



# SVQ 3 in Beauty Therapy at SCQF Level 6

SVQ  
BT6S1  
GL4Y 23

Learner name:

Learner number:







# The qualification

## Introduction

The VTCT SVQ 3 in Beauty Therapy at SCQF Level 6 qualification will provide you with the knowledge, skills and understanding required to become a beauty therapist.

This qualification has both mandatory and optional units for you to achieve. The mandatory section of the qualification requires you to provide body massage, facial electrical and body electrical treatments as well as contributing to the planning, implementation and evaluation of promotional activities. You are also required to undertake three optional units from a selection of specialist units including: fashion and photographic make-up. Skin camouflage, airbrush make-up, massage using pre-blended oils, Indian head massage, stone therapy treatments, female and male intimate waxing services, self-tanning, electrical epilation and cosmetic skin peel treatments.

## National Occupational Standards (NOS)

This Scottish Vocational Qualification (SVQ) includes the requirements from the relevant NOS and is accredited by Scottish Qualifications Authority (SQA) Accreditation on the Scottish Credit and Qualifications Framework (SCQF).

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



## Progression

The main purpose of this qualification is to enable you to gain employment as a beauty therapist in a salon.

Alternatively you may choose to develop your knowledge and skills by undertaking the following qualifications:

- Level 4 Diploma in Permanent Hair Removal and Skin Rejuvenation (QCF)
- Level 4 Certificate in Laser and Intense Pulsed Light (IPL) Treatments (QCF)
- Level 4 Diploma in Advanced Beauty Therapy (QCF)
- Level 4 Award in Skin Blemish Removal (QCF)
- Level 4 Award in Physiology for Advanced Beauty Therapy (QCF)

The full list of VTCT Beauty Therapy qualifications can be found on the VTCT website: <http://www.vtct.org.uk/Home/QualificationCentreFinder.aspx>.

# Qualification structure

## Total units required - 7 (minimum)

All mandatory units must be completed and a minimum of 3 units from the optional group to achieve this qualification. A minimum of 54 SCQF credits must be achieved overall.

### Mandatory group - 4 units

VTCT unit code	Unit title	SCQF Credit	SCQF Level
UHB106	Contribute to the planning, implementation and evaluation of promotional activities	10	6
UBT165	Provide body massage treatments	9	6
UBT166	Provide facial electrical treatments	9	6
UBT164	Provide body electrical treatments	11	6

### Optional group - 3 units (minimum)

VTCT unit code	Unit title	SCQF Credit	SCQF Level
UHB107	Contribute to the financial effectiveness of the business	7	6
UBT177	Design and create fashion and photographic make-up	9	7
UBT190	Provide specialist skin camouflage services	7	7
UBT183	Plan and provide airbrush make-up	6	6
UBT175	Carry out massage using pre-blended aromatherapy oils	9	6
UBT169	Provide Indian head massage	7	6
UBT173	Provide stone therapy treatments	10	6
UBT187	Provide female intimate waxing services	7	6
UBT188	Provide male intimate waxing services	7	6
UBT189	Provide self-tanning services	3	5
UBT186	Provide electrical epilation	10	6
UBT185	Provide cosmetic skin peel treatments	6	7

# Guidance on assessment

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

## Internal assessment

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

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

## External assessment

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

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

Externally assessed hard-copy question papers will be set by VTCT, marked by centre staff and sampled by VTCT EQAs.

## Assessment explained

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

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

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

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



## Creating a portfolio of evidence

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

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

Evidence in the portfolio may take the following forms:

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

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

Useful information about VTCT qualifications is detailed in the Learner FAQ section of the VTCT website [www.vtct.org.uk](http://www.vtct.org.uk).

Other questions should be raised with your tutor, lecturer or assessor.



# Unit assessment methods

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

Mandatory units				
		External	Internal	
VTCT unit code	Unit title	Question paper(s)	Observation(s)	Portfolio of Evidence
UHB106	Contribute to the planning, implementation and evaluation of promotional activities	0	✓	✓
UBT165	Provide body massage treatments	2	✓	✓
UBT166	Provide facial electrical treatments	2	✓	✓
UBT164	Provide body electrical treatments	2	✓	✓

Optional units				
		External	Internal	
VTCT unit code	Unit title	Question paper(s)	Observation(s)	Portfolio of Evidence
UHB107	Contribute to the financial effectiveness of the business	0	✓	✓
UBT177	Design and create fashion and photographic make-up	0	✓	✓
UBT190	Provide specialist skin camouflage services	0	✓	✓
UBT183	Plan and provide airbrush make-up	0	✓	✓
UBT175	Carry out massage using pre-blended aromatherapy oils	2	✓	✓
UBT169	Provide Indian head massage	1	✓	✓
UBT173	Provide stone therapy treatments	2	✓	✓
UBT187	Provide female intimate waxing services	1	✓	✓
UBT188	Provide male intimate waxing services	1	✓	✓
UBT189	Provide self-tanning services	1	✓	✓
UBT186	Provide electrical epilation	1	✓	✓
UBT185	Provide cosmetic skin peel treatments	0	✓	✓

# Unit glossary

	Description
<b>VTCT product code</b>	All units are allocated a unique VTCT product code for identification purposes. This code should be quoted in all queries and correspondence to VTCT.
<b>Unit title</b>	The title clearly indicates the focus of the unit.
<b>National Occupational Standards (NOS)</b>	NOS describe the skills, knowledge and understanding needed to undertake a particular task or job to a nationally recognised level of competence.
<b>SCQF level</b>	The SCQF has 12 levels ranging from Access at SCQF level 1, up to Doctorate at Level 12. The different levels indicate the level of difficulty of a particular qualification and increases in levels relate to factors such as: the complexity and depth of knowledge and understanding; links to associated academic, vocational or professional practice; the degree of integration, independence and creativity required; the range and sophistication of application/practice; and the role(s) taken in relation to other learners/workers in carrying out tasks.
<b>SCQF credits</b>	SCQF credits are a way of showing how much time it takes, on average, to complete a qualification or learning programme. The number of points is worked out in terms of the amount of time that an 'average' learner at a specified level might expect to take to achieve the outcomes. The SCQF works on the basis that one credit point represents the amount of learning achieved through an average of 10 hours learning time.
<b>Observations</b>	This indicates the minimum number of competent observations, per outcome, required to achieve the unit.
<b>Learning outcomes</b>	The learning outcomes are the most important component of the unit; they set out what is expected in terms of knowing, understanding and practical ability as a result of the learning process. Learning outcomes are the results of learning.
<b>Evidence requirements</b>	This section provides guidelines on how evidence must be gathered.
<b>Observation outcome</b>	An observation outcome details the tasks that must be practically demonstrated to achieve the unit.
<b>Knowledge outcome</b>	A knowledge outcome details the theoretical requirements of a unit that must be evidenced through oral questioning, a mandatory written question paper, a portfolio of evidence or other forms of evidence.
<b>Assessment criteria</b>	Assessment criteria set out what is required, in terms of achievement, to meet a learning outcome. The assessment criteria and learning outcomes are the components that inform the learning and assessment that should take place. Assessment criteria define the standard expected to meet learning outcomes.
<b>Range</b>	The range indicates what must be covered. Ranges must be practically demonstrated in parallel with the unit's observation outcomes.

# UHB106

## Contribute to the planning, implementation and evaluation of promotional activities

This unit is about working with others to plan, implement and evaluate promotional activities. The ability to present information competently and interact with the public whilst demonstrating skills is a particularly important aspect of this unit.

