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# Qualification Specification

BT4C4 – VTCT (ITEC) Level 4 Certificate in Radio  
Frequency

603/2908/7

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# About VTCT (iTEC)

VTCT is a UK Government-approved awarding organisation which has awarded world class qualifications since 1962. Through our strategic approach to sectors we support, we aim to advance education, research and the public dissemination of knowledge, by helping to introduce new initiatives into the education system, to improve the employability and career prospects of learners.

More than 1000 approved centres now work with VTCT, and the ever-expanding list extends across the UK, Ireland, and internationally. We acquired the internationally recognised awarding organisation and examination board iTEC in 2016, adding to our footprint. We also acquired education technology specialists Digital Assess in the same year, adding value for training providers with technology that can digitally capture and assess learners online, amongst other innovations.

iTEC was founded by Dr W.E. Arnould-Taylor who in 1947 was a distinguished physiologist who became a Fellow of the Royal Society of Medicine. Both Dr Arnould-Taylor and Wallace Sharps the founder of VTCT, devoted their lives to developing the standing of the industry and the furtherance of education in the sector. Today iTEC has a close working relationship with over 650 centres worldwide including Europe, South Africa, Asia Pacific and the USA.

For more information, please visit [www.vtct.org.uk](http://www.vtct.org.uk) or contact our dedicated Customer Support Team via email; [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk) or call +44 (0)23 8068 4500.

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# 1. Qualification at a glance

<b>Qualification title</b>	VTCT (ITEC) Level 4 Certificate in Radio Frequency
<b>Qualification number</b>	603/2908/7
<b>Product code</b>	BT4C4
<b>First registration date</b>	1 <sup>st</sup> May 2018
<b>Age range</b>	18+
<b>Total Qualification Time (TQT)</b>	170
<b>Guided Learning (GL) hours</b>	123
<b>Assessment</b>	<p>To be awarded this qualification, learners must successfully achieve the following assessments:</p> <ul style="list-style-type: none"><li>• Externally set and externally marked graded practical examination (50% of qualification grade)</li><li>• Externally set and externally marked theory examination (50% of qualification grade)</li><li>• Externally set and internally marked assignment/project (no contribution to overall grade)</li><li>• Externally set and internally marked clinical case studies (no contribution to overall grade)</li></ul>
<b>Overall qualification grading</b>	<p>The overall qualification is graded:</p> <ul style="list-style-type: none"><li>• Fail/Pass/Merit/Distinction</li></ul>
<b>Entry requirements</b>	Learners are required to hold either a level 3 beauty therapy qualification or equivalent.

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## 2. Purpose Statement

### 2.1 Who is this qualification for?

The VTCT (ITEC) Level 4 Certificate in Radio Frequency is an advanced therapy qualification aimed at level 3 qualified practitioners aged 18 and over, who wish to add this therapy to their repertoire of treatment offerings.

Learners are required to hold a level 3 beauty therapy qualification or equivalent.

### 2.2 What does this qualification cover?

This qualification is informed by employers and national occupational standards for beauty therapy and includes all the required elements to work effectively as a fully commercial radio frequency practitioner. Learners must achieve all mandatory units which include:

- Principles and practice of non-medical aesthetic therapies
- Advanced consultation for non-medical aesthetic therapies
- Advanced skin care for non-medical aesthetic therapies
- Provide radio frequency treatments

Throughout this qualification, learners will develop their knowledge and understanding of relevant anatomy and physiology and health and safety pertaining to level 4 non-medical aesthetic therapies. They will also develop the knowledge, understanding and skills to consult with and analyse clients whilst providing radio frequency treatments. In parallel, learners will develop their communication and customer service skills and widen their knowledge of the principles and practices of level 4 non-medical aesthetic therapies, all of which are valued highly by employers.

### 2.3 Why is this qualification the most suitable?

This qualification is one of a new suite of level 4 advanced non-medical aesthetic therapies developed as a progression route for level 3 practitioners wishing to add to their repertoire in specific treatment modalities.

