

VRQ

UV30426

Learner name:

Learner number:

D/601/3562





VTCT

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

VTCT is a registered charity investing in education and skills but also giving to good causes in the area of facial disfigurement.

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

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

All assessors using this Record of Assessment book must complete this table. This is required for verification purposes.

[illegible]

Apply individual permanent lashes

UV30426

This unit is about providing single eyelash extension treatments.

To carry out this unit you will need to maintain effective health, safety and hygiene procedures throughout your work.

Level

3

Credit value

4

GLH

38

Observation(s)

3

External Paper(s)

1



Learning outcomes

On completion of this unit you will:

1. Be able to prepare for individual permanent lash treatments
2. Be able to provide individual permanent lash treatments

7. **External paper**
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.**

Evidence requirements

1. **Environment**
Evidence for this unit must be gathered in a real or realistic working environment.
2. **Simulation**
Simulation is not allowed in this unit.
3. **Observation outcomes**
Competent performance of 'Observation' outcomes must be demonstrated to your assessor on **at least three occasions**.
4. **Range**
All ranges must be practically demonstrated or other forms of evidence produced to show they have been covered.
5. **Knowledge outcomes**
There must be evidence that you possess all the knowledge and understanding listed in the 'Knowledge' section of this unit. This evidence may include projects, assignments, case studies, reflective accounts, oral/written questioning and/or other forms of evidence.
6. **Tutor/Assessor guidance**
You will be guided by your tutor/assessor on how to achieve learning outcomes and ranges in this unit. All outcomes and ranges 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.

Achieving range

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

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

Maximum service times

The following maximum service times apply to this unit:

Full set of single eyelash extensions	120 minutes
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Learning outcome 1

Be able to prepare for individual permanent lash treatments

You can:

- a. Prepare yourself, client and work area for an individual permanent lash extension treatment
- b. Use suitable consultation techniques to identify treatment objectives
- c. Interpret and accurately record the results of tests carried out prior to treatments
- d. Provide clear recommendations to the client
- e. Select products, tools and equipment to suit client treatment needs

*May be assessed through oral questioning.

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

Learning outcome 2

Be able to provide individual permanent lash treatments

You can:

- a. Communicate and behave in a professional manner
- b. Follow health and safety working practices
- c. Position yourself and the client correctly throughout the treatment
- d. Use products, tools, equipment and techniques to suit client treatment needs
- e. Complete the treatment to the satisfaction of the client
- f. Record and evaluate the results of the treatment
- g. Provide suitable aftercare advice

*May be assessed through oral questioning.

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

Notes

Use this area for notes and diagrams



Observation range

You must practically demonstrate that you have:

Used all consultation techniques	Portfolio reference
Questioning	
Visual	
Manual	
Reference to client records	

Dealt with a minimum of 1 of the necessary actions	Portfolio reference
Encourage the client to seek medical advice	
Explain why the treatment cannot be carried out	
Modification of treatment	

Considered all factors	Portfolio reference
Thickness of natural lash	
Length of natural lash	
Direction of growth	
Colour of natural lash	
Curvature of natural lash	
Eye shape	
Previous eyelash perming	
Density of lashes	
Evident eyelash damage	
Lifestyle	

