



VTCT

Assessment Record

Learner name:

Learner number:

BT2ED1

*VTCT Level 2 Extended Diploma in
Beauty Therapy*

603/0230/6

BT2ED1F_v1



Qualification at a glance

This is an Assessment Record which should be used to record the results of **summative assessments** and other requirements attached to this qualification. The Assessment Record should be completed by assessors to confirm that the learner has achieved all mandatory and the specified number of optional units. This Assessment Record also confirms the grade achieved by the learner in each assessment element of the qualification. The overall qualification grade is also recorded here, as well as confirmation that all qualification requirements have been met.

This Assessment Record must be used alongside the Qualification Specification BT2ED1 - VTCT Level 2 Extended Diploma in Beauty Therapy, which outlines the full qualification requirements and content.

This can be located under the documents tab on the BT2ED1 - VTCT Level 2 Extended Diploma in Beauty Therapy webpage on www.vtct.org.uk.

Qualification title	VTCT Level 2 Extended Diploma in Beauty Therapy
Qualification number	603/0230/6
VTCT product code	BT2ED1
First registration date	1 August 2017
Age range	16-18, 19+
Total qualification time (TQT)	554
Guided learning (GL) hours	455



Assessment	<p>To be awarded this qualification, learners must successfully achieve the following assessments:</p> <ul style="list-style-type: none">• Externally set and internally marked graded practical assessments (50% of qualification grade)• Externally set and marked examinations (30% of qualification grade)• Externally set and internally marked graded synoptic assessment (20% of qualification grade)• Portfolio of evidence (does not contribute to the overall qualification grade)
Grading	<ul style="list-style-type: none">• Mandatory units in this qualification are graded Fail/Pass/Merit/Distinction• Optional units are graded Fail/Pass• The overall qualification is graded Fail/Pass/Merit/Distinction/Distinction*
Performance table points	<p>This qualification has been approved by the Department for Education (DfE) for teaching to 16-19 year olds from September 2017</p> <p>This qualification will be reported in the tech level category of the 2019 16-19 performance tables</p>
Entry requirements	<p>There are no formal entry requirements for this qualification but in order to optimise their chances of success, learners will ideally hold a Level 1 qualification or equivalent in beauty therapy</p>
Support materials	<p>Sample assessment materials can be downloaded from the VTCT website (www.vtct.org.uk)</p>



Qualification structure

To be awarded the Level 2 Extended Diploma in Beauty Therapy, learners must achieve all mandatory units and four optional units.

Learners must achieve a Pass (or higher) grade in:

- All mandatory units
- All selected optional units
- The external examinations
- The graded synoptic assessment

The minimum TQT required to achieve this qualification is 554.

Qualification structure

VTCT product code	Unit title	Level	GL	Unit number
Mandatory units				
UCO34M	Health, safety and hygiene	2	30	Y/615/0807
UBT193M	Consultation techniques and client care	2	30	R/615/0644
UBT196M	Manicure treatments	2	40	K/615/0648
UBT197M	Pedicure treatments	2	40	M/615/0649
UBT198M	Waxing services	2	50	H/615/0650
UBT194M	Facial treatments	2	50	Y/615/0645
UBT195M	Skin type analysis	2	10	H/615/0647
UBT199M	Eyebrow shaping services	2	20	K/615/0651
UBT200M	Eyelash and eyebrow tinting services	2	20	M/615/0652
UBT201M	Make-up applications	2	40	T/615/0653
UBT202M	Anatomy and physiology for beauty therapists	2	45	L/615/0948



VTCT product code	Unit title	Level	GL	Unit number
Optional units				
UBT214X	Gel polish applications	2	20	Y/615/0760
UBT146X	Manual tan application	3	20	Y/507/5502
UBT231X	Threading services	2	20	J/615/0799
UBT216X	Nail art services	2	30	T/615/0801
UBT207X	Display stock to promote beauty sales	2	30	K/615/0794
UBT208X	Process payment for beauty purchases	2	20	M/615/0795
UBT203X	Promote and encourage beauty retail sales	2	30	H/615/0793
UCO29X	Salon reception duties	3	25	D/507/5629



Achievement record

This should be completed by assessors to confirm that the learner has achieved a Pass (or higher) grade in all mandatory and the specified number of optional units. Completion of additional qualification requirements including the service/treatment portfolio and any employer/industry practitioner assessments should also be confirmed here.

Unit Achievement

Unit code	Date achieved	Learner signature	Assessor initials	IQA signature (if sampled)
Mandatory units				
UCO34M				
UBT193M				
UBT196M				
UBT197M				
UBT198M				
UBT194M				
UBT195M				
UBT199M				
UBT200M				
UBT201M				
UBT202M				
Optional units				
UBT214X				
UBT146X				
UBT231X				
UBT216X				
UBT207X				
UBT208X				
UBT203X				
UCO29X				



Treatment/service portfolio completed	Yes	No
	<input type="radio"/>	<input type="radio"/>
<i>Assessor</i>		
<i>Learner</i>		
Signature	Signature	
Date	Date	
<i>IQA (if sampled)</i>		
<i>EQA (if sampled)</i>		
Signature	Signature	
Date	Date	

Meaningful employer involvement requirement completed	Yes	No
	<input type="radio"/>	<input type="radio"/>

Full details and guidance on the VTCT requirement for employer involvement in the assessment can be found in section 5.7 of the Qualification Specification BT2ED1 - VTCT Level 2 Extended Diploma in Beauty Therapy.

Description of employer/industry practitioner involvement in assessment:

<i>Assessor</i>		
<i>Learner</i>		
Signature	Signature	
Date	Date	
<i>IQA (if sampled)</i>		
<i>EQA (if sampled)</i>		
Signature	Signature	
Date	Date	



Record of grades achieved

VTCT has graded this qualification by allocating points to three separate assessment elements; the graded practical assessment in units, external examinations and the graded synoptic assessment. VTCT has weighted these assessments according to their relative difficulty (level) and demand (size). The three assessment elements are:

1. Graded practical assessment

2. External examinations

3. Graded synoptic assessment

Assessors should record the grades achieved in each assessment element by completing each section.



1. Graded practical assessment

All practical mandatory units are graded. Grades awarded for units are based on practical skills observed in performance assessments. Assessors should record the grade achieved by **circling the appropriate grade column here**. Once all mandatory units have been completed, assessors should add the points achieved for each unit together to calculate the total points for the graded practical assessment.

Practical assessment

Mandatory units	Fail	Pass	Merit	Distinction
UCO34M	0	N/A	N/A	N/A
UBT193M	0	150	180	210
UBT196M	0	200	240	280
UBT197M	0	200	240	280
UBT198M	0	250	300	350
UBT194M	0	250	300	350
UBT195M	0	50	60	70
UBT199M	0	100	120	140
UBT200M	0	100	120	140
UBT201M	0	200	240	280
UBT202M	0	N/A	N/A	N/A

Total points

<i>Assessor</i>	<i>Learner</i>
Signature	Signature
Date	Date
<i>IQA (if sampled)</i>	<i>EQA (if sampled)</i>
Signature	Signature
Date	Date



2. External examinations

The external examinations assess knowledge and understanding from the breadth of the mandatory units. Learners will be awarded a grade based on their performance in the external examinations.

Assessors should record the grades achieved by **ticking** the appropriate box for each external examination.

BT2ED1.EX1		
Points	Grade achieved	✓
0 points	Fail	<input type="radio"/>
450 points	Low Pass	<input type="radio"/>
486 points	High Pass	<input type="radio"/>
522 points	Low Merit	<input type="radio"/>
558 points	High Merit	<input type="radio"/>
594 points	Distinction	<input type="radio"/>
630 points	Distinction*	<input type="radio"/>

BT2ED1.EX2		
Points	Grade achieved	✓
0 points	Fail	<input type="radio"/>
450 points	Low Pass	<input type="radio"/>
486 points	High Pass	<input type="radio"/>
522 points	Low Merit	<input type="radio"/>
558 points	High Merit	<input type="radio"/>
594 points	Distinction	<input type="radio"/>
630 points	Distinction*	<input type="radio"/>

To calculate the total points for the external examinations, assessors should add the points achieved from EX1 and EX2 together and record them in the boxes provided below.

BT2ED1.EX1 points	
BT2ED1.EX2 points	

Total points	
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<i>Assessor</i>	<i>Learner</i>
Signature	Signature
Date	Date
<i>IQA (if sampled)</i>	<i>EQA (if sampled)</i>
Signature	Signature
Date	Date



3. Graded synoptic assessment

The graded synoptic assessment requires learners to carry out, in a realistic environment, a complete practical task which is externally set by VTCT.

