

Qualification Specification

iBT3D8 – VTCT Skills (ITEC) Level 3 Diploma in Beauty, Massage and Electrotherapy

603/3221/9

Aims and objectives

The main aim of the VTCT Skills (ITEC) Level 3 Diploma in Beauty, Massage and Electrotherapy is to enable learners to gain the necessary practical skills and knowledge in order to provide beauty, massage and electrotherapy treatments to the general public and to gain employment in the beauty therapy industry. The 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 learning at level 3 or level 4.

Content

This qualification is for learners who want to work within the beauty industry. The qualification consists of 9 mandatory units with a total of 850 hours of Guided Learning (GL) to achieve the full qualification.

The main skills the learner will perform are:

- Care of the skin – to include consultation, skin analysis, cleansing, exfoliation, facial massage and the use of face masks
- Care of the eyebrows and eyelashes – to include shaping and lash and brow tinting
- Application of all make-up products – to include recognition of face shapes and corrective make-up
- Care of the hands and feet – to include nail care, exfoliation, massage and nail painting
- Waxing – to include removal of hair using hot and cool wax methods
- Facial electrical treatments – to include preparing the client, checking the contra-indications and setting up and using brush cleanse, micro-current, high frequency, faradic, galvanic, vacuum suction and heat treatment
- Indian head massage – to include the use of techniques such as classical Indian head massage movements, massage mediums and adapting the treatment to meet the client's specific treatment needs
- Holistic massage techniques – to include selecting a suitable massage medium for the client's skin type, classical massage movements and adapting the treatment to the client's specific needs

The learner will also develop knowledge of related health and safety, client care, communication and professional conduct and business awareness which are essential to working and being successful in the beauty industry.

This qualification also provides:

- The related knowledge and understanding required to perform the beauty treatments listed above as well as understanding the structures that the learner will be working over. In particular recognition of the skin types, skin and nail diseases, the anatomy and physiology of the face and

body and common diseases and disorders that may affect whether a client should or should not be treated

- Opportunities for learners to focus on the development of the 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

Why choose BT3D8 – VTCT Skills (ITEC) Level 3 Diploma in Beauty, Massage and Electrotherapy?

- This qualification combines the range of skills and knowledge for the learner seeking employment or self-employment as a beauty therapist at levels 2 and 3
- This qualification enables the learner to become multi-skilled which is required for employment in the beauty industry
- This qualification is listed in the Ofqual Register of Qualifications
- This qualification contains all skills and knowledge required for employability at level 2 and 3
- This qualification does not form part of an Apprenticeship

Unit code	Mandatory units	Guided Learning (GL)	Unit reference number
iUBT290	Skincare and eye treatments	100	H/617/0218
iUBT291	Make-up	50	K/617/0219
iUBT292	Manicure and pedicure	50	D/617/0220
iUBT293	Waxing	50	H/617/0221
iUBT294	Facial electrical treatments	250	K/617/0222
iUBT295	Holistic massage	100	M/617/0223
iUBT296	Indian head massage	100	T/617/0224
iUBT297	Professional conduct and business awareness	50	L/617/0228
iUBT298	Anatomy and physiology	100	J/617/0230

Guided Learning for Mandatory units – 850

Total Qualification Time (TQT) for Mandatory units – 1133

Guided Learning (GL)

Guided Learning 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.

Delivery of the Qualification

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

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 combined delivery with the practical application of treatments.

Resources

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

Assessment

This qualification will be internally and externally assessed using a range of assessment methods as set out in Table 1 below. Once all treatment evidence, case study documentation and underpinning knowledge has been completed, the learner will have a final external theory examination set by VTCT Skills (ITEC) and a final external practical examination carried out by the external examiner who will also verify a sample of all treatment evidence:

Table 1

Unit code	Mandatory units	Assessment	Grading
iUBT290	Skincare and eye treatments	Evidence of treating 5 clients in a portfolio of evidence	Pass/Refer
		Practical examination	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
		50 MCQ paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
iUBT291	Make-up	Evidence of treating 5 clients in a portfolio of evidence	Pass/Refer
		Practical examination	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
		50 MCQ paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%

