



**CIBTAC LEVEL 4 CERTIFICATE IN EDUCATION AND
TRAINING**

CEC01

QAN 601/1573/7

Qualification Specification

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1. CIBTAC

The Confederation of International Beauty Therapy and Cosmetology (CIBTAC) was established in 1977 as the education arm of The British Association of Beauty Therapy and Cosmetology (BABTAC). We are a not-for-profit organisation, continually reinvesting our income for the benefit of our accredited Centres and their Learners.

2. Introduction to CIBTAC qualifications

- 2.1. Each of our qualifications are developed through our close relationships with government agencies and employers from around the world, ensuring they are tailored to provide for the requirements of the international industry. Many of our Centres have been with CIBTAC for more than 30 years and their qualifying Graduates are sought after by first-rate employers because they are both educated to a high level and are salon ready
- 2.2. Our qualifications are challenging, but highly attainable and designed to ensure an exceptional quality of Graduate is entering the sector whilst providing a flexible learning structure that allows each individual to design their portfolio of qualifications depending on their career aspirations. Qualifications are recognised by the England Government Regulated Qualifications Framework (RQF) which is often used to support local governments' qualifications throughout the world to enable international recognition for the Learner. If qualifications sit within a national qualification framework (such as the RQF) this enables greater recognition and comparability not only nationally, but also internationally where national qualification frameworks are referenced to the European Qualifications Framework (EQF)
- 2.3 CIBTAC ensures its qualifications are fit for purpose by mapping them to National Occupational Standards where they exist. Qualifications are supported by professional associations and external end examinations are structured to be similar to an industry trade test and therefore prepare Learners for seeking employment

3. Level of the CIBTAC Level 4 Certificate in Education and Training

- 3.1. This qualification is listed in the Ofqual register of qualifications. The CIBTAC Level 4 Certificate in Education and Training provides knowledge and practical competence in education and training.
- 3.2. A Learner studying a Level 4 programme will be able to demonstrate the following:

Knowledge descriptor (the Learner)	Skills descriptor (Learner can)
<ul style="list-style-type: none"> • has practical, theoretical or technical knowledge and understanding of a subject or field of work to address problems that are well-defined and complex and non- routine • can analyse, interpret and evaluate relevant information and ideas • is aware of the nature of approximate scope of the area of study or work • has informed awareness of different perspectives or approaches within the area of study or work 	<ul style="list-style-type: none"> • identify, adapt and use appropriate cognitive and practical skills to inform actions and address problems that are complex and non-routine while normally fairly well-defined • review the effectiveness and appropriateness of methods, actions and results

4. Purpose of the CIBTAC Level 4 Certificate in Education and Training

The CIBTAC Level 4 Certificate in Education and Training is a practical and knowledge-based qualification. It is aimed at equipping Learners with the skills required to provide and deliver education to Learners aged over 16 and to gain employment in education.

The units have been identified by employers as the most appropriate for working as an educator or trainer in the post 16 sector, however, there are many CPD courses that can enhance knowledge to ensure that the qualified practitioner remains current and at the forefront of the industry.

5. Aims of the CIBTAC Level 4 Certificate in Education and Training

5.1 The CIBTAC Level 4 Certificate in Education and Training provides Learners with the knowledge and skills to plan and deliver teacher/training sessions

5.2 The aim of the Level 4 Certificate in Education and Training is to:

- develop an insight into the roles and responsibilities of those working in Education and Training
- explore methods of identifying Learner's needs and how to meet them in a classroom situation
- know how to assess Learners in Education and Training
- develop understanding of the best way of using different types of teaching resources

6. Progression

CIBTAC's Level 4 Certificate in Education and Training is a natural progression from the Level 3 Award in Education and Training or the Level 3 Award in Assessing Competence in the Work Environment.

Achievement of the Level 4 Certificate in Education and Training will also provide progression to the Level 5 Diploma in Education and Training offered by CIBTAC and other awarding organisations regulated by Ofqual.

7. Structure of the CIBTAC Level 4 Certificate in Education and Training

7.1. The CIBTAC Level 4 Certificate in Education and Training is made up from 5 mandatory units and a minimum of three optional units