The graded synoptic assessment varies year on year and covers a range of mandatory units. VTCT issues an annual marking pack for synoptic assessment which is completed by the assessor and sampled by the Internal Quality Assurer and External Quality Assurer.

Series:
Theme:

Assessors should record the grade achieved by **ticking** the appropriate box.

Points achieved	0	600	720	840
Grade awarded	Fail <input type="radio"/>	Pass <input type="radio"/>	Merit <input type="radio"/>	Distinction <input type="radio"/>

Assessor		Learner	
Signature		Signature	
Date		Date	
IQA (if sampled)		EQA (if sampled)	
Signature		Signature	
Date		Date	



Calculating overall grade

The overall grade for the qualification is calculated by adding together the points achieved from internal and external assessments. To calculate the overall points for this qualification assessors should add the total points achieved from each section (graded practical assessment, external examinations and the graded synoptic assessment) together and record them in the boxes provided below.

1. Graded practical assessment	
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2. External examinations	
---------------------------------	--

3. Graded synoptic assessment	
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Overall points	
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The conversion table below must be used to determine the learner's overall qualification grade. Assessors should record the overall qualification grade achieved by **ticking** the appropriate box.

Points range	Overall qualification grade achieved	✓
3000 to 3399	Pass	<input type="radio"/>
3400 to 3799	Merit	<input type="radio"/>
3800 to 3999	Distinction	<input type="radio"/>
4000 to 4200	Distinction*	<input type="radio"/>

An online calculator is available on the VTCT website which carries out all of the calculations in this section.

Assessor		Learner	
Signature		Signature	
Date		Date	
<i>IQA (if sampled)</i>		<i>EQA (if sampled)</i>	
Signature		Signature	
Date		Date	



VTCT

CAUTION



**WET
FLOOR**

UCO34M

Health, safety and hygiene

Y/615/0807

UCO34M_v1



Theory only mandatory unit

This unit is a theory only unit. Unit content, describing what should be covered in teaching and learning and via formative assessment can be found in the Unit Specification. The Unit Specification can be found here <http://qualifications.vtct.org.uk/finder/unitpdf/UCO34M.pdf>. This unit will be assessed as part of the external examinations at the end of the period of learning.

This unit will be assessed as part of one of two final external examination papers. Each exam will comprise of a written paper with two sections A and B. Learners will have to complete both sections and there will be no optional questions in either section.

Section A consists of a blend of multiple choice and short response questions. Section B will consist of extended response questions. Real –life case studies, scenarios and client examples are used to ‘set the scene’ and provide the basis for objective assessment of applied knowledge and understanding.

There are no Assessment Records required by VTCT for this individual unit. Achievement will be recorded as part of the record relating to the external examinations for the overall qualification.

Feedback - Please use this space if required



VTCT



UBT193M

*Consultation techniques and client
care*

R/615/0644

UBT193M_v1



Treatment portfolio

Learners must:

Produce a treatment portfolio that includes evidence of practical treatments carried out with proficiency. The treatment portfolio is an evidence requirement which must be completed prior to learners undertaking the practical assessment and graded synoptic assessment. VTCT specifies the treatments to be carried out and evidenced in the portfolio.

The treatment portfolio can be used as a confirmatory and formative assessment to prepare learners for the practical and synoptic assessments. The purpose of this portfolio is to evaluate learner performance and use the information gathered to shape and improve the learners' performance in preparation for summative assessments.

Centres should consider the use of formative self and peer assessment as part of the learning journey. Whilst treatment portfolios are not graded, they may be sampled by the EQA.

Treatment portfolio

The treatment portfolio should contain evidence that learners have:

Provided a minimum of 3 consultations on different clients or treatments (not including the graded practical assessment)	Portfolio reference
New clients	
Existing clients	
Used all consultation techniques	Portfolio reference
Verbal	
Non-verbal	
Written	
Discussed all implications for treatment	Portfolio reference
Cost of maintenance	
Frequency of maintenance (if applicable)	
Advice on further or additional treatments	
Benefits	
Used all information gathered to	Portfolio reference
Select treatment techniques	
Select treatment tools or equipment	
Select products	
Consider test results	
Consider factors limiting or affecting the treatment	
Offer information	
Offer advice and guidance	
Refer to sources of support in line with salon's procedures	



Provided all types of advice	Portfolio reference
Relating to client expectations/realistic outcomes	
Possible contra-actions	
Aftercare	
Specific additional products and treatments	
Maintained all requirements for personal presentation	Portfolio reference
Personal hygiene	
Oral hygiene	
Neat and tidy hair	
No jewellery	
Subtle perfume	
Clean, pressed, freshly laundered uniform	
Flat, closed toes low-heeled shoes	
Not chewing gum or sweets	
Short unvarnished nails and clean hands	
Covered tattoos and piercings	

<i>Assessor</i>		<i>Learner</i>	
Signature		Signature	
Date		Date	
<i>IQA (if sampled)</i>		<i>EQA (if sampled)</i>	
Signature		Signature	
Date		Date	



Feedback - Please use this space if required

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Graded practical assessment

All practical mandatory units are graded. Employers have identified mandatory units as those which contain the primary practical skills and higher order cognitive skills required for employment.

- At the **Pass grade**, the key theme is proficient technical skills and safe performance, which will meet the minimum industry standards of practice.
- At the **Merit grade**, the emphasis is on excellent technical skills and techniques, organisational skills or communication skills, where these skills are deemed to be of seminal importance to employers, in a particular context.
- At the **Distinction grade**, where a finished product is an output of the practical activity, mastery of professional techniques, demonstrated via product evidence, is always an essential component of the criteria, as are higher order cognitive skills such as an ability to reflect upon and evaluate one's own performance and to justify the methods and techniques chosen.

The grading model used is analytical, non-compensatory and hurdle based.

Learners must:

LO3 - Be able to present a professional image and maintain personal hygiene

LO4 - Be able to provide consultation techniques and client care

Learners must carry out a complete treatment which will be observed, marked and graded by centre assessors. The grade achieved in the graded practical assessment will be the grade awarded for the unit. The graded practical assessment must take place in a real or realistic working environment on a real client.

At a minimum the graded practical assessment for this unit must cover:

Treatment	<ul style="list-style-type: none"> • One practical treatment
Consultation	<ul style="list-style-type: none"> • Independent and comprehensive consultation on a new client for any treatment (in line with commercial timings for each treatment)
Courses of action	<ul style="list-style-type: none"> • The selection of techniques, tools, products and equipment considering test results, factors limiting or affecting the treatment
All types of advice	<ul style="list-style-type: none"> • Relating to the client's expectations/realistic outcomes, possible contra-actions, aftercare, additional products and treatments and services
Review options	<ul style="list-style-type: none"> • Agree on a course of action for the treatment
Professional personal presentation	<ul style="list-style-type: none"> • Clean professional uniforms, closed-in footwear, no jewellery, no piercings, hair neatly tied back, any fringe secured, nails well manicured, short and free of varnish, covering cuts and abrasions, wearing deodorant or antiperspirant, oral hygiene, including clean teeth, fresh breath, make-up (if worn) applied in an appropriate professional manner



For detailed information on the graded practical assessment you must refer to the section 6.5.1 of the Qualification Specification.

Graded practical assessment

Learners must meet all Pass Criteria to achieve a pass grade.

Pass Criteria	✓
LO3 Be able to present a professional image and maintain personal hygiene	
P1 - Present a professional image	<input type="radio"/>
P2 - Communicate and behave professionally in a salon environment	<input type="radio"/>
LO4 Be able to provide consultation techniques and client care	
P3 - Prepare self and work area for consultation	<input type="radio"/>
P4 - Prepare and utilise client records	<input type="radio"/>
P5 - Demonstrate consultation techniques	<input type="radio"/>
P6 - Communicate a treatment plan to the client	<input type="radio"/>
P7 - Gain signatures evidencing client approval and consent	<input type="radio"/>
P8 - Provide recommendations and aftercare advice	<input type="radio"/>
P9 - Update the client's treatment record	<input type="radio"/>
P10 - Complete the consultation within the commercially specified time	<input type="radio"/>



Learners must meet all Pass Criteria and all Merit Criteria to achieve a merit grade.

Merit Criteria	✓
M1 - Adjust communication techniques to meet individual needs of the client	<input type="radio"/>
M2 - Provide advice and recommendations for products and services	<input type="radio"/>

Learners must meet all Pass Criteria, all Merit Criteria and all Distinction Criteria to achieve a distinction grade.

