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# Qualification Specification

iBT3D27 - VTCT (ITEC) Level 3 Diploma in Beauty  
Therapy Techniques

603/4057/5

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# About VTCT (ITEC)

iTEC is a global specialist organisation providing qualifications internationally, and specialises in beauty & spa therapy, hairdressing, complementary therapies and sports and fitness therapy. iTEC offers centres and learners high quality regulated qualifications for employability, specialist subjects and skills enhancement.

iTEC has close working partnerships with over 700 approved centres in over 40 countries, and offices in England, Ireland, South Africa, Asia Pacific and the USA. iTEC became part of VTCT (Vocational Training and Charitable Trust), in 2016 to strengthen its position in the industry internationally.

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

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# Qualification at a glance

<b>Qualification title</b>	VTCT (ITEC) Level 3 Diploma in Beauty Therapy Techniques
<b>Qualification number</b>	603/4057/5
<b>Product code</b>	iBT3D27
<b>First registration date</b>	01/10/2019
<b>Age range</b>	16-18, 19+
<b>Credit value</b>	52
<b>Total Qualification Time (TQT)</b>	520
<b>Guided Learning (GL) hours</b>	398
<b>Assessment</b>	<p>To be awarded this qualification, learners must successfully achieve the following assessments:</p> <ul style="list-style-type: none"> <li>• External practical examination</li> <li>• External theory examination</li> <li>• Portfolio of evidence containing               <ul style="list-style-type: none"> <li>- Treatment evidence</li> <li>- Performance evidence</li> <li>- Assignment</li> </ul> </li> </ul>
<b>Grading</b>	Pass/Merit/Distinction
<b>Entry requirements</b>	<p>It is recommended that learners must hold a Level 2 Diploma in Beauty Specialist Treatments or equivalent</p> <p>It is the responsibility of the centre to ensure that learners have the required knowledge, understanding and skills to enrol and successfully achieve this qualification.</p>

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# About this qualification

## Aims and objectives

The main aim of the VTCT (ITEC) Level 3 Diploma in Beauty Therapy Techniques is to enable learners to gain the necessary practical and theoretical skills in order to provide beauty therapy treatments to the general public and to gain employment in the beauty therapy industry. This qualification is suitable for learners aged 16 and over and is designed to provide occupational competence at level 3. It also provides a sound platform into further training at level 4.

## Content

This qualification is for learners who want to work within the beauty industry. The qualification consists of 3 mandatory units plus a selection of optional units covering a minimum of 257 hours of Guided Learning (GL). A minimum of 398 hours of guided learning are required to achieve the full qualification.

The main skills the learner will perform are:

- Consultation techniques – to include treatment plan, contra-indications and contra-actions, identifying general body types, different types of body fat and common postural faults and skin types and conditions
- Health, safety and hygiene – contextualised to the working environment
- Massage – to include consultation, identifying skin types, general body types, different types of fat and common postural faults and contra-indications, selecting suitable massage mediums for the client's skin type, classical massage movements and adapting the treatment to suit the client's specific needs

The learner will also develop knowledge about related health and safety and client care and communication which is essential to work and be successful in the beauty industry.

The learner will also be able to choose from a range of optional units to complete the qualification, for example:

- Apply stone therapy massage
- Provide Indian head massage
- Provide massage using pre-blended aromatherapy oils
- Provide thermal auricular therapy
- Provide spa treatments
- Monitor and maintain spa area
- Provide self-tanning
- Provide facial electrotherapy treatments
- Provide body electrotherapy treatments
- Provide electrical epilation
- Apply microdermabrasion
- Provide threading services for hair removal
- Fashion and photographic make-up
- Apply airbrush make-up to the face
- Apply individual permanent lashes
- Apply and maintain nail enhancements
- Airbrush designs for nails
- Enhance nails using electric files
- Working in the beauty related industries

The qualification also provides:

- The related knowledge and understanding required to perform the beauty therapy skills listed above effectively, in particular the anatomy and physiology of the body and common diseases and disorders that may affect when a client should or should not receive treatment
- Opportunities for learners to focus on the development of their wider skills in a beauty therapy setting, such as communicating with clients, working with others and problem solving
- Opportunities for learners to develop a range of skills, techniques, personal qualities and attitudes essential for successful performance in employment as a beauty therapist

## Opportunities for progression

Once learners have achieved the VTCT (ITEC) Level 3 Diploma in Beauty Therapy Techniques they may progress on to other VTCT (ITEC) or equivalent qualifications at level 4 for example:

- Level 4 Diploma in Advanced Skincare
- Level 4 Diploma in Spa and Salon Management
- Level 4 Diploma in Laser and Light Treatments
- Level 4 Certificate in Micro-Pigmentation Treatment
- Level 4 Award in Micro-Pigmentation Treatment
- Level 4 Certificate in Radio Frequency
- Level 4 Certificate in Skin Needling
- Level 4 Certificate in Skin Peeling
- Level 4 Certificate in Ultrasound

## Opportunities for employment

There are opportunities for beauty therapists to find employment in a variety of areas:

- Beauty salons
- Hotels
- Health clubs
- Spas
- Cruise liners

## Relationship to National Occupational Standards

This qualification has mapped to National Occupational Standards where they exist and has ensured that best practice in the workplace has been reflected in the qualification. This qualification is linked to the relative job roles as well as ensuring that the qualification reflects the required level of knowledge and ability for the beauty therapist at level 3.

