Qualification Specification

BT3C10 – VTCT (ITEC) Level 3 Certificate in Access to Aesthetic Therapies

610/2399/1

Version 2

About VTCT

VTCT is the UK's market-leading specialist vocational and technical awarding organisation for beauty, medical aesthetics, complementary therapies, sports and active fitness, as well as a number of other sector areas including learning and development, early years education, health and social care and hospitality and catering.

VTCT is regulated by the Office for Qualifications and Examinations Regulation (Ofqual) which is a non-ministerial UK government department reporting directly to parliament. VTCT is also regulated by governments in Scotland, Wales, Northern Ireland and is recognised by many government authorities globally for the award of qualifications aligned with national qualifications frameworks.

Our qualifications are delivered under three brands, VTCT, ITEC and Skillsfirst, offered in 50 countries around the world and more than 2,500 approved centres, to more than 120,000 learners every year.

All material in this publication is copyright of VTCT © Vocational Training Charitable Trust, 2023.

Contents

1 Qualification at a glance

Qualification title	VTCT (ITEC) Level 3 Certificate in Access to Aesthetic Therapies
Qualification number	610/2399/1
Product code	BT3C10
First registration date	1st April 2023
Age range	16+
Total Qualification Time (TQT)	294
Guided Learning (GL) hours	200
Assessment	To be awarded this qualification, learners must successfully achieve the following assessments: • Externally set and internally assessed practical assessments • Externally set and externally marked theoretical examinations • Completed a treatment evidence portfolio
Grading	The overall qualification is graded: • Pass/Fail
Entry requirements	There are no formal entry requirements for this qualification set by VTCT. Centres should conduct initial assessments to ensure learners are capable of producing evidence to the required standard.

2 About this qualification

2.1 Who is this qualification for?

The VTCT (ITEC) Level 3 Certificate in Access to Aesthetic Therapies is a beauty therapy qualification aimed at learners with no formal background in beauty therapy training, who wish to gain access to additional study of advanced therapy treatments at levels 4 and above.

2.2 What does this qualification cover?

This qualification consists of units at level 2 and 3 combined to provide the learner with the required underpinning knowledge to afford direct progression onto specific modality training at level 4 +.

Learners must achieve the mandatory units:

- Maintain health and safety in the salon
- Skin analysis and facial skincare
- Consultation and client care
- Anatomy, physiology and pathology
- Electrical science

Throughout this qualification, learners will develop their knowledge and understanding of relevant health and safety requirements, anatomy, physiology, and pathology and electrical science, alongside skin analysis and safe practice treatment protocols for facial skin care. Learners will also develop the knowledge, understanding and skills required to consult with clients, and provide specific aftercare and home care advice.

2.3 Why is this qualification the most suitable?

This qualification offers the learner who wishes to progress to higher level training the fastest opportunity to achieve the required skills and knowledge to do so.

2.4 What could this qualification lead to?

The primary purpose of this qualification is to prepare learners for additional study at level 4+ in the beauty aesthetic industry. Achievement of this qualification will enable learners to further develop their knowledge and skills by completing additional specialist qualifications at Level 4 and 5, for example:

- VTCT (ITEC) Level 4 Award in Skin Peeling
- VTCT (ITEC) Level 4 Award in Skin Needling
- VTCT (ITEC) Level 4 Award in Ultrasound
- VTCT (ITEC) Level 4 Award in Dermaplaning
- VTCT (ITEC) Level 4 Award in High Intensity Focused Ultrasound (HIFU)
- VTCT (ITEC) Level 4 Award in Scalp Micropigmentation
- VTCT (ITEC) Level 5 Award in Micropigmentation for Camouflage and Restoration

3 Qualification structure

To be awarded the VTCT (ITEC) Level 3 Certificate in Access to Aesthetic Therapies, learners must achieve all mandatory units.

To be awarded this qualification learners must achieve a Pass grade in:

- all mandatory units
- the external theory examinations
- the practical assessments

The minimum TQT required to achieve this qualification is **294**.