### 2.4 What could this qualification lead to?

The primary purpose of this qualification is to prepare learners for employment in the advanced non-medical aesthetic industry providing radio frequency techniques. Additionally, learners may choose to further develop their knowledge and skills by completing supplementary specialist qualifications at level 4 in one or more of the following areas:

- Skin peeling
- Skin needling
- Ultrasound

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## 3. Qualification structure

To be awarded the VTCT (ITEC) Level 4 Certificate in Radio Frequency learners must achieve:

- all mandatory units
- all assignments/projects
- all clinical case studies
- a pass (or higher) grade in the external theory examination\*
- a pass (or higher) grade in the external practical examination\*

\*Please note all clinical case studies and assignments must be completed and marked as passes **before** the learner can be entered for examination.

The minimum TQT required to achieve this qualification is **170**.

VTCT product code	Unit title	Level	GL	Unit reference number
<b>Mandatory units</b>				
UBT273	Principles and practice of non-medical aesthetic therapies	4	14	T/616/8604
UBT274	Advanced consultation for non-medical aesthetic therapies	4	23	A/616/8605
UBT275	Advanced skin care for non-medical aesthetic therapies	4	34	F/616/8606
UBT277	Provide radio frequency treatments	4	52	L/616/8608

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## 4. Centre requirements

### 4.1 Approval and recognition

For existing centres, this qualification is part of the Non-Medical Aesthetics Therapies qualifications that are defined as an additional suite. These must be applied for using the Approval Application – Level 4 & 5 Non-Medical Aesthetic Therapies Qualifications form and will be subject to an approval visit which will be charged in line with published fees.

New centres that want to deliver this qualification must gain both centre approval and qualification recognition. Please refer to the VTCT or ITEC websites for further information.

Centre staff should be familiar with current practices and standards in the sector and with the qualification structure, content, assessment and quality assurance arrangements before designing a course programme.

### 4.2 Resources

Centres must possess the physical resources needed to support the delivery of the programme and the assessment of knowledge and skills, which should therefore be of industry standard. Specific resources required for this qualification should include (but are not limited to):

- a minimum of 1 couch and 1 trolley per learner
- products, materials and equipment as appropriate to class numbers in order to practice sufficiently to meet relevant learning outcomes and assessment criteria in the qualification
- machines as appropriate to class numbers in order to practise sufficiently to meet all relevant learning outcomes and assessment criteria in the qualification

It is the centres responsibility to ensure:

- all equipment used conforms to EU-Electromagnetic compliance Directive 2014/30/EU, EU-low voltage Directive 2014/35/EU and the Electrical Equipment (Safety) Regulations 1994/2016 as applicable
- products used are those approved by EU Cosmetics Regulations for cosmetic use by practitioner
- adequate insurance is in place, as recommended by industry, at all times, to include cover for all learners, staff and clients attending VTCT courses.

### 4.3 Teaching staff

In order to deliver this qualification, teaching staff must:

- be occupational experts and have knowledge and understanding in the area for which they are delivering training. This knowledge must be at the same level as, or higher than the training being delivered
- hold an appropriate qualification or accredited training in the subject to be taught. In the absence of a regulated qualification, staff members will be required to demonstrate Continued Professional Development (CPD) with accredited training providers, for each qualification that the approval application lists. Staff would then be required to agree to update their training to a full qualification within 18 months of being approved to deliver. If for any reason the staff member fails to achieve the qualification, the centre would be required to find another competent member of staff to deliver the program or forfeit the right to deliver the qualification

- understand the qualification's structure and content, and the learning outcomes they are delivering
- have relevant and current industry experience in the specific area they are delivering
- have credible experience of teaching and/or providing training
- undertake activities which contribute to their Continuing Professional Development (CPD)

#### 4.4 Internal assessment

The lecturer/internal assessor will assess and mark the assignments/case studies and the VTCT (iTEC) external examiner will verify a sample, either in situ on the day of the practical and theory examination or remotely on e-portfolio.

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

#### 4.5 Record keeping

Centres must produce and retain records that include:

- learners on programme, including learner name, date of birth, contact details, lecturer/assessors
- assessment plans
- learner assessment records detailing who assessed what and when, the assessment methods used, the location of the supporting evidence, and the assessment decision/grade awarded with supporting evidence

#### 4.6 Total Qualification Time (TQT)

TQT is defined by regulators as the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a learner to achieve and demonstrate achievement of the level of attainment necessary for the award of a qualification.