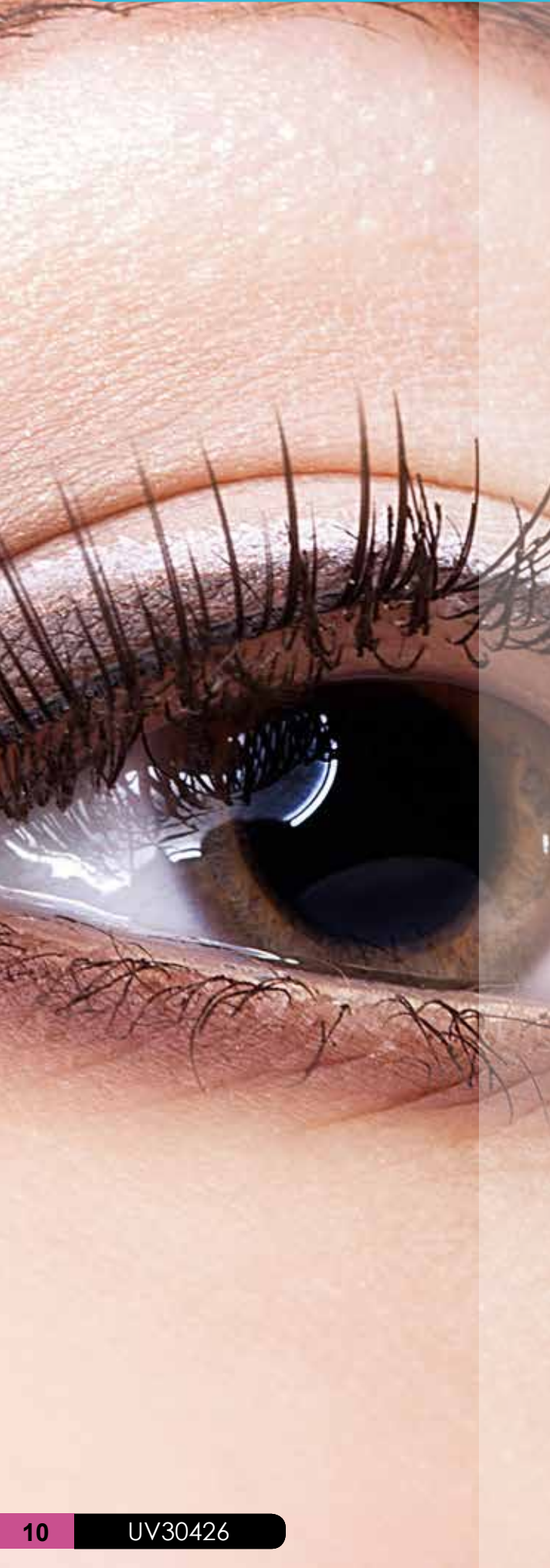
It is strongly recommended that all range items are practically demonstrated. Where this is not possible, other forms of evidence may be produced to demonstrate competence.

You must practically demonstrate that you have:

Given all types of advice	Portfolio reference
Avoidance of activities which may cause contra-actions	
Longevity of single lash system treatments	
Suitable home care products and their use	
Home care maintenance routines	
The importance of professional removal	

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

Developing knowledge



Achieving knowledge outcomes

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

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

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or 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 following table when the 70% pass mark has been achieved.

Paper	Date achieved	Assessor initials
1 of 1		

Learning outcome 1

Be able to prepare for individual permanent lash treatments

You can:	Portfolio reference/ Assessor initials*
f. Describe salon requirements for preparing yourself, the client and work area	
g. Describe the environmental conditions suitable for individual permanent lash extension treatments	
h. Describe the different consultation techniques used to identify treatment objectives	
i. Describe the types of tests that are carried out before providing lash extension treatments	
j. Explain the importance of carrying out tests prior to the treatment and accurately recording the results	
k. Explain the contra-indications that prevent or restrict individual permanent lash extension treatments	
l. Describe how to select products, tools and equipment to suit client treatment needs	
m. Describe the types of eyelash treatments available and their benefits	
n. Explain the importance of assessing facial characteristics prior to carrying out lash extension treatments	

*Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external paper.

Learning outcome 2

Be able to provide individual permanent lash treatments

You can:	Portfolio reference/ Assessor initials*
h. Explain how to communicate and behave in a professional manner	
i. Describe health and safety working practices	
j. Explain the importance of positioning yourself and the client correctly throughout the treatment	
k. Explain the importance of using products, tools, equipment and techniques to suit client treatment needs and facial characteristics	
l. Describe how treatments can be adapted to suit client treatment needs and facial characteristics	
m. State the contra-actions that may occur during and following treatments and how to respond	
n. Explain the importance of completing the treatment to the satisfaction of the client	
o. Explain the importance of completing treatment records	
p. Describe the methods of evaluating the effectiveness of the treatment	
q. Describe the aftercare advice that should be provided	
r. Describe the structure of the hair and hair growth cycle	
s. Describe the main diseases and disorders of the hair	

*Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external paper.