# Qualification structure

To be awarded the VTCT (ITEC) Level 3 Diploma in Beauty Therapy Techniques, learners must achieve:

- All mandatory units
- A minimum of 3 optional units covering 257 GLH and 36 credits

The minimum GLH required to achieve this qualification is 398

The minimum TQT required to achieve this qualification is 520

The minimum credits required for this qualification is 52

**Table 1**

Unit code	Mandatory units	Guided Learning Hours (GLH)	Credit value	Unit reference number	Unit weighting for the overall qualification grade
iUBT320	Provide body massage	84	9	L/617/4294	75%
iUCO79	Monitor and maintain health and safety practice in the salon	29	4	A/617/4369	25%
iUBT402	Client care and communication in beauty-related industries	28	3	Y/617/4346	0

**Table 2**

Unit code	Optional units	Guided Learning Hours (GLH)	Credit value	Unit reference number
iUBT344	Apply stone therapy massage	75	9	F/617/4275
iUBT322	Provide Indian head massage	49	6	H/617/4298
iUCT43	Provide massage using pre-blended aromatherapy oils	65	7	M/617/4367
iUBT307	Provide thermal auricular therapy	20	2	R/617/4281
iUBT365	Provide spa treatments	48	7	T/617/4290
iUBT323	Monitor and maintain spa area	45	5	Y/617/4301
iUBT398	Provide self-tanning	25	3	J/617/4343
iUBT378	Provide facial electrotherapy treatments	104	11	J/617/4309
iUBT364	Provide body electrotherapy treatments	104	11	T/617/4287
iUBT421	Provide electrical epilation	88	11	Y/617/4363

iUBT367	Apply microdermabrasion	39	4	F/617/4292
iUBT325	Provide threading services for hair removal	29	4	D/617/4302
iUBT391	Fashion and photographic make-up	66	7	D/617/4333
iUBT396	Apply airbrush make-up to the face	27	4	T/617/4340
iUBT321	Apply individual permanent lashes	38	4	D/617/4297
iUBT308	Apply and maintain nail enhancements	111	15	D/617/4283
iUBT377	Airbrush designs for nails	22	4	K/617/4304
iUBT405	Enhance nails using electric files	29	3	K/617/4352
iUBT406	Working in beauty related industries	31	4	M/617/4353

### Guided Learning Hours (GLH)

Guided Learning Hours is 'the activity of a learner in being taught or instructed by – or otherwise participating in education or training under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training'. This includes 'the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training'.

### Total Qualification Time (TQT)

Total Qualification Time is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of the qualification.

# Assessment

All treatment evidence, assignments, internal assessments, and underpinning knowledge must be completed prior to the final practical examination.

The final external practical examination will be carried out by the external examiner at the end of the period of learning. The external examiner will also verify a sample of the treatment evidence, assignments and internal assessment.

**Table 3**

Unit code	Mandatory units	Assessment	Grading
iUBT320	Provide body massage	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 4 treatments	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUCO79	Monitor and maintain health and safety practice in the salon	Portfolio of evidence – 3 performances	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUBT402	Client care and communication in beauty-related industries	Portfolio of evidence – Assignment	Pass/Refer

**Table 4**

Unit code	Optional units	Assessment	Grading
iUBT344	Apply stone therapy massage	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 4 treatments	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUBT322	Provide Indian head massage	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%

		Portfolio of evidence – 4 treatments	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUCT43	Provide massage using pre-blended aromatherapy oils	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 4 treatments	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUBT307	Provide thermal auricular therapy	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 3 treatments	Pass/Refer
		Portfolio of evidence – Assignment	Pass/Refer
iUBT365	Provide spa treatments	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 4 treatments	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUBT323	Monitor and maintain spa area	Portfolio of evidence – Assignment	Pass/Refer
		Portfolio of evidence – 3 treatments	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUBT398	Provide self-tanning	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%

		Portfolio of evidence – Assignment	Pass/Refer
		Portfolio of evidence – 3 treatments	Pass/Refer
iUBT378	Provide facial electrotherapy treatments	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 5 treatments	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUBT364	Provide body electrotherapy treatments	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 5 treatments	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUBT421	Provide electrical epilation	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 10 treatments (5x SWD and 5x blend method)	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
iUBT367	Apply microdermabrasion	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 5 treatments	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%

iUBT325	Provide threading services for hair removal	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 4 treatments	Pass/Refer
		Portfolio of evidence – Assignment	Pass/Refer
iUBT391	Fashion and photographic make-up	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 5 performances	Pass/Refer
iUBT396	Apply airbrush make-up to the face	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 4 performances	Pass/Refer
		Portfolio of evidence – Assignment	Pass/Refer
iUBT321	Apply individual permanent lashes	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 5 treatments	Pass/Refer
		Portfolio of evidence – Assignment	Pass/Refer
iUBT308	Apply and maintain nail enhancements	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 15 treatments	Pass/Refer
		MCQ	Pass 60%-74% Merit 75%-89% Distinction 90%-100%

iUBT377	Airbrush designs for nails	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 4 treatments	Pass/Refer
		Portfolio of evidence – Assignment	Pass/Refer
iUBT405	Enhance nails using electric files	Practical examination	Pass 60%-74% Merit 75%-89% Distinction 90%-100%
		Portfolio of evidence – 2 treatments	Pass/Refer
		Portfolio of evidence – Assignment	Pass/Refer
iUBT406	Working in beauty related industries	Portfolio of evidence – Assignment	Pass/Refer

