growth in the treatment area	
c. Outline the types of equipment and products used for waxing	
d. State the function and purpose of pre-wax and after-wax products	
e. State the ingredients and composition of different waxing products	
f. Describe the various techniques associated with and working temperatures for the different waxing products	
g. State how to match waxing products to different hair types	
h. Explain the product application and removal requirements in relation to the direction of hair growth	
i. State the precautions which need to be taken when removing hair around conditions which restrict the service	
j. State the advantages, disadvantages and limitations of waxing service	
k. Identify the other methods of hair removal and the effect of these methods on the waxing process	
l. Describe how to apply different working techniques to ensure client comfort	
m. Outline the expected skin reaction to waxing	
n. Identify the contra-actions that may occur, how to deal with them and what advice to give to clients	
o. Identify the structure and functions of the skin and hair	
p. Identify the hair growth cycle, the different types of hair growth and the causes of hair growth	
q. Explain the activities to avoid after waxing and why these are important	
r. Outline the advice and recommendations on products and services	

Criteria highlighted in blue will be assessed in the external examination

The external examination will assess criteria which has been highlighted in blue. Your assessor will complete the table below when the 70% pass mark on the external examination has been achieved.

Examination achievement		✓
Assessor		<input type="checkbox"/>
Signature:		Date:

All remaining knowledge and understanding criteria that is not assessed in the examination should be recorded as all unit criteria must be achieved.

Knowledge criteria		✓
Assessor		<input type="checkbox"/>
Signature:		Date:

Knowledge Range

To achieve this unit successfully you will need to cover all of the ranges.

Diverse needs ✓	Portfolio reference
• Cultural <input type="checkbox"/>	
• Religious <input type="checkbox"/>	
• Age <input type="checkbox"/>	
• Disability <input type="checkbox"/>	
• Gender <input type="checkbox"/>	

Contra-indications which restrict ✓	Portfolio reference
• Medication affecting skin, blood or immune system <input type="checkbox"/>	
• Heat rash <input type="checkbox"/>	
• Sunburn <input type="checkbox"/>	
• Diabetes <input type="checkbox"/>	
• Moles <input type="checkbox"/>	
• Infected ingrowing hairs <input type="checkbox"/>	
• Skin tags <input type="checkbox"/>	
• Recent scar tissue <input type="checkbox"/>	

To achieve this unit successfully you will need to cover all of the ranges.

Contra-indication which prevent	✓	Portfolio reference
• Prescribed medication for medical conditions	<input type="checkbox"/>	<input type="text"/>
• Medical conditions	<input type="checkbox"/>	<input type="text"/>
• Thin and fragile skin	<input type="checkbox"/>	<input type="text"/>
• Known allergies to products and ingredients such as rosin found in sticking plasters and wax	<input type="checkbox"/>	<input type="text"/>
• Severe and infectious skin conditons	<input type="checkbox"/>	<input type="text"/>
• Severe varicose veins	<input type="checkbox"/>	<input type="text"/>

Method of hair removal	✓	Portfolio reference
• Tweezing	<input type="checkbox"/>	<input type="text"/>
• Shaving	<input type="checkbox"/>	<input type="text"/>
• Depilatory creams	<input type="checkbox"/>	<input type="text"/>
• Electrical depilatory	<input type="checkbox"/>	<input type="text"/>
• Abrasive mitts	<input type="checkbox"/>	<input type="text"/>
• Light-based hair reduction	<input type="checkbox"/>	<input type="text"/>
• Threading	<input type="checkbox"/>	<input type="text"/>
• Electrical epilation	<input type="checkbox"/>	<input type="text"/>

To achieve this unit successfully you will need to cover all of the ranges.

Contra-actions ✓	Portfolio reference
• Bruising <input type="checkbox"/>	
• Blood spots <input type="checkbox"/>	
• Abrasions <input type="checkbox"/>	
• Broken hair <input type="checkbox"/>	
• Histamine reaction <input type="checkbox"/>	
• Excessive erythema <input type="checkbox"/>	
• Excessive or diminished regrowth <input type="checkbox"/>	
• Burns <input type="checkbox"/>	
• Inflammation <input type="checkbox"/>	
• Skin lifting <input type="checkbox"/>	

To achieve this unit successfully you will need to cover all of the ranges.

Structure and functions of the skin ✓	Portfolio reference
<ul style="list-style-type: none"> • Structure: 	
<ul style="list-style-type: none"> - Layers of the epidermis 	<input type="text"/>
<ul style="list-style-type: none"> - Dermis 	<input type="text"/>
<ul style="list-style-type: none"> - Subcutaneous layer 	<input type="text"/>
<ul style="list-style-type: none"> - Hair follicle 	<input type="text"/>
<ul style="list-style-type: none"> - Hair shaft 	<input type="text"/>
<ul style="list-style-type: none"> - Sebaceous gland 	<input type="text"/>
<ul style="list-style-type: none"> - Arrector pili muscle 	<input type="text"/>
<ul style="list-style-type: none"> - Sweat gland 	<input type="text"/>
<ul style="list-style-type: none"> - Blood and lymph vessels 	<input type="text"/>
<ul style="list-style-type: none"> - Sensory nerve endings 	<input type="text"/>
<ul style="list-style-type: none"> • Functions: 	
<ul style="list-style-type: none"> - Sensitivity 	<input type="text"/>
<ul style="list-style-type: none"> - Heat regulation 	<input type="text"/>
<ul style="list-style-type: none"> - Absorption 	<input type="text"/>
<ul style="list-style-type: none"> - Protection 	<input type="text"/>
<ul style="list-style-type: none"> - Excretion 	<input type="text"/>
<ul style="list-style-type: none"> - Secretion 	<input type="text"/>
<ul style="list-style-type: none"> - Vitamin D production 	<input type="text"/>

To achieve this unit successfully you will need to cover all of the ranges.

Hair growth cycle	✓	Portfolio reference
• Anagen	<input type="checkbox"/>	<input type="text"/>
• Catagen	<input type="checkbox"/>	<input type="text"/>
• Telogen	<input type="checkbox"/>	<input type="text"/>

Different types of hair growth	✓	Portfolio reference
• Terminal	<input type="checkbox"/>	<input type="text"/>
• Vellus	<input type="checkbox"/>	<input type="text"/>
• Ingrown hairs	<input type="checkbox"/>	<input type="text"/>

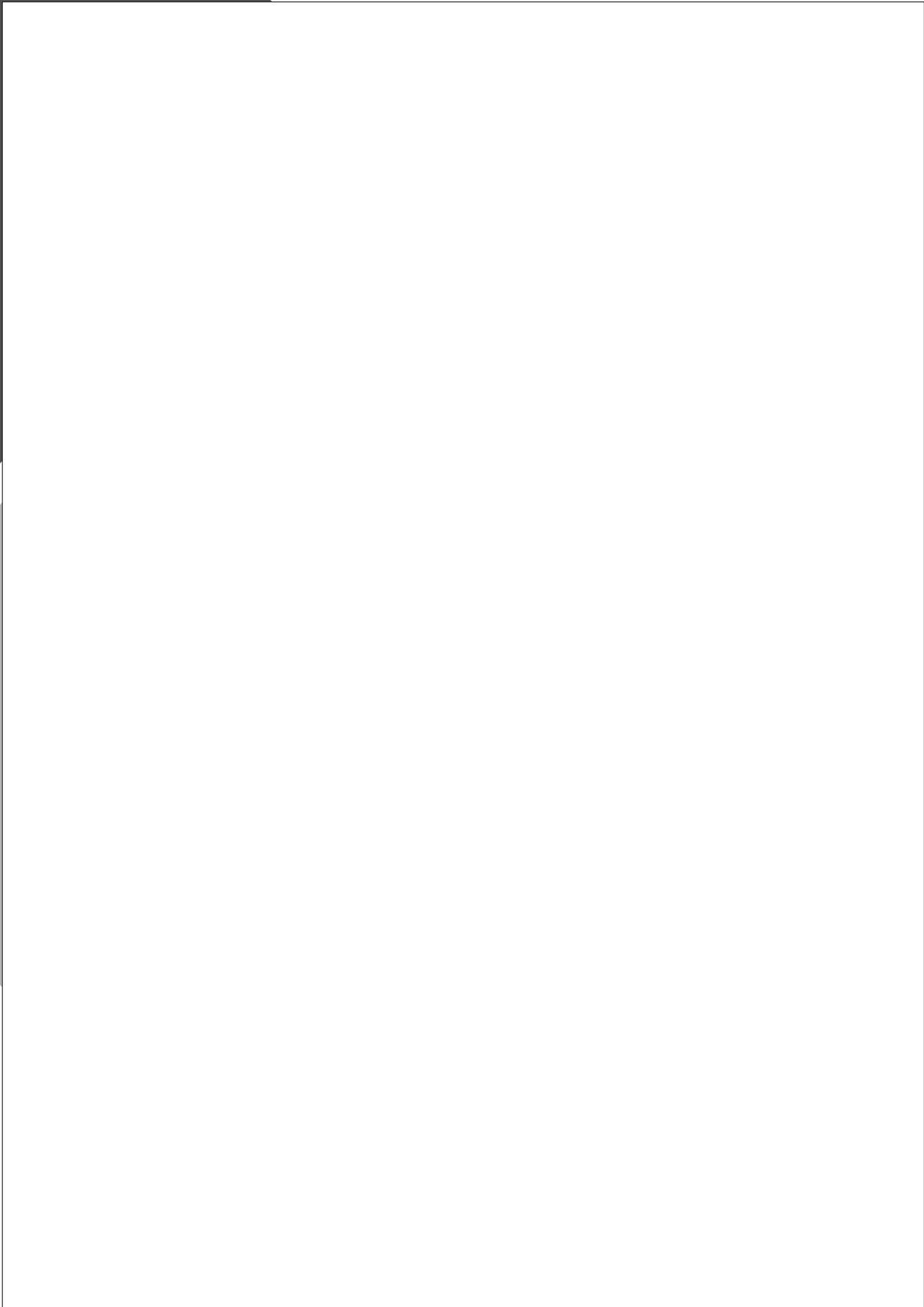
Causes of hair growth	✓	Portfolio reference
• Topical	<input type="checkbox"/>	<input type="text"/>
• Congenital	<input type="checkbox"/>	<input type="text"/>
• Systemic	<input type="checkbox"/>	<input type="text"/>

Activities to avoid after waxing	✓	Portfolio reference
• Heat such as sauna, sun and hot baths	<input type="checkbox"/>	<input type="text"/>
• Use of perfumed and chemical-based products	<input type="checkbox"/>	<input type="text"/>
• Wearing of restrictive clothing	<input type="checkbox"/>	<input type="text"/>
• Touching the treated area	<input type="checkbox"/>	<input type="text"/>
• Swimming and other exercise	<input type="checkbox"/>	<input type="text"/>

To achieve this unit successfully you will need to cover all of the ranges.

Advice and recommendations ✓	Portfolio reference
• Additional services <input type="checkbox"/>	
• Additional products <input type="checkbox"/>	
• Aftercare requirements for waxing and why these are important <input type="checkbox"/>	
• The recommendations for the client to return for waxing services for every 6-8 weeks <input type="checkbox"/>	

Feedback

A large, empty rectangular box with a thin black border, intended for providing feedback. The box is centered on the page and occupies most of the vertical space below the title. The background of the page features a dark grey triangle in the top-left corner and several grey triangles pointing towards the center from the left, right, and bottom edges.

A/617/2198

Level 2 - UBT260

Provide hand and nail treatments

UBT260

Provide hand and nail treatments

Throughout this unit you will need to maintain effective health, safety and hygiene whilst working. You will also need to maintain a professional standard of behaviour and demonstrate effective communication skills.

The main aim of this unit is to develop your practical skills and knowledge to consult, plan, prepare and perform hand and nail treatments on clients. You will need to know the techniques, tools and equipment used within hand and nail treatments, and the anatomy and physiology of the hands, lower arms, nails and skin.

Evidence Requirements

1. Simulation is not allowed for any performance evidence within this unit. The assessment must be performed in a real or realistic working environment on clients.

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

This must include **both** of the following finishes, **one** should be a gel finish:

- Dark polish
- French polish

3. From the range, you must show that you have:

- Used all the consultation techniques
- Dealt with a minimum of 1 necessary actions
- Carried out all hand and nail treatments
- Carried out a minimum of 2 nail enamel/polish finishes
- Provided all advice and recommendations

4. If the range requirements have not been fully covered by these observations, additional observed evidence can be provided. You will need to collect documentary evidence to show that you have met all the requirements.

5. Knowledge and understanding in this unit will be assessed by an external examination.

There is **one external examination (MCQ)** that must be achieved plus one additional overarching anatomy and physiology (A&P) external examination which maps to all A&P criteria across the mandatory units. The criteria which are assessed in this examination will be highlighted in blue. All remaining knowledge and understanding (including knowledge range) criteria should be recorded in the following types of acceptable evidence, which are not limited to:

- Professional discussion
- Portfolio of evidence
- Reflective diary on own practice in an appropriate working environment
- Written assignments
- Projects/case studies
- Coursework
- Task-based controlled assessment
- Witness statements

Practical

You will be able to:

LO1 - Consult, plan and prepare for hand and nail treatments	<input checked="" type="checkbox"/>
a. Use consultation techniques to determine the client's treatment plan	<input type="checkbox"/>
b. Obtain signed, informed consent from a parent or guardian for minors prior to any treatment being performed	<input type="checkbox"/>
c. Confirm the presence of a parent or guardian throughout the treatment for minors under the age of 16	<input type="checkbox"/>
d. Recognise any contra-indications and take necessary action	<input type="checkbox"/>
e. Agree the service and outcomes that meet the client's needs	<input type="checkbox"/>
f. Obtain signed, informed consent from the client prior to carrying out the treatment	<input type="checkbox"/>
g. Cleanse the area to be treated and remove any existing nail finish	<input type="checkbox"/>
h. Identify the condition of the nails and skin	<input type="checkbox"/>
i. Recommend treatments and products to meet the client's treatment objectives	<input type="checkbox"/>

You will be able to:

LO2 - Carry out hand and nail treatments		✓
a. Confirm the desired nail length and shape with the client		<input type="checkbox"/>
b. Shape the nails to ensure a smooth free edge		<input type="checkbox"/>
c. Use tools and products to remove excess cuticle, without damaging the surrounding skin		<input type="checkbox"/>
d. Create a smooth surface shine to the nail plate using buffing techniques		<input type="checkbox"/>
e. Select and apply hand and nail treatments to suit the client's skin and nail condition		<input type="checkbox"/>
f. Perform massage sequence to meet the needs of the client and the treatment plan		<input type="checkbox"/>
g. Confirm that the nail area is clean, dry and free of product		<input type="checkbox"/>
h. Apply a base coat relevant to the client's needs		<input type="checkbox"/>
i. Apply nail finish and top coat in the required sequence		<input type="checkbox"/>
j. Establish that the cuticle and nail wall are free of product		<input type="checkbox"/>
k. Confirm that the nail finish is to the client's satisfaction and meets the agreed treatment plan		<input type="checkbox"/>
l. Give the client advice and recommendations on the treatment provided		<input type="checkbox"/>
m. Complete the client's records including therapist and client signatures		<input type="checkbox"/>

Your performances for LO1 and LO2 will be recorded on at least one occasion.

Performance	1	Optional
Assessor signature:		
Date:		

You will be able to:

LO3 - Apply and remove gel polish		✓
a. Confirm the desired nail length and shape with the client		<input type="checkbox"/>
b. Prepare the nail to ensure maximum adhesion of gel polish finish		<input type="checkbox"/>
c. Apply gel polish finish and leave a free margin around the cuticle and side wall area of the nail		<input type="checkbox"/>
d. Remove gel polish and ensure the nail is free from product and undamaged		<input type="checkbox"/>

Your performances for LO3 will be recorded on at least one occasion.

Performance	1	Optional
Assessor signature:		
Date:		

Practical Range

To achieve this unit successfully you will need to practically demonstrate that you have:

Used all consultation techniques	✓
• Questioning	<input type="checkbox"/>
• Listening	<input type="checkbox"/>
• Visual	<input type="checkbox"/>
• Manual	<input type="checkbox"/>
• Written	<input type="checkbox"/>

Portfolio reference
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Dealt with a minimum of 1 necessary action	✓
• Encouraging the client to seek medical advice	<input type="checkbox"/>
• Explaining why the treatment cannot be carried out	<input type="checkbox"/>
• Modifying the treatment	<input type="checkbox"/>

Portfolio reference
<input type="text"/>
<input type="text"/>
<input type="text"/>

Carried out all hand and nail treatments	✓
• Paraffin wax	<input type="checkbox"/>
• Hand masks	<input type="checkbox"/>
• Thermal mitts	<input type="checkbox"/>
• Exfoliators	<input type="checkbox"/>

Portfolio reference
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

To achieve this unit successfully you will need to practically demonstrate that you have:

Carried out a minimum of 2 nail enamel/polish finishes*	✓
• Dark polish	<input type="checkbox"/>
• French polish	<input type="checkbox"/>
• Buffed	<input type="checkbox"/>

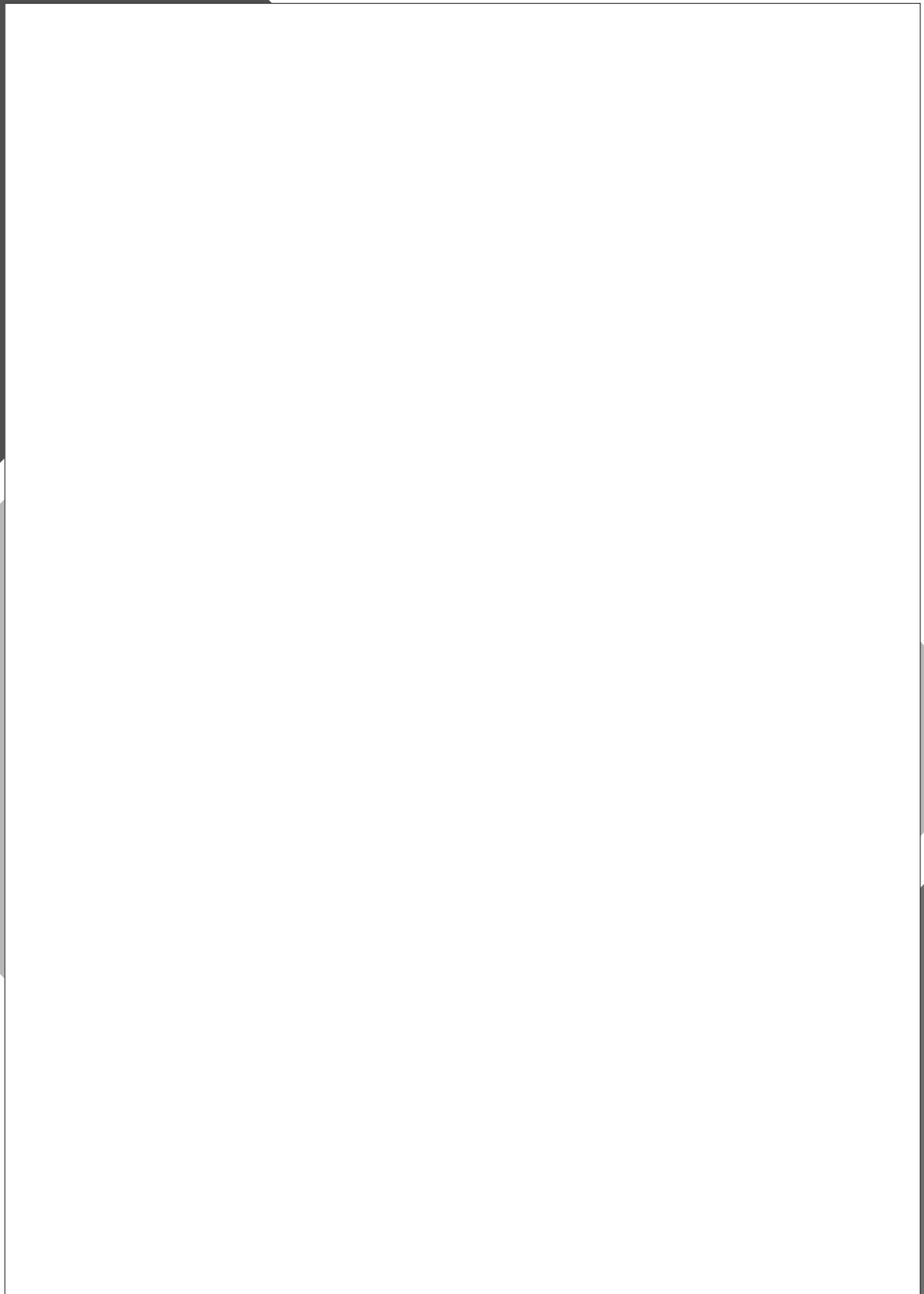
Portfolio reference

* One should be a gel polish finish (application and removal)

Provided all advice and recommendations	✓
• Suitable aftercare products and their uses	<input type="checkbox"/>
• Avoidance of activities which may cause contra-actions	<input type="checkbox"/>
• Recommended time intervals between treatments	<input type="checkbox"/>
• Present and future products and treatments	<input type="checkbox"/>

Portfolio reference

Feedback



Knowledge

The criteria which are assessed in this examination will be highlighted in blue. All remaining knowledge and understanding criteria should be recorded in acceptable forms of evidence highlighted in the Evidence Requirements.