Unit content

This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

Learning outcome 1: Be able to prepare for individual permanent lash treatments

Management of health and safety at work:

Clean up spillages, report slippery surfaces, remove/report obstacles, ensure good all round access to trolleys and equipment, sterilise/disinfect tools, equipment and work surfaces, wear personal protective equipment.

Manual handling – moving stock, lifting, working heights, unpacking, posture, deportment, balance weight, preserve back, prevent slouching.

Towels – clean for every client, place dirty towels in covered bin.

Liability insurance – employer's, public, professional indemnity.

Reporting of injuries, diseases and dangerous occurrences – accident book, reporting diseases, local byelaws, code of conduct, risk assessment.

Control of substances hazardous to health – replace lids, ensure ventilation for vapour and dust, avoid over exposure to chemicals, use chemicals correctly, follow storage handling use and disposal, correctly dispose of contaminated waste/products in a closed top bin, check end date on packaging, store away from heat, damp and direct sunlight, follow relevant manufacturer's instructions, no smoking, eating or drinking.

Health and safety legislation:

Data protection, electricity at work, employer's liability (compulsory insurance), fire precautions, first aid at work, health and safety at work, local government miscellaneous provisions, occupier's liability, local byelaws.

Regulations:

Control of substances hazardous to health, management of health and safety at work, manual handling, personal protective equipment, reporting of injuries, diseases and dangerous occurrences, workplace (health and welfare).

Risks:

A hazard is something that has the potential to cause harm, a risk is the likelihood of a hazard happening.

Employer responsibility:

Current and valid liability insurance, display health and safety rules (covering staff, employees, clients and fire evacuation), provide regular training, accurate record keeping, monitoring.

Hazards:

Something with potential to cause harm, requiring immediate attention, level of responsibility, report, nominated personnel, duty to recognize/deal with hazards.

Equipment – only used for intended purpose, safe usage, handling, storage, cleaning, lifting, visual checks, worn, faulty, repairs, maintenance, portable appliance testing, correct disposal of contaminated waste, records.

Security (cash):

Staff training, point of sale, regular banking, in transit.

Learning outcome 1: Be able to prepare for individual permanent lash treatments (continued)

Security (people):

Staff, clients, visitors, children, personal belongings, systems (security, emergency evacuation, storage, client records, business information).

Risk:

Likelihood of a hazard happening, risk assessment, determine the level of risk, preventative measures, reduce a potentially harmful situation, judgement of salon hazards, who/what is at risk, level of risk, interpret results, conclusions, record findings, regular reviews.

Reasons for risk assessment:

Staff, visitors, client health and safety, safe environment, minimise hazards and risks, requirement of legislation.

Hygiene:

General – sterilise and sanitise tools, disinfect work surfaces, cover cuts and abrasions, sanitise therapist's hands before and after treatments, sanitise with sprays and gels, clean towels between clients, place dirty towels in covered bin, use disposable towels, dispense products with a spatula, pump or spray, use disposables wherever possible, no smoking, personal hygiene, replace loose lids (uncapped bottles and pots).

Sterilisation – (tweezers) autoclave, glass bead, chemical, UV cabinet for storage only.

Disinfection – heat or chemical methods, bactericides, fungicides, viricides, UV cabinet for storage only.

Disposal of waste:

Single use items, pedal bin with a liner, spillages and unused chemicals, contaminated waste, hazardous waste, environmental protection.