Distinction Criteria	✓
D1 - Explain the advice given during the consultation	<input type="radio"/>

Grade achieved	Pass	Merit	Distinction
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Assessor</i>		<i>Learner</i>	
Signature		Signature	
Date		Date	
<i>IQA (if sampled)</i>		<i>EQA (if sampled)</i>	
Signature		Signature	
Date		Date	



Feedback - Please use this space if required

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VTCT



UBT196M

Manicure treatments

K/615/0648

UBT196M_v1



Treatment portfolio

Learners must:

Produce a treatment portfolio that includes evidence of practical treatments carried out with proficiency. The treatment portfolio is an evidence requirement which must be completed prior to learners undertaking the practical assessment and graded synoptic assessment. VTCT specifies the treatments to be carried out and evidenced in the portfolio.

The treatment portfolio can be used as a confirmatory and formative assessment to prepare learners for the practical and synoptic assessments. The purpose of this portfolio is to evaluate learner performance and use the information gathered to shape and improve the learners' performance in preparation for summative assessments.

Centres should consider the use of formative self and peer assessment as part of the learning journey. Whilst treatment portfolios are not graded, they may be sampled by the EQA.

Treatment portfolio

The treatment portfolio should contain evidence that learners have:

Completed a minimum of 4 manicure treatments	Portfolio reference
1 specialised treatment	
1 French polish	
1 dark polish	
1 buffed finish	
Used all equipment	Portfolio reference
Couch or manicure station	
Trolley	
Stool	
Bin with liner	
Towels	
Bedroll	
Disinfecting fluid for tools	
Warm towels	
Heated mitts	
Warm oil	
Paraffin wax heater	
Tissues	
Cotton wool	
Manicure bowls	
Brushes	



Gauze/protective film/foil	
Spatulas	
Emery boards	
Buffer	
Hoof stick and tipped orangewood stick	
Cuticle knife	
Cuticle nippers	
Nail brush	
Nail scissors/nail clippers	
Used all products	Portfolio reference
Nail polish remover	
Buffing paste	
Cuticle massage cream and oil	
Cuticle remover	
Exfoliation products	
Hand masks	
Hand soak	
Paraffin wax	
Massage mediums	
Base coat	
Ridge filler	
Nail polish – frosted and pearl, cream, light, dark, French polish	
Top coat	
Quick dry products	
Given all types of advice	Portfolio reference
Aftercare	
Possible contra-actions	
Post-treatment restrictions	
Additional products and services	



<i>Assessor</i>	<i>Learner</i>
Signature	Signature
Date	Date
<i>IQA (if sampled)</i>	<i>EQA (if sampled)</i>
Signature	Signature
Date	Date



Feedback - Please use this space if required

A large, empty rectangular box with a thin black border, intended for providing feedback.



Graded practical assessment

All practical mandatory units are graded. Employers have identified mandatory units as those which contain the primary practical skills and higher order cognitive skills required for employment.

- At the **Pass grade**, the key theme is proficient technical skills and safe performance, which will meet the minimum industry standards of practice.
- At the **Merit grade**, the emphasis is on excellent technical skills and techniques, organisational skills or communication skills, where these skills are deemed to be of seminal importance to employers, in a particular context.
- At the **Distinction grade**, where a finished product is an output of the practical activity, mastery of professional techniques, demonstrated via product evidence, is always an essential component of the criteria, as are higher order cognitive skills such as an ability to reflect upon and evaluate one's own performance and to justify the methods and techniques chosen.

The grading model used is analytical, non-compensatory and hurdle based.

Learners must:

LO3 - Be able to prepare for manicure treatments

LO4 - Be able to provide manicure treatments

Learners must carry out a complete manicure treatment which will be observed, marked and graded by centre assessors. The grade achieved in the graded practical assessment will be the grade awarded for the unit. The graded practical assessment must take place in a real or realistic working environment on a real client.

At a minimum the graded practical assessment for this unit must cover:

Treatment	<ul style="list-style-type: none">• One manicure treatment including one specialised treatment. Polish application must be a dark polish
Spealised hand treatment	<ul style="list-style-type: none">• Learners must choose from one of the following to complement the manicure: paraffin wax, thermal mitts, mask
Resources	<ul style="list-style-type: none">• Appropriate selection of equipment to demonstrate the full range of treatment and to meet the treatment needs and outcomes
Products	<ul style="list-style-type: none">• As a minimum the candidate is expected to demonstrate the use of nail enamel remover, cuticle massage cream or oil, cuticle remover, an exfoliation product, massage mediums, base coat, nail enamel (frosted or pearl, top coat, quick dry products)



For detailed information on the graded practical assessment you must refer to the section 6.5.1 of the Qualification Specification.

Graded practical assessment

Learners must meet all Pass Criteria to achieve a pass grade.

Pass Criteria	✓
LO3 Be able to prepare for manicure treatments	
P1 - Prepare and check the client, work area, equipment and products prior to the manicure treatment	<input type="radio"/>
P2 - Agree the treatment and check for contra-indications or restrictions to treatment	<input type="radio"/>
P3 - Explain the treatment procedure to the client	<input type="radio"/>
P4 - Instruct the client to prepare for the treatment	<input type="radio"/>
LO4 Be able to provide manicure treatments	
P5 - Prepare the client's skin for treatment	<input type="radio"/>
P6 - Select the required equipment and products to achieve the required results	<input type="radio"/>
P7 - Carry out manicure treatment techniques	<input type="radio"/>
P8 - Provide after-care advice	<input type="radio"/>
P9 - Update and maintain the client treatment records	<input type="radio"/>
P10 - Prepare the area for the next treatment	<input type="radio"/>



Learners must meet all Pass Criteria and all Merit Criteria to achieve a merit grade.

Merit Criteria	✓
M1 - Adjust communication techniques to meet the client's needs	<input type="radio"/>
M2 - Use techniques to promote the retail of products or additional services	<input type="radio"/>
M3 - Ensure client comfort throughout the manicure	<input type="radio"/>

Learners must meet all Pass Criteria, all Merit Criteria and all Distinction Criteria to achieve a distinction grade.

Distinction Criteria	✓
D1 - Explain their selection of methods and techniques used during the manicure	<input type="radio"/>
D2 - The finished result reflects a commercially skilled technique	<input type="radio"/>

Grade achieved	Pass	Merit	Distinction
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Assessor		Learner	
Signature		Signature	
Date		Date	
IQA (if sampled)		EQA (if sampled)	
Signature		Signature	
Date		Date	



VTCT

UBT197M

Pedicure treatments

M/615/0649

UBT197M_v1



Treatment portfolio

Learners must:

Produce a treatment portfolio that includes evidence of practical treatments carried out with proficiency. The treatment portfolio is an evidence requirement which must be completed prior to learners undertaking the practical assessment and graded synoptic assessment. VTCT specifies the treatments to be carried out and evidenced in the portfolio.

The treatment portfolio can be used as a confirmatory and formative assessment to prepare learners for the practical and synoptic assessments. The purpose of this portfolio is to evaluate learner performance and use the information gathered to shape and improve the learners' performance in preparation for summative assessments.

Centres should consider the use of formative self and peer assessment as part of the learning journey. Whilst treatment portfolios are not graded, they may be sampled by the EQA.

Treatment portfolio

The treatment portfolio should contain evidence that learners have:

Completed a minimum of 4 pedicure treatments	Portfolio reference
1 specialised treatment	
1 French polish	
1 dark polish	
1 buffed finish	
Used all equipment	Portfolio reference
Couch or pedicure chair	
Trolley	
Stool	
Bin with liner	
Towels	
Bedroll	
Disinfecting fluid for tools	
Warm towels	
Paraffin wax heater	
Thermal boots	
Tissues	
Cotton wool	
Pedicure bowls	
Brushes	
Gauze/protective film/foil	



Spatulas	
Emery boards	
Buffer	
Hoof stick and tipped orangewood stick	
Cuticle knife	
Cuticle nippers	
Nail brush	
Nail scissors/nail clippers	
Pedicure rasp	
Used all products	Portfolio reference
Nail polish remover	
Buffing paste	
Cuticle massage cream and oil	
Cuticle remover	
Exfoliation products	
Foot masks	
Foot soak	
Paraffin wax	
Massage mediums	
Base coat	
Ridge filler	
Nail polish (frosted and pearl, cream, light, dark, French polish)	
Top coat	
Quick-dry products	
Given all types of advice	Portfolio reference
Aftercare	
Possible contra-actions	
Post-treatment restrictions	
Additional products and services	



<i>Assessor</i>	<i>Learner</i>
Signature	Signature
Date	Date
<i>IQA (if sampled)</i>	<i>EQA (if sampled)</i>
Signature	Signature
Date	Date



Feedback - Please use this space if required

A large, empty rectangular box with a thin black border, intended for providing feedback.