You will know and understand how to:

LO4 - Consult, plan and prepare for hand and nail treatments	Portfolio reference
a. Outline the importance of communicating with clients in a professional manner	
b. Describe how to complete a consultation taking into account client's diverse needs	
c. State the legal requirements for providing treatment to minors under 16 years of age	
d. State the age at which an individual is classed as a minor and how this differs nationally	
e. Outline the reasons for agreeing a treatment that meets the client's needs	
f. Explain the legal significance of gaining signed, informed client consent to carry out the treatment	
g. Explain the legislative requirements for storing and protecting client data	
h. Explain the necessary action to take in relation to specific contra-indications when referring clients	
i. State how to recognise contra-indications that would prevent or restrict the treatments and why	
j. Identify the contra-indications requiring medical referral and why	
k. Explain the reasons for not naming specific contra-indications when referring clients	
l. Identify the different types of treatable skin and nail conditions	
m. Describe how to conduct a nail and skin analysis	

Criteria highlighted in blue will be assessed in the external examination

You will know and understand how to:

LO5 - Carry out hand and nail treatments	Portfolio reference
a. Describe the different natural nail shapes that are likely to be encountered during hand and nail treatments	
b. Describe the techniques used with hand and nail treatments and how to carry them out	
c. Outline the different types of hand and nail products, tools and equipment and how to use them	
d. Explain the effects on the nail and skin of the incorrect use of products and equipment	
e. Describe the features and benefits of hand and nail products and treatments	
f. Identify how to adapt the hand and nail treatment to suit individual client needs	
g. Describe the different types of massage techniques used in a hand and nail treatment	
h. Identify the effects of massage techniques on the nails, skin, muscles and underlying structures	
i. Explain why it is important to clean and dry the natural nail prior to applying a nail finish	
j. Explain the importance of recommending a nail finish suitable for the client	
k. Describe the methods of applying different nail finishes	
l. Describe the methods used to remove different nail finishes	
m. Identify the anatomy of the hand and lower arm	
n. Identify the structure of the nail	
o. Identify the process of nail growth	
p. Identify the functions and structure of the skin	
q. Identify the contra-actions that could occur, how to deal with them and what advice to give the clients	
r. Outline the advice and recommendations on products and treatments	

Criteria highlighted in blue will be assessed in the external examination

You will know and understand how to:

LO6 - Apply, maintain and remove gel polish treatment	Portfolio reference
a. Describe the different nail shapes which may be observed during a gel polish treatment	
b. Explain the reasons for shaping the free edge prior to gel polish application	
c. Outline the different types of curing equipment, including UV or LED and the required setting times	
d. Explain the effects of over curing and under curing on the gel polish finish	
e. Describe the features and benefits of gel polish application and treatments	
f. Explain how to adapt the gel polish treatment to suit individual client needs	
g. Describe the methods of applying different gel nail finishes	
h. Describe the methods of removing gel polish	
i. Explain the effects on the nails and skin of the incorrect use of products and equipment	
j. Explain the implications of layering product and how it will affect the removal process	
k. Explain the difference between gel polish and polish and how they can be combined	
l. Explain the problems that can occur if the gel product is too thick or too thin	
m. Describe the different types of gel polish and their chemical background	
n. Explain how to adapt the gel polish if combined with other nail treatment	

Criteria highlighted in blue will be assessed in the external examination

The external examination will assess criteria which has been highlighted in blue. Your assessor will complete the table below when the 70% pass mark on the external examination has been achieved.

Examination achievement ✓	
Assessor	<input type="checkbox"/>
Signature:	Date:

All remaining knowledge and understanding criteria that is not assessed in the examination should be recorded as all unit criteria must be achieved.

Knowledge criteria ✓	
Assessor	<input type="checkbox"/>
Signature:	Date:

Knowledge Range

To achieve this unit successfully you will need to cover all of the ranges.

Diverse needs ✓	Portfolio reference
• Cultural <input type="checkbox"/>	<input type="text"/>
• Religious <input type="checkbox"/>	<input type="text"/>
• Age <input type="checkbox"/>	<input type="text"/>
• Disability <input type="checkbox"/>	<input type="text"/>
• Gender <input type="checkbox"/>	<input type="text"/>

Contra-indications which prevent ✓	Portfolio reference
• Medical conditions - diabetes <input type="checkbox"/>	<input type="text"/>
• Prescribed medications <input type="checkbox"/>	<input type="text"/>
• Fungal infections <input type="checkbox"/>	<input type="text"/>
• Viral infections <input type="checkbox"/>	<input type="text"/>
• Parasitic infections <input type="checkbox"/>	<input type="text"/>
• Severe skin conditions <input type="checkbox"/>	<input type="text"/>

Contra-indications which restrict ✓	Portfolio reference
• Bacterial infections <input type="checkbox"/>	<input type="text"/>
• Psoriasis <input type="checkbox"/>	<input type="text"/>
• Dermatitis <input type="checkbox"/>	<input type="text"/>
• Severe nail separation <input type="checkbox"/>	<input type="text"/>
• Broken bones <input type="checkbox"/>	<input type="text"/>

To achieve this unit successfully you will need to cover all of the ranges.

Nail conditions ✓	Portfolio reference
• Bitten <input type="checkbox"/>	
• Discoloured <input type="checkbox"/>	
• Mis-shapen <input type="checkbox"/>	
• Split <input type="checkbox"/>	
• Ridged <input type="checkbox"/>	
• Dry <input type="checkbox"/>	
• Dehydrated <input type="checkbox"/>	
• Brittle <input type="checkbox"/>	
• Pitted <input type="checkbox"/>	

Natural nail shapes ✓	Portfolio reference
• Fan <input type="checkbox"/>	
• Hook <input type="checkbox"/>	
• Spoon <input type="checkbox"/>	
• Oval <input type="checkbox"/>	
• Square <input type="checkbox"/>	

To achieve this unit successfully you will need to cover all of the ranges.

Anatomy	✓	Portfolio reference
• The bones of the hand and lower arm	<input type="checkbox"/>	<input type="text"/>
• The muscles of the hand and lower arm	<input type="checkbox"/>	<input type="text"/>
• The blood circulation to the hand and lower arm	<input type="checkbox"/>	<input type="text"/>

Structure of the nail	✓	Portfolio reference
• Nail plate	<input type="checkbox"/>	<input type="text"/>
• Nail bed	<input type="checkbox"/>	<input type="text"/>
• Matrix	<input type="checkbox"/>	<input type="text"/>
• Cuticle	<input type="checkbox"/>	<input type="text"/>
• Lunula	<input type="checkbox"/>	<input type="text"/>
• Hyponychium	<input type="checkbox"/>	<input type="text"/>
• Eponychium	<input type="checkbox"/>	<input type="text"/>
• Perionychium	<input type="checkbox"/>	<input type="text"/>
• Nail wall	<input type="checkbox"/>	<input type="text"/>
• Free edge	<input type="checkbox"/>	<input type="text"/>
• Lateral nail fold	<input type="checkbox"/>	<input type="text"/>

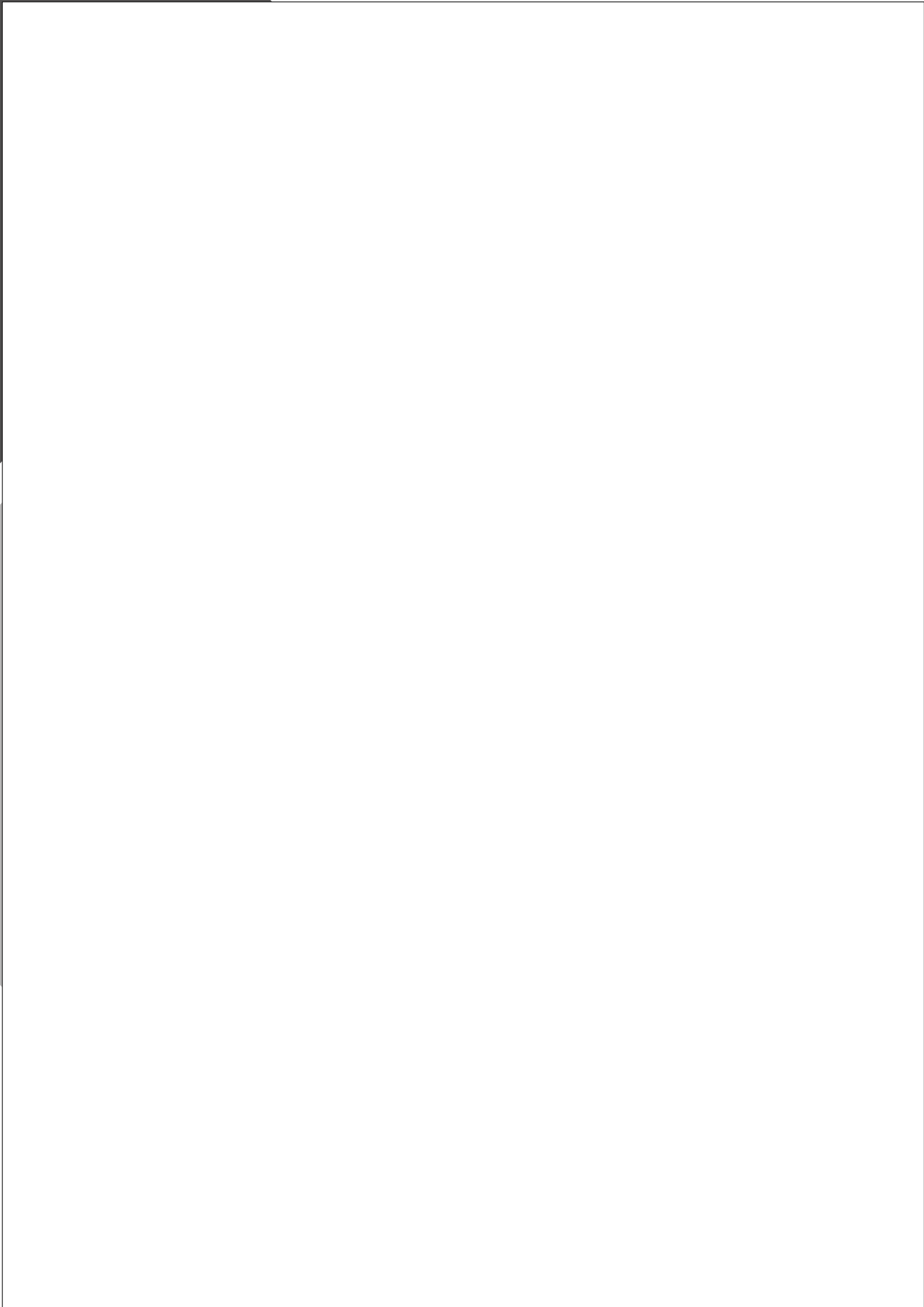
To achieve this unit successfully you will need to cover all of the ranges.

Nail growth ✓	Portfolio reference
• Nail formation <input type="checkbox"/>	
• Growth rate <input type="checkbox"/>	
• Factors affecting growth <input type="checkbox"/>	
• The effects of damage on growth <input type="checkbox"/>	
• Nail thickness <input type="checkbox"/>	

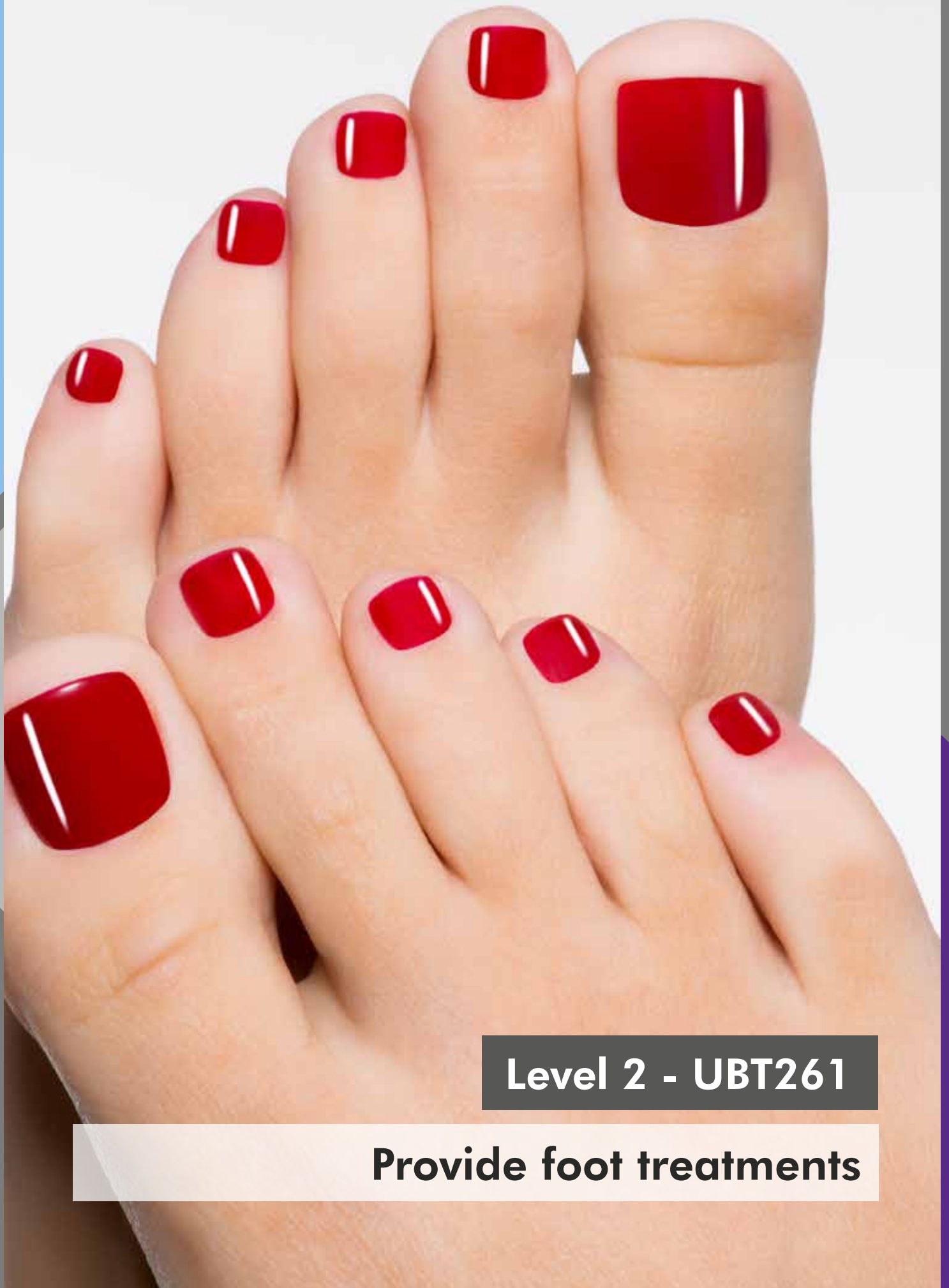
Structure of the skin ✓	Portfolio reference
• Dermis <input type="checkbox"/>	
• Epidermis <input type="checkbox"/>	
• Subcutaneous layer <input type="checkbox"/>	
• Appendages <input type="checkbox"/>	

Advice and recommendations ✓	Portfolio reference
• Additional treatments <input type="checkbox"/>	
• Additional products <input type="checkbox"/>	

Feedback

A large, empty rectangular box with a thin black border, intended for providing feedback. The box is centered on the page and occupies most of the vertical space below the title. The background of the page features a dark grey triangle in the top-left corner and several grey triangles pointing towards the center from the left, right, and bottom edges.

F/617/2199



Level 2 - UBT261

Provide foot treatments

UBT261

Provide foot treatments

Throughout this unit you will need to maintain effective health, safety and hygiene whilst working. You will also need to maintain a professional standard of behaviour and demonstrate effective communication skills.

The main aim of this unit is to develop your practical skills and knowledge to consult, plan, prepare and perform foot and nail treatments on clients. You will need to know the techniques, tools and equipment used within foot treatments and the anatomy and physiology of the lower leg, foot, nails and skin.

