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# Qualification Specification

BT4D5 – VTCT Skills (ITEC) Level 4 Diploma in Advanced  
Aesthetic Treatments

610/3733/3

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# About VTCT Skills

VTCT Skills is a market-leading specialist vocational and technical Awarding Organisation.

We offer a comprehensive range of qualifications, assessments and services in 17 sectors, including Hairdressing, Beauty, Logistics and Early Years. Working closely with employers and training providers, our ranges are backed by industry and trusted around the world.

With over 3,000 training locations, we help over 120,000 learners achieve professional skills that transform their lives, every year.

For more information, please visit our website or contact our dedicated Customer Support Team via email; [customersupport@vtctskills.org.uk](mailto:customersupport@vtctskills.org.uk) or call +44 (0)23 8068 4500.

[www.vtctskills.org.uk](http://www.vtctskills.org.uk)

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# 1 Qualification at a glance

<b>Qualification title</b>	VTCT Skills (ITEC) Level 4 Diploma in Advanced Aesthetic Treatments
<b>Qualification number</b>	610/3733/3
<b>Product code</b>	BT4D5
<b>First registration date</b>	12th February 2024
<b>Age range</b>	18+
<b>Credit</b>	47
<b>Total Qualification Time (TQT)</b>	466
<b>Guided Learning Hours (GLH)</b>	191
<b>Assessment</b>	<p>To be awarded this qualification, learners must successfully achieve the following assessments:</p> <ul style="list-style-type: none"><li>• Theory examinations</li><li>• Practical examinations</li><li>• Case Studies/Portfolio of evidence</li><li>• Assignments</li></ul>
<b>Grading</b>	Pass/Fail
<b>Entry requirements</b>	The learner is required to hold a regulated qualification in level 2 and 3 beauty therapy or equivalent.

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## 2 About this qualification

### 2.1 Who is this qualification for?

The Level 4 Diploma in Advanced Aesthetic Treatments is a beauty aesthetic qualification aimed at level 3 qualified practitioners aged 18 and over, who wish to add a range of Advanced Aesthetic Treatments to their repertoire of treatment offerings and proceed to employment as a level 4 Aesthetic Practitioner.

Learners are required to hold a level 2 and 3 regulated beauty therapy qualification or equivalent as a pre-requisite for this qualification.

### 2.2 What does this qualification cover?

This qualification is informed by employers and national and international standards for aesthetic beauty and developed by technical experts. It includes all the required elements to work effectively as a fully commercial aesthetic practitioner.

Learners must achieve the mandatory unit:

- Principles, practice and ethics of advanced aesthetic therapies
- Investigative consultation for advanced aesthetic therapies
- Skin science for advanced aesthetic therapies

Learners are then required to select a **minimum of 3 optional** units from the identified list, with a collective GLH that adds up to a minimum of **58** to be awarded the Diploma. It is perfectly acceptable to complete more than 3 optional units.

**Please note:** the Core of Knowledge for Laser and IPL must be taken in conjunction with any IPL or Laser unit.

### 2.3 Why is this qualification the most suitable?

Because of the flexible nature of the qualification, this qualification is most suitable for anyone wishing to individually tailor the curriculum content that best suits their personal professional development needs. This unique qualification is most suitable for anyone wishing to gain a level 4 qualification in a wide range of advanced aesthetic therapies. Throughout this qualification, learners will develop their knowledge and understanding of relevant principles and practices and advanced and safe skin care protocols for a bespoke selection of aesthetic practices. Learners will also develop the knowledge, understanding and skills required to consult with clients, and provide specific aftercare and home care advice.

### 2.4 What could this qualification lead to?

The primary purpose of this qualification is to prepare learners for employment as an aesthetic practitioner providing advanced aesthetic treatments. The range and breadth of this qualification means it equip learners to work in a wide variety of work locations such as salons, spas, and clinics.

### 3 Qualification structure

To be awarded the VTCT Skills (ITEC) Level 4 Diploma in Advanced Aesthetic Treatments, learners must achieve all mandatory units and a minimum of 3 optional units with a minimum collective GLH of 58.