To carry out this unit, you will need to maintain a high level of health, safety and hygiene throughout your work. You will also need to maintain a professional personal appearance and demonstrate effective communication skills.

The main outcomes of this unit are:

1. Contribute to the planning and preparation of promotional activities
2. Implement promotional activities
3. Participate in the evaluation of promotional activities

NOS

**SKACHB17**

SCQF Level

**6**

SCQF Credit Points

**10**

Observation(s)

**1**

External paper(s)

**0**



# Contribute to the planning, implementation and evaluation of promotional activities

## Learning outcomes

On completion of this unit you will:

1. Be able to contribute to the planning and preparation of promotional activities
2. Be able to implement promotional activities
3. Be able to participate in the evaluation of promotional activities
4. Know and understand how to contribute to the planning and preparation of promotional activities
5. Know and understand how to implement promotional activities
6. Know and understand how to participate in the evaluation of promotional activities

## Evidence requirements

1. *Environment*  
Evidence for this unit may be gathered within the workplace or realistic working environment (RWE).
2. *Simulation*  
Simulation is not allowed in this unit.
3. *Observation outcomes*  
Competent performance of Observation outcomes must be demonstrated on **at least one occasion**. You will need to collect documentary evidence to show you have met all the requirements of the unit.  
  
Assessor observations, witness testimonies and products of work are likely to be the most appropriate sources of performance evidence. Professional discussion may be used as supplementary evidence for those criteria that do not naturally occur.

Assessed observations should not be carried out on the same day for the same learning outcome. There should be sufficient time between assessments for reflection and personal development.

You need to meet the same standard on a regular and consistent basis. Separating the assessments by a period of at least two weeks is recommended as competence must be demonstrated on a consistent and regular basis.

4. *Range*  
All ranges must be practically demonstrated or other forms of evidence produced to show they have been covered.
5. *Knowledge outcomes*  
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
6. *Tutor/Assessor guidance*  
Your tutor **must** refer to the '**Habia Assessment Strategy**' when delivering this unit to ensure that you cover all the requirements for this unit. This can be found on [www.vtct.org.uk](http://www.vtct.org.uk) under the relevant qualification page.  
  
You will be guided by your tutor/assessor on how to achieve learning outcomes and cover ranges in this unit. All outcomes and ranges must be achieved.
7. *External paper*  
There is no external paper requirement for this unit.

# Achieving observations and range

## Achieving observation outcomes

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

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through professional discussion and/or oral questioning. This evidence will be recorded by your assessor in written form or by other appropriate means.

Your assessor will sign off a learning outcome when all criteria have been competently achieved.

## Achieving range

The range section indicates what must be covered. Ranges should be practically demonstrated as part of an observation. Where this is not possible other forms of evidence may be produced. All ranges must be covered.

Your assessor will document the portfolio reference once a range has been competently achieved.

## National Occupational Standards (NOS)

All observation evidence and knowledge requirements from the NOS SKACHB17 are included in this record of assessment. You must demonstrate in your everyday work that you have met this standard to contribute to the planning, implementation and evaluation of promotional activities. This can be found on the NOS website [www.ukstandards.co.uk](http://www.ukstandards.co.uk).



# Observations

## Learning outcome 1

### Be able to contribute to the planning and preparation of promotional activities

You must be able to:

- a. Make recommendations to the relevant person for suitable promotional activities and identify the potential benefits for the business
- b. Identify and agree specific, measurable, achievable, realistic and time bound objectives and target groups for the activity with the relevant person(s)
- c. Agree requirements for the activity with all relevant persons in sufficient detail to allow the work to be planned
- d. Produce an agreed plan showing the:
  - Type of promotional activity
  - Objectives of the activity
  - Roles and responsibilities of others involved
  - Resource requirements
  - Preparation and implementation activities
  - Timescales
  - Budget
  - Methods of evaluation
- e. Agree a plan that takes into account any legal requirements, when necessary
- f. Ensure resources are available to meet the planned timescale

\* *May be assessed by supplementary evidence.*

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



## Learning outcome 2

### Be able to implement promotional activities

You must be able to:

- a. Implement promotional activities to meet the agreed plan
- b. Adapt promotional activities, when necessary, in response to changed circumstances and/or problems
- c. Use resources effectively throughout the promotional activities
- d. Communicate the essential features and benefits of products and services to the target group
- e. Use methods of communication that are suitable for the type of promotional activity being undertaken
- f. Present information in logical steps
- g. Encourage the target group to ask questions about the services and products being promoted
- h. Respond to questions and queries in a way which promotes goodwill and enhances the salon image
- i. Actively encourage the target group to take advantage of the services and products being promoted
- j. Clear away products and equipment at the end of the promotional activities, when necessary, to meet the requirements of the venue

\*May be assessed by supplementary evidence.

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





## Learning outcome 3

### Be able to participate in the evaluation of promotional activities

You must be able to:

- a. Use the methods agreed in your promotional activity plan to gain feedback from the relevant sources
- b. Collate and record the information gained from the feedback using a clear format and method of presentation
- c. Draw conclusions on the effectiveness of the promotional activity in meeting the agreed objectives
- d. Participate in discussions giving a clear and well structured summary of the results of the evaluation
- e. Make recommendations for improvements to any future promotional activities based upon the outcomes of your evaluation

*\* May be assessed by supplementary evidence.*

Observation	1	<i>Optional</i>	<i>Optional</i>
Date achieved			
Criteria questioned orally			
Portfolio reference			
Assessor initials			
Learner signature			



# Observation range

You must practically demonstrate that you have:

<b>Undertaken <b>all</b> types of promotional activities</b>	<b>Portfolio reference</b>
Demonstrations	
Displays	
Advertising campaigns	
<b>Developed <b>both</b> objectives</b>	<b>Portfolio reference</b>
To enhance salon image	
To increase salon business	

It is strongly recommended that all range items are practically demonstrated. Where this is not possible, other forms of evidence may be produced to demonstrate competence.

# Developing knowledge

## Achieving knowledge outcomes

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

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

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

*\*This is not an exhaustive list.*

# Knowledge



## Learning outcome 4

### Know and understand how to contribute to the planning and preparation of promotional activities

You must know and understand:	Portfolio reference
a. The practical requirements and restrictions of any venue	
b. The contract requirements, local by-laws and legislation which could restrict your promotional activity in any venue used	
c. The importance of considering health and safety and other legal requirements	
d. The health and safety procedures applicable to any venue you use	
e. The potential hazards you must consider when working at any venue	
f. The steps that should be taken to minimise risks when working at an external venue	
g. The purpose and value of detailed and accurate planning	
h. The type of resourcing requirements necessary for promotional activities such as individuals, tools and equipment, materials, time, venue	
i. How the nature of the target group can influence the choice of promotional activity	
j. How to match types of promotional activities to objectives	
k. How to present a plan for promotional activities	
l. Why it is important to consider methods of evaluation at the planning stage	
m. How to write objectives that are SMART; Specific, Measurable, Achievable, Realistic and Time bound objectives	
n. The importance of working to a budget	



Learning outcome 4 (continued)

**Know and understand how to contribute to the planning and preparation of promotional activities**

You must know and understand:	Portfolio reference
o. Where and how to obtain resources	
p. The importance of clearly defining the roles and responsibilities of those involved in promotional activities	
q. The importance of allocating roles and responsibilities to match an individual's competence levels	
r. The importance of gaining an individual's commitment and agreement to undertake a role in the promotional activity	
s. The types of foreseeable problems that occur and ways of resolving them	