Graded practical assessment

All practical mandatory units are graded. Employers have identified mandatory units as those which contain the primary practical skills and higher order cognitive skills required for employment.

- At the **Pass grade**, the key theme is proficient technical skills and safe performance, which will meet the minimum industry standards of practice.
- At the **Merit grade**, the emphasis is on excellent technical skills and techniques, organisational skills or communication skills, where these skills are deemed to be of seminal importance to employers, in a particular context.
- At the **Distinction grade**, where a finished product is an output of the practical activity, mastery of professional techniques, demonstrated via product evidence, is always an essential component of the criteria, as are higher order cognitive skills such as an ability to reflect upon and evaluate one's own performance and to justify the methods and techniques chosen.

The grading model used is analytical, non-compensatory and hurdle based.

Learners must:

LO3 - Be able to prepare for pedicure treatments

LO4 - Be able to provide pedicure treatments

Learners must carry out a complete treatment which will be observed, marked and graded by centre assessors. The grade achieved in the graded practical assessment will be the grade awarded for the unit. The graded practical assessment must take place in a real or realistic working environment on a real client.

At a minimum the graded practical assessment for this unit must cover:

Treatment	<ul style="list-style-type: none"> • One pedicure treatment including 1 specialised treatment. Polish application must be a dark polish
Specialised foot treatment	<ul style="list-style-type: none"> • Learners must choose from one of the following to complement the pedicure: paraffin wax, thermal boots, mask
Resources	<ul style="list-style-type: none"> • Appropriate selection of equipment to demonstrate the full range of treatment and to meet the treatment needs and outcomes
Products	<ul style="list-style-type: none"> • As a minimum the candidate is expected to demonstrate the use of nail enamel remover, cuticle massage cream or oil, cuticle remover, an exfoliation product, massage mediums, base coat, nail enamel (frosted or pearl, top coat, quick dry products)



For detailed information on the graded practical assessment you must refer to the section 6.5.1 of the Qualification Specification.

Graded practical assessment

Learners must meet all Pass Criteria to achieve a pass grade.

Pass Criteria	✓
LO3 Be able to prepare for pedicure treatments	
P1 - Prepare and check the client, work area, equipment and products prior to treatment	<input type="radio"/>
P2 - Agree the treatment and check for contra-indications or restrictions to treatment	<input type="radio"/>
P3 - Explain the treatment procedure to the client	<input type="radio"/>
P4 - Instruct the client on how to prepare for the treatment	<input type="radio"/>
LO4 Be able to provide pedicure treatments	
P5 - Prepare the client's skin for treatment	<input type="radio"/>
P6 - Select the required equipment and products to achieve the required results	<input type="radio"/>
P7 - Carry out pedicure treatment techniques, in line with manufacturer's instructions	<input type="radio"/>
P8 - Provide and record aftercare advice	<input type="radio"/>
P9 - Update and maintain the client treatment records	<input type="radio"/>
P10 - Prepare the area for the next treatment	<input type="radio"/>



Learners must meet all Pass Criteria and all Merit Criteria to achieve a merit grade.

Merit Criteria	✓
M1 - Adjust communication techniques to meet the client's needs	<input type="radio"/>
M2 - Promote products or additional services	<input type="radio"/>
M3 - Ensure client comfort throughout the service	<input type="radio"/>

Learners must meet all Pass Criteria, all Merit Criteria and all Distinction Criteria to achieve a distinction grade.

Distinction Criteria	✓
D1 - Explain the choice of methods and techniques used during the service	<input type="radio"/>
D2 - Create a finished result that reflects commercially skilled techniques	<input type="radio"/>

Grade achieved	Pass	Merit	Distinction
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Assessor		Learner	
Signature		Signature	
Date		Date	
IQA (if sampled)		EQA (if sampled)	
Signature		Signature	
Date		Date	



VTCT



UBT198M

Waxing services

H/615/0650

UBT198M_v1



Service portfolio

Learners must:

Produce a service portfolio that includes evidence of practical services carried out with proficiency. The service portfolio is an evidence requirement which must be completed prior to learners undertaking the practical assessment and graded synoptic assessment. VTCT specifies the services to be carried out and evidenced in the portfolio.

The service portfolio can be used as a confirmatory and formative assessment to prepare learners for the practical and synoptic assessments. The purpose of this portfolio is to evaluate learner performance and use the information gathered to shape and improve the learners' performance in preparation for summative assessments.

Centres should consider the use of formative self and peer assessment as part of the learning journey. Whilst service portfolios are not graded, they may be sampled by the EQA.

Service portfolio

The service portfolio should contain evidence that learners have:

Performed a minimum of 6 waxing services	Portfolio reference
Full leg wax (suggested service time 45 minutes)	
Half leg wax (suggested service time 30 minutes)	
Underarm wax (suggested service time 15 minutes)	
Bikini line wax (suggested service time 15 minutes)	
Lip wax (suggested service time 10 minutes)	
Chin wax (suggested service time 10 minutes)	
Eyebrow wax (suggested service time 15 minutes)	
Used all equipment	Portfolio reference
Couch	
Trolley	
Additional support	
Waste disposal	
Warm wax system	
Hot wax system	
Mirror	



Used all resources	Portfolio reference
Gloves	
Apron	
Spatulas	
Tweezers	
Eyebrow brush	
Bowls	
Bedroll	
Tissues	
Cotton wool	
Towels	
Sterilising or disinfecting solution	
Wax removal strips	
Used all products	Portfolio reference
Hot wax	
Warm wax	
Pre wax preparations	
Post wax products	
Barrier cream (petroleum jelly)	
Given all types of advice	Portfolio reference
Aftercare	
Possible contra-actions	
Post-treatment restrictions	
Additional products and services	

Assessor		Learner	
Signature		Signature	
Date		Date	
IQA (if sampled)		EQA (if sampled)	
Signature		Signature	
Date		Date	



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Graded practical assessment

All practical mandatory units are graded. Employers have identified mandatory units as those which contain the primary practical skills and higher order cognitive skills required for employment.

- At the **Pass grade**, the key theme is proficient technical skills and safe performance, which will meet the minimum industry standards of practice.
- At the **Merit grade**, the emphasis is on excellent technical skills and techniques, organisational skills or communication skills, where these skills are deemed to be of seminal importance to employers, in a particular context.
- At the **Distinction grade**, where a finished product is an output of the practical activity, mastery of professional techniques, demonstrated via product evidence, is always an essential component of the criteria, as are higher order cognitive skills such as an ability to reflect upon and evaluate one's own performance and to justify the methods and techniques chosen.

The grading model used is analytical, non-compensatory and hurdle based.

Learners must:

LO3 - Be able to prepare for waxing services

LO4 - Be able to provide waxing services

Learners must carry out a complete waxing service which will be observed, marked and graded by centre assessors. The grade achieved in the graded practical assessment will be the grade awarded for the unit. The graded practical assessment must take place in a real or realistic working environment on a real client.

At a minimum the graded practical assessment for this unit must cover:

Treatment	<ul style="list-style-type: none"> • Using both hot and warm wax products, complete waxing on two separate areas from the list given, in a commercially acceptable time <ul style="list-style-type: none"> - Half a leg - Bikini wax or underarm
Resources	<ul style="list-style-type: none"> • Appropriate selection of equipment and consumables to demonstrate the full range of treatment and to meet the treatment needs and outcomes. Either wax pots, wax roller or tube systems can be used at the discretion of the centre
Products	<ul style="list-style-type: none"> • As a minimum the candidate must demonstrate the use of hot and warm wax, pre-wax preparation product, post wax soothing product and wax apparatus cleaner



For detailed information on the graded practical assessment you must refer to the section 6.5.1 of the Qualification Specification.

Graded practical assessment

Learners must meet all Pass Criteria to achieve a pass grade.