Evidence Requirements

UBT260 Provide hand and nails treatments should be completed prior to undertaking UBT261 Provide foot treatments to establish underpinning skills, knowledge and understanding for gel polish.

1. Simulation is not allowed for any performance evidence within this unit. The assessment must be performed in a real or realistic working environment on clients.

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

This must include either **both** of the following finishes, **one** should be a gel finish:

- Dark polish
- French polish

3. From the range, you must show that you have:

- Used all the consultation techniques
- Dealt with a minimum of 1 necessary actions
- Carried out all foot and nail treatments
- Carried out both nail finishes
- Provided all advice and recommendations

4. If the range requirements have not been fully covered by these observations, additional observed evidence can be provided. You will need to collect documentary evidence to show that you have met all the requirements.

5. Knowledge and understanding in this unit will be assessed by an external examination.

There is **one external examination (MCQ)** that must be achieved plus one additional overarching anatomy and physiology (A&P) external examination which maps to all A&P criteria across the mandatory units. The criteria which are assessed in this examination will be highlighted in blue. All remaining knowledge and understanding (including knowledge range) criteria should be recorded in the following types of acceptable evidence, which are not limited to:

- Professional discussion
- Portfolio of evidence
- Reflective diary on own practice in an appropriate working environment
- Written assignments
- Projects/case studies
- Coursework
- Task-based controlled assessment
- Witness statements

Practical

You will be able to:

LO1 - Consult, plan and prepare for foot treatments	✓
a. Use consultation techniques to determine the client's treatment plan	<input type="checkbox"/>
b. Obtain signed, informed consent from a parent or guardian for minors prior to any treatment being performed	<input type="checkbox"/>
c. Confirm the presence of a parent or guardian throughout the treatment for minors under the age of 16	<input type="checkbox"/>
d. Recognise any contra-indications and take necessary action	<input type="checkbox"/>
e. Agree the treatment and outcomes that meet the client's needs	<input type="checkbox"/>
f. Obtain signed, informed consent from the client prior to carrying out the treatment	<input type="checkbox"/>
g. Clean and dry the client's feet	<input type="checkbox"/>
h. Cleanse the area to be treated and remove any existing nail finish	<input type="checkbox"/>
i. Identify the condition of the nails and skin	<input type="checkbox"/>
j. Recommend treatments and products for the client's skin type and nail condition	<input type="checkbox"/>

You will be able to:

LO2 - Carry out foot treatments		✓
a. Confirm the desired nail length and shape with the client		<input type="checkbox"/>
b. Shape the nails to ensure a smooth free edge		<input type="checkbox"/>
c. Use tools and products to remove excess cuticle, without damaging the surrounding skin		<input type="checkbox"/>
d. Remove excess hard skin, without causing discomfort to the client		<input type="checkbox"/>
e. Select and apply foot and nail treatments to suit the client's skin type and nail condition		<input type="checkbox"/>
f. Perform massage sequence to meet the needs of the client and the treatment plan		<input type="checkbox"/>
g. Confirm that the nail area is clean, dry and free of product		<input type="checkbox"/>
h. Apply a base coat relevant to the client's needs		<input type="checkbox"/>
i. Apply nail finish and top coat, in the required sequence		<input type="checkbox"/>
j. Establish that the cuticle and nail wall are free of product		<input type="checkbox"/>
k. Confirm that the nail finish is to the client's satisfaction and meets the agreed treatment plan		<input type="checkbox"/>
l. Give the client advice and recommendations on the treatment provided		<input type="checkbox"/>
m. Complete the client's records including therapist and client signatures		<input type="checkbox"/>

Your performances for LO1 and LO2 will be recorded on at least two occasions.

Performance	1	2
Assessor signature:		
Date:		

Practical Range

To achieve this unit successfully you will need to practically demonstrate that you have:

Used all consultation techniques ✓	Portfolio reference
• Questioning <input type="checkbox"/>	<input type="text"/>
• Listening <input type="checkbox"/>	<input type="text"/>
• Visual <input type="checkbox"/>	<input type="text"/>
• Manual <input type="checkbox"/>	<input type="text"/>
• Written <input type="checkbox"/>	<input type="text"/>

Dealt with a minimum of 1 necessary action ✓	Portfolio reference
• Encouraging the client to seek medical advice <input type="checkbox"/>	<input type="text"/>
• Explaining why the treatment cannot be carried out <input type="checkbox"/>	<input type="text"/>
• Modifying the treatment <input type="checkbox"/>	<input type="text"/>

Carried out all foot and nail treatments ✓	Portfolio reference
• Paraffin wax <input type="checkbox"/>	<input type="text"/>
• Foot masks <input type="checkbox"/>	<input type="text"/>
• Thermal boots <input type="checkbox"/>	<input type="text"/>
• Exfoliators <input type="checkbox"/>	<input type="text"/>

To achieve this unit successfully you will need to practically demonstrate that you have:

Carried out both nail finishes*	✓
• Dark polish	<input type="checkbox"/>
• French polish	<input type="checkbox"/>

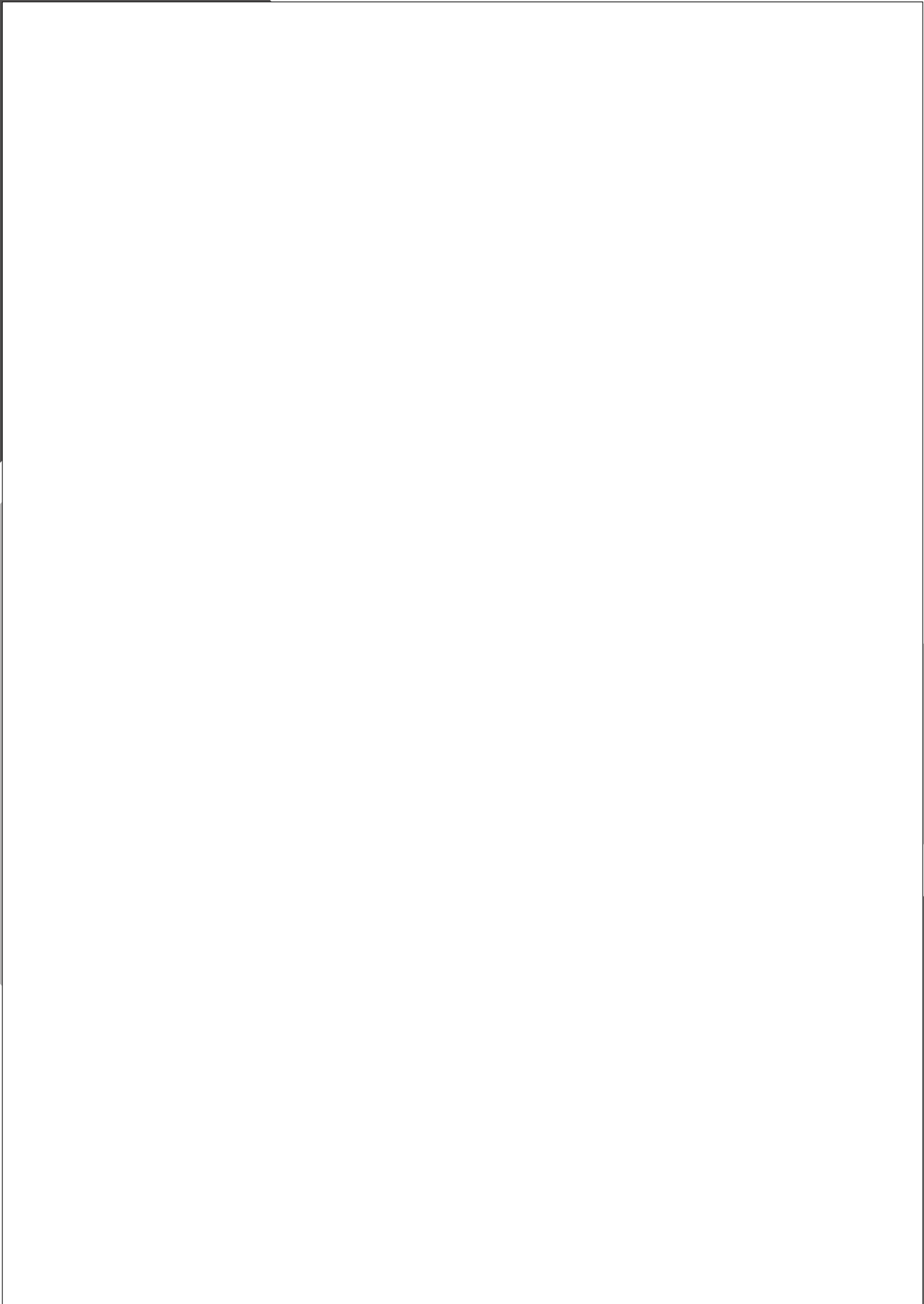
Portfolio reference
<input type="text"/>
<input type="text"/>

* One should be a gel polish finish

Provided all advice and recommendations	✓
• Suitable aftercare products and their uses	<input type="checkbox"/>
• Avoidance of activities which may cause contra-actions	<input type="checkbox"/>
• Recommended time intervals between treatments	<input type="checkbox"/>
• Present and future products and treatments	<input type="checkbox"/>

Portfolio reference
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Feedback

A large, empty rectangular box with a thin black border, intended for providing feedback. The box is centered on the page and occupies most of the vertical space below the title.

Knowledge

The criteria which are assessed in this examination will be highlighted in blue. All remaining knowledge and understanding criteria should be recorded in acceptable forms of evidence highlighted in the Evidence Requirements.

You will know and understand how to:

LO3 - Consult, plan and prepare for foot treatments	Portfolio reference
a. Outline the importance of communicating with clients in a professional manner	
b. Describe how to complete a consultation taking into account client's diverse needs	
c. State the legal requirements for providing treatment to minors under 16 years of age	
d. State the age at which an individual is classed as a minor and how this differs nationally	
e. Outline the reasons for agreeing a treatment that meets the client's needs	
f. Explain the legal significance of gaining signed, informed client consent to carry out the treatment	
g. Explain the legislative requirements for storing and protecting client data	
h. Explain the necessary action to take in relation to specific contra-indications when referring clients	
i. State how to recognise contra-indications that would prevent or restrict the treatment and why	
j. Identify the contra-indications requiring medical referral and why	
k. Explain the reasons for not naming specific contra-indications when referring clients	
l. Identify the different types of treatable skin and nail conditions	
m. Describe how to conduct a nail and skin analysis	

Criteria highlighted in blue will be assessed in the external examination

You will know and understand how to:

LO4 - Carry out foot treatments	Portfolio reference
a. Describe the different nail shapes which may be observed during foot treatments	
b. Describe the techniques used within foot treatments and how to carry them out	
c. Outline the different types of foot and nail products, tools and equipment and how to use them	
d. Explain the effect on the nails and skin of the incorrect use of products and equipment	
e. Describe the features and benefits of different foot and nail products and treatments	
f. Identify how to adapt a foot treatment to suit individual client needs	
g. Describe the different types of massage techniques used in foot treatments	
h. Identify the effects of massage techniques on the nails, skin, muscles and underlying structures	
i. Explain why it is important to clean and dry the natural nail prior to applying a nail finish	
j. Explain the reasons for recommending a nail finish to suit the client's needs	
k. Describe the methods of applying different nail finishes	
l. Describe the methods used to remove different nail finishes, including gel polish and nail art	
m. Identify the anatomy of the foot and lower leg	
n. Identify the structure of the nail	
o. Identify the process of nail growth	
p. Identify the function and structure of the skin	
q. Identify the contra-actions that could occur, how to deal with them and what advice to give to clients	
r. Outline the advice and recommendations on products and treatments	

Criteria highlighted in blue will be assessed in the external examination

The external examination will assess criteria which has been highlighted in blue. Your assessor will complete the table below when the 70% pass mark on the external examination has been achieved.

Examination achievement		✓
Assessor		<input type="checkbox"/>
Signature:		Date:

All remaining knowledge and understanding criteria that is not assessed in the examination should be recorded as all unit criteria must be achieved.

Knowledge criteria		✓
Assessor		<input type="checkbox"/>
Signature:		Date:

Knowledge Range

To achieve this unit successfully you will need to cover all of the ranges.

Diverse needs ✓	Portfolio reference
• Cultural <input type="checkbox"/>	
• Religious <input type="checkbox"/>	
• Age <input type="checkbox"/>	
• Disability <input type="checkbox"/>	
• Gender <input type="checkbox"/>	

Contra-indications which prevent ✓	Portfolio reference
• Medical conditions - diabetes <input type="checkbox"/>	
• Prescribed medications <input type="checkbox"/>	
• Fungal infections <input type="checkbox"/>	
• Viral infections <input type="checkbox"/>	
• Parasitic infections <input type="checkbox"/>	
• Severe skin conditions <input type="checkbox"/>	

To achieve this unit successfully you will need to cover all of the ranges.

Contra-indications which restrict	✓	Portfolio reference
• Bacterial infections	<input type="checkbox"/>	<input type="text"/>
• Psoriasis	<input type="checkbox"/>	<input type="text"/>
• Dermatitis	<input type="checkbox"/>	<input type="text"/>
• Severe nail separation	<input type="checkbox"/>	<input type="text"/>
• Broken bones	<input type="checkbox"/>	<input type="text"/>
• Ingrown toe nails	<input type="checkbox"/>	<input type="text"/>
• Bunions	<input type="checkbox"/>	<input type="text"/>
• Hammer toes	<input type="checkbox"/>	<input type="text"/>

Nail conditions	✓	Portfolio reference
• Discoloured	<input type="checkbox"/>	<input type="text"/>
• Mis-shapen	<input type="checkbox"/>	<input type="text"/>
• Split	<input type="checkbox"/>	<input type="text"/>
• Ridged	<input type="checkbox"/>	<input type="text"/>
• Dry	<input type="checkbox"/>	<input type="text"/>
• Dehydrated	<input type="checkbox"/>	<input type="text"/>
• Brittle	<input type="checkbox"/>	<input type="text"/>
• Pitted	<input type="checkbox"/>	<input type="text"/>

To achieve this unit successfully you will need to cover all of the ranges.

Anatomy	✓	Portfolio reference
• The bones of the foot and lower leg	<input type="checkbox"/>	<input type="text"/>
• The muscles of the foot and lower leg	<input type="checkbox"/>	<input type="text"/>
• The blood circulation to the foot and lower leg	<input type="checkbox"/>	<input type="text"/>

Structure of the nail	✓	Portfolio reference
• Nail plate	<input type="checkbox"/>	<input type="text"/>
• Nail bed	<input type="checkbox"/>	<input type="text"/>
• Matrix	<input type="checkbox"/>	<input type="text"/>
• Cuticle	<input type="checkbox"/>	<input type="text"/>
• Lunula	<input type="checkbox"/>	<input type="text"/>
• Hyponychium	<input type="checkbox"/>	<input type="text"/>
• Eponychium	<input type="checkbox"/>	<input type="text"/>
• Perionychium	<input type="checkbox"/>	<input type="text"/>
• Nail wall	<input type="checkbox"/>	<input type="text"/>
• Free edge	<input type="checkbox"/>	<input type="text"/>
• Lateral nail fold	<input type="checkbox"/>	<input type="text"/>

To achieve this unit successfully you will need to cover all of the ranges.

Nail growth	✓
• Nail formation	<input type="checkbox"/>
• Growth rate	<input type="checkbox"/>
• Factors affecting growth	<input type="checkbox"/>
• The effects of damage on growth	<input type="checkbox"/>
• Nail thickness	<input type="checkbox"/>

Portfolio reference
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

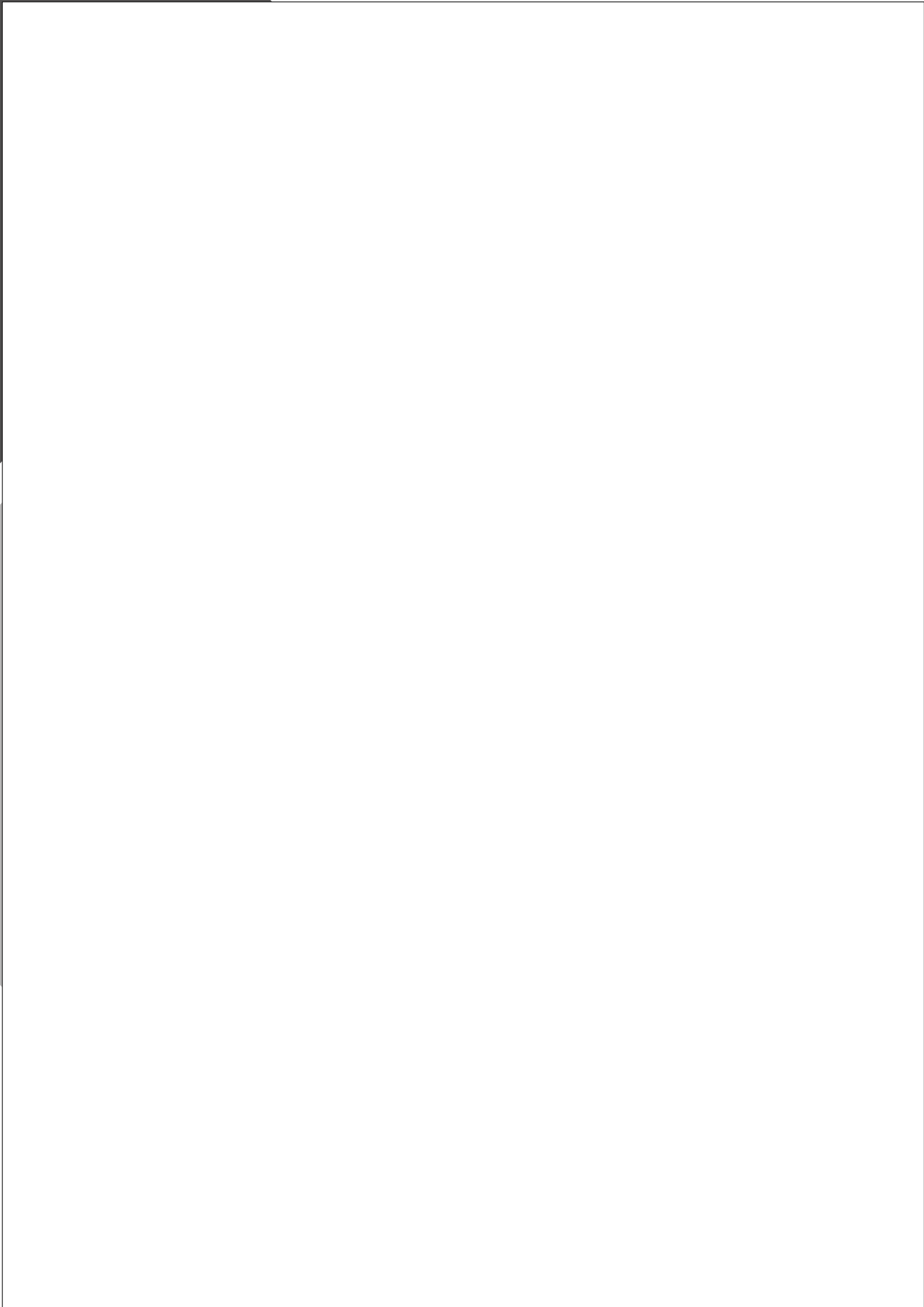
Structure of the skin	✓
• Dermis	<input type="checkbox"/>
• Epidermis	<input type="checkbox"/>
• Subcutaneous layer	<input type="checkbox"/>
• Appendages	<input type="checkbox"/>

Portfolio reference
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Advice and recommendations	✓
• Additional treatments	<input type="checkbox"/>
• Additional products	<input type="checkbox"/>

Portfolio reference
<input type="text"/>
<input type="text"/>

Feedback

A large, empty rectangular box with a thin black border, intended for providing feedback. The box is centered on the page and occupies most of the vertical space below the title. The background of the page features a dark grey triangle in the top-left corner and several grey triangles pointing towards the center from the left, right, and bottom edges.