## Learning outcome 5

### Know and understand how to implement promotional activities

You must know and understand:	Portfolio reference
a. The features and benefits of the products and or services being promoted	
b. How to recognise buying signals and to close sales	
c. The difference between the features of a product or service and the benefits of a product or service	
d. How to tailor your presentation of the benefits of products and/or services to meet individual needs and interests	
e. How and when to participate in discussions	
f. How to give a short presentation taking into account the timing, pace, use of voice and use of graphics	
g. Methods of presenting information such as pictorially, graphically, verbally	
h. Methods of creating a visual impact	
i. How and when to make openings to encourage others to ask questions	
j. How to answer questions and manage queries in a way likely to maintain goodwill	



## Learning outcome 6

### Know and understand how to participate in the evaluation of promotional activities

You must know and understand:	Portfolio reference
a. The purpose of evaluation activities	
b. The areas of the promotional activity which should be evaluated	
c. The most suitable methods of gaining feedback for the promotional activities in the range	
d. How to collate, analyse and summarise evaluation feedback in a clear and concise way	
e. Suitable ways of formatting and producing an evaluation report	



# Knowledge range

You must know and understand:

The importance of considering health and safety and other legal requirements	Portfolio reference
Health and Safety at Work Act	
The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)	
The Health and Safety (First Aid) Regulations	
The Regulatory Reform (Fire Safety) Order	
The Manual Handling Operations Regulations	
The Control of Substances Hazardous to Health Regulations (COSHH)	
The Electricity at Work Regulations	
The Environmental Protection Act	
The Management of Health and Safety at Work Regulations	
The Health and Safety (Information for Employees) Regulations	
Data Protection Act	
Working Time Directives	
Cosmetic Products Regulations	
Sale of Goods Act	
Distance Selling Act	
Trade Descriptions Act	
Consumer Protection Legislation	



# UBT165

## Provide body massage treatments

This unit is about the skills involved in providing head and body massage treatments. It covers manual massage of the head and body, as well as mechanical body massage techniques. The ability to adapt massage techniques to suit an individual client's needs is a requirement.

To carry out this unit you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and demonstrate effective communication and consultation skills.

The main outcomes of this unit are:

1. Maintain safe and effective methods of working when providing body massage treatments
2. Consult, plan and prepare for massage treatments
3. Perform manual massage treatments
4. Perform mechanical massage treatments

NOS

# SKABT16

SCQF Level

**6**

SCQF Credit Points

**9**

Observation(s)

**3**

External paper(s)

**2**



# Provide body massage treatments

## Learning outcomes

On completion of this unit you will:

1. Be able to maintain safe and effective methods of working when providing body massage treatments
2. Be able to consult, plan and prepare for massage treatments
3. Be able to perform manual massage treatments
4. Be able to perform mechanical massage treatments
5. Know and understand how to maintain safe and effective methods of working when providing body massage treatments
6. Know and understand how to consult, plan and prepare for massage treatments
7. Know and understand how to perform manual and mechanical massage treatments

## Evidence requirements

1. *Environment*  
Evidence for this unit may be gathered within the workplace or realistic working environment (RWE).
2. *Simulation*  
Simulation is not allowed in this unit.
3. *Observation outcomes*  
Competent performance of Observation outcomes must be demonstrated on **at least three separate occasions, each on three different clients**. This must include two full body massage treatments, incorporating the face. One of the full body massages must incorporate the use of mechanical massage and infra-red treatment.  
  
Assessor observations, witness testimonies and products of work are likely to be the

most appropriate sources of performance evidence. Professional discussion may be used as supplementary evidence for those criteria that do not naturally occur.

Assessed observations should not be carried out on the same day for the same learning outcome. There should be sufficient time between assessments for reflection and personal development.

You need to meet the same standard on a regular and consistent basis. Separating the assessments by a period of at least two weeks is recommended as competence must be demonstrated on a consistent and regular basis.

4. *Range*  
All ranges must be practically demonstrated or other forms of evidence produced to show they have been covered.
5. *Knowledge outcomes*  
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
6. *Tutor/Assessor guidance*  
Your tutor **must** refer to the '**Habia Assessment Strategy**' when delivering this unit to ensure that you cover all the requirements for this unit. This can be found on [www.vtct.org.uk](http://www.vtct.org.uk) under the relevant qualification page.  
  
You will be guided by your tutor/assessor on how to achieve learning outcomes and cover ranges in this unit. All outcomes and ranges must be achieved.
7. *External paper*  
Knowledge and understanding in this unit will be assessed by external papers. **There are two external papers that must be achieved.**

# Achieving observations and range

## Achieving observation outcomes

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

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through professional discussion and/or oral questioning. This evidence will be recorded by your assessor in written form or by other appropriate means.

Your assessor will sign off a learning outcome when all criteria have been competently achieved.

## Achieving range

The range section indicates what must be covered. Ranges should be practically demonstrated as part of an observation. Where this is not possible other forms of evidence may be produced. All ranges must be covered.

Your assessor will document the portfolio reference once a range has been competently achieved.

## National Occupational Standards (NOS)

All observation evidence and knowledge requirements from the NOS SKABT16 are included in this record of assessment. You must demonstrate in your everyday work that you have met this standard for providing body massage treatments. This can be found on the NOS website [www.ukstandards.co.uk](http://www.ukstandards.co.uk).



# Observations

## Learning outcome 1

### Be able to maintain safe and effective methods of working when providing body massage treatments

You must be able to:

- a. Maintain your responsibilities for health and safety throughout the treatment
- b. Prepare your client and yourself to meet legal and organisational requirements
- c. Maintain your client's modesty and privacy at all times
- d. Position your client to meet the needs of the treatment
- e. Ensure your own posture and working methods minimise fatigue and the risk of injury to yourself and others
- f. Provide support and cushioning to the required areas of the body during the treatment
- g. Take remedial action if contra-actions or discomfort occur during the course of treatment
- h. Check the client's wellbeing throughout the treatment and allow sufficient post-treatment recovery time
- i. Ensure environmental conditions are suitable for the client and the treatment
- j. Use working methods that minimise the risk of cross-infection
- k. Ensure the use of clean equipment and materials
- l. Promote environmental and sustainable working practices
- m. Follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- n. Dispose of waste materials to meet legal requirements
- o. Complete the treatment within a commercially viable time

\* May be assessed by supplementary evidence.

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



## Learning outcome 2

### Be able to consult, plan and prepare for massage treatments

You must be able to:

- a. Use consultation techniques to determine the client's treatment plan
- b. Ensure that informed and signed parental or guardian consent is obtained for minors prior to any treatment
- c. Ensure that a parent or guardian is present throughout the treatment for minors under the age of 16
- d. Recognise any contra-indications and take the necessary action
- e. Assess the client's physical characteristics and agree the treatment objectives that meet the client's needs
- f. Obtain signed, informed consent from the client prior to carrying out the treatment
- g. Give your client advice and recommendations on the treatment provided
- h. Ensure the client's records are completed and signed by you and the client

\*May be assessed by supplementary evidence.