Pass Criteria	✓
LO3 Be able to prepare for waxing services	
P1 - Prepare and check the client, work area, equipment and products for treatment	<input type="radio"/>
P2 - Agree the service and check for contra-indications or restrictions to treatment	<input type="radio"/>
P3 - Explain the treatment procedure to the client	<input type="radio"/>
P4 - Instruct the client on clothing removal and positioning	<input type="radio"/>
LO4 Be able to provide waxing services	
P5 - Prepare the client's skin for the service	<input type="radio"/>
P6 - Select the equipment to achieve the desired results	<input type="radio"/>
P7 - Demonstrate waxing techniques in line with manufacturer's instructions	<input type="radio"/>
P8 - Provide suitable aftercare advice to the client	<input type="radio"/>
P9 - Update and maintain treatment records	<input type="radio"/>
P10 - Prepare the area for the next service	<input type="radio"/>



Learners must meet all Pass Criteria and all Merit Criteria to achieve a merit grade.

Merit Criteria	✓
M1 - Adjust communication techniques to meet the client's needs	<input type="radio"/>
M2 - Ensure client comfort throughout the waxing service	<input type="radio"/>
M3 - Display organisation skills by using tidy, efficient working methods	<input type="radio"/>

Learners must meet all Pass Criteria, all Merit Criteria and all Distinction Criteria to achieve a distinction grade.

Distinction Criteria	✓
D1 - Explain their choice of products, tools and equipment used during the waxing service	<input type="radio"/>
D2 - Achieve a finished result that reflects commercially skilled waxing techniques	<input type="radio"/>

Grade achieved	Pass	Merit	Distinction
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Assessor		Learner	
Signature		Signature	
Date		Date	
IQA (if sampled)		EQA (if sampled)	
Signature		Signature	
Date		Date	



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VTCT



UBT194M

Facial treatments

Y/615/0645

UBT194M_v1



Treatment portfolio

Learners must:

Produce a treatment portfolio that includes evidence of practical treatments carried out with proficiency. The treatment portfolio is an evidence requirement which must be completed prior to learners undertaking the practical assessment and graded synoptic assessment. VTCT specifies the treatments to be carried out and evidenced in the portfolio.

The treatment portfolio can be used as a confirmatory and formative assessment to prepare learners for the practical and synoptic assessments. The purpose of this portfolio is to evaluate learner performance and use the information gathered to shape and improve the learners' performance in preparation for summative assessments.

Centres should consider the use of formative self and peer assessment as part of the learning journey. Whilst treatment portfolios are not graded, they may be sampled by the EQA.

Treatment portfolio

The treatment portfolio should contain evidence that learners have:

Performed a minimum of 3	Portfolio reference
Facial treatments (a minimum of 1 to include steam and extraction)	
Used all products	Portfolio reference
Eye make-up remover	
Cleansing lotions, milks, creams, foams, oils or gels	
Skin toners, fresheners, astringents or tonics	
Moisturising creams	
Eye creams or gels	
Neck creams	
Serums	
Exfoliating products	
Masks, setting and non-setting	
Used all equipment	Portfolio reference
Sponges	
Chair/couch	
Containers for water, etc.	
Mirror	
Tissues	
Couch roll	
Cotton buds	
Bowls	



Warm towels or steamers	
Tipped orangewood sticks	
Cotton buds	
Spatulas	
Headbands	
Consultation card/treatment plan	
Treated all skin types and conditions	Portfolio reference
Oily	
Dry	
Combination	
Dehydrated	
Mature	
Sensitive	
Used all massage techniques	Portfolio reference
Effleurage	
Petrissage	
Tapotement	
Friction	
Vibrations	
Worked on all treatment areas	Portfolio reference
Face	
Neck	
Décolleté and shoulders	
Given all types of advice	Portfolio reference
Aftercare	
Possible contra-actions	
Post-treatment restrictions	
Additional retail products and services	



<i>Assessor</i>	<i>Learner</i>
Signature	Signature
Date	Date
<i>IQA (if sampled)</i>	<i>EQA (if sampled)</i>
Signature	Signature
Date	Date



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Graded practical assessment

All practical mandatory units are graded. Employers have identified mandatory units as those which contain the primary practical skills and higher order cognitive skills required for employment.

- At the **Pass grade**, the key theme is proficient technical skills and safe performance, which will meet the minimum industry standards of practice.
- At the **Merit grade**, the emphasis is on excellent technical skills and techniques, organisational skills or communication skills, where these skills are deemed to be of seminal importance to employers, in a particular context.
- At the **Distinction grade**, where a finished product is an output of the practical activity, mastery of professional techniques, demonstrated via product evidence, is always an essential component of the criteria, as are higher order cognitive skills such as an ability to reflect upon and evaluate one's own performance and to justify the methods and techniques chosen.

The grading model used is analytical, non-compensatory and hurdle based.

Learners must:

LO3 - Be able to prepare for facial treatments

LO4 - Be able to provide facial treatments

Learners must carry out a complete treatment which will be observed, marked and graded by centre assessors. The grade achieved in the graded practical assessment will be the grade awarded for the unit. The graded practical assessment must take place in a real or realistic working environment on a real client.

At a minimum the graded practical assessment for this unit must cover:

Treatment	<ul style="list-style-type: none">• One facial treatment to include; cleanse, tone, skin analysis, steam, exfoliation, massage, mask, moisturiser
Equipment	<ul style="list-style-type: none">• Couch, trolley, stool, towels, magnifying lamp, warm towels or steamer
Products	<ul style="list-style-type: none">• Disinfecting fluid for equipment, couch roll, tissues, cotton wool, tipped orangewood sticks, cotton buds, spatulas, cleanser, toner moisturiser, massage medium, setting and non-setting mask (2 masks to be applied simultaneously on appropriate areas of the face, neck, décolleté and shoulders to include one clay and one commercial mask)



For detailed information on the graded practical assessment you must refer to the section 6.5.1 of the Qualification Specification.

Graded practical assessment

Learners must meet all Pass Criteria to achieve a pass grade.

Pass Criteria	✓
LO3 Be able to prepare for facial treatments	
P1 - Prepare and check the work area, equipment and products prior to the facial treatment	<input type="radio"/>
P2 - Agree the treatment and check for contra-indications	<input type="radio"/>
P3 - Explain the treatment procedure to the client	<input type="radio"/>
P4 - Instruct the client on how to prepare for the facial treatment	<input type="radio"/>
LO4 Be able to provide facial treatments	
P5 - Prepare the client and their skin for treatment	<input type="radio"/>
P6 - Select the required equipment and products to achieve the desired results	<input type="radio"/>
P7 - In line with manufacturer's instructions, carry out facial techniques	<input type="radio"/>
P8 - Provide suitable aftercare advice	<input type="radio"/>
P9 - Update and maintain the client treatment records	<input type="radio"/>
P10 - Prepare the area for the next treatment	<input type="radio"/>



Learners must meet all Pass Criteria and all Merit Criteria to achieve a merit grade.

Merit Criteria	✓
M1 - Adjust communication techniques to meet the client's needs	<input type="radio"/>
M2 - Use techniques to promote the retail of products or additional services	<input type="radio"/>
M3 - Display organisation skills by using tidy, efficient working methods	<input type="radio"/>

Learners must meet all Pass Criteria, all Merit Criteria and all Distinction Criteria to achieve a distinction grade.

Distinction Criteria	✓
D1 - Explain their choice of products and techniques used during the facial treatment	<input type="radio"/>
D2 - Review the effectiveness of the facial treatment and make suggestions for improvement	<input type="radio"/>

Grade achieved	Pass	Merit	Distinction
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Assessor</i>		<i>Learner</i>	
Signature		Signature	
Date		Date	
<i>IQA (if sampled)</i>		<i>EQA (if sampled)</i>	
Signature		Signature	
Date		Date	



VTCT



UBT195M

Skin type analysis

H/615/0647

UBT195M_v1



Treatment portfolio

Learners must:

Produce a treatment portfolio that includes evidence of practical treatments carried out with proficiency. The treatment portfolio is an evidence requirement which must be completed prior to learners undertaking the practical assessment and graded synoptic assessment. VTCT specifies the treatments to be carried out and evidenced in the portfolio.

The treatment portfolio can be used as a confirmatory and formative assessment to prepare learners for the practical and synoptic assessments. The purpose of this portfolio is to evaluate learner performance and use the information gathered to shape and improve the learners' performance in preparation for summative assessments.

Centres should consider the use of formative self and peer assessment as part of the learning journey. Whilst treatment portfolios are not graded, they may be sampled by the EQA.

