

# VTCT Level 3 NVQ Award in Self Tanning

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Operational start date:	<b>1 November 2011</b>
Credit value:	<b>3</b>
Total Qualification Time (TQT):	<b>30</b>
Guided learning hours (GLH):	<b>27</b>
Qualification number:	<b>600/3361/7</b>

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## Statement of unit achievement

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

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

Unit code	Date achieved	Learner signature	Assessor initials	IQA signature (if sampled)
Mandatory unit				
UB30B25				

# The qualification

## Introduction

The VTCT Level 3 Award in Self Tanning has been specifically designed to develop your practical skills in providing self tan services to the full body. You will learn about manual and spray tanning treatments and how to use professional tanning products, tan gun and compressor.

You will also learn about the key ingredients, benefits and contra-indications of tanning treatments. The purpose of this qualification is enhance your skills in tanning application.

## National Occupational Standards (NOS)

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

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

## Prerequisites

Learners who wish to undertake this qualification must also achieve the VTCT (ITEC) Level 2 Award in Infection Prevention (COVID-19) for Beauty Therapy and Nail Services qualification or a regulated equivalent.

Your centre will have ensured that you have the required knowledge, understanding and skills to enrol and successfully achieve this qualification.



## Progression

On completion of this qualification you may choose to undertake further study; qualifications you could progress to include:

- VTCT Level 3 NVQ Diploma in Beauty Therapy General
- VTCT Level 3 NVQ Diploma in Beauty Therapy Make-Up
- VTCT Level 3 NVQ Diploma in Beauty Therapy Massage
- VTCT Level 3 Diploma in Make-Up Artistry
- VTCT Level 3 Diploma in Theatrical, Special Effects and Media Hair and Make-Up
- VTCT Level 3 Certificate in Fashion and Photographic Make-Up
- VTCT Level 3 Diploma in Beauty Therapy Treatments

You can also progress directly into employment or self-employment with this qualification.

# Qualification structure

## Total credits required - 3

All mandatory units must be completed.

### Mandatory unit - 3 credits

VTCT unit code	Ofqual unit reference	Unit title	Credit value	GLH
UB30B25	R/600/7533	Provide self tanning services	3	27

# 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.

## 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 external quality assurers.

## Assessment explained

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

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

An external quality assurer, 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 external quality assurer.

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



## Creating a portfolio of evidence

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

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

Evidence in the portfolio may take the following forms:

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

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

# Unit assessment methods

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

Mandatory unit				
		External	Internal	
VTCT unit code	Unit title	Question paper(s)	Observations	Portfolio of Evidence
UB30B25	Provide self tanning services	1	✓	✓

# 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>Level</b>	Level is an indication of the demand of the learning experience; the depth and/or complexity of achievement and independence in achieving the learning outcomes.
<b>Credit value</b>	This is the number of credits awarded upon successful achievement of all unit outcomes. Credit is a numerical value that represents a means of recognising, measuring, valuing and comparing achievement.
<b>Guided learning hours (GLH)</b>	The activity of a learner in being taught or instructed by - or otherwise participating in education or training under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
<b>Total qualification time (TQT)</b>	The number of hours an awarding organisation has assigned to a qualification for Guided Learning and an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study, or any other form of participation in education or training. This includes assessment, which takes place as directed - but, unlike Guided Learning, not under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
<b>Observations</b>	This indicates the minimum number of 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.



# UB30B25

## Provide self tanning services

This unit is about the application of a variety of self tanning products. 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 good communication with the client.

NOS

**B25**

Level

**3**

Credit value

**3**

GLH

**27**

Observations

**3**

External paper(s)

**1**



# Provide self tanning services

## Learning outcomes

On completion of this unit you will:

1. Be able to maintain safe and effective methods of working when providing self tanning treatments
2. Be able to consult, plan and prepare for treatments with clients
3. Be able to apply self tan products
4. Understand organisational and legal requirements
5. Understand how to work safely and effectively when providing self tanning services
6. Understand how to perform client consultation, treatment planning and preparation
7. Understand contra-indications and contra-actions that affect or restrict self tanning services
8. Understand self tanning products and equipment
9. Understand self tanning treatments and the effect they have on the skin
10. Understand how to provide aftercare advice

## Evidence requirements

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your everyday work that you have met the standard for providing self tanning treatments.
3. Your assessor will observe your performance on **at least 3 separate occasions, each on a different client**. Observations must include a spray tan and a manually applied self tan.
4. From the range, you must practically demonstrate that you have:
  - used all the types of equipment
  - used **at least 4 out of the 6** products\*
  - used all the consultation techniques
  - dealt with **at least 1** of the necessary actions\*
  - provided all types of advice.