VTCT product code	Unit title	Level	GL	Unit reference number
Mandatory units				
UBT285	Skin analysis and facial skincare	2	45	M/650/6629
UBT286	Consultation and client care	2	20	Y/650/6630
UBT287	Anatomy, physiology and pathology	3	90	A/650/6631
UBT288	Electrical science	3	20	D/650/6632
UBT289	Maintain health and safety in the salon	3	25	F/650/6633

4 Centre requirements

4.1 Approval and recognition

Existing centres that wish to deliver this qualification must obtain recognition using the standard qualification recognition procedures.

New centres that want to deliver this qualification must gain both centre approval and qualification recognition. Please refer to the VTCT and the ITEC website for further information.

Centre staff should be familiar with current practices and standards in the sector and with the qualification structure, content, assessment and quality assurance arrangements, before designing a course programme.

4.2 Resources

Centres must possess the physical resources needed to support the delivery of the programme and the assessment of knowledge and skills, which should therefore be of industry standard. Where specific resources are required these have been indicated in individual units.

- a minimum of 1 couch and 1 trolley per learner
- products, materials and equipment as appropriate to class numbers in order to practice sufficiently to meet relevant learning outcomes and assessment criteria in the qualification

It is the centre's responsibility to ensure:

- all equipment used conforms to any applicable safety standards
- products used are those approved for cosmetic use by practitioners
- adequate insurance is in place for teaching the specific aesthetic beauty treatment, including practical treatment cover for all learners, staff and clients.

4.3 Teaching staff

In order to deliver this qualification, teaching staff must:

- be occupational experts and have knowledge and understanding in the area for which they are delivering training. This knowledge must be at the same level as or higher than the training being delivered
- understand the qualification's structure and content, and the learning outcomes they are delivering
- have recent and relevant industry experience in the specific area they are delivering
- have credible experience of teaching and/or providing training
- undertake activities which contribute to their continuing professional development (CPD)

4.4 Internal assessors

A centre-based assessor/tutor will assess and mark the treatment evidence as either Pass or Refer. The VTCT (ITEC) External Quality Assurer (EQA) will verify a sample, either in situ or remotely on e-portfolio.

The centre assessors must ensure assessment decisions are consistently applied and that learners' work is to the required standard. Each assessor's work will be checked and confirmed by the VTCT (ITEC) External Quality Assurer (EQA) for the Centre. Assessment decisions must be standardised to ensure that all learners' work has been assessed to the same standard and is fair, valid and reliable.

In order to assess learners working towards this qualification, assessors must:

- be occupational experts in the area they are assessing
- understand the assessment process
- have recent and relevant industry experience in the specific area they are assessing
- must have knowledge and understanding of quality assurance of assessment processes
- have credible experience of assessment within a teaching and/or training environment
- undertake activities which contribute to their continuing professional development (CPD)

Assessors must assess learners' work in accordance with the assessment and grading requirements set out in this specification.

For information on the roles, responsibilities, authorities and accountabilities of assessors refer to VTCT's Centre Handbook, which can be downloaded from the VTCT website.

4.5 Internal quality assurers (IQAs)

Centres must have a dedicated member of staff who acts as the IQA to ensure assessment decisions are consistently applied between assessors, and that learner work is to the required standard. The IQA must be able to sample/audit/quality assure the decisions made by the assessment team in support of progression. Each assessor's work must be checked and confirmed by the IQA. Assessment decisions must be standardised to ensure that all learners' work has been assessed to the same standard and is fair, valid and reliable.

The IQA must observe assessors carrying out assessments, review assessment decisions from the evidence provided and hold standardisation meetings with the assessment team to ensure consistency in the use of documentation and interpretation of the qualification requirements.

Evidence of internal quality assurance must be recorded, retained and made available for the external quality assurer (EQA).

In order to internally quality assure learners working towards this qualification, IQAs must:

- be occupationally competent in the area they are quality assuring
- understand the assessment and internal quality assurance processes
- have recent and relevant industry experience in the specific area they are quality assuring
- have credible experience of assessment and internal quality assurance within a teaching and/or training environment
- undertake activities which contribute to their continuing professional development (CPD)

For information on the roles, responsibilities, authorities and accountabilities of IQAs, and internal quality assurance more generally, refer to VTCT's Centre Handbook, which can be downloaded from the VTCT website.