TQT is comprised of the following two elements:

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

The TQT for this qualification is detailed in Section 3 of this specification.



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## 5. Assessment

### 5.1 Summary of assessment methods

This qualification comprises internal and external assessments. Learners must achieve the assessments detailed in the table below.

Assessment method	Overview of controls
External theory examination (UBT277)	Externally set and externally marked examination. The examination assesses knowledge and understanding from the breadth of the mandatory treatment-specific unit at the end of the period of learning.
External practical examination (BT4C4.PE1)	Externally set, examined and marked by an external examiner. Overarching examination that assesses the learner's technical skills and abilities.
Assignment/project work	Externally set and internally marked. The assignments or projects do not contribute to the overall grade, but contribute to the assessment outcome of the qualification. This is a prerequisite evidence requirement which must be completed prior to learners undertaking the external graded examinations.
Clinical case studies	Externally set and internally marked. The case studies do not contribute to the overall grade, but contribute to the assessment outcome of the qualification. This is a prerequisite evidence requirement which must be completed prior to learners undertaking the external graded examinations.

Internal assessment materials are available to download from the VTCT and ITEC websites. See Appendix 1 for detailed information on assessment controls.

## 5.2 Unit assessment methods

The table below identifies the assessment methods used to assess mandatory units.

Unit product code	Assignment/ project	Clinical case studies	External theory examination	External practical examination
UBT273	✓			
UBT274	✓			✓
UBT275	✓			✓
UBT277		✓	✓	✓

## 5.3 Contribution of assessment to the overall qualification grade

Whilst all units and assessments contribute to the assessment outcome of the qualification, only the external theory and practical examinations contribute to the overall grade of the qualification. The table below outlines the grading model for each assessment method and the contribution of each to the overall qualification grade.

Assessment method	Grading model	Contribution to the qualification grade
External theory examination (UBT277)	Fail, Pass, Merit, Distinction	50%
External practical examination (BT4C4.PE1)	Fail, Pass, Merit, Distinction	50%

## 5.4 External assessment

Learners are required to be on-programme for a minimum of 14 weeks from registration/enrolment before they are entered into the practical and theory examinations.

### 5.4.1 External theory examinations

Theory examinations are externally set and externally marked by the awarding organisation.

### 5.4.2 Test specification

The specification for the external theoretical examination is detailed below.

External theory examination (UBT277)	
Availability (Exam sessions)	To be taken on the scheduled date for examination purposes as agreed by the awarding organisation. Available to sit online.
Assessment controls	<i>Task setting - high control.</i> The external examination is set and marked by the awarding organisation. <i>Task taking – high control.</i> The examination must take place under controlled examination conditions. Centres must ensure that learners are suitably prepared for assessment. <i>Task marking – high control.</i> The examination is marked by the awarding organisation.
Grading model	Pass = 450 points Merit = 500 points Distinction = 550 points
Units covered	UBT277 Provide radio frequency treatments
Contribution to overall qualification grade	50%
Type of examination	Multiple choice questions to cover the assessment criteria within the unit.

Learners, based on marks achieved in the examinations, are awarded points that contribute to the overall qualification grade.

Examinations must be undertaken by learners under controlled examination conditions in accordance with VTCT's policies and procedures for external assessment.

### 5.4.3 Retaking external theory examinations

Learners who fail to achieve the required Pass mark are permitted to re-sit after having sufficient teaching and additional study time. There is no limit to the number of retakes a learner can carry out.

### 5.4.4 Reasonable adjustments and special considerations

Information on the reasonable adjustments allowed for the external examinations within this qualification can be found in the Policies section on the VTCT website and ITEC websites.

### 5.4.5 External practical examination

Practical examinations are externally set, externally examined, graded and quality assured by VTCT. Information on how to operate practical examinations can be found on the VTCT and ITEC websites.

In preparation for the external practical examination, centres are advised to ensure learners have carried out a series of clinical case studies comprising of complete practical treatments, in accordance with the awarding organisation's marking criteria, which must be observed and marked by the centre lecturer/assessors. All treatments must be deemed commercially acceptable by the centre lecturer/assessors.