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

- all mandatory unit assignments and theory examinations
- the external theory examinations for the optional units selected
- the practical examinations for the optional units selected

Product code	Unit title	Level	Credit	GLH	Unit reference number
<b>Mandatory units</b>					
UBT462	Principles, practice and ethics of advanced aesthetic therapies	4	11	40	Y/651/0167
UBT463	Investigative consultation for advanced aesthetic therapies	4	11	43	A/651/0168
UBT464	Skin science for advanced aesthetic therapies	4	12	50	D/651/0169
<b>Optional units</b>					
UBT470	Provide ultrasound treatments	4	7	52	A/650/9918
UBT471	Enhance appearance using plasma pen techniques	4	3	21	D/650/9919
UBT465	Provide radio frequency treatments	4	7	52	J/651/0170
UBT472	Enhance appearance using High Intensity Focused Ultrasound (HIFU)	4	7	21	J/650/9920
UBT466	Provide cosmetic skin needling treatments	4	7	52	L/651/0172
UBT467	Provide skin peeling treatments	4	7	52	M/651/0173
UBT473	Enhance appearance using dermaplaning techniques	4	3	16	K/650/9921
UBT468	Enhance appearance using microblading techniques	4	8	75	T/651/0175
UBT469	Enhance appearance using micropigmentation treatment	4	12	75	Y/651/0176
UBT474	Enhance appearance using scalp micropigmentation techniques	4	7	21	L/650/9922
UBT449R	*Core of Knowledge for Laser and Light Devices	4	1	5	K/650/6627
UBT475	Perform hair growth reduction using Intense Pulsed Light systems	4	9	30	D/650/9946
UBT476	Perform hair growth reduction using LASER systems	4	9	30	H/650/9948
UBT477	Perform skin rejuvenation using Intense Pulsed Light systems	4	9	30	J/650/9949
UBT478	Perform skin rejuvenation using LASER systems	4	9	30	M/650/9950

**\*Please note:** the Core of Knowledge for Laser and IPL must be taken in conjunction with any IPL or Laser unit.

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## 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 Skills 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 optional units selected for delivery and class numbers, in order to practice sufficiently to meet relevant learning outcomes and assessment criteria in the qualification
- machines as appropriate to optional units selected and class numbers, in order to practise sufficiently to meet all relevant learning outcomes and assessment criteria in the qualification It is the centres responsibility to ensure:
  - all equipment used conforms to up-to-date legislation relating to safe use, such as Electrical Equipment Safety Regulations or current British standards, as applicable
- products used are those approved by EU Cosmetics Regulations for cosmetic use by practitioner or current British standards
- adequate insurance is in place, as recommended by industry, at all times, to include cover for all learners, staff and clients attending VTCT Skills 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. 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 18 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 program or forfeit the right to deliver the qualification.
- 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
- hold or be actively pursuing an appropriate teaching/training qualification
- undertake activities which contribute to their continuing professional development (CPD)

#### 4.4 Internal assessment

Internal assessment includes internally assessed practical assessments that are provided for each unit, as well as the externally set, internally marked assignments. The lecturer/internal assessor will assess and mark the assignments/case studies and the VTCT Skills external examiner will verify a sample, either in situ on the day of the practical and theory examination or remotely on e-portfolio.

The centre assessors must ensure assessment decisions are consistently applied and that learner work is to the required standard. Each assessor's work will be checked and confirmed by the examiner. Assessment decisions must be standardised to ensure that all learners' work has been assessed to the same standard and is fair, valid and reliable.

#### 4.5 Record keeping

Centres must produce and retain records that include:

- learners on programme, including learner name, date of birth, contact details, lecturers/assessor's details and registration date with VTCT Skills
- assessment 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

#### 4.6 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 Hours, 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 Hours, 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.



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# 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
External theory examinations (BT4D5.EX1) – for the mandatory units.	Externally set and externally marked examinations. The examinations assess knowledge and understanding from the breadth of the mandatory units at the end of the period of learning.
External theory examinations for the optional units.	Externally set and externally marked examinations. The examinations assess knowledge and understanding from the breadth of the chosen treatment specific units, at the end of the period of learning.
External practical examinations – <b>(optional units only)</b> Please refer to 5.2 for information on specific unit examination code. There will be a minimum of 3 practical examinations, depending on the number of optional units chosen.	Externally set, examined and marked by an external examiner. Overarching examination that assesses the learner's technical skills and abilities.  The practical examination will take place at the end of the period of learning.
Assignments (BT4D5.SAR A & B) – to cover some of the learning outcomes in the mandatory units.	Externally set and internally marked.  These assignments are a prerequisite evidence requirement which must be completed prior to learners undertaking the external examination.
Case studies – are required for all of the optional units, except the core of knowledge for laser and IPL.	Externally set and internally marked.  This is a prerequisite evidence requirement which must be completed prior to learners undertaking the external examinations. The case studies can be evidenced as the treatments conducted during training.