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



### Learning outcome 3

## Be able to perform manual massage treatments

You must be able to:

- a. Adapt your massage techniques, sequence and massage mediums to meet the client's physical characteristics and treatment areas
- b. Vary the depth, rhythm and pressure of massage techniques to meet treatment objectives and the client's physical characteristics and preferences
- c. Ensure the application and use of massage medium minimises waste

*\* May be assessed by supplementary evidence.*

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



## Learning outcome 4

### Be able to perform mechanical massage treatments

You must be able to:

- a. Provide information about the sensation created by the equipment and the treatment procedure to the client at each stage in the process
- b. Adjust the equipment and duration of the treatment to suit the client's physical characteristics and the treatment areas
- c. Vary the sequence, depth and pressure of massage movements to meet treatment objectives and treatment areas

*\*May be assessed by supplementary evidence.*

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





# Observation range

You must practically demonstrate that you have:

Used <b>all</b> consultation techniques	Portfolio reference
Questioning	
Listening	
Visual	
Manual	
Written	
Dealt with a <b>minimum of 1</b> necessary action	Portfolio reference
Encouraging the client to seek medical advice	
Explaining why the treatment cannot be carried out	
Modification of treatment	
Dealt with <b>all</b> client's physical characteristics	Portfolio reference
Body type	
Posture	
Muscle tone	
Age	
Health	
Skin condition	
Met <b>all</b> treatment objectives	Portfolio reference
Relaxing	
Sense of wellbeing	
Uplifting	
Anti-cellulite	
Stimulating	

It is strongly recommended that all range items are practically demonstrated. Where this is not possible, other forms of evidence may be produced to demonstrate competence.



You must practically demonstrate that you have:

Provided <b>all</b> advice and recommendations	Portfolio reference
Suitable aftercare products and their uses	
Avoidance of activities which may cause contra-actions	
Present and future products and services	
Post-treatment advice	
Used <b>all</b> massage techniques	Portfolio reference
Effleurage	
Petrissage	
Tapotement	
Vibration	
Friction	
Used <b>all</b> massage mediums	Portfolio reference
Oil	
Cream	
Powder	
Covered <b>all</b> treatment areas	Portfolio reference
Face	
Head	
Chest and shoulders	
Arms and hands	
Abdomen	
Back	
Gluteals	
Legs and feet	
Used <b>all</b> types of equipment on suitable treatment areas	Portfolio reference
Gyratory massager	
Infra-red	

It is strongly recommended that all range items are practically demonstrated. Where this is not possible, other forms of evidence may be produced to demonstrate competence.

# Developing knowledge

## Achieving knowledge outcomes

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

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

*\*This is not an exhaustive list.*

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

## Achieving the external paper

The external paper will test your knowledge of all criteria in this section. **A pass mark of 70% must be achieved.**

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

Paper	Date achieved	Assessor initials
1 of 2		
2 of 2		

# Knowledge



## Learning outcome 5

### Know and understand how to maintain safe and effective methods of working when providing body massage treatments

You must know and understand:	Portfolio reference
a. Your responsibilities for health and safety as defined by any specific legislation covering your job role	
b. The legal and organisational requirements for client protection and preparation	
c. The legal and organisational requirements for your own personal hygiene, protection and appearance	
d. The responsibilities under local authority licensing regulations for yourself and your premises	
e. The reasons for maintaining the client's modesty and privacy during the treatment	
f. Safe positioning techniques for yourself and your client and why using these are important	
g. The areas of the body that may require support and cushioning during the treatment	
h. The remedial action to take if contra-actions or discomfort occur during the course of treatment	
i. Why it is important to check the client's wellbeing throughout the treatment and allow sufficient post-treatment recovery time	
j. The necessary environmental conditions for services such as heating and ventilation and why these are important	
k. Methods of cleaning, disinfection and sterilisation	
l. Methods of working safely and hygienically to avoid cross-infection	
m. The hazards and risks which exist in your workplace and the safe working practices which you must follow	

Requirements highlighted in white will be assessed in the external paper.



## Learning outcome 5 (continued)

### Know and understand how to maintain safe and effective methods of working when providing body massage treatments

You must know and understand:	Portfolio reference
n. The different types of working methods that promote environmental and sustainable working practices	
o. Suppliers' and manufacturers' instructions, which you must follow, for the safe use of equipment, materials and products	
p. The legal requirements for waste disposal	
q. The reasons for completing the treatment in a commercially viable time	

*Requirements highlighted in white will be assessed in the external paper.*



## Learning outcome 6

### Know and understand how to consult, plan and prepare for massage treatments

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

Requirements highlighted in white will be assessed in the external paper.



## Learning outcome 7

### Know and understand how to perform manual and mechanical massage treatments

You must know and understand:	Portfolio reference
a. The different types, uses and benefits of pre-massage heat treatments	
b. The use and application of massage techniques to meet a variety of treatment objectives	
c. How the massage sequence, depth and pressure can be adapted to suit different client physical characteristics	
d. How to adapt the massage treatments to suit different treatment objectives and treatment areas	
e. The areas of the body and body characteristics needing particular care when undertaking mechanical massage treatments	
f. How to select and utilise massage equipment, media and techniques to achieve maximum benefits to the client	
g. The benefits of mechanical and manual massage and how these can be adapted to prevent work related injuries	
h. How other parts of the body can be utilised for manual massage and the benefits of incorporating these techniques	
i. The different skin types and skin characteristics	
j. The anatomy and physiology of the body	
k. The physical and psychological effects of body massage	
l. The effects of massage on the individual systems of the body	
m. The importance of ensuring the client has post-treatment recovery time	
n. The methods used to evaluate the effectiveness of body massage treatments	

*Requirements highlighted in white will be assessed in the external paper.*



# Knowledge range

You must know and understand:

Health and safety*	Portfolio reference
Health and Safety at Work Act	
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)	
The Health and Safety (First Aid) Regulations	
The Regulatory Reform (Fire Safety) Order	
The Manual Handling Operations Regulations	
The Control of Substances Hazardous to Health Regulations (COSHH)	
The Electricity at Work Regulations	
The Environmental Protection Act	
The Management of Health and Safety at Work Regulations	
The Health and Safety (Information for Employees) Regulations	
Contra-actions	Portfolio reference
Erythema	
Hyperaemia	
Allergic reaction to products	
Environmental and sustainable working practices*	Portfolio reference
Reducing waste and managing waste (recycle, reuse, safe disposal)	
Reducing energy usage (energy efficient equipment, low energy lighting, utilising solar panels)	
Reducing water usage and other resources	
Preventing pollution	
Using disposable items	
Using recycled eco-friendly furniture	
Using low-chemical paint	
Using environmentally-friendly product packaging	
Choosing responsible domestic products (Fairtrade tea and coffee)	
Encouraging carbon-reducing journeys to work	

\*Where specific legislation and regulations are stated, please make these relevant to your nation.