Treatment portfolio

The treatment portfolio should contain evidence that learners have:

Completed a minimum of 4 skin analysis processes to cover	Portfolio reference
Skin types	
Skin characteristics	
Conditions	
Moisture levels	
Reaction level	
Sensitivity levels	
Pigmentation concerns	
Special requirements	
Used all equipment and tools	Portfolio reference
Consultation card/treatment plan	
Magnifying lamp	
Cotton wool	
Tissues	
Eye pads	
Used all products	Portfolio reference
Cleansers	
Toners	
Specialised eye and/or lip make-up remover	



Given all types of advice	Portfolio reference
Recommendations for treatment, courses of treatment	
Aftercare	
Possible contra-actions	
Improvements to posture, diet, lifestyle	
Post treatment restrictions	
Additional products and services	

<i>Assessor</i>	<i>Learner</i>
Signature	Signature
Date	Date
<i>IQA (if sampled)</i>	<i>EQA (if sampled)</i>
Signature	Signature
Date	Date



Feedback - Please use this space if required



Graded practical assessment

All practical mandatory units are graded. Employers have identified mandatory units as those which contain the primary practical skills and higher order cognitive skills required for employment.

- At the **Pass grade**, the key theme is proficient technical skills and safe performance, which will meet the minimum industry standards of practice.
- At the **Merit grade**, the emphasis is on excellent technical skills and techniques, organisational skills or communication skills, where these skills are deemed to be of seminal importance to employers, in a particular context.
- At the **Distinction grade**, where a finished product is an output of the practical activity, mastery of professional techniques, demonstrated via product evidence, is always an essential component of the criteria, as are higher order cognitive skills such as an ability to reflect upon and evaluate one's own performance and to justify the methods and techniques chosen.

The grading model used is analytical, non-compensatory and hurdle based.

Learners must:

LO3 - Be able to complete a skin type analysis

Learners must carry out a complete skin type analysis which will be observed, marked and graded by centre assessors. The grade achieved in the graded practical assessment will be the grade awarded for the unit. The graded practical assessment must take place in a real or realistic working environment on a real client.

At a minimum the graded practical assessment for this unit must cover:

Treatment	<ul style="list-style-type: none">• One full analysis completed as part of the consultation process for facial therapy treatments. Recommended consultation time to include facial analysis 20 minutes maximum
Resources	<ul style="list-style-type: none">• Consultation card, magnifying lamp, cotton wool, tissues, eye pads
Products	<ul style="list-style-type: none">• Cleanser, toner, specialised cleansing products for eyes/lips



For detailed information on the graded practical assessment you must refer to the section 6.5.1 of the Qualification Specification.

Graded practical assessment

Learners must meet all Pass Criteria to achieve a pass grade.

Pass Criteria	✓
LO3 Be able to complete a skin type analysis	
P1 - Prepare and check the client, area and equipment prior to the skin type analysis	<input type="radio"/>
P2 - Complete a skin type analysis, in line with salon procedures	<input type="radio"/>
P3 - Select the products and equipment for the extended treatment outcomes	<input type="radio"/>
P4 - Update and maintain treatment records	<input type="radio"/>



Learners must meet all Pass Criteria and all Merit Criteria to achieve a merit grade.

Merit Criteria	✓
M1 - Adjust communication techniques to meet the client's needs	<input type="radio"/>
M2 - Use techniques to promote the retail of products or additional services	<input type="radio"/>

Learners must meet all Pass Criteria, all Merit Criteria and all Distinction Criteria to achieve a distinction grade.

Distinction Criteria	✓
D1 - Personalise skincare recommendations for the client	<input type="radio"/>

Grade achieved	Pass	Merit	Distinction
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Assessor</i>		<i>Learner</i>	
Signature		Signature	
Date		Date	
<i>IQA (if sampled)</i>		<i>EQA (if sampled)</i>	
Signature		Signature	
Date		Date	



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VTCT



UBT199M

Eyebrow shaping services

K/615/0651

UBT199M_v1



Service portfolio

Learners must:

Produce a service portfolio that includes evidence of practical services carried out with proficiency. The service portfolio is an evidence requirement which must be completed prior to learners undertaking the practical assessment and graded synoptic assessment. VTCT specifies the services to be carried out and evidenced in the portfolio.

The service portfolio can be used as a confirmatory and formative assessment to prepare learners for the practical and synoptic assessments. The purpose of this portfolio is to evaluate learner performance and use the information gathered to shape and improve the learners' performance in preparation for summative assessments.

Centres should consider the use of formative self and peer assessment as part of the learning journey. Whilst service portfolios are not graded, they may be sampled by the EQA.

Service portfolio

The service portfolio should contain evidence that learners have:

Provided a minimum of 3 eyebrow shaping services to include	Portfolio reference
Eyebrow tidy	
Eyebrow shape	
Covered both types of eyebrow shaping	Portfolio reference
Total reshape of the eyebrow	
Maintenance of original eyebrow shape	
Used all tools and equipment	Portfolio reference
Manual tweezers	
Automatic tweezers	
Eyebrow brush	
Orangewood stick for measuring	
Consultation card/treatment plan	
Used all products	Portfolio reference
Pre-cleansing product	
Anti-bacterial wipes	
Soothing lotion	



Provided all types of aftercare advice	Portfolio reference
Avoidance of activities which may cause contra-actions	
Recommended time intervals between services	
Suitable homecare products and their use	
Present and future services and products	

<i>Assessor</i>		<i>Learner</i>	
Signature		Signature	
Date		Date	
<i>IQA (if sampled)</i>		<i>EQA (if sampled)</i>	
Signature		Signature	
Date		Date	



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Graded practical assessment

All practical mandatory units are graded. Employers have identified mandatory units as those which contain the primary practical skills and higher order cognitive skills required for employment.

- At the **Pass grade**, the key theme is proficient technical skills and safe performance, which will meet the minimum industry standards of practice.
- At the **Merit grade**, the emphasis is on excellent technical skills and techniques, organisational skills or communication skills, where these skills are deemed to be of seminal importance to employers, in a particular context.
- At the **Distinction grade**, where a finished product is an output of the practical activity, mastery of professional techniques, demonstrated via product evidence, is always an essential component of the criteria, as are higher order cognitive skills such as an ability to reflect upon and evaluate one's own performance and to justify the methods and techniques chosen.

The grading model used is analytical, non-compensatory and hurdle based.

Learners must:

LO3 - Be able to prepare for eyebrow shaping services

LO4 - Be able to provide eyebrow shaping services

Learners must carry out a complete eyebrow service which will be observed, marked and graded by centre assessors. The grade achieved in the graded practical assessment will be the grade awarded for the unit. The graded practical assessment must take place in a real or realistic working environment on a real client.

At a minimum the graded practical assessment for this unit must cover:

Service	<ul style="list-style-type: none">• A full eyebrow shape will be carried out on one client. The service will be performed within a commercial time using appropriate products, tools and equipment
Products	<ul style="list-style-type: none">• Eye make-up remover, antiseptic lotion, soothing lotion
Tools and equipment	<ul style="list-style-type: none">• PPE, automatic tweezers, manual tweezers, orangewood stick, disposable mascara wand or eyebrow comb, mirror



For detailed information on the graded practical assessment you must refer to the section 6.5.1 of the Qualification Specification.

Graded practical assessment

Learners must meet all Pass Criteria to achieve a pass grade.

Pass Criteria	✓
LO3 Be able to prepare for eyebrow shaping services	
P1 - Prepare and check the client, work area, equipment and products prior to eyebrow shaping services	<input type="radio"/>
P2 - Agree the service with the client and check for contra-indications	<input type="radio"/>
P3 - Explain the service procedure to the client	<input type="radio"/>
P4 - Instruct the client on clothing removal and positioning for eyebrow shaping services	<input type="radio"/>
LO4 Be able to provide eyebrow shaping services	
P5 - Prepare the client's skin for eyebrow shaping	<input type="radio"/>
P6 - Perform an eyebrow shaping safely and effectively	<input type="radio"/>
P7 - Complete the service to the client's satisfaction and in a commercially acceptable time	<input type="radio"/>
P8 - Provide suitable aftercare advice to the client	<input type="radio"/>
P9 - Maintain accurate client records	<input type="radio"/>
P10 - Prepare the area for the next service	<input type="radio"/>



Learners must meet all Pass Criteria and all Merit Criteria to achieve a merit grade.

Merit Criteria	✓
M1 - Adjust communication techniques to meet the needs of the client	<input type="radio"/>
M2 - Ensure client comfort throughout the service	<input type="radio"/>
M3 - Use techniques to promote the retail of products or additional services	<input type="radio"/>

Learners must meet all Pass Criteria, all Merit Criteria and all Distinction Criteria to achieve a distinction grade.