Internal assessment materials are available to download from the iTEC website.

## 5.2 Unit assessment methods

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

Unit product code	External practical examinations	External theory examinations	Assignments	Portfolio of evidence/Case studies
<b>Mandatory units</b>				
UBT462		✓	✓	
UBT463		✓	✓	
UBT464		✓	✓	
<b>Optional units</b>				
UBT465	✓	✓		✓
UBT466	✓	✓		✓
UBT467	✓	✓		✓
UBT468	✓	✓		✓
UBT469	✓	✓		✓
UBT470	✓	✓		✓
UBT471	✓	✓		✓
UBT472	✓	✓		✓
UBT473	✓	✓		✓
UBT474	✓	✓		✓
UBT449R		✓		
UBT475	✓	✓		✓
UBT476	✓	✓		✓
UBT477	✓	✓		✓
UBT478	✓	✓		✓

## 5.3 Theory Examination

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

The specification for the external theoretical examination is detailed below.

Theory examination (BT4D5.EX1)	
Availability (Exam sessions)	To be taken on the scheduled date for examination purposes as agreed by the awarding organisation. Available to sit online.
Assessment controls	<p>Task setting – high control. The external examination is set and marked by the awarding organisation.</p> <p>Task taking – high control. The examination must take place under controlled examination conditions. Centres must ensure that learners are suitably prepared for assessment.</p> <p>Task marking – high control. The examination is marked by the awarding organisation.</p>
Units covered	<p>The following Learning Outcomes are covered in one paper for the mandatory units:</p> <p><b>UBT462 – Principles, practice and ethics of advanced aesthetic therapies</b></p> <ul style="list-style-type: none"> <li>• LO2 Determine the benefits and limitations of commonly available advanced aesthetic therapies</li> <li>• LO3 Identify the importance of professional conduct and ethical practice in advanced aesthetic therapies</li> <li>• LO4 Interpret the key regulations, legislative influences and responsibilities relating to advanced aesthetic therapies</li> <li>• LO5 Comprehend hygiene issues and infection prevention and control, for advanced aesthetic therapies</li> </ul> <p><b>UBT463 – Investigative consultation for advanced aesthetic therapies</b></p> <ul style="list-style-type: none"> <li>• LO1 Determine how effective communication and professional behaviours contribute to client trust</li> <li>• LO2 Comprehend methods and processes of information gathering and the legal requirements</li> </ul> <p><b>UBT464 – Skin science for advanced aesthetic therapies</b></p> <ul style="list-style-type: none"> <li>• LO1 Comprehend the physiology of skin ageing</li> <li>• LO2 Analyse advanced skin assessment</li> </ul> <p>The individual optional units all have their own theoretical examination and the units covered are specified by the choices made by the learner.</p>
Grading model	Pass/Fail
Type of examination	A series of individual subject specific examinations made up of multiple-choice questions, to cover the assessment criteria within the unit.

Examinations must be undertaken by learners under controlled examination conditions in accordance with VTCT Skills' 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 Skills website.

## 5.4 Assignments (BT4D5.SAR A&B) – short answer response

These on demand summative assignments will be used to measure the learner's knowledge and understanding of the supporting theory linked to advanced aesthetic treatments. The short answer response assignments will target indicative content from within the mandatory unit specifications which is of a lower priority compared to the knowledge and understanding assessed in the external objective examination. For example, the historical context of aesthetic treatments. Centres can access the short answer response assignments via the iTEC website.

## 5.5 External Practical Examinations

The content of practical Learning Outcomes (LO's) is covered by a practical examinations and case studies.

The practical examinations will be conducted by an external examiner through direct observation at the centre.

VTCT Skills carries out a range of quality assurance activities to monitor the standards of assessment taking place in centres.

In preparation for the external practical examinations, centres are advised to ensure learners have carried out a series of case studies comprising of complete practical treatments for all modalities studied, in accordance with the awarding organisation's practical assessment documentation and marking criteria, which must be observed and marked by the centre lecturer/assessors. All treatments must be deemed commercially acceptable by the centre lecturer/assessors.

It is essential centres use the practical assessment documents provided in order to make assessment judgments when preparing for examinations. This can be found on a secure portal area on the VTCT Skills website.

The Practical Examinations must take place under controlled conditions, in a realistic working environment on a real client and in a commercially acceptable timeframe for the practical treatment being examined.