You must know and understand:

Diverse needs	Portfolio reference
Cultural	
Religious	
Age	
Disability	
Gender	
Contra-indications which prevent	Portfolio reference
Contagious skin diseases	
Dysfunction of the nervous system	
Recent scar tissue	
Undiagnosed lumps and swellings	
Contra-indications which restrict	Portfolio reference
Undergoing medical treatment	
Uncontrolled diabetes	
Epilepsy	
High/low blood pressure	
History of thrombosis or embolism	
Varicose veins	
Metal pins or plates	
Medication	
Pregnancy	
Piercings	
Cuts and abrasions	
During cancer treatment	



You must know and understand:

Advice and recommendations	Portfolio reference
Additional treatments	
Additional products	
The lifestyle factors and changes that may be required to improve the effectiveness of the treatment such as diet, exercise, stress and sleep	
Post-treatment restrictions and future treatment needs	
Post-treatment advice includes drinking plenty of water and relaxation	
Time intervals between treatments	
Work related injuries	Portfolio reference
Back injury	
Carpal tunnel syndrome	
Neck strain	
Repetitive strain injury (RSI)	
Anatomy and physiology	Portfolio reference
The structure and function of cells and tissues	
The structure, function and different types of muscles	
The positions and actions of the main muscle groups identified within the treatment areas of the body	
The position and function of the primary bones and joints of the skeleton	
How to recognise postural faults and conditions	
The structure and function of the circulatory system	
The structure and function of the lymphatic system	
The basic principles of the central nervous system and autonomic system	
The basic principles of the endocrine, respiratory, digestive and excretory systems	
The structure and functions of skin	
The structure and location of the adipose tissue	



You must know and understand:

Physical effects	Portfolio reference
Relaxes muscles	
Stimulates circulatory and lymphatic systems	
Calms or stimulates nerve fibres	
Psychological effects	Portfolio reference
Stress and tension relief	
Improved general well-being	
Calming and relaxing	

# Notes

Use this area for notes and diagrams



---

---

---

---

---

---

---

---

---

---

# UBT166

## Provide facial electrical treatments

This unit is about improving face and skin condition using different facial electrical equipment. It covers the skills involved in providing a thorough consultation with the client to formulate and deliver a specific course of treatment tailored to suit individual client's needs. The ability to provide relevant aftercare advice is also required.

To carry out this unit you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and demonstrate effective communication and consultation skills.

The main outcomes of this unit are:

1. Maintain safe and effective methods of working when providing facial electrical treatments
2. Consult, plan and prepare for facial electrical treatments
3. Carry out facial electrical treatments

NOS

# SKABT20

SCQF Level

**6**

SCQF Credit Points

**9**

Observation(s)

**4**

External paper(s)

**2**



# Provide facial electrical treatments

## Learning outcomes

On completion of this unit you will:

1. Be able to maintain safe and effective methods of working when providing facial electrical treatments
2. Be able to consult, plan and prepare for facial electrical treatments
3. Be able to carry out facial electrical treatments
4. Know and understand how to maintain safe and effective methods of working when providing facial electrical treatments
5. Know and understand how to consult, plan and prepare for facial electrical treatments
6. Know and understand how to carry out facial electrical treatments

## Evidence requirements

1. *Environment*  
Evidence for this unit may be gathered within the workplace or realistic working environment (RWE).
2. *Simulation*  
Simulation is not allowed in this unit.
3. *Observation outcomes*  
Competent performance of Observation outcomes must be demonstrated on **at least four separate occasions, which must involve at least three different clients.**

Assessor observations, witness testimonies and products of work are likely to be the most appropriate sources of performance evidence. Professional discussion may be used as supplementary evidence for those criteria that do not naturally occur.

Assessed observations should not be carried out on the same day for the same learning outcome. There should be sufficient time between assessments for reflection and personal development.

You need to meet the same standard on a regular and consistent basis. Separating the assessments by a period of at least two weeks is recommended as competence must be demonstrated on a consistent and regular basis.

4. *Range*  
All ranges must be practically demonstrated or other forms of evidence produced to show they have been covered.
5. *Knowledge outcomes*  
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
6. *Tutor/Assessor guidance*  
Your tutor **must** refer to the '**Habia Assessment Strategy**' when delivering this unit to ensure that you cover all the requirements for this unit. This can be found on [www.vtct.org.uk](http://www.vtct.org.uk) under the relevant qualification page.  
  
You will be guided by your tutor/assessor on how to achieve learning outcomes and cover ranges in this unit. All outcomes and ranges must be achieved.
7. *External paper*  
Knowledge and understanding in this unit will be assessed by external papers. **There are two external papers that must be achieved.**

# Achieving observations and range

## Achieving observation outcomes

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

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through professional discussion and/or oral questioning. This evidence will be recorded by your assessor in written form or by other appropriate means.

Your assessor will sign off a learning outcome when all criteria have been competently achieved.

## Achieving range

The range section indicates what must be covered. Ranges should be practically demonstrated as part of an observation. Where this is not possible other forms of evidence may be produced. All ranges must be covered.

Your assessor will document the portfolio reference once a range has been competently achieved.

## National Occupational Standards (NOS)

All observation evidence and knowledge requirements from the NOS SKABT20 are included in this record of assessment. You must demonstrate in your everyday work that you have met this standard for providing facial electrical treatments. This can be found on the NOS website [www.ukstandards.co.uk](http://www.ukstandards.co.uk).





# Observations

## Learning outcome 1

### Be able to maintain safe and effective methods of working when providing facial electrical treatments

You must be able to:

- a. Maintain your responsibilities for health and safety throughout the treatment
- b. Prepare your client and yourself to meet legal and organisational requirements
- c. Maintain your client's modesty and privacy
- d. Position your client to meet the needs of the treatment
- e. Ensure your own posture and working methods minimise fatigue and the risk of injury to yourself and others
- f. Ensure environmental conditions are suitable for the client and the treatment
- g. Keep your work area clean and tidy throughout the treatment
- h. Use working methods that minimise the risk of cross-infection
- i. Ensure the use of clean equipment and materials
- j. Promote environmental and sustainable working practices
- k. Follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- l. Dispose of waste materials to meet legal requirements
- m. Complete the treatment within a commercially viable time

\* May be assessed by supplementary evidence.

Observation	1	2	3	4
Date achieved				
Criteria questioned orally				
Portfolio reference				
Assessor initials				
Learner signature				



## Learning outcome 2

### Be able to consult, plan and prepare for facial electrical treatments

You must be able to:

- a. Use consultation techniques to determine the client's treatment plan
- b. Ensure that informed and signed parental or guardian consent is obtained for minors prior to any treatment
- c. Ensure that a parent or guardian is present throughout the treatment for minors under the age of 16
- d. Recognise any contra-indications and take the necessary action
- e. Agree the treatment and outcomes that meet the client's needs
- f. Obtain signed, informed consent from the client prior to carrying out the treatment
- g. Carry out a pre-treatment test(s) to determine skin sensitivity
- h. Identify the client's skin type and skin condition
- i. Ensure the client's skin is prepared to suit the type of equipment to be used
- j. Select tools and equipment and products to suit the treatment objectives and client's skin types and skin condition

\*May be assessed by supplementary evidence.

Observation	1	2	3	4
Date achieved				
Criteria questioned orally				
Portfolio reference				
Assessor initials				
Learner signature				



### Learning outcome 3

## Be able to carry out facial electrical treatments

You must be able to:

- a. Provide information about the sensation and noise created by the equipment to the client
- b. Explain the treatment procedure to the client, at each stage in the process
- c. Use and adapt the equipment, tools and treatment duration to suit the client's skin type, skin condition and treatment objectives
- d. Carry out milia extraction minimising discomfort to the client and damage to the skin
- e. Take remedial action if the client experiences discomfort or contra-actions
- f. Ensure the finished result is to the client's satisfaction and meets the agreed treatment objectives
- g. Give your client advice and recommendations on the treatment provided
- h. Ensure the client's records are completed and signed by you and the client

*\* May be assessed by supplementary evidence.*

Observation	1	2	3	4
Date achieved				
Criteria questioned orally				
Portfolio reference				
Assessor initials				
Learner signature				



# Observation range

You must practically demonstrate that you have:

Used <b>all</b> consultation techniques		Portfolio reference
Questioning		
Listening		
Visual		
Manual		
Written		
Have carried out a <b>minimum of 1</b> necessary action		Portfolio reference
Modification of the treatment		
Explaining why the treatment cannot be carried out		
Encouraging the client to seek medical advice		
Treated <b>all</b> skin types		Portfolio reference
Oily		
Dry		
Combination		
Treated <b>all</b> skin conditions		Portfolio reference
Sensitive		
Mature		
Dehydrated		
Congested		
Vascular		
Used <b>all</b> tools and equipment		Portfolio reference
Direct high frequency		
Galvanic		
Microcurrent		
Microdermabrasion		

It is strongly recommended that all range items are practically demonstrated. Where this is not possible, other forms of evidence may be produced to demonstrate competence.