K/617/2200

Level 2 - UBT262

Provide facial treatments

UBT262

Provide facial treatments

Throughout this unit you will need to maintain effective health, safety and hygiene whilst working. You will also need to maintain a professional standard of behaviour and demonstrate effective communication skills.

The main aim of this unit is to develop your practical skills and knowledge to consult, plan, prepare and perform facial skincare treatments, use facial products and equipment, and improve and maintain skin condition of clients. You will need to know the techniques, tools and equipment used for facial treatments, the anatomy and physiology of the face, and the structure and function of the skin, including skin conditions.

Evidence Requirements

1. Simulation is not allowed for any performance evidence within this unit. The assessment must be performed in a real or realistic working environment on clients.
2. Your assessor will observe your performance on at least **two** occasions.
3. From the range, you must show that you have:
 - Used all consultation techniques
 - Carried out a minimum of 1 necessary action
 - Treated the client's skin type
 - Treated the client's skin condition
 - Used all the massage techniques
 - Used all facial products
 - Used all equipment
 - Provided all advice and recommendations
4. If the range requirements have not been fully covered by these observations, additional observed evidence can be provided. You will need to collect documentary evidence to show that you have met all the requirements.
5. Knowledge and understanding in this unit will be assessed by an external examination. There is **one external examination (MCQ)** that must be achieved plus one additional overarching anatomy and physiology (A&P) external examination which maps to all A&P criteria across the mandatory units. The criteria which are assessed in this examination will be highlighted in blue. All remaining knowledge and understanding (including knowledge range) criteria should be recorded in the following types of acceptable evidence, which are not limited to:
 - Professional discussion
 - Portfolio of evidence
 - Reflective diary on own practice in an appropriate working environment
 - Written assignments
 - Projects/case studies
 - Coursework
 - Task-based controlled assessment
 - Witness statements

Practical

You will be able to:

LO1 - Consult, plan and prepare for facial treatments	✓
a. Use consultation techniques to determine the client's treatment plan	<input type="checkbox"/>
b. Obtain signed, informed consent from a parent or guardian for minors prior to any treatment being performed	<input type="checkbox"/>
c. Confirm the presence of a parent or guardian throughout the treatment for minors under the age of 16	<input type="checkbox"/>
d. Recognise any contra-indications and take the necessary action	<input type="checkbox"/>
e. Agree the treatment and outcomes that meet the client's needs	<input type="checkbox"/>
f. Obtain signed, informed consent from the client prior to carrying out the treatment	<input type="checkbox"/>
g. Cleanse the client's skin and carry out a skin analysis to determine the skin type and skin condition	<input type="checkbox"/>
h. Select facial products and equipment for the client's skin type and skin condition	<input type="checkbox"/>

You will be able to:

LO2 - Improve and maintain skin condition		✓
a. Use facial products and equipment based on the results of the skin analysis		<input type="checkbox"/>
b. Cleanse the skin and remove all traces of make-up		<input type="checkbox"/>
c. Use exfoliation products and techniques suitable for the client's skin type and skin condition		<input type="checkbox"/>
d. Use skin warming techniques to meet the client's needs		<input type="checkbox"/>
e. Carry out comedone extraction minimising discomfort to the client and with minimal damage to the skin - observing PPE (Personnel Protective Equipment) requirements and contaminated waste procedures		<input type="checkbox"/>
f. Use and adapt massage techniques to meet the needs of the client and agreed treatment plan		<input type="checkbox"/>
g. Apply and remove mask treatments without discomfort to the client and leave the skin clean, toned and moisturised		<input type="checkbox"/>
h. Ensure the finished result is to the client's satisfaction and meets the agreed treatment plan		<input type="checkbox"/>
i. Give the client advice and recommendations on the treatment provided		<input type="checkbox"/>
j. Complete the client's records including therapist and client signatures		<input type="checkbox"/>

Your performances for LO1 and LO2 will be recorded on at least two occasions.

Performance	1	2
Assessor signature:		
Date:		

Practical Range

To achieve this unit successfully you will need to practically demonstrate that you have:

Used all the consultation techniques ✓	Portfolio reference
• Questioning <input type="checkbox"/>	<input type="text"/>
• Listening <input type="checkbox"/>	<input type="text"/>
• Visual <input type="checkbox"/>	<input type="text"/>
• Manual <input type="checkbox"/>	<input type="text"/>
• Written <input type="checkbox"/>	<input type="text"/>

Carried out a minimum of 1 necessary action ✓	Portfolio reference
• Encouraging the client to seek medical advice <input type="checkbox"/>	<input type="text"/>
• Explaining why the treatment cannot be carried out <input type="checkbox"/>	<input type="text"/>
• Modification of the treatment <input type="checkbox"/>	<input type="text"/>

Treated the client's skin type ✓	Portfolio reference
• Oily <input type="checkbox"/>	<input type="text"/>
• Dry <input type="checkbox"/>	<input type="text"/>
• Combination <input type="checkbox"/>	<input type="text"/>

Treated the client's skin condition ✓	Portfolio reference
• Sensitive skin <input type="checkbox"/>	<input type="text"/>
• Mature skin <input type="checkbox"/>	<input type="text"/>
• Dehydrated skin <input type="checkbox"/>	<input type="text"/>
• Young skin <input type="checkbox"/>	<input type="text"/>

To achieve this unit successfully you will need to practically demonstrate that you have:

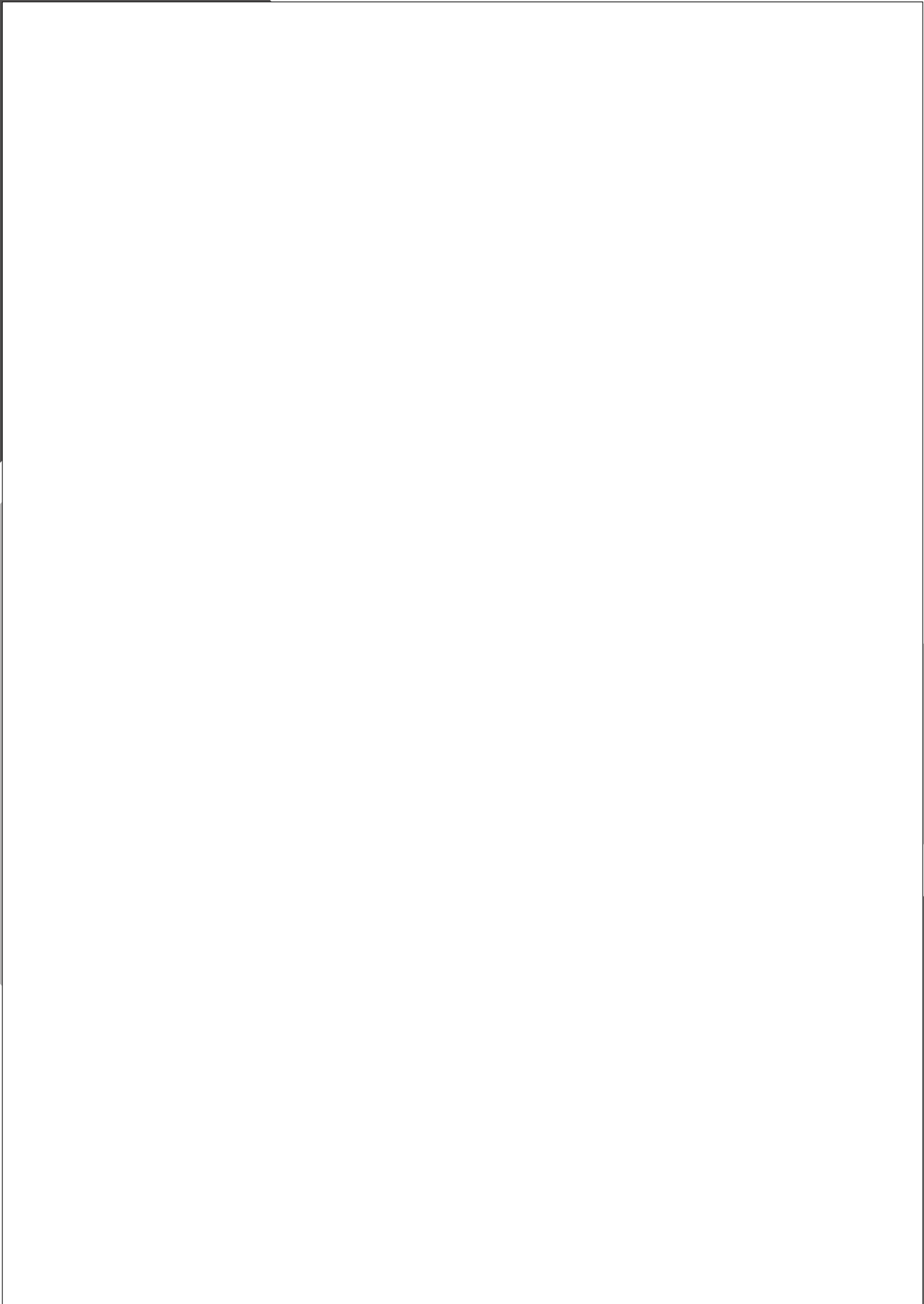
Used all massage techniques	✓	Portfolio reference
• Effleurage	<input type="checkbox"/>	<input type="text"/>
• Petrissage	<input type="checkbox"/>	<input type="text"/>
• Tapotement	<input type="checkbox"/>	<input type="text"/>

Used all facial products	✓	Portfolio reference
• Eye make-up remover	<input type="checkbox"/>	<input type="text"/>
• Cleansers	<input type="checkbox"/>	<input type="text"/>
• Toners	<input type="checkbox"/>	<input type="text"/>
• Exfoliators	<input type="checkbox"/>	<input type="text"/>
• Moisturisers	<input type="checkbox"/>	<input type="text"/>
• Specialised skin products	<input type="checkbox"/>	<input type="text"/>
• Massage mediums	<input type="checkbox"/>	<input type="text"/>
• Masks	<input type="checkbox"/>	<input type="text"/>

Used all equipment	✓	Portfolio reference
• Magnifying light	<input type="checkbox"/>	<input type="text"/>
• Skin warming devices	<input type="checkbox"/>	<input type="text"/>

Provided all advice and recommendations	✓	Portfolio reference
• Suitable aftercare products and their uses	<input type="checkbox"/>	<input type="text"/>
• Avoidance of activities which may cause contra-actions	<input type="checkbox"/>	<input type="text"/>
• Time intervals between treatments	<input type="checkbox"/>	<input type="text"/>
• Present and future products and treatments	<input type="checkbox"/>	<input type="text"/>

Feedback



Knowledge

The criteria which are assessed in this examination will be highlighted in blue. All remaining knowledge and understanding criteria should be recorded in acceptable forms of evidence highlighted in the Evidence Requirements.

You will know and understand how to:

LO3 - Consult, plan and prepare for facial treatments	Portfolio reference
a. Outline why it is important to communicate with clients in a professional manner	
b. Describe how to complete a consultation taking into account the client's diverse needs	
c. State the legal requirements for providing treatment to minors under 16 years of age	
d. State the age at which an individual is classed as a minor and how this differs nationally	
e. Outline the importance of agreeing the treatment that meets the client's needs	
f. Explain the legal significance of gaining signed, informed client consent to receive the treatment	
g. Explain the legislative requirements for storing and protecting client data	
h. Identify the contra-indications requiring medical referral and why	
i. State how to recognise contra-indications that would prevent or restrict treatment	
j. Explain the necessary action to take in relation to specific contra-indications when referring clients	
k. Explain the reasons for not naming specific contra-indications when referring clients	
l. State how to recognise different skin types and conditions when conducting a skin analysis	
m. Explain the criteria for selecting products and equipment to suit the clients' skin type and condition	

Criteria highlighted in blue will be assessed in the external examination

You will know and understand how to:

LO4 - Improve and maintain skin condition	Portfolio reference
a. Identify the range and uses of products and equipment available for facial skincare treatments	
b. Describe the different type of skin conditions	
c. Outline the different types of specialist skin products and how to apply them	
d. Identify the reasons for and benefits of using different types of facial products	
e. Describe the different types and effects of skin warming devices	
f. Describe the methods used to safely extract comedones from the skin	
g. Identify the different types of massage techniques and their effects	
h. State how to adapt the massage techniques to suit different skin types and skin conditions	
i. Describe the different types of mask treatments and their effects	
j. Describe the different application and removal techniques for mask treatments	
k. Identify the anatomy and physiology of the face and neck	
l. State how environmental and lifestyle factors affect the condition of the skin	
m. State how the natural ageing process affects facial skin and muscle tone	
n. Identify the possible contra-actions which may occur, how to deal with them and what advice to give to clients	
o. Outline the advice and recommendations on the products and treatments	

Criteria highlighted in blue will be assessed in the external examination

The external examination will assess criteria which has been highlighted in blue. Your assessor will complete the table below when the 70% pass mark on the external examination has been achieved.

Examination achievement		✓
Assessor		<input type="checkbox"/>
Signature:		Date:

All remaining knowledge and understanding criteria that is not assessed in the examination should be recorded as all unit criteria must be achieved.

Knowledge criteria		✓
Assessor		<input type="checkbox"/>
Signature:		Date:

Knowledge Range

To achieve this unit successfully you will need to cover all of the ranges.

Diverse needs ✓	Portfolio reference
• Cultural <input type="checkbox"/>	
• Religious <input type="checkbox"/>	
• Age <input type="checkbox"/>	
• Disability <input type="checkbox"/>	
• Gender <input type="checkbox"/>	

Contra-indications requiring medical referral ✓	Portfolio reference
• Bacterial infection – impetigo <input type="checkbox"/>	
• Viral infection – herpes simplex <input type="checkbox"/>	
• Fungal infection – tinea <input type="checkbox"/>	
• Systemic medical conditions <input type="checkbox"/>	
• Conjunctivitis <input type="checkbox"/>	
• Severe skin conditions <input type="checkbox"/>	
• Eye infections <input type="checkbox"/>	
• Acne <input type="checkbox"/>	
• Boils <input type="checkbox"/>	
• Herpes zoster and warts <input type="checkbox"/>	
• Parasitic infection such as pediculosis and scabies <input type="checkbox"/>	

To achieve this unit successfully you will need to cover all of the ranges.

Contra-indications that would prevent or restrict	✓	Portfolio reference
• Recent scar tissue	<input type="checkbox"/>	
• Eczema	<input type="checkbox"/>	
• Psoriasis	<input type="checkbox"/>	
• Hyperkeratosis	<input type="checkbox"/>	
• Skin allergies	<input type="checkbox"/>	
• Cuts	<input type="checkbox"/>	
• Abrasions	<input type="checkbox"/>	
• Bruising	<input type="checkbox"/>	
• Styes	<input type="checkbox"/>	

To achieve this unit successfully you will need to cover all of the ranges.

