![VTCT iTEC logos]

Qualification Specification

BT4C14 – VTCT (ITEC) Level 4 Certificate in Hair Reduction and Skin Rejuvenation using LASER Systems

610/2428/4

Version 1

About VTCT (ITEC)

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.

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1. Qualification at a glance

Qualification title	VTCT (ITEC) Level 4 Certificate in Hair Reduction and Skin Rejuvenation using LASER Systems
Qualification number	610/2428/4
Product code	BT4C14
First registration date	1st April 2023
Age range	18+
Total Qualification Time (TQT)	140
Guided Learning (GL) hours	60
Assessment	To be awarded this qualification, learners must successfully achieve the following assessments: • Course work/portfolio evidence • Case studies/portfolio evidence • Summative practical assessments
Grading	The overall qualification is graded: • Fail/Pass
Entry requirements	Learners are required to hold: • Level 3 qualification in Beauty Therapy or an Access to Aesthetics qualification or equivalent. All qualifications must include A&P at level 3 • Core of Knowledge for Laser and Light Devices

2. Purpose Statement

2.1 Who is this qualification for?

The VTCT (ITEC) Level 4 Certificate in Hair Reduction and Skin Rejuvenation using LASER Systems is an advanced therapy qualification aimed at level 3 qualified practitioners aged 18 and over, who wish to add this therapy to their repertoire of treatment offerings.

2.2 What does this qualification cover?

This qualification is informed by employers and national occupational standards for beauty therapy and includes all the required elements to work effectively as a LASER Systems practitioner specialising in hair growth reduction and skin rejuvenation. Learners must achieve all mandatory units, which include:

- Perform hair growth reduction using LASER Systems
- Perform skin rejuvenation using LASER systems

Throughout this qualification, learners will develop their knowledge and understanding of relevant anatomy and physiology and health and safety pertaining to level 4 aesthetic therapies. They will also develop the knowledge, understanding and skills to communicate, consult with and analyse clients for treatment, whilst honing their customer service skills.

2.3 Why is this qualification the most suitable?

This qualification is the latest addition to the aesthetic suite, developed to enable learners to specialise in a dedicated LASER hair removal and skin rejuvenation qualification as a progression route for level 3 practitioners wishing to add to their service range in specific treatment modalities.

2.4 What could this qualification lead to?

The primary purpose of this qualification is to prepare learners for employment in the advanced aesthetic industry providing hair reduction and skin rejuvenation treatments using LASER Systems. Additionally, learners may choose to further develop their knowledge and skills by completing supplementary specialist qualifications at level 4 and 5 in one or more of the following areas:

- VTCT (ITEC) Level 4 Certificate in Hair Reduction and Skin Rejuvenation using Intense Pulsed Light Systems
- VTCT (ITEC) Level 5 Certificate in LASER tattoo removal

3. Qualification structure

To be awarded the VTCT (ITEC) Level 4 Certificate in Hair Reduction and Skin Rejuvenation using LASER Systems learners must achieve:

- all mandatory units
- all course work
- all case studies
- all summative assessments

The minimum TQT required to achieve this qualification is **140**.

Product code	Unit title	Level	GL	Unit reference number
Mandatory units				
UBT451	Perform hair growth reduction using LASER Systems	4	30	J/650/6635
UBT453	Perform skin rejuvenation using LASER Systems	4	30	L/650/6637

4. Centre requirements

4.1 Approval and recognition

For existing centres, this qualification is part of the aesthetics qualifications suite that is defined as an additional suite. These must be applied for using the Approval Application – Level 4 & 5 Aesthetic Therapies Qualifications form and will be subject to an approval visit, which will be charged in line with published fees.

New centres that intend to deliver this qualification must gain both centre approval and qualification category approval. Please go to the VTCT or iTEC websites for further information or email: qualityassurance@vtct.org.uk

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. Specific resources required for this qualification should include (but are not limited to):

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

It is the centres responsibility to ensure:

- all equipment used conforms to EU-Electromagnetic Compliance Directive 2014/30/EU, EU-low voltage Directive 2014/35/EU and the Electrical Equipment (Safety) Regulations 1994/2016 as applicable
- products used are those approved by EU Cosmetics Regulations for cosmetic use by practitioner
- adequate insurance is in place, as recommended by industry, at all times, to include cover for all learners, staff and clients attending VTCT (iTEC) courses

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
- hold an appropriate qualification or accredited training in the subject to be taught. In the absence of a regulated qualification, staff members will be required to demonstrate Continued Professional Development (CPD) with accredited training providers, for each qualification that the approval application lists. Staff would then be required to agree to update their training to a full qualification within 12 months of being approved to deliver. If for any reason the staff member fails to achieve the qualification, the centre would be required to find another competent member of staff to deliver the programme or forfeit the right to deliver the qualification
- understand the qualification's structure and content, and the learning outcomes they are delivering
- have relevant and current 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 Centre based assessors

The lecturer/internal assessor will assess and mark the course work the VTCT (iTEC) external examiner will verify a sample, in situ either on the day of the practical and theory examination or remotely on e-portfolio.