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

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

# Achieving observations and range

## Achieving observation outcomes

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

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

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

## Maximum service times

The following maximum service times apply to this unit:

Full body spray tan	30 minutes
Full body manual self tan	60 minutes

## Achieving range

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



# Observations

## Outcome 1

### Be able to maintain safe and effective methods of working when providing self tanning treatments

You can:

- a. Set up and maintain the treatment area to meet legal, hygiene and service requirements
- b. Wear suitable personal protective equipment
- c. Provide the client with personal protective equipment
- d. Maintain personal hygiene, protection and appearance that meet accepted industry and organisational requirements
- e. Clean all tools and equipment using the correct methods
- f. Position equipment and products for safety and ease of use
- g. Use accepted industry hygiene and safety practices throughout the treatment
- h. Maintain the client's modesty, privacy and comfort throughout the treatment
- i. Check the client's wellbeing at regular intervals throughout the treatment
- j. Complete the treatment within a commercially viable time
- k. Keep records up to date, accurate, easy to read and signed by the client and practitioner
- l. Leave the treatment area in a suitable condition for future sessions

*\*May be assessed through oral questioning.*

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



## Outcome 2

### Be able to consult, plan and prepare for treatments with clients

You can:

- a. Use consultation techniques to determine the client's treatment needs
- b. Obtain signed, written, informed consent from the client prior to the treatment or from a parent/guardian in the case of a minor\*
- c. Explain to the client what the treatment entails, its potential benefits and any restrictions to use in a way they can understand
- d. Carry out a skin sensitivity test to determine skin sensitivity and colour preference
- e. Identify and record any contra-indications to self tanning treatments, taking any necessary action in response
- f. Explain and agree the projected cost, duration and frequency of treatment needed
- g. Agree in writing the client's needs, expectations and treatment outcomes, ensuring they are realistic and achievable
- h. Clean and prepare the client's skin to suit the type of product
- i. Select suitable equipment and products for the treatment

\*May be assessed through oral questioning.

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



## Outcome 3

### Be able to apply self-tanning products

You can:

- a. Carry out exfoliation prior to the treatment according to manufacturers' instructions, leaving the skin smooth and free from dry, flaky skin
- b. Apply moisturisers and barrier creams following manufacturers' instructions to prevent over development of tanning products
- c. Test the pressure and operation of the spray gun prior to use
- d. Use equipment and products, following manufacturers' instructions
- e. Use spray tanning techniques in a controlled way and at a correct distance from the body to achieve the desired effect
- f. Apply products evenly in the correct sequence to achieve the desired effect
- g. Use techniques that minimise the risk of products being spread outside the treatment area and surrounding environment
- h. Correct any problems occurring during the application process\*
- i. Check that the finished result is to the client's satisfaction
- j. Provide aftercare advice specific to the client's individual needs

\*May be assessed through oral questioning.

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

# Range



You must practically demonstrate that you have:

Used <b>all</b> the types of equipment	Portfolio reference
Spray gun	
Compressor	
Buffing mitt	
Used <b>at least 4 out of the 6</b> products	Portfolio reference
Tanning creams	
Tanning gels	
Spray tan liquid	
Barrier cream	
Exfoliators	
Moisturisers	
Used <b>all</b> the consultation techniques	Portfolio reference
Questioning	
Visual	
Reference to client records	
Dealt with <b>at least 1</b> of the necessary actions	Portfolio reference
Encouraging the client to seek medical advice	
Explaining why the treatment cannot be carried out	
Modification of treatment	





You must practically demonstrate that you have:

Provided <b>all</b> types of advice	Portfolio reference
Suitable aftercare products and their use	
Contra-actions that may occur post-treatment and how to deal with them	
Post-treatment restrictions	
Recommended further follow-on treatments	

# Developing knowledge

## Achieving knowledge outcomes

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

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

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

## Achieving the external paper

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

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

Paper	Date achieved	Assessor initials
1 of 1		

# Knowledge



## Outcome 4

### Understand organisational and legal requirements

You can:	Portfolio reference / Assessor initials*
a. Explain your responsibilities under relevant health and safety legislation, standards and guidance	
b. Explain the importance of not discriminating against clients with illnesses and disabilities and why	
c. State the age at which an individual is classed as a minor and how this differs nationally	
d. Explain why it is important, when treating minors under 16 years of age, to have parental or guardian consent	
e. Explain why minors should not be given treatments without informed and signed parental or guardian consent	
f. Explain the current legal requirements and guidance relating to age restrictions for this treatment	
g. Explain manufacturers' and organisational requirements for waste disposal	
h. Explain the importance of the correct storage of client records in relation to the Data Protection Act	
i. Explain how to complete the client records used in your organisation and the importance of, and reasons for, keeping records of treatments and obtaining client signatures	
j. Explain your responsibilities and reasons for maintaining personal hygiene, protection and appearance according to accepted industry and organisational requirements	

\* Assessor initials to be inserted if orally questioned.