Anatomy and physiology	✓	Portfolio reference
• The structure and functions of the skin	<input type="checkbox"/>	<input type="text"/>
• The actions of the face, neck and shoulder muscles, including the frontalis, corrugator, temporalis, orbicularis oculi, levators labii of the upper lip, orbicularis oris, buccinator, risorius, mentalis, zygomaticus, masseter, depressors of the lower lip, sternocleidomastoid, platysma, trapezius, pectoralis and deltoid	<input type="checkbox"/>	<input type="text"/>
• Bones of the head, neck and shoulder girdle, including <ul style="list-style-type: none"> - for the skull: occipital, frontal, parietal, temporal, sphenoid, ethmoid - for the face: zygomatic, mandible, maxillae, nasal, vomer, turbinate, lacrimal, palatine - for the neck: cervical vertebrae - for the shoulder girdle: clavicle, scapula, humerus - for the chest: sternum 	<input type="checkbox"/>	<input type="text"/>
• The position of the head, face, neck, chest and shoulder girdle bones	<input type="checkbox"/>	<input type="text"/>
• The position of the face, neck and shoulder muscles	<input type="checkbox"/>	<input type="text"/>
• The composition and function of blood and lymph and their role in improving skin and muscle conditions	<input type="checkbox"/>	<input type="text"/>

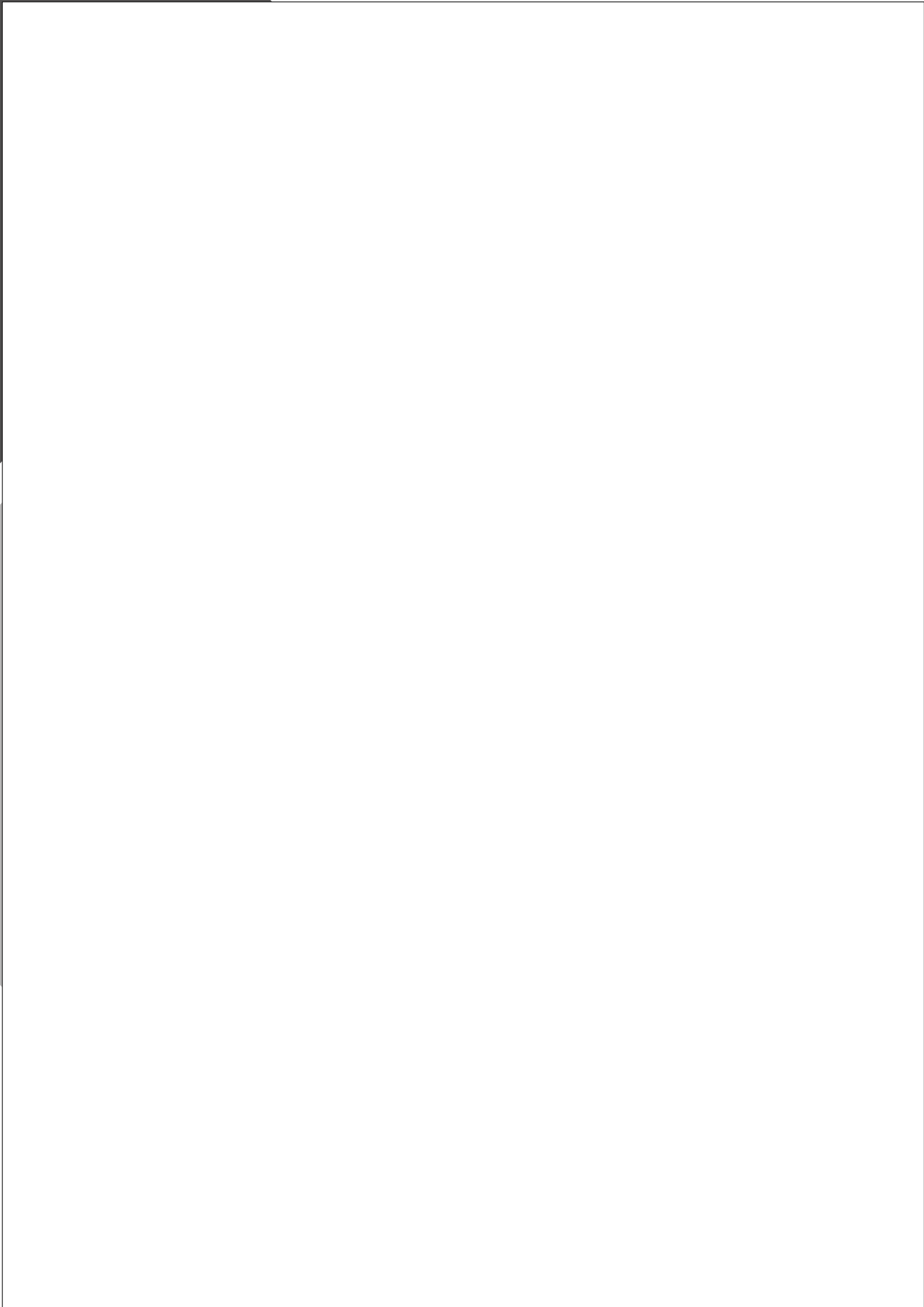
Skin conditions	✓	Portfolio reference
• Sensitive skin	<input type="checkbox"/>	<input type="text"/>
• Mature skin	<input type="checkbox"/>	<input type="text"/>
• Dehydrated skin	<input type="checkbox"/>	<input type="text"/>
• Young skin	<input type="checkbox"/>	<input type="text"/>

To achieve this unit successfully you will need to cover all of the ranges.

Conditions which may occur ✓	Portfolio reference
• Broken capillaries <input type="checkbox"/>	
• Pustules <input type="checkbox"/>	
• Papules <input type="checkbox"/>	
• Comedones open pores <input type="checkbox"/>	
• Hyper-pigmentation <input type="checkbox"/>	
• Vitiligo <input type="checkbox"/>	
• Sun damage <input type="checkbox"/>	
• Scarring <input type="checkbox"/>	
• Freckles <input type="checkbox"/>	

Advice and recommendations ✓	Portfolio reference
• Additional treatments <input type="checkbox"/>	
• Additional products <input type="checkbox"/>	
• Products for home use that will benefit the client and those to avoid and why <input type="checkbox"/>	
• The contra-actions that may occur after facial treatments and what advice to give to clients <input type="checkbox"/>	
• The recommended time intervals for facial treatments <input type="checkbox"/>	

Feedback

A large, empty rectangular box with a thin black border, intended for providing feedback. The box is centered on the page and occupies most of the vertical space below the title.

M/617/2201

Level 2 - UBT263

**Provide eyelash and eyebrow
treatments**

UBT263

Provide eyelash and eyebrow treatments

Throughout this unit you will need to maintain effective health, safety and hygiene whilst working. You will also need to maintain a professional standard of behaviour and demonstrate effective communication skills.

The main aim of this unit is to develop your practical skills and knowledge to consult, plan, prepare and perform enhancements to the appearance of the eyebrows and eyelashes on clients. You will need to know the techniques, tools and equipment used for eyebrow artistry and their effects, colour eyelashes, and how to attach, maintain and remove semi-permanent and temporary eyelashes.

Evidence Requirements

1. Simulation is not allowed for any performance evidence within this unit. The assessment must be performed in a real or realistic working environment on clients.
2. Your assessor will observe your performance on at least **three** occasions involving a **minimum of three** different clients.
3. From the range, you must show that you have:
 - Used all consultation techniques
 - Dealt with a minimum of 1 necessary action
 - Covered all types of eyebrow artistry
 - Covered both eyebrow shapes
 - Covered a minimum of 2 eyelash tints
 - Covered a minimum of 2 eyelash attachment systems
 - Maintained semi-permanent eyelashes
 - Considered all factors
 - Provided all advice and recommendations
4. If the range requirements have not been fully covered by these observations, additional observed evidence can be provided. You will need to collect documentary evidence to show that you have met all the requirements.
5. Knowledge and understanding in this unit will be assessed by an external examination. There is **one external examination (MCQ)** that must be achieved plus one additional overarching anatomy and physiology (A&P) external examination which maps to all A&P criteria across the mandatory units. The criteria which are assessed in this examination will be highlighted in blue. All remaining knowledge and understanding (including knowledge range) criteria should be recorded in the following types of acceptable evidence, which are not limited to:
 - Professional discussion
 - Portfolio of evidence
 - Reflective diary on own practice in an appropriate working environment
 - Written assignments
 - Projects/case studies
 - Coursework
 - Task-based controlled assessment
 - Witness statements

Practical

You will be able to:

LO1 - Consult, plan and prepare for providing eyelash and eyebrow treatments	✓
a. Use consultation techniques to determine the client's treatment plan	<input type="checkbox"/>
b. Obtain signed, informed consent from a parent or guardian for minors prior to any treatment being performed	<input type="checkbox"/>
c. Confirm the presence of a parent or guardian throughout the treatment for minors under the age of 16	<input type="checkbox"/>
d. Recognise any contra-indications and take the necessary action	<input type="checkbox"/>
e. Agree the treatment and outcomes that meet the client's needs	<input type="checkbox"/>
f. Carry out a skin sensitivity test on the client, prior to the treatment and record the results	<input type="checkbox"/>
g. Select and prepare equipment and materials for the treatment required	<input type="checkbox"/>
h. Cleanse and prepare the eyebrow area/eyelash area	<input type="checkbox"/>
i. Make recommendations based on an evaluation of the client's eyelashes and/or eyebrows, the different factors and the potential to achieve the required look	<input type="checkbox"/>
j. Give the client advice and recommendations on the treatment provided	<input type="checkbox"/>
k. Complete the client's records including therapist and client signatures	<input type="checkbox"/>

LO2 - Colour eyebrows	✓
a. Select eyebrow artistry to suit the client's hair colour characteristics and their requirements	<input type="checkbox"/>
b. Colour and define the eyebrow using eyebrow artistry techniques	<input type="checkbox"/>
c. Prevent the spread of products on to the client's skin, clothes and surrounding areas during application	<input type="checkbox"/>
d. Remove excess product from the eyebrows with minimum discomfort to the client	<input type="checkbox"/>
e. Confirm the finished result is to the client's satisfaction	<input type="checkbox"/>

You will be able to:

LO3 - Shape eyebrows		✓
a.	Confirm the client's understanding of the service prior to commencement and clarify the eyebrow shape required	<input type="checkbox"/>
b.	Follow hygiene precautions, PPE (Personnel Protective Equipment) and contaminated waste procedures	<input type="checkbox"/>
c.	Support and stretch the skin to minimise discomfort to the client	<input type="checkbox"/>
d.	Remove the hair in the direction of the hair growth to meet client requirements	<input type="checkbox"/>
e.	Create a well-balanced, proportioned and defined eyebrow shape	<input type="checkbox"/>
f.	Establish that the area is free of unwanted hair and treated with a soothing product	<input type="checkbox"/>
g.	Confirm the finished shape is to the client's satisfaction	<input type="checkbox"/>

LO4 - Colour eyelashes		✓
a.	Select an eyelash tint to suit the client's hair colour characteristics	<input type="checkbox"/>
b.	Apply an even application of tint to the eyelashes and allow it to develop for the required time	<input type="checkbox"/>
c.	Prevent the spread of tint to the client's skin, clothes and surrounding areas during application	<input type="checkbox"/>
d.	Remove all tint from the eyelashes with minimum discomfort to the client	<input type="checkbox"/>
e.	Confirm the finished result is to the client's satisfaction	<input type="checkbox"/>

You will be able to:

LO5 - Attach semi-permanent eyelashes	✓
a. Isolate single eyelash and secure eyelash extension in the required direction	<input type="checkbox"/>
b. Maintain a gap between the eyelash extension and the eyelid	<input type="checkbox"/>
c. Attach and add single eyelash systems taking into account influencing factors	<input type="checkbox"/>
d. Remove excess adhesive throughout the attachment process	<input type="checkbox"/>
e. Maintain the client's well-being throughout the treatment	<input type="checkbox"/>
f. Seal the eyelashes and achieve a well-balanced look that meets the client's requirements	<input type="checkbox"/>

LO6 - Maintain semi-permanent eyelashes	✓
a. Replace eyelashes required, minimising damage to the client's natural eyelashes	<input type="checkbox"/>
b. Achieve a well-balanced look that meets the client's requirements	<input type="checkbox"/>

LO7 - Apply temporary eyelashes	✓
a. Position and secure temporary eyelash extensions onto your client's eyelashes	<input type="checkbox"/>
b. Remove any excess adhesive from the eyelashes	<input type="checkbox"/>
c. Achieve a well-balanced look that meets the client's requirements	<input type="checkbox"/>

You will be able to:

LO8 - Remove eyelash systems		✓
a. Use tools and products to remove eyelash enhancement systems avoiding damage to the client's natural eyelashes	<input type="checkbox"/>	
b. Confirm the client's natural eyelashes are clean and product free	<input type="checkbox"/>	

Your performances for LO1, LO2, LO3, LO4, LO5, LO6, LO7 and LO8 will be recorded on at least three occasions.

Performance	1	2	3
Assessor signature:			
Date:			

Performance	Optional	Optional	Optional
Assessor signature:			
Date:			

Practical Range

To achieve this unit successfully you will need to practically demonstrate that you have:

Used all consultation techniques ✓	Portfolio reference
• Questioning <input type="checkbox"/>	<input type="text"/>
• Listening <input type="checkbox"/>	<input type="text"/>
• Visual <input type="checkbox"/>	<input type="text"/>
• Manual <input type="checkbox"/>	<input type="text"/>
• Written <input type="checkbox"/>	<input type="text"/>

Dealt with a minimum of 1 necessary action ✓	Portfolio reference
• Encouraging the client to seek medical advice <input type="checkbox"/>	<input type="text"/>
• Explaining why the treatment cannot be carried out <input type="checkbox"/>	<input type="text"/>
• Modification of the treatment <input type="checkbox"/>	<input type="text"/>

Covered all types of eyebrow artistry ✓	Portfolio reference
• Powder <input type="checkbox"/>	<input type="text"/>
• Tint <input type="checkbox"/>	<input type="text"/>
• Pencil <input type="checkbox"/>	<input type="text"/>

Covered both eyebrow shapes ✓	Portfolio reference
• Total re-shape of the eyebrow <input type="checkbox"/>	<input type="text"/>
• Maintenance of original eyebrow shape <input type="checkbox"/>	<input type="text"/>

To achieve this unit successfully you will need to practically demonstrate that you have:

Covered a minimum of 2 eyelash tints	✓
• Fair	<input type="checkbox"/>
• Red	<input type="checkbox"/>
• Dark	<input type="checkbox"/>
• White	<input type="checkbox"/>

Portfolio reference
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Covered a minimum of 2 eyelash attachment systems*	✓
• Strip	<input type="checkbox"/>
• Flare	<input type="checkbox"/>
• Single	<input type="checkbox"/>

Portfolio reference
<input type="text"/>
<input type="text"/>
<input type="text"/>

* One should be a single attachment system

Maintained semi-permanent eyelashes	✓
• Rebalance	<input type="checkbox"/>

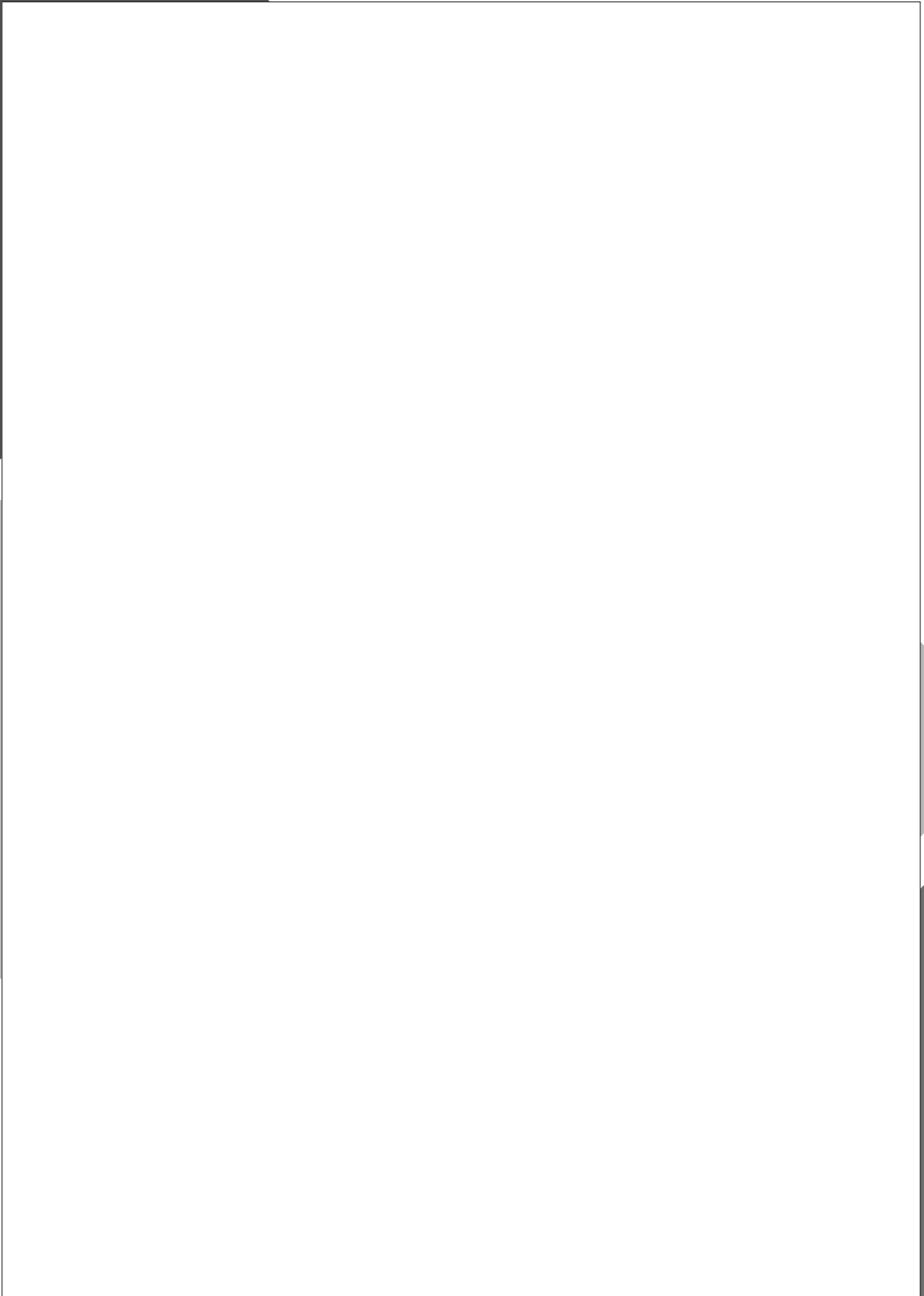
Portfolio reference
<input type="text"/>

To achieve this unit successfully you will need to practically demonstrate that you have:

Considered all factors	✓	Portfolio reference
• Thickness of natural eyelash	<input type="checkbox"/>	<input type="text"/>
• Length of natural eyelash	<input type="checkbox"/>	<input type="text"/>
• Direction of growth	<input type="checkbox"/>	<input type="text"/>
• Colour of the natural eyelash	<input type="checkbox"/>	<input type="text"/>
• Curvature of the natural eyelash	<input type="checkbox"/>	<input type="text"/>
• Eye shape	<input type="checkbox"/>	<input type="text"/>
• Density of eyelashes	<input type="checkbox"/>	<input type="text"/>
• Evident eyelash damage	<input type="checkbox"/>	<input type="text"/>
• Lifestyle	<input type="checkbox"/>	<input type="text"/>

Provided all advice and recommendations	✓	Portfolio reference
• Suitable aftercare products and their uses	<input type="checkbox"/>	<input type="text"/>
• Avoidance of activities which may cause contra-actions	<input type="checkbox"/>	<input type="text"/>
• Time intervals between treatments	<input type="checkbox"/>	<input type="text"/>
• Present and future products and treatments	<input type="checkbox"/>	<input type="text"/>

Feedback



Knowledge

The criteria which are assessed in this examination will be highlighted in blue. All remaining knowledge and understanding criteria should be recorded in acceptable forms of evidence highlighted in the Evidence Requirements.