It is essential centres use the Practical Examination Criteria document in order to make assessment judgments when preparing for examinations. This can be found on a secure portal area on the VTCT and ITEC websites.

The practical examination preparation must take place in a realistic working environment on a real client and in a commercially acceptable time frame for each mandatory unit that contains a practical element.

<b>External practical examination (BT4C4.PE1)</b>	
<b>Availability (Exam sessions)</b>	To be taken on the scheduled date for examination purposes as agreed by the awarding organisation and invigilated by an external examiner.
<b>Assessment controls</b>	<p><i>Task setting - high control.</i> The external practical examination is set and examined by the awarding organisation.</p> <p><i>Task taking – high control.</i> The examination must take place under controlled examination conditions. Centres must ensure that learners are suitably prepared for assessment.</p> <p><i>Task marking – high control.</i> The examination is marked by the awarding organisation.</p>
<b>Grading model</b>	Pass = 450 points Merit = 500 points Distinction = 550 points
<b>Units covered</b>	UBT274 Advanced consultation for non-medical aesthetic therapies UBT275 Advanced skin care for non-medical aesthetic therapies UBT277 Provide radio frequency treatments
<b>Contribution to overall qualification grade</b>	50%
<b>Type of examination</b>	Practical examined assessment
<b>Practical skills examination sequence (approximately 1 hour)</b>	<ol style="list-style-type: none"> <li>1. Examiner must be shown evidence of a skin sensitivity test and initial consultation</li> <li>2. Assist client onto the couch and carry out the treatment consultation</li> </ol>

3. Prepare the area for treatment
4. Take pre-treatment photograph
5. Check the machine
6. Perform a pre-treatment test – client and therapist
7. Perform treatment
8. Apply aftercare including post-treatment photograph
9. Give home care advice

Oral questions may be asked at any time during the examination.

Consultation forms must be filled in by each learner for the unit and made available for the external examiner to check. These should be reviewed and completed at the end of the treatment and will be taken away by the external examiner.

Learners will be expected to demonstrate excellent hygiene and client care throughout as well as competence in their relevant skills. The external examiner may reduce the treatment timings, as the examination is a demonstration of the learner's professionalism and their accomplished technique.

Approximate time allocated for changeover of practical examination groups is 15 minutes.

#### 5.4.6 Retaking external practical examination

Learners who fail to achieve the required Pass mark are permitted to re-sit after having sufficient teaching and additional study time.

#### 5.4.7 Clinical case studies/treatment portfolio

The clinical case studies/treatment portfolio is an evidence requirement which must be completed prior to learners undertaking the practical and theoretical examinations.

The awarding organisation specifies the amount of clinical case studies to be carried out and evidenced in the portfolio within the unit specifications. These can be found on the VTCT and iTEC websites on the relevant qualification page.

The clinical case studies/treatment portfolio can be used as a confirmatory and formative assessment to prepare learners for the practical and theoretical examinations. The purpose of this portfolio is to evaluate learner performance and use the information gathered to shape and improve learners' performance in preparation for summative examination. Centres should also consider the use of formative self and peer assessment as part of the learning journey.

Whilst the clinical case studies/treatment portfolio do not contribute to the overall grade, they will be marked pass or fail by the centre lecturer/assessor and sampled by the external examiner.