7.2. The Core (mandatory) and optional units are as follows

Qualification title	QAN number	Qualification code	Level	Pre-requisites	
CIBTAC Level 4 Certificate in Education and Training	601/1573/7	CEC01	4	Learners must be aged 19 or over	
Mandatory units	UAN number	Unit code	Level	Credit value	GLH
Understanding roles, responsibilities and relationships in education and training	H/505/0053	ET1/TT09	3	3	12
Planning to meet the needs of Learners in education and training	A/505/1189	ET2	4	3	15
Delivering Education and Training	M/505/0122	ET3	4	6	24
Assessing Learners in education and training	F/505/0125	ET4	4	6	24
Using resources for education and training	L/505/0127	ET5	4	3	15
Optional units (At least 18 credits must be achieved from this group)	UAN number	Unit code	Level	Credit value	GLH
Assess occupational competence in the work environment	H/601/5314	ET6/TT8	3	6	30
Assess vocational skills, knowledge and understanding	F/601/5319	ET7	3	6	30
Understanding the principles and practice of internally assuring the quality of assessment	T/601/5320	ET8	4	6	45
Manage learning and development in groups	A/502/9550	ET9	4	6	30
Minimum credit/hours				36	180
Minimum TQT				360	

Ofqual defines GLH and TQT as:

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

8. Strategy for Delivery

- 8.1. The strategy for delivery of the units that make up the CIBTAC Level 4 Certificate in Education and Training is based upon a combination of theory and practical sessions
- 8.2. The delivery of the programme may vary according to the Centre and may be delivered in any format that supports the Total Qualification Time (TQT) of 360-426 hours dependent on the choice of optional units. This may include training workshops or seminars, e-learning, distance learning or self-study. The CIBTAC Level 4 Certificate in Education and Training has a total minimum number of 180 guided learning hours (GLH). These hours must take place during simultaneous contact between Tutor and Learner.

9. Assessment Strategy

- 9.1 This qualification will be assessed using a variety of assessment methods. All assessments will be undertaken internally by the Centre appointed assessors and Internal Verifiers. The CIBTAC External Verifier will visit the Centre and will review evidence as well as observing general overall standards of the Centre.
- 9.2 All the assignments created by Centres should be reliable and fit for purpose, and should be built on the unit assessment criteria.

10. Grading Scheme

To gain a qualification all units must be passed or achieved. Portfolio only units will be designated “achieved” or “not achieved”. All units are graded pass or refer. If a Learner is unsuccessful in any area, they will be re-assessed only in the unit where they have not achieved a pass grade. The remainder of the results will stay in the CIBTAC system until all units have been achieved.

11. Initial assessment and Induction

Approved Centres will need to undertake an initial assessment of each Learner prior to the start of their programme to make sure that the level and type of qualification is appropriate. The initial assessment should identify any specific needs that the Learner may have and the support and guidance they will require when working towards the achievement of their qualification. CIBTAC recommends that Learners undertake a relevant induction programme to familiarise them with the requirements of the qualification they will be undertaking, their responsibilities as Learners and the responsibilities of the approved Centre. A learning contract or professional development plan may be useful in this respect.

12. Entry Requirements

This qualification is for Learners 19+. Learners need to be qualified, proficient and experienced in the subjects they wish to teach. It is recommended that Learners joining this qualification should undertake an initial assessment of skills in English, Maths and ICT. All development needs should be recorded and where applicable, agree an action plan to address them. If a trainee teacher joins the qualification programme having already undertaken an initial assessment in English, Maths and ICT skills, records of development needs should be reviewed and updated as required.

13. Practice requirements

There is a requirement for a minimum of 30 hours of practice for this qualification with a minimum of 3 assessed observations

Effective teaching practice experience should ideally include:

- different teaching practice locations/settings/contexts;
- teaching across more than one level;
- teaching a variety of learners;
- teaching
- gaining subject-specialist knowledge through workplace mentoring.

Experience of non-teaching roles is also very useful but cannot be included within the specified number of teaching practice hours.

Observations should be appropriately spaced throughout the whole programme and take into account a teacher's progress.

For the mandatory units there must be a minimum of 3 observations totalling a minimum of 3 hours. Any single observation must be a minimum of 30 minutes.

There are additional observations required for some optional units as detailed at the back of each unit within the syllabus.

14. Quality Assurance

A centre offering these qualifications must provide internal quality assurance to ensure that assessment meets all awarding organisation requirements and is standardised across individual assessors, assessment locations, and learners.

Requirements for those delivering units and/or observing and assessing practice

All those delivering units and/or observing and assessing practice for the CIBTAC Level 4 Certificate in Education and Training should have all of the following:

- a teaching or training qualification;
- evidence of relevant teaching experience in an education or training context;
- access to appropriate guidance and support; and
- on-going participation in related programme quality assurance processes.

Additional requirements

There are additional requirements for those who assess the Learning and Development units ET6, ET7 and ET8.