You will know and understand how to:

LO9 - Consult, plan and prepare for providing eyelash and eyebrow treatments	Portfolio reference
a. Outline why it is important to communicate with clients in a professional manner	
b. Describe how to complete a consultation taking into account the client's diverse needs	
c. State the legal requirements for providing treatments to minors under 16 years of age	
d. State the age at which an individual is classed as a minor and how this differs nationally	
e. Outline the importance of agreeing the treatment that meets the client's needs	
f. Explain the legal significance of gaining signed, informed client consent to carry out the treatment	
g. Explain the legislative requirements for storing and protecting client data	
h. Identify the contra-indications requiring medical referral and why	
i. State how to recognise contra-indications that would prevent or restrict the treatment	
j. Explain the necessary action to take in relation to specific contra-indications when referring clients	
k. Explain the reasons for not naming specific contra-indications when referring clients	
l. State the procedure for carrying out a skin sensitivity test prior to eyelash and eyebrow enhancement treatments	
m. Identify the reasons for carrying out a skin sensitivity test and recording the results	
n. Explain how to conduct an examination of natural eyebrows and eyelashes to identify factors that will affect the treatment	
o. Describe the preparation requirements for different eyebrow enhancement treatments	
p. Outline the advice and recommendations on the products and treatments	

You will know and understand how to:

LO10 - Colour eyebrows
a. Describe how to select and apply different eyebrow artistry techniques to suit the client's hair colour characteristics and their requirements
b. Describe the different types of products used for eyebrow artistry and their effects

Portfolio reference

LO11 - Shape eyebrows
a. State how to advise the client and assess the eyebrow shape and proportions in relation to client's facial features and existing eyebrow shape
b. Outline the types of equipment and products used for eyebrow shaping
c. Describe the features and benefits of using automatic and manual tweezers
d. Explain how to remove the hair in relation to the direction of hair growth
e. Describe the different methods used to ensure client comfort
f. Identify how to create a symmetrical and well balanced shape
g. Outline the expected skin reaction to eyebrow shaping
h. Identify the types of soothing agents available and their effects on the eye area

Portfolio reference

LO12 - Colour eyelashes
a. Explain how to select and apply eyelash tint to suit the client's hair colour characteristics and their requirements
b. Explain how the client's hair colour characteristics can affect the development time
c. Explain how to select, mix and remove tints and minimise wastage
d. State how oxidation affects the shelf life of tint and at what point in the tinting process the tint should be mixed
e. Identify the possible contra-actions that may occur, how to deal with them and what advice to give to the client

Portfolio reference

Criteria highlighted in blue will be assessed in the external examination

You will know and understand how to:

LO13 - Attach, maintain and remove semi-permanent and temporary eyelash systems	Portfolio reference
a. Describe the preparation requirements for temporary and semi-permanent eyelash systems	
b. Explain how to identify the type and quantity of eyelashes to be added to achieve a balanced look	
c. Describe the different application techniques for temporary and semi-permanent eyelash systems	
d. State the advantages and disadvantages of different eyelash extension systems	
e. Describe the possible contra-actions that can occur, how to deal with them and what advice to give to clients	
f. Identify the structure of hair and the hair growth cycle	
g. Identify the basic structure and function of the eye	
h. Identify the physical effect of eyelash extensions on the eye	
i. Identify the reasons for removing excess adhesive throughout the eyelash application process	
j. State how to maintain and remove the temporary and semi-permanent eyelash systems	
k. State the recommendation of professional removal of single and flare eyelash systems and why this is important	

Criteria highlighted in blue will be assessed in the external examination

The external examination will assess criteria which has been highlighted in blue. Your assessor will complete the table below when the 70% pass mark on the external examination has been achieved.

Examination achievement		✓
Assessor		<input type="checkbox"/>
Signature:		Date:

All remaining knowledge and understanding criteria that is not assessed in the examination should be recorded as all unit criteria must be achieved.

Knowledge criteria		✓
Assessor		<input type="checkbox"/>
Signature:		Date:

Knowledge Range

To achieve this unit successfully you will need to cover all of the ranges.

Diverse needs ✓	Portfolio reference
• Cultural <input type="checkbox"/>	<input type="text"/>
• Religious <input type="checkbox"/>	<input type="text"/>
• Age <input type="checkbox"/>	<input type="text"/>
• Disability <input type="checkbox"/>	<input type="text"/>
• Gender <input type="checkbox"/>	<input type="text"/>

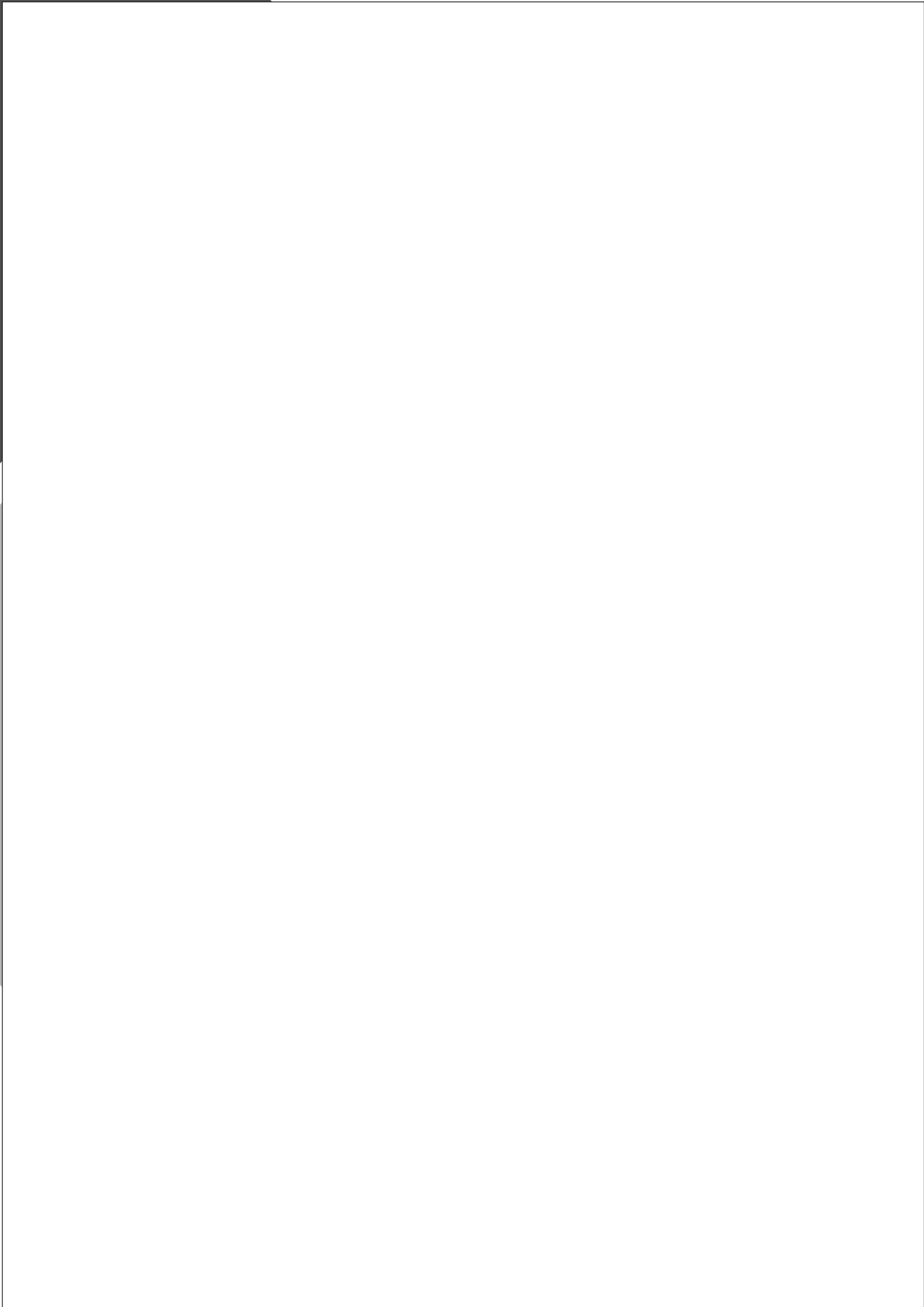
Contra-indications that prevent ✓	Portfolio reference
• Conjunctivitis <input type="checkbox"/>	<input type="text"/>
• Chemotherapy <input type="checkbox"/>	<input type="text"/>
• Trichotillomania <input type="checkbox"/>	<input type="text"/>
• Recent eye surgery <input type="checkbox"/>	<input type="text"/>
• Blepharitis <input type="checkbox"/>	<input type="text"/>
• Eye infections <input type="checkbox"/>	<input type="text"/>

Contra-indications that restrict ✓	Portfolio reference
• Psoriasis <input type="checkbox"/>	<input type="text"/>
• Styes <input type="checkbox"/>	<input type="text"/>
• Dry eye syndrome <input type="checkbox"/>	<input type="text"/>
• Glaucoma <input type="checkbox"/>	<input type="text"/>
• Contact lenses <input type="checkbox"/>	<input type="text"/>
• Thyroid disturbance <input type="checkbox"/>	<input type="text"/>

To achieve this unit successfully you will need to cover all of the ranges.

Advice and recommendations ✓	Portfolio reference
• Additional treatments <input type="checkbox"/>	
• Additional products <input type="checkbox"/>	
• The contra-actions that may occur and the action that clients should take <input type="checkbox"/>	
• The expected longevity of single eyelash treatments <input type="checkbox"/>	
• Products for home use that will benefit the client and those to avoid and why <input type="checkbox"/>	
• How to cleanse and comb eyelashes <input type="checkbox"/>	
• Time intervals between treatments <input type="checkbox"/>	

Feedback

A large, empty rectangular box with a thin black border, intended for providing feedback. The box is centered on the page and occupies most of the vertical space below the title. The background of the page features a dark grey triangle in the top-left corner and several grey triangles pointing towards the center from the left, right, and bottom edges.

T/617/2202

Level 2 - UBT264

Provide make-up application

UBT264

Provide make-up application

Throughout this unit you will need to maintain effective health, safety and hygiene whilst working. You will also need to maintain a professional standard of behaviour and demonstrate effective communication skills.

The main aim of this unit is to develop your practical skills and knowledge to consult, plan, prepare and perform make-up services on clients. You will need to know the techniques, tools and equipment used to create different make-up effects for different occasions.

Evidence Requirements

1. Simulation is not allowed for any performance evidence within this unit. The assessment must be performed in a real or realistic working environment on clients.
2. Your assessor will observe your performance on at least **two** occasions, covering both of the below make-up looks:
 - Intense make-up
 - Special occasion make-up
3. From the range, you must show that you have:
 - Used all the consultation techniques
 - Dealt with a minimum of 1 necessary action
 - Identified the client's skin type
 - Identified the client's skin condition
 - Used a minimum of 7 types of make-up products
 - Carried out a minimum of 2 make-up styles
 - Provided all advice and recommendations
4. If the range requirements have not been fully covered by these observations, additional observed evidence can be provided. You will need to collect documentary evidence to show that you have met all the requirements.
5. Knowledge and understanding in this unit will be assessed by an external examination. There is **one external examination (MCQ)** that must be achieved plus one additional overarching anatomy and physiology (A&P) external examination which maps to all A&P criteria across the mandatory units. The criteria which are assessed in this examination will be highlighted in blue. All remaining knowledge and understanding (including knowledge range) criteria should be recorded in the following types of acceptable evidence, which are not limited to:
 - Professional discussion
 - Portfolio of evidence
 - Reflective diary on own practice in an appropriate working environment
 - Written assignments
 - Projects/case studies
 - Coursework
 - Task-based controlled assessment
 - Witness statements

Practical

You will be able to:

LO1 - Consult, plan and prepare for providing make-up application	✓
a. Use consultation techniques to determine the client's service plan	<input type="checkbox"/>
b. Obtain signed, informed consent from a parent or guardian for minors prior to any treatment being performed	<input type="checkbox"/>
c. Confirm the presence of a parent or guardian throughout the treatment for minors under the age of 16	<input type="checkbox"/>
d. Recognise any contra-indications and take the necessary action	<input type="checkbox"/>
e. Identify and agree the service plan that meets the client's needs	<input type="checkbox"/>
f. Obtain signed, informed consent from the client prior to carrying out the service	<input type="checkbox"/>
g. Confirm the skin is cleansed, toned and moisturised prior to the application of make-up	<input type="checkbox"/>
h. Identify and record the client's skin type, skin condition, and underlying skin tone	<input type="checkbox"/>
i. Select make-up products to suit the client's age group, skin type, skin condition, make-up style and the client's preferences	<input type="checkbox"/>

You will be able to:

LO2 - Apply make-up products		✓
a. Blend foundation to create an even skin tone		<input type="checkbox"/>
b. Apply corrective products to disguise skin blemishes		<input type="checkbox"/>
c. Use a powder to achieve the desired finish, when required		<input type="checkbox"/>
d. Use eyebrow products to define and shape the eyebrows		<input type="checkbox"/>
e. Blend eye products to suit the texture, tone and colour required for the client		<input type="checkbox"/>
f. Apply eyeliner to enhance the eye shape		<input type="checkbox"/>
g. Apply mascara to evenly coat the eyelashes		<input type="checkbox"/>
h. Apply cheek products to suit the texture, tone and colour required for the client		<input type="checkbox"/>
i. Use lip products to enhance the client's lips		<input type="checkbox"/>
j. Ensure all elements of the make-up combine to complement each other and meet the required make-up style		<input type="checkbox"/>
k. Use corrective make-up products to cover or enhance a range of skin conditions which may occur		<input type="checkbox"/>
l. Ensure the finished result is to the client's satisfaction		<input type="checkbox"/>
m. Give the client advice and recommendations on the service provided		<input type="checkbox"/>
n. Complete the client's records including therapist and client signatures		<input type="checkbox"/>

Your performances for LO1 and LO2 will be recorded on at least two occasions.

Performance	1	2
Assessor signature:		
Date:		

Practical Range

To achieve this unit successfully you will need to practically demonstrate that you have:

Used all consultation techniques ✓	Portfolio reference
• Questioning <input type="checkbox"/>	<input type="text"/>
• Listening <input type="checkbox"/>	<input type="text"/>
• Visual <input type="checkbox"/>	<input type="text"/>
• Manual <input type="checkbox"/>	<input type="text"/>
• Written <input type="checkbox"/>	<input type="text"/>

Dealt with a minimum of 1 necessary action ✓	Portfolio reference
• Encouraging the client to seek medical advice <input type="checkbox"/>	<input type="text"/>
• Explaining why the service cannot be carried out <input type="checkbox"/>	<input type="text"/>
• Modification of the service <input type="checkbox"/>	<input type="text"/>

Identified the client's skin type ✓	Portfolio reference
• Oily <input type="checkbox"/>	<input type="text"/>
• Dry <input type="checkbox"/>	<input type="text"/>
• Combination <input type="checkbox"/>	<input type="text"/>

Identified the client's skin condition ✓	Portfolio reference
• Mature <input type="checkbox"/>	<input type="text"/>
• Dehydrated <input type="checkbox"/>	<input type="text"/>
• Sensitive <input type="checkbox"/>	<input type="text"/>
• Young <input type="checkbox"/>	<input type="text"/>

To achieve this unit successfully you will need to practically demonstrate that you have:

Used a minimum of 7 types of make-up products	✓	Portfolio reference
• Primers	<input type="checkbox"/>	
• Tinted moisturisers	<input type="checkbox"/>	
• Foundations	<input type="checkbox"/>	
• Powders	<input type="checkbox"/>	
• Facial bronzing products	<input type="checkbox"/>	
• Concealers	<input type="checkbox"/>	
• Corrective products	<input type="checkbox"/>	
• Eyebrow products	<input type="checkbox"/>	
• Eye products	<input type="checkbox"/>	
• Eyeliners	<input type="checkbox"/>	
• Mascara	<input type="checkbox"/>	
• Cheek products	<input type="checkbox"/>	
• Lip products	<input type="checkbox"/>	
• Pencils	<input type="checkbox"/>	

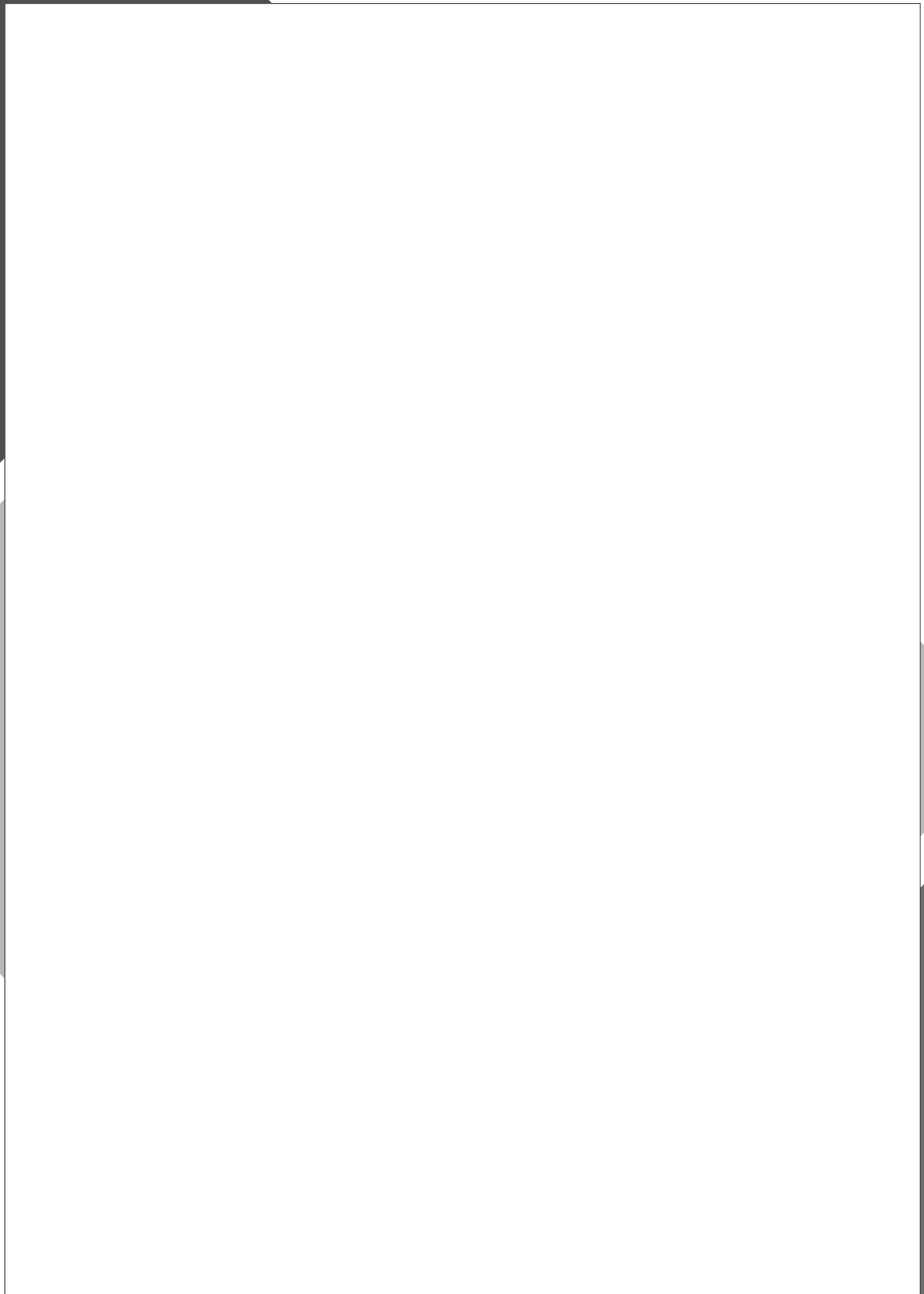
To achieve this unit successfully you will need to practically demonstrate that you have:

Carried out a minimum of 2 make-up styles* ✓	Portfolio reference
• Minimal make-up <input type="checkbox"/>	<input type="text"/>
• Natural make-up <input type="checkbox"/>	<input type="text"/>
• Intense make-up <input type="checkbox"/>	<input type="text"/>
• Special occasion make-up <input type="checkbox"/>	<input type="text"/>

* Intense make-up and special occasion make-up need to be covered

Provided all advice and recommendations ✓	Portfolio reference
• Suitable aftercare products and their uses <input type="checkbox"/>	<input type="text"/>
• Avoidance of activities which may cause contra-actions <input type="checkbox"/>	<input type="text"/>
• Present and future products and services <input type="checkbox"/>	<input type="text"/>
• Suitable make-up removal techniques <input type="checkbox"/>	<input type="text"/>

Feedback



Knowledge

The criteria which are assessed in this examination will be highlighted in blue. All remaining knowledge and understanding criteria should be recorded in acceptable forms of evidence highlighted in the Evidence Requirements.