Unit specifications and additional supporting material for this qualification can be found on the iTEC website.

## Grading of the qualification

Learners must achieve a Pass grade or higher in the requisite number of units as specified in the rules of combination, see Table 1 and 2 above. Only mandatory units which are graded Pass/Merit/Distinction will contribute to the overall grade.

Practical examinations and theory examinations will be graded Pass/Merit/Distinction.

Portfolio of evidence containing the following will be graded Pass/Fail:

- Treatment evidence
- Performance evidence
- Assignments

Optional units can be graded Pass/Merit/Distinction or Pass/Fail. The specified number of optional units must be passed in order to achieve the qualification, however optional units will not contribute to the overall grade.

The overall qualification is graded Pass/Merit/Distinction.

Grade boundaries for units and the overall calculation for the qualification grade are open to annual review. Following this review, these boundaries and overall calculations can be adjusted by VTCT. This review and possible change within a qualification are to ensure the standard of the qualification grade is upheld throughout the qualification's lifecycle.

## Theory examination

All theory tests must be conducted in a controlled environment and follow the procedures defined by VTCT (ITEC). The theory tests will be set and marked by VTCT (ITEC). The centre is responsible for ensuring the examination can operate seamlessly by organising the process as defined in the 'Instructions for Conducting Examinations' which can be found on the ITEC website.

## Practical examination

Once all aspects of the mandatory units have been completed, learners will be expected to complete an internal mock practical assessment. This will be undertaken by the internal assessor/lecturer using the internal assessment forms. These must be handed to the external examiner on the day of the final external practical examination.

All practical assessments must be conducted in a controlled environment defined by VTCT (ITEC). The practical examination will be conducted by an external examiner; however, the centre is responsible for ensuring the examination can operate seamlessly by organising the process as defined in the 'Instructions for Conducting Examinations' which can be found on the ITEC website. The marking criteria and marking scheme can be found under the documents tab within the qualification.

## Portfolio of evidence

Learners are required to provide a portfolio of evidence containing treatments and/or case studies that they have performed on clients during their training under the supervision of the lecturer who will monitor the quality of the treatments in order to ensure that they meet the criteria.

- The criteria are detailed on the treatment evidence guidance forms
- The learner will need to complete a client consultation form as evidence that they performed the required number of treatments during their training (see Tables 3 & 4) as they form part of the internal assessment for the qualification. They can be stored in the learner's portfolio

Learners are required to provide assignments under the supervision of the lecturer who will monitor the quality of the assignments in order to ensure that they meet the criteria.

- The criteria are detailed on the assignment guidance forms and form part of the internal assessment for the qualification

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# Quality assurance

## Delivery of the qualification

A scheme of work must be approved by VTCT (ITEC) for all units prior to the commencement of the course.

Lecturers should aim to deliver the theory and practical of each unit simultaneously, i.e., both theory and practical of each unit should be taught together to ensure the underpinning knowledge is being delivered at the same time as the practical skills. This will help to ensure that learners understand the structures they are working on as a result of combining delivery with the practical application of treatments.

## Centre resources

The organisation delivering the qualification must provide a suitable environment for teaching the VTCT (ITEC) Level 3 Diploma in Beauty Therapy Techniques as well as all equipment both fixed and free standing to complete all aspects of the qualification. Learners need to be made aware of the amount of consumables/towels they will be required to provide

## Achievement record

All units will require an Achievement Record to be completed by the lecturer for each learner. This achievement record will need to be kept by the centre and may be sampled by the external examiner or external quality assurer on their visit.

An Achievement Record for each unit can be downloaded from the ITEC website.

## Document History

Version	Issue Date	Changes	Role
v0.4	14/05/2019	Draft version published to inform centres prior to September launch.	Systems Integration Team
v1.0	13/09/2019	First published	Head of Qualifications and Processing
v2.0	29/10/2019	Corrected iUBT398 assessment	Qualifications and Regulation Co-ordinator
v3.0	03/12/2019	Grading boundary review statement added	Qualifications Administrator
v4.0	01/09/2020	Added COVID-19 Infection Prevention pre-requisite	Product and Regulation Manager
v5.0	02/12/2020	Clarified minimum requirements for qualification	Product and Regulation Manager
v6.0	01/08/2022	Removal of the COVID-19 Infection Prevention pre-requisite	Qualifications Administrator