Therapist posture and deportment:

Correct posture when sitting, lifting and carrying, working methods to avoid Repetitive Strain Injury (RSI), hand exercises, standing posture (even weight distribution), client comfort, maintain modesty, client correctly positioned to get maximum benefit from treatment, ensure technician positioning delivers appropriate techniques, appropriate space between client and technician, prevent injury, optimum results, allow for visual checks.

Work area:

Clean and hygienic, height adjustable chair, correct posture, correct couch height, lighting, ventilation, noise, music, temperature, ambience, no trailing wires, no obstructions, tools and equipment in a safe working position for therapist.

Client preparation:

Protect client clothing, ensure client positioned correctly and comfortably, respect privacy and modesty.

Communication:

Verbal – speaking manner and tone, professional, supportive, respectful, sensitive to client, open questioning related to treatment.

Non-verbal – eye contact, body language, listening.

Learning outcome 1: Be able to prepare for individual permanent lash treatments (continued)

Record keeping:

Accurate appointment systems, stationery, loyalty, rewards, acknowledgement of occasions, consultation record keeping, contra-indications, signatures, refer to existing records, information clear, accurate and in logical order (name, address, contact numbers, age range, reason for treatment, occupation, sport/hobbies, medical history, allergies/hypersensitivity, contact lenses, contra-actions, contra-indications, skin sensitivity tests, adaptations and modifications, recommendations, requirements, treatment plan), update record at the end of the treatment, update at each visit, maintained electronically, paper records.

Professional appearance:

Clean professional uniform, closed-in footwear, no jewellery, no piercings, hair (neatly tied back, fringe secured), light day make-up, personal hygiene and cleanliness (shower/bath, cover cuts and abrasions, deodorant or antiperspirant), oral hygiene (clean teeth, fresh breath), nails (good condition and maintained).

Professional ethical conduct:

Polite, cheerful and friendly manner (friendly facial expressions, positive attitude, eye contact, open body language), client relations, confidentiality, respect for colleagues and competitors, avoid gossip, take pride in work, punctuality, employer and client loyalty.

Consultation techniques:

Client requirements, client satisfaction, client expectations and aftercare, signatures, visual, manual, listen, client card reference.

Eye and skin analysis:

Make accurate recommendations for treatment or referral to GP, gather information, avoid cross-infection and making an eye or skin condition worse, cleanse and sanitise hands, refer to previous records, cleanse eye area, visual check for contra-indications, natural lash length (short, medium, long), density of eyelashes, eyelash damage or loss, curvature of natural lash, thickness of natural lash, colour of natural lash, direction of hair growth, eye shape, face shape.

Possible negative physical effects of the eyelash extension process on the eye:

Cornea thickening, meibomian gland dysfunction.

Examples of contra-indications that may prevent treatment:

Severe skin conditions, eye infections, conjunctivitis, bacterial infections, inflammation or swelling of the skin around the eye, undiagnosed lumps or swellings, eye diseases and disorders, positive patch test, styes, blepharitis, watery eye, hypersensitive skin, severe bruising, cuts and abrasions, nervous client.

Examples of contra-indications that may restrict treatment:

Minor bruising, recent scar tissue, minor eczema, minor psoriasis, minor inflammation of the skin, facial piercing.

Skin sensitivity tests:

Adhesive, conditioning (collagen) lotion, 24-48 hours before treatment, record results of patch test, record all products and where on the body they are placed for the patch test, client signature and date.

Learning outcome 1: Be able to prepare for individual permanent lash treatments (continued)

Interpret results of skin sensitivity test:

Positive – red, itchy, irritated, swelling, sore.

Negative – no change to skin.

Patch test techniques:

Cleanse area (either crook of elbows or behind ears), apply each product to the area with a brush, allow to dry, leave on minimum of 24 hours, explain positive and negative reactions, remove product with damp cotton wool, if positive reaction is experienced record products used, and where placed, on the record card with date.

Importance of patch test:

To prevent allergic reaction on eye area – invalidation of insurance policy if not carried out, always follow manufacturer's instructions.