Distinction Criteria	✓
D1 - Explain your choice of methods, tools and techniques used during the eyebrow shaping service	<input type="radio"/>
D2 - Create a finished eyebrow shape which reflects the use of skilled techniques	<input type="radio"/>

Grade achieved	Pass	Merit	Distinction
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Assessor		Learner	
Signature		Signature	
Date		Date	
IQA (if sampled)		EQA (if sampled)	
Signature		Signature	
Date		Date	



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VTCT

UBT200M

Eyelash and eyebrow tinting services

M/615/0652

UBT200M_v1



Treatment portfolio

Learners must:

Produce a treatment portfolio that includes evidence of practical treatments carried out with proficiency. The treatment portfolio is an evidence requirement which must be completed prior to learners undertaking the practical assessment and graded synoptic assessment. VTCT specifies the treatments to be carried out and evidenced in the portfolio.

The treatment portfolio can be used as a confirmatory and formative assessment to prepare learners for the practical and synoptic assessments. The purpose of this portfolio is to evaluate learner performance and use the information gathered to shape and improve the learners' performance in preparation for summative assessments.

Centres should consider the use of formative self and peer assessment as part of the learning journey. Whilst treatment portfolios are not graded, they may be sampled by the EQA.

Treatment portfolio

The treatment portfolio should contain evidence that learners have:

Completed eyelash and eyebrow tinting treatments on a minimum of 3 occasions	Portfolio reference
Eyelash tint	
Eyebrow tint	
Worked with a minimum of 2 colouring characteristics	Portfolio reference
Fair	
Red	
Dark	
White	
Provided all types of aftercare advice	Portfolio reference
Avoidance of activities which may cause contra-actions	
Recommended time intervals between treatments	
Suitable homecare products and their use	
Present and future treatments and products	

Assessor	Learner
Signature	Signature
Date	Date
IQA (if sampled)	EQA (if sampled)
Signature	Signature
Date	Date



Feedback - Please use this space if required



Graded practical assessment

All practical mandatory units are graded. Employers have identified mandatory units as those which contain the primary practical skills and higher order cognitive skills required for employment.

- At the **Pass grade**, the key theme is proficient technical skills and safe performance, which will meet the minimum industry standards of practice.
- At the **Merit grade**, the emphasis is on excellent technical skills and techniques, organisational skills or communication skills, where these skills are deemed to be of seminal importance to employers, in a particular context.
- At the **Distinction grade**, where a finished product is an output of the practical activity, mastery of professional techniques, demonstrated via product evidence, is always an essential component of the criteria, as are higher order cognitive skills such as an ability to reflect upon and evaluate one's own performance and to justify the methods and techniques chosen.

The grading model used is analytical, non-compensatory and hurdle based.

Learners must:

LO3 - Be able to prepare for eyelash and eyebrow tinting treatments

LO4 - Be able to provide eyelash and eyebrow tinting treatments

Learners must carry out a complete eyelash and eyebrow treatment which will be observed, marked and graded by centre assessors. The grade achieved in the graded practical assessment will be the grade awarded for the unit. The graded practical assessment must take place in a real or realistic working environment on a real client.

At a minimum the graded practical assessment for this unit must cover:

Treatment	<ul style="list-style-type: none">• An eyelash and eyebrow tint will be carried out on one client. The service will be performed within a commercial time using appropriate products, tools and equipment
Products	<ul style="list-style-type: none">• Eye make-up remover, petroleum jelly, tint and peroxide
Resources	<ul style="list-style-type: none">• Relevant tools and equipment (PPE, tinting dish, brush, orange stick, disposable mascara wand or eyebrow comb, mirror)



For detailed information on the graded practical assessment you must refer to the section 6.5.1 of the Qualification Specification.

Graded practical assessment

Learners must meet all Pass Criteria to achieve a pass grade.

Pass Criteria	✓
LO3 Be able to prepare for eyelash and eyebrow tinting treatments	
P1 - Prepare and check the client, work area, equipment and products prior to eyelash and eyebrow tinting treatments	<input type="radio"/>
P2 - Agree the treatment with the client and check for contra-indications	<input type="radio"/>
P3 - Explain the treatment procedure to the client	<input type="radio"/>
P4 - Instruct the client on clothing removal and positioning for eyelash and eyebrow tinting treatments	<input type="radio"/>
LO4 Be able to provide eyelash and eyebrow tinting treatments	
P5 - Prepare the client's skin and hair for eyelash and eyebrow tinting	<input type="radio"/>
P6 - Perform eyelash and eyebrow tinting safely and effectively	<input type="radio"/>
P7 - Complete the treatment to the client's satisfaction and in a commercially acceptable time	<input type="radio"/>
P8 - Provide suitable aftercare advice to the client	<input type="radio"/>
P9 - Maintain accurate client records	<input type="radio"/>
P10 - Prepare the area for the next treatment	<input type="radio"/>



Learners must meet all Pass Criteria and all Merit Criteria to achieve a merit grade.

Merit Criteria	✓
M1 - Adjust communication techniques to meet the client's needs	<input type="radio"/>
M2 - Use techniques to promote the retail of products or additional services	<input type="radio"/>
M3 - Ensure client comfort throughout the service	<input type="radio"/>

Learners must meet all Pass Criteria, all Merit Criteria and all Distinction Criteria to achieve a distinction grade.

Distinction Criteria	✓
D1 - Explain their selection of methods and techniques used during the service	<input type="radio"/>
D2 - Create a finished result which reflects the use of skilled techniques	<input type="radio"/>

Grade achieved	Pass	Merit	Distinction
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Assessor		Learner	
Signature		Signature	
Date		Date	
IQA (if sampled)		EQA (if sampled)	
Signature		Signature	
Date		Date	



VTCT

UBT201M

Make-up applications

T/615/0653

UBT201M_v1



Service portfolio

Learners must:

Produce a service portfolio that includes evidence of practical services carried out with proficiency. The service portfolio is an evidence requirement which must be completed prior to learners undertaking the practical assessment and graded synoptic assessment. VTCT specifies the services to be carried out and evidenced in the portfolio.

The service portfolio can be used as a confirmatory and formative assessment to prepare learners for the practical and synoptic assessments. The purpose of this portfolio is to evaluate learner performance and use the information gathered to shape and improve the learners' performance in preparation for summative assessments.

Centres should consider the use of formative self and peer assessment as part of the learning journey. Whilst service portfolios are not graded, they may be sampled by the EQA.

Service portfolio

The service portfolio should contain evidence that learners have:

Performed a minimum of 3 make-up services	Portfolio reference
Minimum	
Intense	
Special occasion	
Natural	
Used all appropriate equipment	Portfolio reference
Couch, chair or stool	
Workstation or trolley	
Foundation sponges or brushes	
Make-up brushes	
Mixing palette	
Mirror	
Tweezers	
Eyelash curlers	
Brush cleaner	
Make-up sanitiser	



Used all appropriate products	Portfolio reference
Eye make-up remover	
Cleanser	
Skin toners, fresheners, astringents or tonics	
Moisturising creams	
Eye creams or gels	
Pre-base products (mattifying, light reflective, anti-ageing)	
Colour corrective products (lilac, green, orange)	
Foundations (cream, liquid, mousse, gel, compacts, cakes, light-reflecting, all-in-one, mineral, matt), tinted moisturisers	
Concealers, brightener and correctors (cream, liquid, gel, stick, palette)	
Face powders (loose, compact, mineral, light-reflecting, shimmer, translucent)	
Bronzing products	
Shaders, highlighters	
Cheek products (cream, powder, liquid tints, mineral-based)	
Eyebrow products (pencils, powders, gels)	
Eyeshadows	
Eyeliner products (liquid, gel, kohl pencil, pencil, cake)	
Mascara (waterproof and non-waterproof)	
Lip liner	
Lipstick	
Lip gloss or lip lacquer	
Fixing product	
Given all types of advice	Portfolio reference
Aftercare	
Possible contra-actions	
Post-treatment restrictions	
Additional products and services	



Considered all resources needed	Portfolio reference
Tools and equipment	
Products	
Time	
Used all techniques	Portfolio reference
Precision base application	
Contouring	
Concealing/colour correction	
Blending	
Stippling	
Eye products	
Lip products	
Used all types of additional media	Portfolio reference
False eyelashes (strip and flair)	

Assessor		Learner	
Signature		Signature	
Date		Date	
IQA (if sampled)		EQA (if sampled)	
Signature		Signature	
Date		Date	



Feedback - Please use this space if required

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Graded practical assessment

All practical mandatory units are graded. Employers have identified mandatory units as those which contain the primary practical skills and higher order cognitive skills required for employment.