Centre assessors must:

- hold a suitable, relevant assessor qualification or be working towards one. If no qualification is held, a commitment to achieve the qualification within the first 12 months must be undertaken
- be occupational experts and have qualifications, knowledge and understanding in the area relevant to the qualification content. This knowledge must be at the same level as or higher than the training being delivered
- understanding of the assessment process
- undertake activities which contribute to their Continuing Professional Development (CPD)
- have recent and relevant industry experience in the specific area they are assessing
- have credible experience of assessment within a teaching and/or training environment

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: www.vtct.org.uk

4.5 Internal Quality Assurers (IQAs)

Centres must have a rigorous internal quality assurance system in place. The qualification delivery must be underpinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.

The role of the IQA is to ensure assessment decisions are consistently applied between assessors, and that learners' work meets the required standard. 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:

- hold a relevant qualification in the quality assurance of assessment or be working towards one. If no qualification is held, a commitment to achieve the qualification within the first 12 months must be undertaken
- be occupational experts and have qualifications, knowledge and understanding in the area which they are quality assuring. This knowledge must be the same level as or higher than the training being delivered
- 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)

IQA's who are working towards their IQA or modality specific qualifications must have a clear action plan to achieve the qualification. Centre approval will be withdrawn if the required number of IQA qualified staff have not achieved their qualifications within 12 months.

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

4.6 Record keeping

Centres must produce and retain records that include:

- learners on programme, including learner name, date of birth, contact details, lecturer/assessors
- 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, assessor and IQA competence records, monitoring records of assessor/IQA progress towards achievement of the relevant assessor/internal quality assurance qualifications and requirements for the retention of learner evidence

4.7 Total Qualification Time (TQT)

TQT is defined by regulators 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
Course work/portfolio evidence	Internally set and internally marked. The course work/portfolio evidence does not contribute to the overall grade, but contributes to the assessment outcome of the qualification. This evidence requirement is to enable learners to demonstrate understanding of the underpinning knowledge, which must be completed prior to learners undertaking their summative practical assessments
Case studies/portfolio evidence	Externally set and internally marked. The case studies do not contribute to the overall grade, but contribute to the assessment outcome of the qualification. This evidence requirement must be completed prior to learners undertaking the summative practical assessments.
Summative practical assessment	Externally set and internally assessed. This assessment method is incorporated to allow learners to demonstrate a consistency of performance over the period of time, working on a variety of clients.

5.2 Unit assessment methods

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

Unit product code	Course work/portfolio evidence	Case studies/portfolio evidence	Summative practical assessments
UBT451	✓	✓	✓
UBT453	✓	✓	✓

5.2.1 Course work/portfolio evidence

These are internally set, internally marked and externally sampled by the VTCT EQA. Course work can take the form of (for example) assignment/work packs/project/tests and are set by the Centre to ensure the learner produces the required evidence to demonstrate understanding of the underpinning knowledge. The detail of the assignment/projects is not set by the awarding organisation.

5.2.2 Case studies/portfolio evidence

The case studies/portfolio evidence requirement must be completed prior to learners undertaking the summative assessments.

The awarding organisation specifies the amount of case studies 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 case studies/treatment portfolio can be used as a confirmatory and formative assessment to prepare learners for the summative assessments. The purpose of this portfolio is to evaluate learner performance and use the information gathered to shape and improve learners' performance in preparation for summative assessments. Centres should also consider the use of formative self and peer assessment as part of the learning journey.

Whilst the case studies/treatment portfolio do not contribute to the overall grade, they will be marked pass or fail by the centre lecturer/assessor and sampled by the external examiner.

5.2.3 Summative assessments

The practical summative assessment will be conducted by the centre internal assessor, through direct observation. This assessment will be sampled by the centre IQA and on occasion, may be subject to observation by the VTCT EQA. The summative assessment must take place under controlled conditions, in a realistic working environment on a real client and in a commercially acceptable timing for the practical treatment being assessed. The summative assessment is mapped to Learning Outcomes 3 and 4 in the unit.

6 Unit structure

Unit specifications 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.
Level	This represents the level of achievement. The Regulated 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.
Unit content	Provides the basis for the teaching, learning and assessment of each learning outcome. Lecturers should ensure that the full breadth of unit content is delivered.
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.

Document History

Version	Issue Date	Changes	Role
v1.0	01/04/2023	First published	Product and Regulation Manager