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# 6. Grading

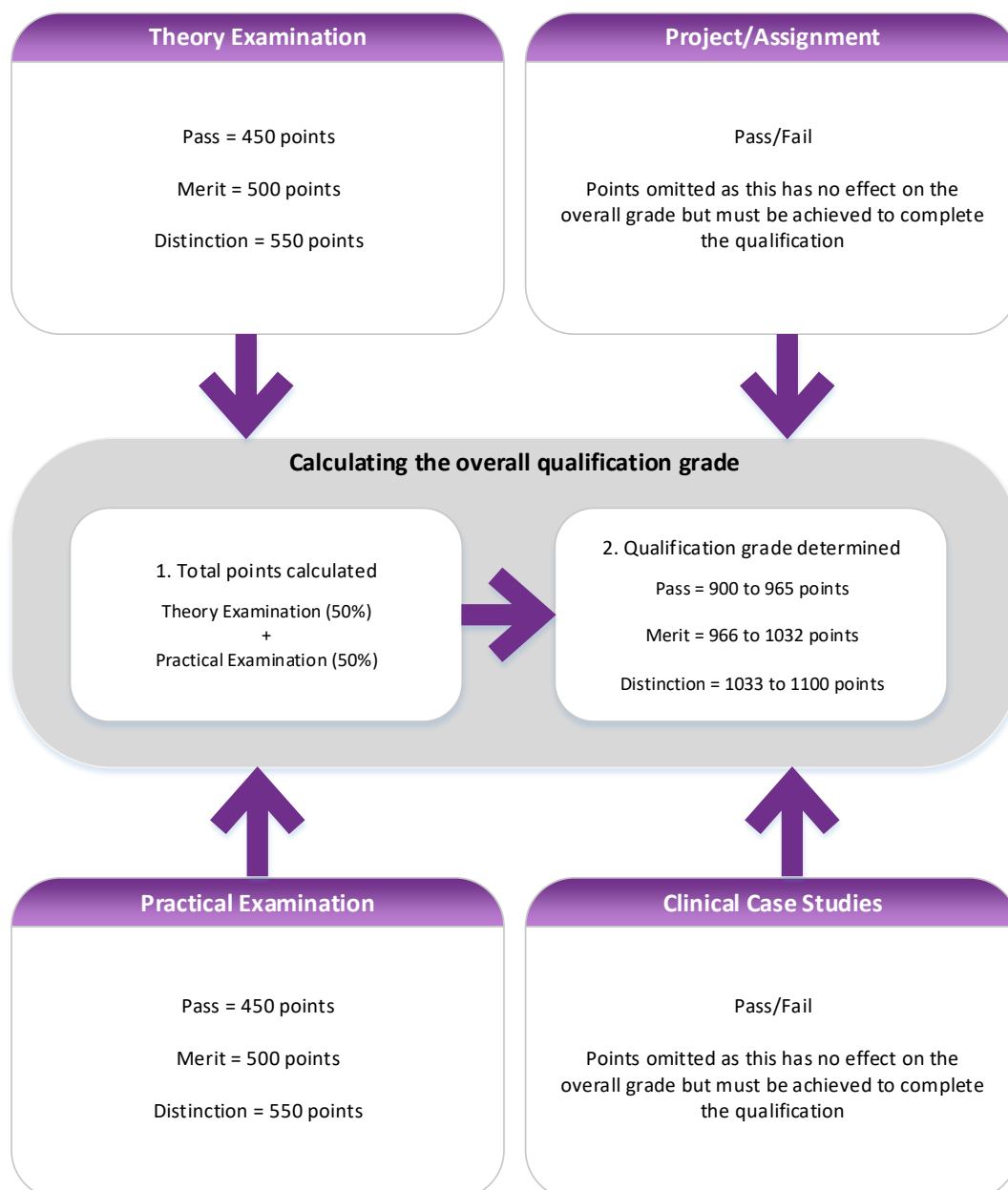
## 6.1 Overview

This qualification is graded Pass/Merit/Distinction.

The grading model employed in this qualification differentiates learner performance and in particular recognises high achievement.

There are two separate components in the grading model for this qualification, a graded external theory examination and a graded external practical examination. Each component contributes 50% to the overall qualification grade.

Learners must achieve a Pass grade or higher in the external theory and practical examinations. The grades achieved in each assessment correlate to points. These points will then be added together to determine the overall grade of the qualification, as depicted below:



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## 7. External Examiner

### 7.1 External Examiner visits

This qualification is externally examined by the awarding organisation. Centres delivering this qualification will have a quality assurance visit each time an examiner visits the centre.

On a centre visit an examiner:

- examines all learners entered for the external practical examination
- samples learners' internal assessments
- verifies that appropriate staff and sufficient resources are in place, and that the centre is continuing to meet the criteria specified in the centre contract
- checks that the centre's policies and procedures continue to meet the awarding organisation's requirements
- Verifies internal assessments

### 7.2 Spot checking

In addition to the scheduled practical examination visits, targeted and unannounced spot checks of centres delivering this qualification will be undertaken as part of the awarding organisation's formal quality assurance process.