Types of eyelash treatments available:

Strip lashes, flares, semi-permanent lashes, eyelash extension, eyelash infill and maintenance procedures, eyelash extension removal, eyelash tinting, eyelash perming.

Importance of assessing facial characteristics:

Face shape, eye shape, size and position, distance between eyes, length and condition of natural lashes, identify appropriate lashes and adhesives.

Learning outcome 2: Be able to provide individual permanent lash treatments

Products:

Non-oily eye cleanser, pre-lash primer, adhesives, eyelash extensions (various lengths, curvature, colour, thickness), adhesive remover, eye gel patches, eye wash solution, antiseptic swabs, hand sanitiser.

Tools:

Micropore tape, air blower, x-type tweezers, straight tweezers with fine point, disposable micro brushes, disposable sponge applicators, disposable mascara brushes, lash extension holder, lash mat.

Equipment:

Overhead lamp, towels, disposable paper roll, tissue, cotton wool, pillow, headband.

Client treatment needs:

Single lash systems (of suitable colour, suitable curvature, custom blended, suitable length, suitable thickness, suit client's face and eye shape), factors (thickness, length, curvature, colour of natural lashes, lifestyle, age, direction of growth of natural lashes, previous eyelash perming, density of natural eyelashes, eyelash damage).

Desired appearance of eyelashes:

Client preference, face and eye shape (round, almond, deep set eyes).

Natural = 30-50 lashes per eye.

Enhanced = 50-70 lashes per eye.

Thick and full = 80 plus lashes per eye.

Tools and equipment (selection process):

Overhead lamp, towels, disposable paper roll, tissue, cotton wool, thickness of lash (0.10mm, 0.15mm, 0.20mm, 0.25mm), curvature of lash (J, C, Y, D, B), curl, length of lash (6/7/8/9/10/11/12/13/14/15mm), choices based on specific client needs, observed condition and density of natural eyelash.

Treatment techniques (positioning):

Work from one eye to the other, ergonomic posture, anchor points (index finger, thumb, wrist, elbow, hold like a pencil).

Treatment techniques (application):

Work evenly across each eye, working alternative eye sequence, application of extension at 90° angle to the eyelid, light pressure, bonded to natural lash 1-2mm from eyelid, avoid gapping, lashes (clean, tangle free, free of product build-up and debris), regular combing, releasing lashes and eye pads, removal of excess adhesive and debris, minimise discomfort to client.

Treatment techniques (infill):

Importance of correct preparation, length of time between appointments, removal of product build-up and debris.

Treatment techniques (finishing):

Combing lashes, client to view sitting up, avoid crossing over of lashes, lashes clean and tangle free, free of residue of product.

Structure of the hair:

Arrector pili muscle, hair follicle, inner root sheath (Henle's layer, Huxley's layer, cuticle layer), outer root sheath, vitreous membrane, connective tissue sheath, root (bulb/matrix, dermal papilla), sebaceous gland, shaft (medulla, cortex, cuticle).

Hair growth cycle:

Anagen, catagen, telogen, formation rate, factors affecting growth, eyelash thickness.

Learning outcome 2: Be able to provide individual permanent lash treatments (continued)

Possible contra-actions:

Adhesive entering eye, sensitivity or burning sensation, allergic reaction, erythema, eye irritations (remove all products immediately, use eye bath to flush eye, client to seek medical advice if condition persists), maintain records.

Aftercare advice:

Avoidance of activities which may cause contra-actions (heat, steam, water for first 24 hours), oily products, ineffective home care maintenance routines, client internal factors, reduce length, follow manufacturer's instructions, application techniques, maintenance appointment, professional removal only, avoidance of physical eyelash damage.

Main diseases and disorders of the hair:

Pediculosis, in-growing hairs, blepharitis.

Notes

Use this area for notes and diagrams



Notes

Use this area for notes and diagrams





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