You must practically demonstrate that you have:

Met <b>all</b> treatment objectives	Portfolio reference
Improved skin condition	
Improved contour and muscle condition	
Improved skin texture	
Improved lymphatic drainage	
Provided <b>all</b> advice and recommendations	Portfolio reference
Suitable aftercare products and their uses	
Avoidance of activities which may cause contra-actions	
Time intervals between treatments	
Present and future products and treatments	

It is strongly recommended that all range items are practically demonstrated. Where this is not possible, other forms of evidence may be produced to demonstrate competence.

# Developing knowledge

## Achieving knowledge outcomes

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

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

*\*This is not an exhaustive list.*

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

## Achieving the external paper

The external paper will test your knowledge of all criteria in this section. **A pass mark of 70% must be achieved.**

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

Paper	Date achieved	Assessor initials
1 of 2		
2 of 2		

# Knowledge



## Learning outcome 4

### Know and understand how to maintain safe and effective methods of working when providing facial electrical treatments

You must know and understand:	Portfolio reference
a. Your responsibilities for health and safety as defined by any specific legislation covering your job role	
b. The legal and organisational requirements for client protection and preparation	
c. The legal and organisational requirements for your own personal hygiene, protection and appearance	
d. The reasons for maintaining the client's modesty and privacy	
e. Safe positioning techniques for yourself and your client to prevent discomfort	
f. The necessary environmental conditions for treatments, such as heating, sound and ventilation and why these are important	
g. Why it is important to keep your work area clean and tidy	
h. Methods of cleaning, disinfection and sterilisation	
i. Why it is important to avoid direct and indirect cross-infection by working safely and hygienically	
j. The different types of working methods that promote environmental and sustainable working practices	
k. The hazards and risks which exist in your workplace and the safe working practices which you must follow	
l. Suppliers' and manufacturers' instructions, which you must follow, for the safe use of equipment, materials and products	
m. The legal requirements for waste disposal	
n. The reasons for completing the treatment in a commercially viable time	

*Requirements highlighted in white will be assessed in the external paper.*



## Learning outcome 5

### Know and understand how to consult, plan and prepare for facial electrical treatments

You must know and understand:	Portfolio reference
a. Why it is important to communicate with clients in a professional manner	
b. How to complete a consultation taking into account client's diverse needs	
c. The legal requirements for providing treatments to minors under 16 years of age	
d. The age at which an individual is classed as a minor and how this differs nationally	
e. The importance of agreeing the treatment that meets the client's needs	
f. The legal significance of gaining signed, informed client consent to treatment	
g. The legislative requirements for storing and protecting client data	
h. How to recognise contra-indications that would prevent or restrict the treatment	
i. The contra-indications requiring medical referral and why	
j. The necessary action to take in relation to specific contra-indications when referring clients	
k. The reasons for not naming specific contra-indications when referring clients	
l. How to carry out and interpret pre-treatment tests	
m. How to assess facial muscle tone, skin type and condition	
n. The selection and preparation of tools, equipment and products for facial electrical treatments	

Requirements highlighted in white will be assessed in the external paper.





## Learning outcome 6

### Know and understand how to carry out facial electrical treatments

You must know and understand:	Portfolio reference
a. Why it is important to explain the treatment process, equipment sensation and noise to the client	
b. How to use and adapt facial electrical equipment to suit different skin types, skin conditions and treatment objectives	
c. The benefits and effects of different types of facial electrical equipment	
d. The benefits of products available for facial electrical treatments and their effects	
e. The type of electrical currents produced by the equipment being used and their effects on the face	
f. The techniques used to carry out milia extraction that cause minimal damage to the skin	
g. The types of treatments that could be given in conjunction with, or after, facial electrical treatments	
h. The risks associated with facial electrical treatments and how to deal with them	
i. The anatomy and physiology of the face, neck and shoulders	
j. How ageing affects the skin and limits the effectiveness of electrical treatments	
k. The possible contra-actions which may occur, how to deal with them and what advice to give to clients	
l. The methods used to evaluate the effectiveness of facial electrical treatments	
m. The advice and recommendations on products and treatments	

*Requirements highlighted in white will be assessed in the external paper.*



# Knowledge range

You must know and understand:

Health and safety*	Portfolio reference
Health and Safety at Work Act	
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)	
The Health and Safety (First Aid) Regulations	
The Regulatory Reform (Fire Safety) Order	
The Manual Handling Operations Regulations	
The Control of Substances Hazardous to Health Regulations (COSHH)	
The Electricity at Work Regulations	
The Environmental Protection Act	
The Management of Health and Safety at Work Regulations	
The Health and Safety (Information for Employees) Regulations	
Environmental and sustainable working practices*	Portfolio reference
Reducing waste and managing waste (recycle, reuse, safe disposal)	
Reducing energy usage (energy efficient equipment, low energy lighting, utilising solar panels)	
Reducing water usage and other resources	
Preventing pollution	
Using disposable items	
Using recycled, eco-friendly furniture	
Using low-chemical paint	
Using environmentally friendly product packaging	
Choosing responsible domestic products (Fairtrade tea and coffee)	
Encouraging carbon-reducing journeys to work	
Diverse needs	Portfolio reference
Cultural	
Religious	
Age	
Disability	
Gender	

\*Where specific legislation and regulations are stated, please make these relevant to your nation.



You must know and understand:

Contra-indications which prevent	Portfolio reference
Contagious skin diseases	
Dysfunction of the nervous system	
Recent scar tissue	
Undiagnosed lumps and swellings	
Cancer treatment	
Contra-indications which restrict	Portfolio reference
Undergoing medical treatment	
Uncontrolled diabetes	
Epilepsy	
High/low blood pressure	
Micropigmentation	
History of thrombosis or embolism	
Botox	
Dermal fillers	
Metal pins or plates	
Medication	
Pregnancy	
Piercings	
Anxiety	
Cuts and abrasions	
Bruises	
Recent dermabrasion or chemical peels	
IPL or laser and epilation	
Heart disorder/disease	
Pacemaker	
Medication causing a thinning or inflammation of the skin for example steroids, accutane and retinols	
Recent dermabrasion	



You must know and understand:

Anatomy and physiology	Portfolio reference
The position of the primary bones of the skull and shoulder girdle and the functions of the skull	
The positions and actions of the facial muscle groups in the face, neck and shoulders	
The definition of 'origin' and 'insertion' of a muscle	
The structure and functions of the skin	
The structure and function of the arteries, veins and capillaries in the face, neck and shoulders	
The structure and function of the lymphatic system in the face, neck and shoulders	
The basic principles of the central nervous system, motor points and autonomic system	
The effect of electrical treatments on the facial muscles, skin, circulatory, lymphatic and nervous systems	
How ageing affects the skin and limits the effectiveness of facial electrical treatments	
Contra-actions	Portfolio reference
Galvanic burn	
Irritation	
Allergic reaction	
Excessive erythema	
Hyper/hypopigmentation	



You must know and understand:

Advice and recommendations	Portfolio reference
Additional services	
Additional products	
The benefits of a course of treatment	
The lifestyle factors and changes that may be required to improve the effectiveness of the treatment	
Post-treatment restrictions and future treatment needs	
Products for home use that will benefit and protect the client and those to avoid and why	
How skin care routines can affect and improve the effectiveness of treatment	

# Notes

Use this area for notes and diagrams



---

---

---

---

---

---

---

---

---

---

# UBT164

## Provide body electrical treatments

This unit is about improving body and skin condition using different body electrical equipment. It covers the skills involved in providing a thorough consultation with the client to formulate and deliver a specific course of treatment tailored to suit individual client's needs. The ability to provide relevant aftercare advice is also required.