You will know and understand how to:

LO3 - Consult, plan and prepare for make-up services	Portfolio reference
a. Outline why it is important to communicate with clients in a professional manner	
b. Describe how to complete a consultation taking into account the client's diverse needs	
c. State the legal requirements for providing treatment to minors under 16 years of age	
d. State the age at which an individual is classed as a minor and how this differs nationally	
e. Outline the importance of agreeing the service that meets the client's needs	
f. Explain the legal significance of gaining signed, informed client consent to carry out the service	
g. Explain the legislative requirements for storing and protecting client data	
h. State how to recognise contra-indications that would prevent or restrict the service	
i. Identify the contra-indications requiring medical referral and why	
j. Explain the necessary action to take in relation to specific contra-indications when referring clients	
k. Explain the reasons for not naming specific contra-indications when referring clients	
l. State how to recognise different skin types, characteristics and conditions	
m. Outline the different types of cleansing, toning and moisturising products	
n. Describe the methods used for cleansing, toning and moisturising the skin	
o. Identify the criteria for selecting make-up products to suit different client age groups and make-up styles	
p. State how to match make-up products to different skin types, skin tones and skin conditions	

Criteria highlighted in blue will be assessed in the external examination

You will know and understand how to:

LO4 - Apply make-up products	Portfolio reference
a. Describe the different types of make-up products available for the eyes, lips and the face; application techniques and the guidelines for using them	
b. Explain how to adapt the make-up for clients who wear contact lenses or glasses	
c. Describe how to use corrective colours and concealers to balance skin tone	
d. Describe how to select and use make-up products to enhance face shapes	
e. Explain why certain make-up products should be applied in a particular sequence	
f. Explain the results of incorrect make-up selection and application	
g. Identify the structure and functions of the skin	
h. State how environmental and lifestyle factors affect the condition of the skin	
i. State how lighting affects the perception of colour and its influence on the effect of make-up	
j. Identify the reasons for matching lighting with the occasion for which the make-up will be worn	
k. Identify the possible contra-actions which may occur, how to deal with them and what advice to give to clients	
l. Outline the advice and recommendations on products and services	

Criteria highlighted in blue will be assessed in the external examination

The external examination will assess criteria which has been highlighted in blue. Your assessor will complete the table below when the 70% pass mark on the external examination has been achieved.

Examination achievement		✓
Assessor		<input type="checkbox"/>
Signature:		Date:

All remaining knowledge and understanding criteria that is not assessed in the examination should be recorded as all unit criteria must be achieved.

Knowledge criteria		✓
Assessor		<input type="checkbox"/>
Signature:		Date:

Knowledge Range

To achieve this unit successfully you will need to cover all of the ranges.

Diverse needs ✓	Portfolio reference
• Cultural <input type="checkbox"/>	
• Religious <input type="checkbox"/>	
• Age <input type="checkbox"/>	
• Disability <input type="checkbox"/>	
• Gender <input type="checkbox"/>	

Contra-actions ✓	Portfolio reference
• Excessive perspiration <input type="checkbox"/>	
• Adverse skin reactions <input type="checkbox"/>	
• Watery eyes <input type="checkbox"/>	
• Excessive erythema <input type="checkbox"/>	

To achieve this unit successfully you will need to cover all of the ranges.

Contra-indications that would prevent or restrict	✓	Portfolio reference
• Viral - herpes simplex	<input type="checkbox"/>	
• Conjunctivitis	<input type="checkbox"/>	
• Open cuts and abrasions	<input type="checkbox"/>	
• Swelling	<input type="checkbox"/>	
• Skin irritation	<input type="checkbox"/>	
• Recent scar tissue	<input type="checkbox"/>	
• Eczema	<input type="checkbox"/>	
• Hyperkeratosis	<input type="checkbox"/>	
• Skin allergies	<input type="checkbox"/>	
• Bruising	<input type="checkbox"/>	
• Watery eyes	<input type="checkbox"/>	
• Healed eczema and psoriasis	<input type="checkbox"/>	
• Redness	<input type="checkbox"/>	

To achieve this unit successfully you will need to cover all of the ranges.

Contra-indications requiring medical referral ✓	Portfolio reference
• Bacterial - impetigo	
• Fungal - tinea	
• Conjunctivitis	
• Severe skin conditions and eye infections	
• Acne	
• Boils	
• Herpes zoster and warts	
• Parasitic infections such as pediculosis and scabies	

To achieve this unit successfully you will need to cover all of the ranges.

Conditions which may occur	✓	Portfolio reference
• Broken capillaries	<input type="checkbox"/>	<input type="text"/>
• Pustules	<input type="checkbox"/>	<input type="text"/>
• Papules	<input type="checkbox"/>	<input type="text"/>
• Comedones	<input type="checkbox"/>	<input type="text"/>
• Open pores	<input type="checkbox"/>	<input type="text"/>
• Hyper-pigmentation	<input type="checkbox"/>	<input type="text"/>
• Vitiligo	<input type="checkbox"/>	<input type="text"/>
• Sun damage	<input type="checkbox"/>	<input type="text"/>
• Scarring	<input type="checkbox"/>	<input type="text"/>
• Freckles	<input type="checkbox"/>	<input type="text"/>

Tools	✓	Portfolio reference
• Make-up brushes	<input type="checkbox"/>	<input type="text"/>
• Containers	<input type="checkbox"/>	<input type="text"/>
• Disposables	<input type="checkbox"/>	<input type="text"/>
• Eyelash curlers	<input type="checkbox"/>	<input type="text"/>
• Tweezers	<input type="checkbox"/>	<input type="text"/>

To achieve this unit successfully you will need to cover all of the ranges.

Make-up products ✓	Portfolio reference
• Primers	<input type="text"/>
• Tinted moisturisers	<input type="text"/>
• Foundations	<input type="text"/>
• Powders	<input type="text"/>
• Facial bronzing products	<input type="text"/>
• Concealers	<input type="text"/>
• Corrective products	<input type="text"/>
• Eyebrow products	<input type="text"/>
• Eye products	<input type="text"/>
• Eyeliners	<input type="text"/>
• Mascara	<input type="text"/>
• Cheek products	<input type="text"/>
• Lip products	<input type="text"/>
• Pencils	<input type="text"/>
• Setting sprays	<input type="text"/>

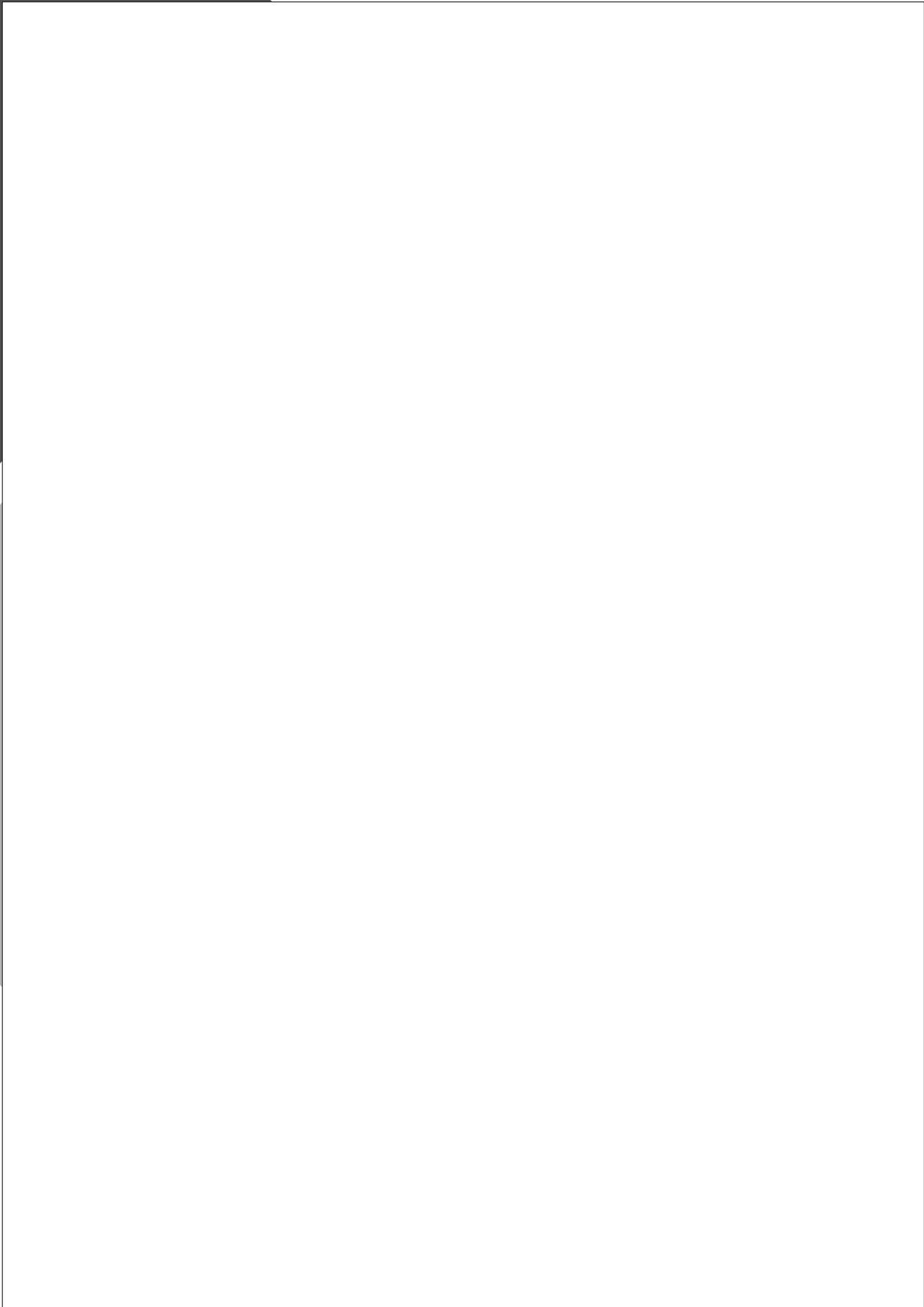
To achieve this unit successfully you will need to cover all of the ranges.

Skin conditions ✓	Portfolio reference
• Sensitive <input type="checkbox"/>	
• Dehydrated <input type="checkbox"/>	
• Broken capillaries <input type="checkbox"/>	
• Pustules <input type="checkbox"/>	
• Papules <input type="checkbox"/>	
• Open pores <input type="checkbox"/>	
• Dark circles <input type="checkbox"/>	
• Hyper-pigmentation <input type="checkbox"/>	
• Hypo-pigmentation <input type="checkbox"/>	
• Sun damage <input type="checkbox"/>	
• Scarring <input type="checkbox"/>	
• Erythema <input type="checkbox"/>	
• Mature <input type="checkbox"/>	
• Young <input type="checkbox"/>	

To achieve this unit successfully you will need to cover all of the ranges.

Structure and functions of the skin ✓	Portfolio reference
<ul style="list-style-type: none"> • Structure: 	
<ul style="list-style-type: none"> - Layers of the epidermis 	<input type="text"/>
<ul style="list-style-type: none"> - Dermis 	<input type="text"/>
<ul style="list-style-type: none"> - Subcutaneous layer 	<input type="text"/>
<ul style="list-style-type: none"> - Hair follicle 	<input type="text"/>
<ul style="list-style-type: none"> - Hair shaft 	<input type="text"/>
<ul style="list-style-type: none"> - Sebaceous gland 	<input type="text"/>
<ul style="list-style-type: none"> - Arrector pili gland 	<input type="text"/>
<ul style="list-style-type: none"> - Sweat gland 	<input type="text"/>
<ul style="list-style-type: none"> - Blood and lymph vessels 	<input type="text"/>
<ul style="list-style-type: none"> - Sensory nerve endings 	<input type="text"/>
<ul style="list-style-type: none"> • Functions: 	
<ul style="list-style-type: none"> - Sensitivity 	<input type="text"/>
<ul style="list-style-type: none"> - Heat regulation 	<input type="text"/>
<ul style="list-style-type: none"> - Absorption 	<input type="text"/>
<ul style="list-style-type: none"> - Protection 	<input type="text"/>
<ul style="list-style-type: none"> - Excretion 	<input type="text"/>
<ul style="list-style-type: none"> - Secretion 	<input type="text"/>
<ul style="list-style-type: none"> - Vitamin D production 	<input type="text"/>

Feedback

A large, empty rectangular box with a thin black border, intended for providing feedback. The box is centered on the page and occupies most of the vertical space below the title. The background of the page features a dark grey triangle in the top-left corner and several grey triangles pointing towards the center from the left, right, and bottom edges.

A/617/2203

Level 2 - UBT265

Provide basic massage treatments

UBT265

Provide basic massage treatments

Throughout this unit you will need to maintain effective health, safety and hygiene whilst working. You will also need to maintain a professional standard of behaviour and demonstrate effective communication skills.

The main aim of this unit is to develop your practical skills and knowledge to consult, plan, prepare and perform manual back, neck and shoulder massage treatments on clients. You will need to know the correct use, application and benefits of massage techniques and the anatomy and physiology of the body and systems.

Evidence Requirements

1. Simulation is not allowed for any performance evidence within this unit. The assessment must be performed in a real or realistic working environment on clients.
2. Your assessor will observe your performance on at least **two** occasions.
3. From the range, you must show that you have:
 - Used all consultation techniques
 - Dealt with a minimum of 1 necessary action
 - Dealt with all the client's physical characteristics
 - Covered all treatment areas
 - Met the agreed treatment objectives
 - Used all massage techniques
 - Used all massage mediums
 - Given all advice and recommendations
4. If the range requirements have not been fully covered by these observations, additional observed evidence can be provided. You will need to collect documentary evidence to show that you have met all the requirements.
5. Knowledge and understanding in this unit will be assessed by an external examination. There is **one external examination (MCQ)** that must be achieved plus one additional overarching anatomy and physiology (A&P) external examination which maps to all A&P criteria across the mandatory units. The criteria which are assessed in this examination will be highlighted in blue. All remaining knowledge and understanding (including knowledge range) criteria should be recorded in the following types of acceptable evidence, which are not limited to:
 - Professional discussion
 - Portfolio of evidence
 - Reflective diary on own practice in an appropriate working environment
 - Written assignments
 - Projects/case studies
 - Coursework
 - Task-based controlled assessment
 - Witness statements

Practical

You will be able to:

LO1 - Consult, plan and prepare for massage treatments		✓
a. Use consultation techniques to determine the client's treatment plan		<input type="checkbox"/>
b. Obtain signed, informed consent from a parent or guardian for minors prior to any treatment being performed		<input type="checkbox"/>
c. Confirm the presence of a parent or guardian throughout the treatment for minors under the age of 16		<input type="checkbox"/>
d. Recognise any contra-indications and take the necessary action		<input type="checkbox"/>
e. Assess the client's physical characteristics and determine the treatment plan		<input type="checkbox"/>
f. Obtain signed, informed consent from the client prior to carrying out the treatment		<input type="checkbox"/>

LO2 - Provide massage treatments		✓
a. Adapt the massage techniques, sequence and massage medium to meet the client's physical characteristics and treatment areas		<input type="checkbox"/>
b. Demonstrate variations in the depth, rhythm and pressure of massage techniques to meet treatment objectives, treatment areas and the client's physical characteristics and preference		<input type="checkbox"/>
c. Establish that the finished result is to the client's satisfaction and meets the agreed treatment objectives		<input type="checkbox"/>
d. Give the client advice and recommendations on the treatment provided		<input type="checkbox"/>
e. Complete the client's records including therapist and client signatures		<input type="checkbox"/>

Your performances for LO1 and LO2 will be recorded on at least two occasions.

