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# Qualification Specification

iBT3D12 - VTCT Skills (ITEC) Level 3 Diploma in Body Treatments

603/4045/9

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# About VTCT Skills (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 Skills (ITEC) Level 3 Diploma in Body Treatments
<b>Qualification number</b>	603/4045/9
<b>Product code</b>	iBT3D12
<b>First registration date</b>	01/10/2019
<b>Age range</b>	16-18, 19+
<b>Total Qualification Time (TQT)</b>	548
<b>Guided Learning (GL) hours</b>	410
<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></ul></li></ul>
<b>Grading</b>	Pass/Merit/Distinction
<b>Entry requirements</b>	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.

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# About this qualification

## Aims and objectives

The main aim of the VTCT Skills (ITEC) Level 3 Diploma in Body Treatments is to enable learners to gain the necessary practical and theoretical skills in order to provide body treatments to the general public and to gain employment in the spa and 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 3 and 4.

## Content

This qualification is for learners who want to work within the spa or beauty therapy industry. The qualification consists of 4 mandatory units with a total of 410 hours of guided learning (GL) to achieve the full qualification.

The main skills the learner will perform are:

- Consultation techniques – to include treatment plan and contra-indications and contra-actions, identifying general body types, different types of body fat and common postural faults
- Swedish 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 the client's specific needs
- Figure diagnosis and body electrical treatments – to include carrying out relevant tests, selecting, using and adapting products and equipment to suit the clients' treatment needs and body types and conditions such as Electro Muscle Stimulator, Galvanism, Microcurrent, Vacuum Suction and Mechanical Massage (G5)

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

This qualification also provides:

- The related knowledge and understanding required to perform the body treatment 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 specialising in body treatments

## Opportunities for progression

Once learners have achieved the VTCT Skills (ITEC) Level 3 Diploma in Body Treatments they may progress on to other VTCT Skills (ITEC) or equivalent qualifications at level 3 for example:

- Level 3 Diploma in Spa Treatments
- Level 3 Diploma in Aromatherapy
- Level 3 Diploma in Reflexology
- Level 3 Diploma in Complementary Therapies
- Level 3 Diploma in Indian Head Massage

## Opportunities for employment

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

- Beauty salons
- Hotels
- Health clubs
- Spas
- Own business
- 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 specialising in body treatments at level 3.

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# Qualification structure

To be awarded the VTCT Skills (ITEC) Level 3 Diploma in Body Treatments, learners must achieve all mandatory units.

The minimum GLH required to achieve this qualification is 410

The minimum TQT required to achieve this qualification is 548

**Table 1**

Unit code	Mandatory units	Guided Learning Hours (GLH)	Unit reference number	Overall unit grade	Unit weighting for the overall qualification grade
iUBT348	Swedish massage	60	Y/617/4279	Fail/Pass/ Merit/ Distinction	30%
iUBT370	Figure diagnosis and body electrical treatments	200	K/617/4299	Fail/Pass/ Merit/ Distinction	40%
iUBT434	Professional conduct and business awareness	50	F/617/7256	Fail/Pass/ Merit/ Distinction	10%
iUBT435	Anatomy and physiology	100	J/617/7257	Fail/Pass/ Merit/ Distinction	20%

## 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

The portfolio of evidence, containing treatment evidence, and the theory examinations must be completed prior to the final practical examinations listed below in Table 2 being undertaken.

The final practical examinations 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 and any internal assessments undertaken at the centre.

**Table 2**

Unit code	Mandatory units	Unit assessment(s)	Assessment grading
iUBT348	Swedish massage	Final practical examination	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
		Portfolio of evidence – 9 treatments (3 clients x 3 times each)	Fail/Pass
		Theory examinations – MCQ	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
iUBT370	Figure diagnosis and body electrical treatments	Final practical examination	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
		Portfolio of evidence – 9 treatments (3 clients x 3 times each)	Fail/Pass
		Theory examinations – MCQ	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
iUBT434	Professional conduct and business awareness	Theory examinations – MCQ	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
iUBT435	Anatomy and physiology	Theory examinations – MCQ	Pass 50% - 74% Merit 75% - 89% Distinction 90% - 100%

Unit specification and additional supporting material for this qualification can be found on the VTCT Skills (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 page 6. Only mandatory units which are graded Fail/Pass/Merit/Distinction will contribute to the overall grade.

For a unit to be graded, it will have to be assessed by a practical examination and/or a theory examination (MCQ). These individual assessments are graded Fail/Pass/Merit/Distinction and contribute equally to the unit grade. The portfolio of evidence will not contribute to the unit grade and therefore the overall qualification grade but does need to be achieved to Pass the unit.

The overall qualification is graded Fail/Pass/Merit/Distinction, this is calculated from the aggregating the individual unit grades according to their weighting within the qualification, see table 1 above.

The overall qualification is graded Fail/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 (MCQs) must be conducted in a controlled environment and follow the procedures defined by VTCT Skills (ITEC). The theory tests will be set and marked by VTCT Skills (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 VTCT Skills (ITEC) website.

## Practical examination

At the end of the period of learning and once the portfolio of evidence and theory examinations 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. This internal mock practical assessment does not contribute to the final practical examinations but should be used to prepare learners for the experience.

All practical assessments must be conducted in a controlled environment defined by VTCT Skills (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 VTCT Skills (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 Table 2) as they form part of the internal assessment for the qualification. They can be stored in the learner's portfolio.



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# Quality assurance

## Delivery of the qualification

A scheme of work must be approved by VTCT Skills (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 Skills (ITEC) Level 3 Diploma in Body Treatments 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 VTCT Skills (ITEC) website.

## Document History

Version	Issue Date	Changes	Role
v0.5	14/05/2019	Draft version published to inform centres prior to September launch.	Systems Integration Team
v1	21/08/2019	First published	Qualifications and Regulation Co-ordinator
v2	22/10/2019	Amended typographical errors and clarified grading	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	01/08/2022	Removal of the COVID-19 Infection Prevention pre-requisite	Qualifications Administrator
v6.0	01/01/2025	New branding	Qualifications Administrator