### 7.3 Support and guidance

Unit specifications, consultation sheets and internal assessment materials are available to support qualification delivery and assessment.

For more information, visit the VTCT and ITEC websites ([www.vtct.org.uk](http://www.vtct.org.uk), [www.itecworld.co.uk](http://www.itecworld.co.uk)).

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## 8. Unit structure

Units are available as separate specifications and can be downloaded from the VTCT and iTEC websites. Units that make up this qualification are structured as follows:

<b>Product code</b>	The code allocated by the awarding organisation. This should be used when communicating directly with the awarding organisation.
<b>Title</b>	Reflects the content of the unit.
<b>Unit reference number</b>	This is the unit reference number as detailed on Ofqual's Register of Regulated Qualifications.
<b>Level</b>	This represents the level of achievement. The National Qualifications Framework level descriptors and similar qualifications at this level inform the allocation of the unit level.
<b>Guided Learning (GL) hours</b>	All units have GL assigned to them. This is the time a learner spends: <ul style="list-style-type: none"><li>• being taught or given instruction by a lecturer, tutor, supervisor or other appropriate provider of education or training.</li></ul>
<b>Overview</b>	Provides a summary of what learners will cover in a unit, and outlines the knowledge, understanding and skills to be developed.
<b>Learning outcomes</b>	Specify what a learner will know, understand and be able to do as a result of completing a unit.
<b>Unit content</b>	Provides the basis for the teaching, learning and assessment of each learning outcome. Lecturers should ensure that the full breadth of unit content is delivered.
<b>Assessment criteria</b>	Assessment criteria specify the minimum standard required by the learner to achieve the relevant grade. Learners must provide sufficient and valid evidence to achieve the grade.



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## 9. Appendix 1 – Assessment controls

### A1.1 Assessment controls for clinical case studies and practical examinations

The following assessment controls relate to the non-graded clinical case studies and the graded practical examinations.

#### TASK SETTING – high control

The awarding organisation specifies the amount of clinical case study treatments to be undertaken and the components that must be covered in the clinical case studies and the external practical examination.

#### TASK TAKING – high control

**Time (externally defined):** Time is explicitly stated where appropriate. In some cases, clients may vary significantly in their presentation and therefore, it is not appropriate to specify assessment time. Lecturers/assessors, however, must ensure that the entire treatment is completed in a commercially acceptable time frame. The exact time taken must be documented.

**Environment (externally defined):** Clinical case studies and practical examinations must take place in a realistic working environment on a real client.

**Resources (externally defined):** Learners must be given access to the full range of products, tools and equipment required to carry out the clinical case studies and practical examinations. These are detailed in section 4 of this specification.

**Supervision/Authenticity (externally defined):** The clinical case studies must be supervised at all times by a lecturer/assessor.

**Collaboration (externally defined):** Whilst learners can work in groups to practise and prepare for examination, the practical examination itself is an assessment of individual learner performance and does not permit collaboration or discussion between learners.

**Feedback (externally defined):** Learners will not receive immediate feedback from the examiner. All examination outcomes and final grades will be confirmed with the centre within 6 weeks.

#### TASK MARKING – medium control

Centre lecturers/assessors will mark all unit assignments and clinical case studies as either pass or fail. Evidence of clinical case studies and assignments are subject to external verification during the scheduled examination visit.

## A1.2 Assessment controls for the theory examination

### TASK SETTING – high control

The awarding organisation publishes a theory examination for this qualification. These will be provided and marked by the awarding organisation. The examination will consist of multiple-choice questions.

### TASK TAKING – high control

**Time (externally defined):** The awarding organisation specifies the maximum time permitted for a theory examination.

**Environment (externally defined):** The theory exam must be taken under standard examination conditions.

**Feedback (externally defined):** Learners will receive immediate feedback if undertaking the examination online. All examination outcomes and final grades will be confirmed with the centre within 6 weeks.

## Document History

Version	Issue Date	Changes	Role
V1	01/05/18	First published	Qualifications Manager
V2	17/09/2019	Adding non-medical before aesthetic	Qualifications Administrator