Performance	1	2
Assessor signature:		
Date:		

Practical Range

To achieve this unit successfully you will need to practically demonstrate that you have:

Used all consultation techniques ✓

- Questioning
- Listening
- Visual
- Manual
- Written



Portfolio reference

Dealt with a minimum of 1 necessary action ✓

- Encouraging the client to seek medical advice
- Explaining why the treatment cannot be carried out
- Modification of treatment

Portfolio reference

Dealt with all clients' physical characteristics ✓

- Body type
- Posture
- Muscle tone
- Age
- Health
- Skin condition

Portfolio reference

To achieve this unit successfully you will need to practically demonstrate that you have:

Covered all treatment areas ✓	Portfolio reference
• Face <input type="checkbox"/>	<input type="text"/>
• Head <input type="checkbox"/>	<input type="text"/>
• Chest and shoulders <input type="checkbox"/>	<input type="text"/>
• Arms and hands <input type="checkbox"/>	<input type="text"/>
• Back <input type="checkbox"/>	<input type="text"/>
• Legs and feet <input type="checkbox"/>	<input type="text"/>

Met the agreed treatment objectives ✓	Portfolio reference
• Relaxing <input type="checkbox"/>	<input type="text"/>
• Sense of wellbeing <input type="checkbox"/>	<input type="text"/>

Used all massage techniques ✓	Portfolio reference
• Effleurage <input type="checkbox"/>	<input type="text"/>
• Petrissage <input type="checkbox"/>	<input type="text"/>
• Tapotement <input type="checkbox"/>	<input type="text"/>
• Friction <input type="checkbox"/>	<input type="text"/>

Used all massage mediums ✓	Portfolio reference
• Oil <input type="checkbox"/>	<input type="text"/>
• Cream <input type="checkbox"/>	<input type="text"/>

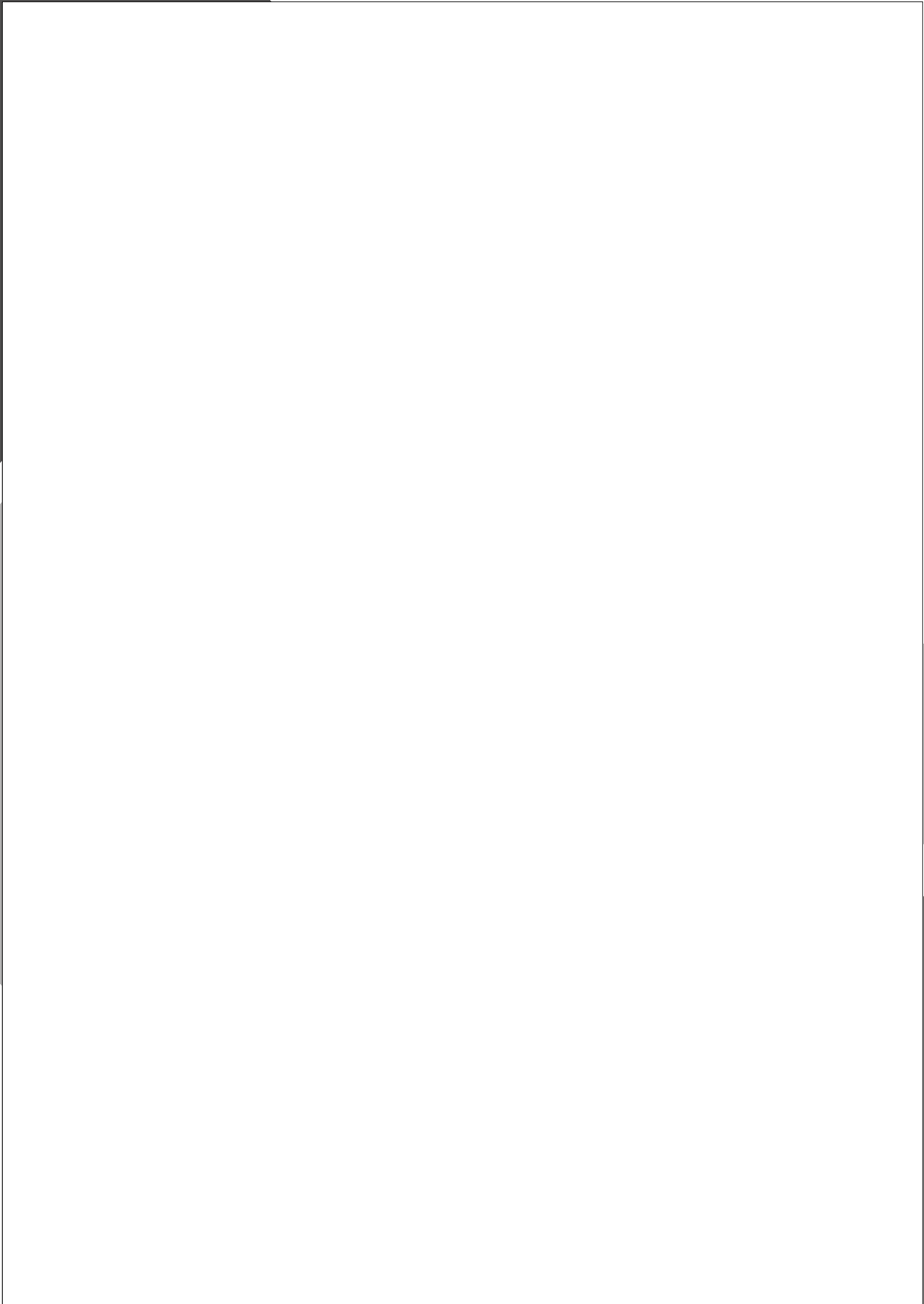
To achieve this unit successfully you will need to practically demonstrate that you have:

Given all advice and recommendation ✓

- Suitable aftercare products and their uses
- Avoidance of activities which may cause contra-actions
- Present and future products and services
- Post-treatment advice

Portfolio reference

Feedback

A large, empty rectangular box with a thin black border, intended for providing feedback. The box is centered on the page and occupies most of the vertical space.

Provide basic massage treatments

Knowledge

The criteria which are assessed in this examination will be highlighted in blue. All remaining knowledge and understanding criteria should be recorded in acceptable forms of evidence highlighted in the Evidence Requirements.

You will know and understand how to:

LO3 - Consult, plan and prepare for massage treatments	Portfolio reference
a. Outline why it is important to communicate with clients in a professional manner	
b. Describe how to complete a consultation taking into account the client's diverse needs	
c. State the legal requirements for providing treatment to minors under 16 years of age	
d. State the age at which an individual is classed as a minor and how that differs nationally	
e. Outline the importance of agreeing with the client the treatment that meets their needs	
f. Explain the legal significance of gaining signed, informed client consent to carry out the treatment	
g. Explain the legislative requirements for storing and protecting client data	
h. State how to recognise contra-indications that would prevent or restrict the treatment	
i. Identify the contra-indications requiring medical referral and why	
j. Explain the necessary action to take in relation to specific contra-indications when referring clients	
k. Explain the reasons for not naming specific contra-indications when referring clients	
l. Describe how to visually assess different clients' physical characteristics	
m. Explain how to match massage medium to different skin types and conditions	
n. Outline the advice and recommendations on products and treatments to the client	

Criteria highlighted in blue will be assessed in the external examination

You will know and understand how to:

LO4 - Perform massage treatments	Portfolio reference
a. Explain the use and application of massage techniques to meet a variety of treatment objectives	
b. Describe how the massage sequence, depth and pressure can be adapted to suit different physical characteristics	
c. Describe how to adapt the massage treatments to suit different treatment objectives and treatment areas	
d. Describe the benefits and effects of different massage treatments	
e. Identify the benefits of manual massage and how these can be adapted to prevent work related injuries	
f. Identify the different skin types and skin characteristics	
g. Identify the anatomy and physiology of the body	
h. Identify the effects of massage on the individual systems of the body	
i. Explain the methods used to evaluate the effectiveness of body massage treatments	

Criteria highlighted in blue will be assessed in the external examination

The external examination will assess criteria which has been highlighted in blue. Your assessor will complete the table below when the 70% pass mark on the external examination has been achieved.

Examination achievement ✓	
Assessor	<input type="checkbox"/>
Signature:	Date:

All remaining knowledge and understanding criteria that is not assessed in the examination should be recorded as all unit criteria must be achieved.

Knowledge criteria ✓	
Assessor	<input type="checkbox"/>
Signature:	Date:

Knowledge Range

To achieve this unit successfully you will need to cover all of the ranges.

Diverse needs ✓	Portfolio reference
• Cultural <input type="checkbox"/>	
• Religious <input type="checkbox"/>	
• Age <input type="checkbox"/>	
• Disability <input type="checkbox"/>	
• Gender <input type="checkbox"/>	

Contra-indications which prevent ✓	Portfolio reference
• Diagnosed medical conditions (subject to medical referral or diagnosis) <input type="checkbox"/>	
• Prescribed medications (subject to medical guidance) <input type="checkbox"/>	
• Contagious skin diseases <input type="checkbox"/>	
• Dysfunction of the nervous system <input type="checkbox"/>	
• Recent scar tissue <input type="checkbox"/>	
• Undiagnosed lumps and swellings <input type="checkbox"/>	

To achieve this unit successfully you will need to cover all of the ranges.

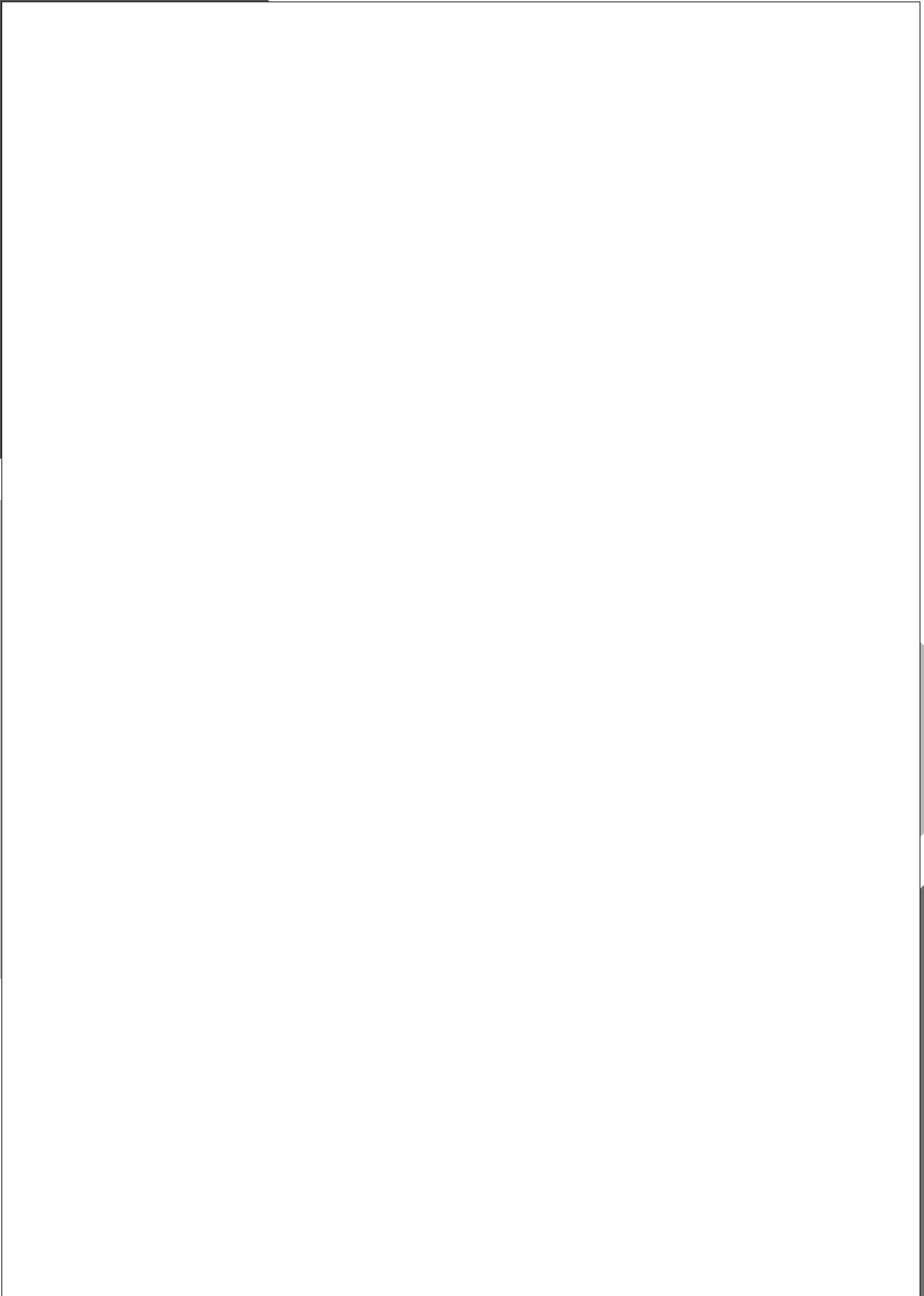
Contra-indications which restrict ✓	Portfolio reference
• Undergoing medical treatment <input type="checkbox"/>	
• Uncontrolled diabetes <input type="checkbox"/>	
• Epilepsy <input type="checkbox"/>	
• High/low blood pressure <input type="checkbox"/>	
• History of thrombosis or embolism <input type="checkbox"/>	
• Medication <input type="checkbox"/>	
• Pregnancy <input type="checkbox"/>	
• Piercings <input type="checkbox"/>	
• Cuts and abrasions <input type="checkbox"/>	
• During cancer treatment <input type="checkbox"/>	

To achieve this unit successfully you will need to cover all of the ranges.

Anatomy and physiology ✓	Portfolio reference
• The structure and function of cells and tissues <input type="checkbox"/>	<input type="text"/>
• The structure, function and different types of muscles <input type="checkbox"/>	<input type="text"/>
• The positions and actions of the main muscle groups indentified within the treatment areas of the body <input type="checkbox"/>	<input type="text"/>
• The position and function of the primary bones and joints of the skeleton <input type="checkbox"/>	<input type="text"/>
• The structure and function of the circulatory system <input type="checkbox"/>	<input type="text"/>
• The structure and function of the lymphatic system <input type="checkbox"/>	<input type="text"/>
• The structure and function of the central nervous system and autonomic system <input type="checkbox"/>	<input type="text"/>
• The basic principles of the endocrine, digestive and excretory systems <input type="checkbox"/>	<input type="text"/>
• The structure and functions of skin <input type="checkbox"/>	<input type="text"/>
• The structure and location of the adipose tissue <input type="checkbox"/>	<input type="text"/>

Advice and recommendations ✓	Portfolio reference
• Additional treatments <input type="checkbox"/>	<input type="text"/>
• Additional products <input type="checkbox"/>	<input type="text"/>
• The lifestyle factors and changes that may be required to improve the effectiveness of the treatment <input type="checkbox"/>	<input type="text"/>
• Post-treatment restrictions and future treatment needs <input type="checkbox"/>	<input type="text"/>
• Post-treatment advice includes drinking plenty of water and relaxation <input type="checkbox"/>	<input type="text"/>
• Time intervals between treatments <input type="checkbox"/>	<input type="text"/>

Feedback

A large, empty rectangular box with a thin black border, intended for providing feedback. The box is centered on the page and occupies most of the vertical space below the title. The background of the page features a dark grey triangle in the top-left corner and several grey triangles pointing towards the center from the left, right, and bottom edges.



BT2D16

Transferable skills



ITEC



VTCT

Professionalism and values

Skills embedded within the units:

- Carrying out and maintaining beauty therapy legal, industry and organisational requirements for professionalism and demonstrating a passion for the industry
- Meeting organisational and industry standards of appearance
- Working under pressure, observe time management and self-management
- Providing advice and recommendations on the beauty services/treatments, products, aftercare and appointments
- Completing services/treatments in a commercially viable time and to a high standard
- Demonstrating an appreciation of equality and diversity
- Describing the range of services/treatments and products in the beauty therapy industry
- Maintaining client confidentiality and rights to support the client journey
- Demonstrating excellent verbal and non-verbal communication skills
- Dealing with problems within the scope and responsibilities of the occupation, swiftly seeking assistance from a senior member of staff when required

Knowledge embedded within the units:

- Beauty therapy industry, legal and organisational requirements
- Procedures, guidelines, codes of practice, ethics, equality and diversity and quality assurance systems
- Time and self-management principles
- Beauty therapy duties, standards of appearance, personal hygiene, etiquette, housekeeping
- Commercially viable times for the completion of services/treatments
- Continuing professional development
- Consumer Rights Act, the Data Protection Act and (GDPR)
- The role of the reception and associated areas
- How to complete a sale and handle payments from clients
- How to make appointments for salon services, the types of products and treatments in beauty therapy and related industries, client confidentiality and rights, the client journey (from meet and greet to advice and support)
- The importance of aftercare advice and recommendations
- Verbal and non-verbal communication skills
- How to deal with problems within the scope and responsibilities of the occupation, swiftly seeking assistance from a senior member of staff

Safe working practices

Skills embedded within the units:

- Meeting legal, industry and organisational requirements: maintain effective, hygienic and safe working methods
- Meeting health and safety considerations
- Adhering to workplace, suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- Maintaining the client's modesty, privacy and comfort
- Minimising risks of cross-infection, injury or fatigue
- Promoting environmental and sustainable working practices
- Ensuring personal hygiene and protection meets industry, organisational and local authority requirements
- Using, storing and disposing of personal protective equipment correctly

Knowledge embedded within the units:

- Legal, industry and organisational requirements
- Use of tools, equipment, materials and products
- Workplace housekeeping
- Cleaning, disinfection, sterilisation, waste disposal
- Supplier or manufacturer's instructions; protection of yourself and client
- Direct and indirect cross-infection
- Contra-indications and contra-actions
- Methods that promote environmental and sustainable working practices
- How to recognise and reduce the risk of injury to self and others by maintaining correct posture
- Health and safety legislation and practice

Core behaviours

The following behaviours underpin the delivery of services/treatments in the beauty sector.

These behaviours ensure that clients receive a positive impression of both the organisation and the individual and meet industry standards of behaviour for a beauty professional:

1. Personal and professional ethics: demonstrates a commitment to quality, maintains honesty, integrity and confidentiality
2. Flexible and positive attitude: adapts positively to changing work priorities and patterns when new tasks need to be completed or requirements change
3. Maintain client care principles and practices: show clients respect at all times and in all circumstances, demonstrate client empathy, sensitivity and awareness

Transferable skills matrix

The transferable skills are embedded across all units within the Beauty Therapist qualification. This is demonstrated in the matrix below:

Unit	Transferable skills	Learning outcome
UBT259 Provide waxing services	Professionalism and values	LO1, LO2, LO3, LO4
	Safe working practices	LO1, LO2, LO3, LO4
	Core behaviours	LO1, LO2, LO3, LO4
UBT260 Provide hand and nail treatments	Professionalism and values	LO1, LO2, LO3, LO4, LO5, LO6
	Safe working practices	LO1, LO2, LO3, LO4, LO5, LO6
	Core behaviours	LO1, LO2, LO3, LO4, LO5
UBT261 Provide foot treatments	Professionalism and values	LO1, LO2, LO3, LO4
	Safe working practices	LO1, LO2, LO3, LO4
	Core behaviours	LO1, LO2, LO3, LO4
UBT262 Provide facial treatments	Professionalism and values	LO1, LO2, LO3, LO4
	Safe working practices	LO1, LO2, LO3, LO4
	Core behaviours	LO1, LO2, LO3, LO4
UBT263 Provide eyelash and eyebrow treatments	Professionalism and values	LO1, LO2, LO3, LO4, LO5, LO6, LO7, LO8, LO9, LO10, LO11, LO12, LO13
	Safe working practices	LO1, LO2, LO3, LO4, LO5, LO6, LO7, LO8, LO9, LO10, LO11, LO12, LO13
	Core behaviours	LO1, LO2, LO3, LO4, LO5, LO6, LO7, LO8, LO9, LO10, LO11, LO12, LO13
UBT264 Provide make-up application	Professionalism and values	LO1, LO2, LO3, LO4
	Safe working practices	LO1, LO2, LO3, LO4
	Core behaviours	LO1, LO2, LO3, LO4
UBT265 Provide basic massage treatments	Professionalism and values	LO1, LO2, LO3, LO4
	Safe working practices	LO1, LO2, LO3, LO4
	Core behaviours	LO1, LO2, LO3, LO4