iUBT292	Manicure and pedicure	Evidence of treating 5 clients in a portfolio of evidence	Pass/Refer
		Practical examination	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
		50 MCQ paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
iUBT293	Waxing	Evidence of treating 5 clients in a portfolio of evidence	Pass/Refer
		Practical examination	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
		50 MCQ paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
iUBT294	Facial electrical treatments	Evidence of treating 5 clients in a portfolio of evidence	Pass/Refer
		Practical examination	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
		50 MCQ paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
iUBT295	Holistic massage	Evidence of treating 5 clients in a portfolio of evidence	Pass/Refer
		Practical examination	Pass 50% - 74% Merit 75% - 89% Distinction 90% - 100%
		50 MCQ paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
iUBT296	Indian head massage	Case studies – 3 clients x 3 treatments (9 treatments in total)	Pass/Refer
		Practical examination	Pass 50% - 74% Merit 75% - 89% Distinction 90% - 100%
		25 MCQ paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%

iUBT297	Professional conduct and business awareness	50 MCQ paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%
iUBT298	Anatomy and physiology	50 MCQ paper or online	Pass 60% - 74% Merit 75% - 89% Distinction 90% - 100%

All assessment criteria and sample assessment materials for this qualification can be found on the iTEC website.

Grading of the qualification

All assessment tasks/treatment evidence/case studies required for each unit of the qualification (detailed in Table 1) must be completed and awarded at least a Pass mark before the complete qualification can be certificated.

Multiple choice tests will be graded Pass, Merit or Distinction.

The final practical examination will be graded Pass, Merit or Distinction.

Treatment evidence and case studies will be graded Pass or Refer.

The overall qualification is graded Pass (60% - 74%), Merit (75% - 89%), or Distinction (90% - 100%). This is formed by the aggregate of the multiple choice exams and the final practical examination.

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 Skills (ITEC). This review and possible change within a qualification are to ensure the standard of the qualification grade is upheld throughout the qualification's lifecycle.

Controlled assessment

All theory tests must be conducted in a controlled environment and follow the procedures defined by the awarding organisation. The theory tests will be set and marked by VTCT Skills (ITEC).

All practical assessments must be conducted in a controlled environment as defined by the awarding organisation. 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 by the awarding organisation in the Regulations and Procedures for Operating Practical Examination document and the marking criteria which can be found on the iTEC website.

The internal assessments will be conducted by the centre's assessor and will be sampled by the external examiner, however the centre is responsible for ensuring the assessment can operate seamlessly.

Failure to operate the examinations as documented in the awarding organisation's policies and guidance notes may result in sanction(s) against the centre e.g. withdrawal by the awarding organisation for a particular qualification and/or withdrawal of recognition from the centre due to maladministration and/or malpractice. Please see our Malpractice and Maladministration Policy on the iTEC website.

Treatment Evidence/Case Studies

Learners are required to provide evidence of 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 1) as they form part of the internal assessment for the qualification. They can be stored in the learner's iTEC E-portfolio

Practical Assessment

Once all aspects of the mandatory units have been completed, learners will be expected to complete an internal 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.

Pre-requisite entry requirements

None.

Recommended prior learning

It is recommended that learners have achieved a level of education equivalent to five GCSEs at grades A*- C or a Level 1 Diploma in Beauty Therapy prior to commencing the VTCT Skills (ITEC) Level 3 Diploma in Beauty, Massage and Electrotherapy; however, exemptions may be made for adult returners with experience of the workplace.

Registration

Enrolments for the qualification should be sent to ITEC on the ITEC Enrolment Form – paper based or online.

Opportunities for progression

Once learners have achieved the VTCT Skills (ITEC) Level 3 Diploma in Beauty, Massage and Electrotherapy they may progress on to other VTCT Skills (ITEC) or equivalent qualifications at Level 2, 3 or 4 for example:

- Level 2 Diploma in Hair, Photographic and Media Make-up
- Level 3 Diploma in Body Treatments
- Level 3 Diploma in Fashion, Theatre and Media Make-up
- Level 3 Award in Micro-pigmentation Treatment
- Level 4 Certificate in Skin Peeling
- Level 4 Certificate in Skin needling
- Level 4 Certificate in Radio Frequency
- 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
- 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 at level 2 and 3.

Professional body membership and insurance

This qualification is recognised by relevant professional bodies within the beauty therapy industry for membership and insurance purposes. Professional Indemnity and Public Liability Insurance can be obtained where applicable.

Document History

Version	Issue Date	Changes	Role
v1.0	01/05/2018	First published	Qualifications Manager
v2.0	30/08/2019	Amended product coding	Qualifications and Regulation Co-ordinator
v3.0	03/12/2019	Added grade boundary review	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