Requirements for assessors

All those who assess these qualifications must:

- already hold the qualification they are assessing (or a recognised equivalent) and have successfully assessed learners for other qualifications (if assessing quality assurance roles they must have experience as a qualified quality assurance practitioner of carrying out internal or external quality assurance of qualifications for a minimum of two assessors)
- have up-to-date working knowledge and experience of best practice in assessment and quality assurance
- hold one of the following qualifications or their recognised equivalent:
 - Level 3 Award in Assessing Competence in the Work Environment ; or
 - Level 3 Certificate in Assessing Vocational Achievement ; or
 - A1 Assess candidate performance using a range of methods; or
 - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence; and

- show current evidence of continuing professional development in assessment and quality assurance.

Requirements for internal quality assurance

All those who are involved with the quality assurance of these qualifications internally must:

- have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
- hold one of the following assessor qualifications or their recognised equivalent:
 - Level 3 Award in Assessing Competence in the Work Environment ; or
 - Level 3 Certificate in Assessing Vocational Achievement ; or
 - A1 Assess candidate performance using a range of methods; or
 - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence;
- hold one of the following internal quality assurance qualifications or their recognised equivalent:
 - Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice ; or
 - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice ; or
 - V1 Conduct internal quality assurance of the assessment process; or D34 Internally verify the assessment process; and
- show current evidence of continuing professional development in assessment and quality assurance.

15. Accreditation of Recognised Prior Learning (RPL)

15.1 Approved Centres should provide appropriate advice and guidance to Learners seeking exemptions as a result of prior learning

15.2 Each Learner is responsible for preparing each case of RPL

15.3 The Head of Training at the Centre is responsible for providing the outcome in writing to each Learner. Each claim should be verified by a CIBTAC Examiner or the CIBTAC Education Development Officer

16. Qualification time constraints

16.1 CIBTAC offers a lifetime registration fee. Learners are allocated a Unique CIBTAC ID and this will appear on all certificates

16.2 Learners have 3 years to complete a full qualification, subject to it being offered by an approved Centre; however it is normally anticipated that the CIBTAC Level 4 Certificate in Education and

Training will be completed within one academic year. Learners may complete the qualification more quickly subject to the assessments being made available by the approved Centre

- 16.3 Learners are permitted to sit 2 re-sits in unsuccessful units in the 2 years following the initial exam. If they are still unsuccessful after that, the Learner must re-register for these units and complete the course of study again, before sitting the complete examination. This applies to both practical and theory aspects. A unit certificate will be provided for all successfully completed units

17 Centre Requirements

- 17.1 Only approved Centres may offer CIBTAC qualifications. Centres must apply for approval to become a recognised approved Centre. Full details are available from CIBTAC. The approval process will determine whether the Centre:

- meets the approval criteria and,
- has the expertise and resources to offer the levels of qualifications to be delivered

- 17.2 Approved Centres must meet a set of criteria defined by CIBTAC that meet the appropriate Ofqual General Conditions of Recognition (condition C). These include:

- recognised quality assurance procedures
- appropriately qualified tutors for the particular programmes
- a nominated Centre co-ordinator
- suitable teaching and learning facilities
- secure assessment facilities
- secure information management systems that meet the requirements of the Data Protection Act

16. Certification

A Qualification Certificate and Unit Certificate for the CIBTAC Level 4 Certificate in Education and Training will be awarded to Learners who have successfully completed the 5 core (mandatory) units and a minimum of 3 optional units from the qualification structure.

17. The CIBTAC Level 4 Certificate in Education and Training

- 17.1 The full syllabus outlining learning outcomes and the indicative content of each unit can be found in a separate document CIBTAC Level 4 Certificate in Education and Training.

18. Mapping to other Education Frameworks

The CIBTAC Level 4 Certificate in Education and Training is mapped against the England Regulated Qualifications Framework (RQF) and the European Qualifications Framework (EQF) to assist the Learner with the mobility of their achievements against these frameworks, as set out below.

Qualification Title	RQF	EQF	CQFW	SCQF
	8	8		
	7	7		
	6	6		
CIBTAC Level 4 Certificate in Education and Training	5/4	5	5/4	8/7
	3	4	3	6
	2	3	2	5
	1	2	1	4
	Entry Level	1		

19. CIBTAC policies

19.1 The following CIBTAC policies are available for approved Centres and Learners to refer to in the administration of the delivery of the CIBTAC Level 4 Certificate in Education and Training

- Malpractice and Maladministration Policy and Procedures
- Reasonable Adjustments and Special Considerations Policy
- Equality and Diversity Policy
- Conflict of Interest Policy
- Appeals Policy
- Complaints Policy
- Whistleblowing policy
- Certification Policy
- RPL Policy

19.2 The application forms below will need to be completed before CIBTAC is able to service your request in respect of policies identified in 19.1

- Application form for Reasonable Adjustments
- Application form for Special Considerations