- At the **Pass grade**, the key theme is proficient technical skills and safe performance, which will meet the minimum industry standards of practice.
- At the **Merit grade**, the emphasis is on excellent technical skills and techniques, organisational skills or communication skills, where these skills are deemed to be of seminal importance to employers, in a particular context.
- At the **Distinction grade**, where a finished product is an output of the practical activity, mastery of professional techniques, demonstrated via product evidence, is always an essential component of the criteria, as are higher order cognitive skills such as an ability to reflect upon and evaluate one's own performance and to justify the methods and techniques chosen.

The grading model used is analytical, non-compensatory and hurdle based.

Learners must:

LO3 - Be able to prepare for make-up services

LO4 - Be able to provide make-up services

Learners must carry out a complete make-up service which will be observed, marked and graded by centre assessors. The grade achieved in the graded practical assessment will be the grade awarded for the unit. The graded practical assessment must take place in a real or realistic working environment on a real client.

At a minimum the graded practical assessment for this unit must cover:

Service	<ul style="list-style-type: none">• One complete make-up look on a client/model demonstrating a range of techniques creating one overall look, the theme being either minimal, intense, special occasion or natural
Resources	<ul style="list-style-type: none">• Appropriate selection of equipment to demonstrate the full range of service and to meet the service needs and outcomes
Product	<ul style="list-style-type: none">• At a minimum the candidate is expected to demonstrate the use of foundation, concealer, blusher, eye-shadow, eye liner, mascara, lip liner, lipstick and setting products
Techniques	<ul style="list-style-type: none">• Base, blending and concealing, contouring, eye and lip products application, correction techniques used where applicable



For detailed information on the graded practical assessment you must refer to the section 6.5.1 of the Qualification Specification.

Graded practical assessment

Learners must meet all Pass Criteria to achieve a pass grade.

Pass Criteria	✓
LO3 Be able to prepare for make-up services	
P1 - Prepare and check client/model, work area, equipment and products prior to the make-up service	<input type="radio"/>
P2 - Agree the service and check for contra-indications	<input type="radio"/>
P3 - Explain the procedure to the client/model	<input type="radio"/>
P4 - Instruct the client/model on positioning for the service	<input type="radio"/>
LO4 Be able to provide make-up services	
P5 - Prepare the client/model's skin with appropriate products and techniques	<input type="radio"/>
P6 - Select the required equipment and products for the service	<input type="radio"/>
P7 - Use make-up techniques as appropriate in accordance with manufacturer's guidelines	<input type="radio"/>
P8 - Provide aftercare advice	<input type="radio"/>
P9 - Update the client/model's treatment records	<input type="radio"/>
P10 - Prepare the work area for the next service	<input type="radio"/>



Learners must meet all Pass Criteria and all Merit Criteria to achieve a merit grade.

Merit Criteria	✓
M1 - Adjust communication techniques to meet the client's needs	<input type="radio"/>
M2 - Ensure client comfort throughout the service	<input type="radio"/>
M3 - Use techniques to promote the retail of products or additional services	<input type="radio"/>

Learners must meet all Pass Criteria, all Merit Criteria and all Distinction Criteria to achieve a distinction grade.

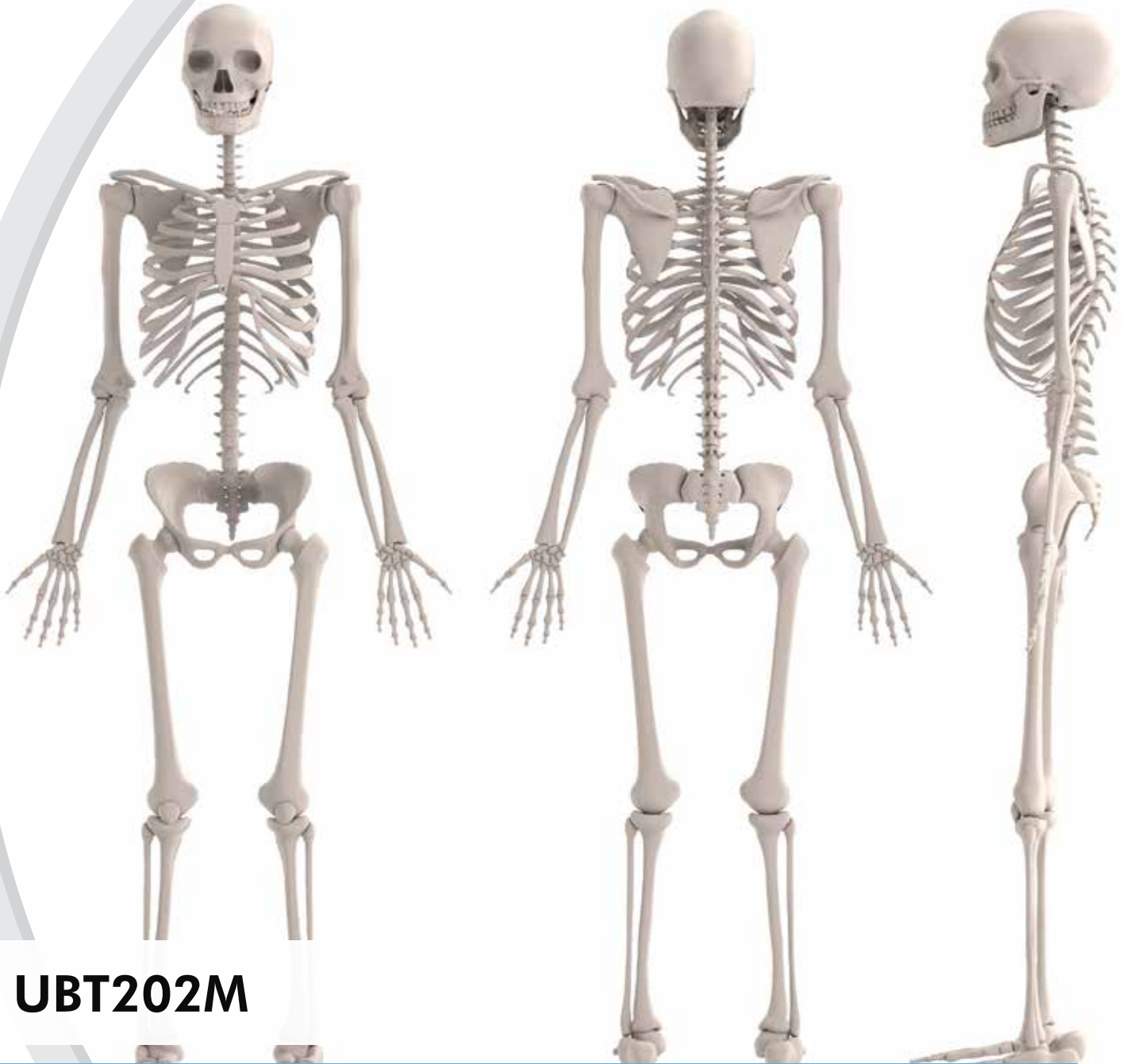
Distinction Criteria	✓
D1 - Explain their choice of methods, tools and techniques used during the service	<input type="radio"/>
D2 - Create a finished look that reflects a commercially skilled application	<input type="radio"/>

Grade achieved	Pass	Merit	Distinction
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Assessor		Learner	
Signature		Signature	
Date		Date	
IQA (if sampled)		EQA (if sampled)	
Signature		Signature	
Date		Date	



VTCT



UBT202M

*Anatomy and physiology for beauty
therapists*

L/615/0948

UBT202M_v1



Theory only mandatory unit

This unit is a theory only unit. Unit content, describing what should be covered in teaching and learning and via formative assessment can be found in the Unit Specification. The Unit Specification can be found here <http://qualifications.vtct.org.uk/finder/unitpdf/UBT202M.pdf>. This unit will be assessed as part of the external examinations at the end of the period of learning.

This unit will be assessed as part of one of two final external examination papers. Each exam will comprise of a written paper with two sections A and B. Learners will have to complete both sections and there will be no optional questions in either section.

Section A consists of a blend of multiple choice and short response questions. Section B will consist of extended response questions. Real-life case studies, scenarios and client examples are used to 'set the scene' and provide the basis for objective assessment of applied knowledge and understanding.

There are no Assessment Records required by VTCT for this individual unit. Achievement will be recorded as part of the record relating to the external examinations for the overall qualification.

Feedback - Please use this space if required