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



## Outcome 4 (continued)

### Understand organisational and legal requirements

You can:	Portfolio reference / Assessor initials*
k. Explain the organisation's service time charges for self tanning and why it is important to complete the service in the given time	
l. Explain the organisation's and manufacturers' requirements for treatment area, equipment maintenance and equipment cleaning regimes	

*\* Assessor initials to be inserted if orally questioned.*

*Requirements highlighted in white are assessed in the external written paper.*



## Outcome 5

### Understand how to work safely and effectively when providing self tanning services

You can:	Portfolio reference / Assessor initials*
a. Explain how to set up the work area and equipment for self tanning services	
b. Explain the necessary environmental conditions for self tanning services (including lighting, heating, ventilation, sound and general comfort) and why these are important	
c. Explain the type of personal protective equipment that should be worn for self tanning services and why	
d. Explain the importance and reasons for disinfecting hands and how to do this effectively	
e. Compare methods of disinfecting and sterilising equipment	
f. Explain how to prepare and position the client for self tanning services	
g. Explain how to avoid potential discomfort and injury to yourself during work	
h. Explain the reasons for maintaining client modesty, privacy and comfort during the treatment	
i. Explain how to minimise and dispose of waste treatments, including hazardous waste	
j. Explain why it is important to maintain standards of hygiene and the principles of avoiding cross-infection	
k. Explain why it is important to check the client's well-being at regular intervals	

\* Assessor initials to be inserted if orally questioned.

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



**Outcome 6**

**Understand how to perform client consultation, treatment planning and preparation**

You can:	Portfolio reference / Assessor initials*
a. Explain how to use effective consultation techniques when communicating with clients from different cultural and religious backgrounds, ages, disabilities and genders for this treatment	
b. Explain the importance of questioning clients to establish any contra-indications to self tanning services	
c. Explain why it is important to record client responses to questioning	
d. Explain the legal significance of client questioning and recording the client's responses	
e. Explain how to give effective advice and recommendations to clients	
f. Explain the reasons why it is important to encourage clients with suspected contra-indications to seek medical advice	
g. Explain the importance of and reasons for not naming specific contra-indications when encouraging clients to seek medical advice	
h. Explain why it is important to maintain client's modesty and privacy	
i. Evaluate the types of alternative tanning services which could be recommended in the event of contra-indications	

\* Assessor initials to be inserted if orally questioned.

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



## Outcome 7

### Understand contra-indications and contra-actions that affect or restrict self tanning services

You can:	Portfolio reference / Assessor initials*
a. Explain the contra-indications which would prevent treatment and why	
b. Explain the contra-indications which restrict treatment and why	
c. Explain the contra-actions that can occur as a result of self tanning and why	

\* Assessor initials to be inserted if orally questioned.

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



## Outcome 8

### Understand self tanning products and equipment

You can:	Portfolio reference / Assessor initials*
a. Compare the types of self tanning products available, how and when to use them	
b. Explain how to match product selection and use to skin type and client preference	
c. Explain how to clean, maintain and reassemble spray tanning equipment and associated accessories	
d. Summarise the type of problems that can occur with spray tanning equipment and how to correct them	
e. Explain the meaning of psi in relation to self tanning services	
f. Explain the potential risks associated with the use of pressurised spray tanning equipment	
g. Explain the importance of using equipment with a pressure gauge	

\* Assessor initials to be inserted if orally questioned.

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





**Outcome 9**

**Understand self tanning treatments and the effect they have on the skin**

You can:	Portfolio reference / Assessor initials*
a. Describe the structure of the skin	
b. Explain why it is important to protect the hair and eyes during self-tanning treatments	
c. Explain the importance of pre- and post-treatment advice	
d. Explain the ingredients of tanning products, exfoliators and moisturisers	
e. Explain the importance of carrying out a skin sensitivity test prior to self tanning	
f. Explain the effects of self tanning products on the skin	
g. Explain hypo- and hyper-pigmentation disorders and how they may affect the self tan	
h. Explain the use and effects of tanning enhancers	
i. Explain how and when to use tanning correctors	

*\* Assessor initials to be inserted if orally questioned.*

*Requirements highlighted in white are assessed in the external written paper.*



## Outcome 10

### Understand how to provide aftercare advice

You can:	Portfolio reference / Assessor initials*
a. Explain products for home use that will benefit the client and those to avoid and why	
b. Explain the contra-actions that could occur after self tanning and what advice to give to clients	
c. Explain the post-treatment restrictions applicable to self tanning	
d. Explain suitable types of follow-on treatments, their benefits and costs	

\* Assessor initials to be inserted if orally questioned.

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