<b>Practical Examination (Individual to the units chosen for study)</b>	
<b>Availability</b>	To be scheduled through the VTCT Skills booking system, whether being remotely moderated by an External Moderator or conducted in person by an External Examiner.
<b>Assessment controls</b>	<p>Task setting – high control. The external practical examination is set and marked by the awarding organisation.</p> <p>Task taking – high control. The practical examination must take place under controlled examination conditions. Centres must ensure that learners are suitably prepared for assessment.</p> <p>Task marking – high control. The examination is marked by the awarding organisation.</p>
<b>Units covered</b>	<p>The following units all have a practical element to them. The centre will make their selection of units to meet the needs of the learners and the requirements of the qualification.</p> <p>UBT465 – Provide radio frequency treatments</p> <p>UBT466 – Provide cosmetic skin needling treatments</p> <p>UBT467 – Provide skin peeling treatments</p> <p>UBT468 – Enhance appearance using microblading techniques</p> <p>UBT469 – Enhance appearance using micropigmentation treatment</p> <p>UBT470 – Provide ultrasound treatments</p> <p>UBT471 – Enhance appearance using plasma pen techniques</p> <p>UBT472 – Enhance appearance using High Intensity Focused Ultrasound (HIFU)</p> <p>UBT473 – Enhance appearance using dermaplaning techniques</p> <p>UBT474 – Enhance appearance using scalp micropigmentation techniques</p> <p>UBT475 – Perform hair growth reduction using Intense Pulsed Light systems</p> <p>UBT476 – Perform hair growth reduction using LASER systems</p> <p>UBT477 – Perform skin rejuvenation using Intense Pulsed Light systems</p> <p>UBT478 – Perform skin rejuvenation using LASER systems</p>
<b>Grading model</b>	Pass/Fail
<b>Type of assessment</b>	Practical Examination

### 5.5.1 Retaking external practical examinations

Learners who fail to achieve the required Pass mark are permitted to re-sit after having sufficient teaching and additional study time.

### 5.5.2 Reasonable adjustments and special considerations

Information on the reasonable adjustments allowed for the external practical examinations within this qualification can be found in the Policies section on the VTCT Skills website.

## 5.6 Case studies

The case studies/portfolio of evidence is an evidence requirement which must be completed prior to learners undertaking the practical and theoretical examinations.

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 Skills website on the relevant qualification page.

The case studies/portfolio of evidence can be used as a confirmatory and formative assessment to prepare learners for the practical and theoretical examinations. 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 examination. Centres should also consider the use of formative self and peer assessment as part of the learning journey.

Whilst the case studies/portfolio of evidence 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.

## 5.7 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 Skills website.

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

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

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## 6 External Examiner

### 6.1 External Examiner visits

This qualification is externally examined by the awarding organisation. Centres delivering this qualification will have a quality assurance visit each time an examiner visits the centre.

On a centre visit an examiner:

- Examines all learners entered for the external practical examination
- Samples learners' internal assessments
- 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 continue to meet the awarding organisation's requirements
- Verifies internal assessments

### 6.2 Spot checking

In addition to the scheduled practical examination 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 Skills website ([www.vtctskills.org.uk](http://www.vtctskills.org.uk)).

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## 7 Unit structure

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

<b>Product code</b>	The code allocated by the awarding organisation. This should be used when communicating directly with the awarding organisation.
<b>Title</b>	Reflects the content of the unit.
<b>Unit reference number</b>	This is the unit reference number as detailed on Ofqual's Register of Regulated Qualifications.
<b>Level</b>	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.
<b>Guided Learning Hours (GLH)</b>	All units have GLH assigned to them. This is the time a learner spends: <ul style="list-style-type: none"><li>• being taught or given instruction by a lecturer, tutor, supervisor or other appropriate provider of education or training</li></ul>
<b>Overview</b>	Provides a summary of what learners will cover in a unit, and outlines the knowledge, understanding and skills to be developed.
<b>Learning outcomes</b>	Specify what a learner will know, understand and be able to do as a result of completing a unit.
<b>Assessment criteria</b>	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.
<b>Taught content</b>	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.
<b>Assessment requirements</b>	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	12/02/2024	First published	Product and Regulation Manager
v2.0	13/08/2024	Clarification that both Assignment briefs A & B must be completed	Product and Regulation Manager
v3.0	01/01/2025	New branding	Qualifications Administrator