To carry out this unit you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and demonstrate effective communication and consultation skills.

The main outcomes of this unit are:

1. Maintain safe and effective methods of working when providing body electrical treatments
2. Consult, plan and prepare for body electrical treatments
3. Carry out body electrical treatments

NOS

**SKABT21**

SCQF Level

**6**

SCQF Credit Points

**11**

Observation(s)

**4**

External paper(s)

**2**





# Provide body electrical treatments

## Learning outcomes

On completion of this unit you will:

1. Be able to maintain safe and effective methods of working when providing body electrical treatments
2. Be able to consult, plan and prepare for body electrical treatments
3. Be able to carry out body electrical treatments
4. Know and understand how to maintain safe and effective methods of working when providing body electrical treatments
5. Know and understand how to consult, plan and prepare for body electrical treatments
6. Know and understand how to carry out body electrical treatments

## Evidence requirements

1. *Environment*  
Evidence for this unit may be gathered within the workplace or realistic working environment (RWE).
2. *Simulation*  
Simulation is not allowed in this unit.
3. *Observation outcomes*  
Competent performance of Observation outcomes must be demonstrated on **at least four separate occasions, which must involve at least three different clients**. Assessor observations, witness testimonies and products of work are likely to be the most appropriate sources of performance evidence. Professional discussion may be used as supplementary evidence for those criteria that do not naturally occur.

Assessed observations should not be carried out on the same day for the same learning outcome. There should be sufficient time between assessments for reflection and personal development.

You need to meet the same standard on a regular and consistent basis. Separating the assessments by a period of at least two weeks is recommended as competence must be demonstrated on a consistent and regular basis.

4. *Range*  
All ranges must be practically demonstrated or other forms of evidence produced to show they have been covered.
5. *Knowledge outcomes*  
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
6. *Tutor/Assessor guidance*  
Your tutor **must** refer to the '**Habia Assessment Strategy**' when delivering this unit to ensure that you cover all the requirements for this unit. This can be found on [www.vtct.org.uk](http://www.vtct.org.uk) under the relevant qualification page.  
  
You will be guided by your tutor/assessor on how to achieve learning outcomes and cover ranges in this unit. All outcomes and ranges must be achieved.
7. *External paper*  
Knowledge and understanding in this unit will be assessed by external papers. **There are two external papers that must be achieved.**

# Achieving observations and range

## Achieving observation outcomes

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

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through professional discussion and/or oral questioning. This evidence will be recorded by your assessor in written form or by other appropriate means.

Your assessor will sign off a learning outcome when all criteria have been competently achieved.

## Achieving range

The range section indicates what must be covered. Ranges should be practically demonstrated as part of an observation. Where this is not possible other forms of evidence may be produced. All ranges must be covered.

Your assessor will document the portfolio reference once a range has been competently achieved.

## National Occupational Standards (NOS)

All observation evidence and knowledge requirements from the NOS SKABT21 are included in this record of assessment. You must demonstrate in your everyday work that you have met this standard for providing body electrical treatments. This can be found on the NOS website [www.ukstandards.co.uk](http://www.ukstandards.co.uk).



# Observations

## Learning outcome 1

### Be able to maintain safe and effective methods of working when providing body electrical treatments

You must be able to:

- a. Maintain your responsibilities for health and safety throughout the treatment
- b. Prepare your client and yourself to meet legal and organisational requirements
- c. Maintain your client's modesty and privacy
- d. Position your client to meet the needs of the treatment
- e. Ensure your own posture and working methods minimise fatigue and the risk of injury to yourself and others
- f. Ensure environmental conditions are suitable for the client and the treatment
- g. Keep your work area clean and tidy throughout the treatments
- h. Use working methods that minimise the risk of cross-infection
- i. Ensure the use of clean equipment and materials
- j. Promote environmental and sustainable working practices
- k. Follow workplace and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- l. Dispose of waste materials to meet legal requirements
- m. Complete the treatment within a commercially viable time

\* May be assessed by supplementary evidence.

Observation	1	2	3	4
Date achieved				
Criteria questioned orally				
Portfolio reference				
Assessor initials				
Learner signature				



## Learning outcome 2

### Be able to consult, plan and prepare for body electrical treatments

You must be able to:

- a. Use consultation techniques to determine the client's treatment plan
- b. Ensure that informed and signed parental or guardian consent is obtained for minors prior to any treatment
- c. Ensure that a parent or guardian is present throughout the treatment for minors under the age of 16
- d. Recognise any contra-indications and take the necessary action
- e. Agree the treatment and outcomes that meet the client's needs
- f. Obtain signed, informed consent from the client prior to carrying out the treatment
- g. Carry out a pre-treatment test/s to determine skin sensitivity
- h. Identify the client's body type and body condition
- i. Ensure the client's skin is prepared to suit the type of equipment to be used
- j. Select tools and equipment and products to suit the treatment objectives, body type and body condition

\*May be assessed by supplementary evidence.

Observation	1	2	3	4
Date achieved				
Criteria questioned orally				
Portfolio reference				
Assessor initials				
Learner signature				



### Learning outcome 3

## Be able to carry out body electrical treatments

You must be able to:

- a. Provide information about the sensation and noise created by the equipment to the client
- b. Explain the treatment procedure to the client, at each stage in the process
- c. Use and adapt the equipment, tools and treatment duration to suit the client's body type and body condition
- d. Take remedial action if the client experiences discomfort or contra-actions
- e. Ensure the finished result is to the client's satisfaction and meets the agreed treatment objectives
- f. Give your client advice and recommendations on the treatment provided
- g. Ensure the client's records are completed and signed by you and the client

*\* May be assessed by supplementary evidence.*

Observation	1	2	3	4
Date achieved				
Criteria questioned orally				
Portfolio reference				
Assessor initials				
Learner signature				



# Observation range

You must practically demonstrate that you have:

Used <b>all</b> consultation techniques		Portfolio reference
Questioning		
Listening		
Visual		
Manual		
Written		
Carried out a <b>minimum of 1</b> necessary action		Portfolio reference
Modification of the treatment		
Explaining why the treatment cannot be carried out		
Encouraging the client to seek medical advice		
Treated <b>all</b> body types		Portfolio reference
Endomorph		
Mesomorph		
Ectomorph		
Treated <b>all</b> body conditions		Portfolio reference
Cellulite		
Poor muscle tone		
Sluggish circulation		
Skin type		
Used <b>all</b> tools and equipment		Portfolio reference
Galvanic		
Electro muscle stimulator – EMS		
Microdermabrasion		
Lymphatic drainage equipment		

It is strongly recommended that all range items are practically demonstrated. Where this is not possible, other forms of evidence may be produced to demonstrate competence.