4.6 Record keeping

Centres must produce and retain records that include:

- learners on programme, including learner name, date of birth, contact details, assessor's name, IQA's name, and registration date with VTCT (ITEC)
- assessment plans and IQA sampling plans
- learner assessment records detailing who assessed what and when, the assessment methods used, the location of the supporting evidence, and the assessment decision/grade awarded with supporting evidence
- records of internal quality assurance activity detailing who internally quality assured what and when, the sample selected and its rationale, records of IQA standardisation meetings,

4.7 Total Qualification Time (TQT)

TQT is defined under the Ofqual General Conditions of Recognition, General Condition J1.8, as 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 achievement of the level of attainment necessary for the award of a qualification.

TQT is comprised of the following two elements:

- the number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed – but, unlike Guided Learning, not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training

The TQT for this qualification is detailed in Section 3 of this specification.

5 Assessment

5.1 Summary of assessment methods

This qualification comprises internal and external assessments. Learners must achieve the assessments detailed in the table below.

Assessment method	Overview of controls
Theory examinations	Externally set and externally marked examination. The examinations assess knowledge and understanding from the theoretical content of the mandatory units, at the end of the period of learning.
Assessed treatment evidence	Externally set and internally marked. Subject to external quality assurance monitoring. Treatment practice, conducted as individual treatments contributes to the assessment outcome and portfolio of evidence for the qualification.
Practical assessments	Refer to unit specifications UBT285 and UBT286 for Practical assessment requirements.

Internal assessment materials are available to download from the VTCT and iTEC websites.

5.2 Unit assessment methods

The table below identifies the assessment methods used to assess mandatory units.

Unit product code	Practical Assessment	Theory Examination	Portfolio of Evidence
UBT285	✓	✓	✓
UBT286	✓	✓	✓
UBT287		✓	
UBT288		✓	
UBT289		✓	

5.3 Theory Examinations

Theory examinations are externally set and externally marked by VTCT (ITEC).

The specification for the external theoretical examinations are detailed below.

Theory examination (UBT287)	
Availability (Exam sessions)	To be taken on demand as agreed by the awarding organisation. Available to sit online.
Grading	Fail/Pass
Unit covered	UBT287 – Anatomy, physiology and pathology
Type of examination	Multiple Choice Questions (MCQ) to cover the theoretical assessment criteria within the units.
Theory examination BT3C10.EX1 (UBT285, UBT286, UBT288 and UBT289)	
Availability (Exam sessions)	To be taken on demand as agreed by the awarding organisation. Available to sit online.
Grading	Fail/Pass
Units covered	UBT285 – Skin analysis and facial skincare UBT286 – Consultation and client care UBT288 – Electrical science UBT289 – Maintain health and safety in the salon
Type of examination	Multiple Choice Questions (MCQ) to cover the theoretical assessment criteria within the units.

Examinations must be undertaken by learners under controlled examination conditions in accordance with VTCT's policies and procedures for external assessment.

5.3.1 Retaking external theory examinations

Learners who fail to achieve the required grade are permitted to re-sit after having sufficient teaching and additional study time. There is no limit to the number of retakes a learner may undertake.

5.3.2 Reasonable adjustments and special considerations

Information on the reasonable adjustments allowed for the external examinations within this qualification can be found in the Policies section on the VTCT and iTEC websites.

5.3.3 Treatment evidence/treatment portfolio

The treatment portfolio is an evidence requirement which must be completed prior to learners undertaking the theoretical examinations.

The awarding organisation specifies the amount of treatment evidence to be carried out and evidenced in the portfolio within the unit specifications. These can be found on the VTCT and iTEC websites on the relevant qualification page.

The treatment evidence will be marked pass or fail by the centre lecturer/assessor and sampled by the external quality assurer.

5.4 Internal assessment

This will be undertaken by the internal assessor/lecturer using the internal assessment forms. These must be verified by the external quality assurer. All practical assessments must be conducted in a controlled environment defined by VTCT (ITEC).

5.4.1 Authentication of learner work

Whilst the majority of units in this qualification require evidence to be produced for assessment under direct supervision and highly controlled conditions, some units require learners to produce evidence without supervision.

Where this is the case, centres must be confident that learners' work is authentic. In such cases, learners must complete a Declaration of Authenticity to confirm that the work produced is their own. This must be countersigned by an assessor. A Declaration of Authenticity form is available to download from the VTCT website.