You must practically demonstrate that you have:

Met <b>all</b> treatment objectives	Portfolio reference
Improved skin and body condition	
Improved contour and muscle condition	
Improved lymphatic drainage	
Provided <b>all</b> advice and recommendations	Portfolio reference
Suitable aftercare products and their uses	
Avoidance of activities which may cause contra-actions	
Time intervals between treatments	
Present and future products and treatments	

It is strongly recommended that all range items are practically demonstrated. Where this is not possible, other forms of evidence may be produced to demonstrate competence.

# Developing knowledge

## Achieving knowledge outcomes

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

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

*\*This is not an exhaustive list.*

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

## Achieving the external paper

The external paper will test your knowledge of all criteria in this section. **A pass mark of 70% must be achieved.**

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

Paper	Date achieved	Assessor initials
1 of 2		
2 of 2		



# Knowledge



## Learning outcome 4

### Know and understand how to maintain safe and effective methods of working when providing body electrical treatments

You must know and understand:	Portfolio reference
a. Your responsibilities for health and safety as defined by any specific legislation covering your job role	
b. The legal and organisational requirements for client protection and preparation	
c. The legal and organisational requirements for your own personal hygiene, protection and appearance	
d. The reasons for maintaining the client's modesty and privacy	
e. Safe positioning techniques for yourself and your client to prevent discomfort	
f. The necessary environmental conditions for services such as heating, sound and ventilation and why these are important	
g. Why it is important to keep your work area clean and tidy	
h. Methods of cleaning, disinfection and sterilisation	
i. Why it is important to avoid direct and indirect cross-infection by working safely and hygienically	
j. The different types of working methods that promote environmental and sustainable working practices	
k. The hazards and risks which exist in your workplace and the safe working practices which you must follow	
l. Suppliers' and manufacturers' instructions, which you must follow, for the safe use of equipment, materials and products	
m. The legal requirements for waste disposal	
n. The reasons for completing the treatment in a commercially viable time	

*Requirements highlighted in white will be assessed in the external paper.*



## Learning outcome 5

### Know and understand how to consult, plan and prepare for body electrical treatments

You must know and understand:	Portfolio reference
a. Why it is important to communicate with clients in a professional manner	
b. How to complete a consultation taking into account client's diverse needs	
c. The legal requirements for providing treatments to minors under 16 years of age	
d. The age at which an individual is classed as a minor and how this differs nationally	
e. The importance of agreeing the treatment that meets the client's needs	
f. The legal significance of gaining signed, informed client consent to carry out the treatment	
g. The legislative requirements for storing and protecting client data	
h. How to recognise contra-indications that would prevent or restrict the treatment and why	
i. The contra-indications requiring medical referral and why	
j. The necessary action to take in relation to specific contra-indications when referring clients	
k. The reasons for not naming specific contra-indications when referring clients	
l. How to carry out and interpret pre-treatment tests	
m. How to assess muscle tone, skin type and condition	
n. How to assess posture, fluid retention and body fat	
o. The characteristics of different body types and body conditions	
p. The selection and preparation of tools, equipment and products for body electrical treatments	

Requirements highlighted in white will be assessed in the external paper.



## Learning outcome 6

### Know and understand how to carry out body electrical treatments

You must know and understand:	Portfolio reference
a. Why it is important to explain the treatment process, equipment sensation and noise to the client	
b. How to use and adapt body electrical equipment to suit different body types, body conditions and treatment objectives	
c. The benefits and effects of different types of body electrical equipment	
d. The benefits of products available for electrical treatments and their effects	
e. The type of electrical currents produced by the equipment being used and their effects on the body	
f. The types of treatments that could be given in conjunction with, or after, body electrical treatments	
g. The risks associated with body electrical treatments and how to deal with them	
h. The anatomy and physiology of the body	
i. The possible contra-actions which may occur, how to deal with them and what advice to give to clients	
j. The methods used to evaluate the effectiveness of body electrical treatments	
k. The advice and recommendations on products and treatments	

*Requirements highlighted in white will be assessed in the external paper.*



# Knowledge range

You must know and understand:

Health and safety*	Portfolio reference
Health and Safety at Work Act	
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)	
The Health and Safety (First Aid) Regulations	
The Regulatory Reform (Fire Safety) Order	
The Manual Handling Operations Regulations	
The Control of Substances Hazardous to Health Regulations (COSHH)	
The Electricity at Work Regulations	
The Environmental Protection Act	
The Management of Health and Safety at Work Regulations	
The Health and Safety (Information for Employees) Regulations	
Environmental and sustainable working practices*	Portfolio reference
Reducing waste and managing waste (recycle, reuse, safe disposal)	
Reducing energy usage (energy efficient equipment, low energy lighting, utilising solar panels)	
Reducing water usage and other resources	
Preventing pollution	
Using disposable items	
Using recycled, eco-friendly furniture	
Using low-chemical paint	
Using environmentally-friendly product packaging	
Choosing responsible domestic products (Fairtrade tea and coffee)	
Encouraging carbon-reducing journeys to work	

\*Where specific legislation and regulations are stated, please make these relevant to your nation.



You must know and understand:

Diverse needs	Portfolio reference
Cultural	
Religious	
Age	
Disability	
Gender	
Contra-indications which prevent	Portfolio reference
Contagious skin diseases	
Dysfunction of the nervous system	
Recent scar tissue	
Undiagnosed lumps and swellings	
Cancer treatment	
Contra-indications which restrict	Portfolio reference
Undergoing medical treatment	
Uncontrolled diabetes	
Epilepsy	
High/low blood pressure	
Micropigmentation	
History of thrombosis or embolism	
Metal pins or plates	
Medication	
Pregnancy	
Piercings	
Anxiety	
Cuts and abrasions	
Bruises	
IPL or laser and epilation	
Heart disorder/disease	
Pacemaker	



**You must know and understand:**

Anatomy and physiology	Portfolio reference
Structure and function of the skeleton	
The structure, function and types of muscles	
The positions and actions of the main muscle groups in the body	
The definition of 'origin' and 'insertion' of a muscle	
The causes of muscle fatigue and how to recognise it	
The structure and functions of the skin	
The structure, location and the body's utilisation of adipose tissue	
The function of the endocrine system and its relationship to weight gain and loss	
The function of the digestive system	
The structure and function of the heart and arteries, veins and capillaries	
The structure and function of the lymphatic system in of the body	
The basic principles of the central nervous system, motor points and autonomic system	
The effect of electrical treatment on the muscles, skin, circulatory, skeletal, lymphatic, endocrine, digestive and nervous systems	
How ageing affects the body and skin and limits the effectiveness of body electrical treatments	
Contra-actions	Portfolio reference
Galvanic burn	
Bruising	
Irritation	
Allergic reaction	
Excessive erythema	
Muscle fatigue	
Hyper/hypopigmentation	



You must know and understand:

Advice and recommendations	Portfolio reference
Additional services	
Additional products	
The benefits of a course of treatment	
The lifestyle factors and changes that may be required to improve the effectiveness of the treatment	
Post-treatment restrictions and future treatment needs	
Products for home use that will benefit and protect the client and those to avoid and why	
How skin care routines can affect and improve the effectiveness of treatment	

# Notes

Use this area for notes and diagrams



---

---

---

---

---

---

---

---

---

---