Centres must ensure that all learner evidence is available to the EQA.

The authentication of learner evidence is the responsibility of the centre.

6 VTCT (ITEC) Quality Assurance

6.1 External quality assurance monitoring visits

These qualifications are externally quality assured by VTCT (ITEC). Centres delivering these qualifications will have a minimum of two external quality assurance visits per year. Between visits EQAs are available to offer advice and guidance on any aspect of quality assurance, via telephone or email; additional quality assurance visits can be arranged.

On a centre visit an EQA:

- verifies that appropriate staff and sufficient resources are in place, and that the centre is continuing to meet the criteria specified in the centre contract
- checks that the centre's policies and procedures, specifically those that relate to internal standardisation and record keeping, continue to meet VTCT's requirements
- in line with VTCT's sampling strategy, samples learner work to verify that it is to the required standard for given assignment grades and overall qualification grade, this includes observation of practical-based assignments
- reviews evidence of the internal quality assurance activities that have been undertaken to internally standardise assessments
- samples work and observes assessments at/from different sites if the centre operates at more than one location, from different centres and IQAs and at different stages of delivery

Centres must provide assessment plans to their EQA at the earliest possible opportunity, so that the EQA can plan to undertake visits that coincide with any practical assessments taking place at the centre, so that external verification can take place.

Random sampling is arranged between the centre and the EQA. The EQA will choose a sample of named learners to cover a variety of skills, knowledge, units and assessors. Through the sampling process the EQA will seek to assure that all assessment decisions made at the centre are consistent, fair, valid, and reliable. The EQA will also seek to confirm that all assessments conducted meet national standards.

Prior to certification the EQA will be required to verify that externally set and internally marked assessments are graded to the appropriate level. Depending on their findings, the EQA may request an increase in the sample size, a further quality assurance visit (chargeable to the centre), a request to submit 100% sample of assessments to VTCT for further verification to ensure work is of the required standard for the given grades, or sanctions may be applied in accordance with the VTCT Sanctions Policy. In line with the EQA findings VTCT may, therefore, review and change assessment and final qualification grades in accordance with the required standards.

6.2 Spot checking

In addition to the scheduled EQA visits, targeted and unannounced spot checks of centres delivering this qualification will be undertaken as part of the awarding organisation's formal quality assurance process.

6.3 Support and guidance

Unit specifications, consultation sheets and internal assessment materials are available to support qualification delivery and assessment.

For more information, visit the VTCT and iTEC websites (www.vtct.org.uk, www.itecworld.co.uk).

7 Unit structure

Units are available as separate specifications and can be downloaded from the VTCT or ITEC website. Units that make up this qualification are structured as follows:

Product code	The code allocated by the awarding organisation. This should be used when communicating directly with the awarding organisation.
Title	Reflects the content of the unit.
Unit reference number	This is the unit reference number as detailed on Ofqual's Register of Regulated Qualifications.
Level	This represents the level of achievement. The National Qualifications Framework level descriptors and similar qualifications at this level inform the allocation of the unit level.
Guided Learning (GL) hours	All units have GL assigned to them. This is the time a learner spends: • being taught or given instruction by a lecturer, tutor, supervisor or other appropriate provider of education or training.
Overview	Provides a summary of what learners will cover in a unit, and outlines the knowledge, understanding and skills to be developed.
Learning outcomes	Specify what a learner will know, understand and be able to do as a result of completing a unit.
Assessment criteria	Assessment criteria specify the minimum standard required by the learner to achieve the relevant grade. Learners must provide sufficient and valid evidence to achieve the grade.
Taught content	Provides the basis for the teaching, learning and assessment of each learning outcome. Teachers and tutors should ensure that the full breadth of unit content is delivered.
Assessment requirements	Details the assessments that must be completed and achieved to be awarded a unit. For more information on assessment methods see Section 5 of this specification.

Document History

Version	Issue Date	Changes	Role
V1.0	01/04/2023	First published	Product and Regulation Manager
v2.0	06/04/2023	Removed reference to an Appendix. Removed ticks for Portfolio of evidence for units UBT287-89, page 10	Qualifications Administrator