



CIBTAC LEVEL 4 DIPLOMA IN AESTHETIC PRACTICE

CSDD06

QAN – 603/7219/9

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 and Northern Ireland 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 Diploma in Aesthetic Practice

- 3.1.** This qualification is listed in the Ofqual register of qualifications. The Level 4 Diploma in Aesthetic Practice provides core knowledge for Aesthetic Practice with practical competence for Chemical Skin Peeling, Micro-Needling and Blemish Removal Treatment for non-medical lesions using the methods of Thermolysis. The qualification is fit for purpose for both the aesthetic therapist and medical practitioner. (Learners will practice within their specific professional parameters).
- 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 Diploma in Aesthetic Practice

The CIBTAC Level 4 Diploma in Aesthetic Practice is a practical and knowledge-based qualification. It is aimed at equipping the learner with the practical skill, core underpinning knowledge and understanding required to carry out non-surgical aesthetic treatments, within beauty salons, skin clinics and medispas. Existing clinical aesthetics practitioners may also wish to take this qualification as a way of advancing their knowledge and practical skill and of extending their portfolio of qualifications to include higher level learning in line with current government recommendations.

The units have been identified by employers, professional bodies, government bodies and insurers, as recommended for working as a clinical aesthetic practitioner, however, there are some CPD courses that can enhance the knowledge learnt to ensure that the qualified practitioner remains current and at the forefront of the industry.

The CIBTAC Level 4 Diploma in Aesthetic Practice is designed to meet the aims and recommendations of the following bodies:

- Health Education England (HEE¹ Nov 2015) Qualification requirements for delivery of cosmetic procedures, now owned by the Joint Council of Cosmetic Practitioners (JCCP) and issued as a competence framework (July 2017)
- The Cosmetic Practice Standards Authority (CPSA)² standards

¹ HEE qualification requirements for delivery of cosmetic procedures (November 2015)
www.hee.nhs.uk/sites/default/files/documents/HEE%20Cosmetic%20publication%20part%20one%20update%20v1%20final%20version.pdf

² <http://www.cosmeticstandards.org.uk/>.

5. Aims of the CIBTAC Level 4 Diploma in Aesthetic Practice

- 5.1. The CIBTAC Level 4 Diploma in Aesthetic Practice provides Learners with the knowledge and skills to carry out professional, ethical, safe and effective non-surgical aesthetic treatments, specifically Chemical Skin Peeling, Micro-Needling and Blemish Removal Treatment of non-medical lesions by Thermolysis, in line with government recommendations.
- 5.2. The aim of the CIBTAC Level 4 Diploma in Aesthetic Practice is to:
- Provide learners with a challenging qualification that will enable them to gain the advanced knowledge required for work as a non-surgical aesthetic practitioner.
 - Provide learners with the opportunity to recognise the changing industry and the opportunities for personal and economic progression that exist within.
 - Provide learners with practical skill competency for the provision of Chemical Skin Peeling, Micro-Needling and Blemish Removal by Thermolysis and advanced knowledge that underpins professional, ethical, safe and effective non-surgical, clinical aesthetic practice, enhancing the safety of the public in line with UK government recommendations.
 - Provide learners with the knowledge and terminology required to work confidently and effectively within the aesthetics sector.
 - Enable learners to make knowledgeable and confident treatment decisions in the workplace.
 - Encourage learners to contextualise knowledge, reflect and adapt to ensure professional, ethical, safe and effective practice.
 - Provide opportunities for learners to develop the necessary knowledge and understanding to progress to higher levels of qualification and practice, in line with UK government recommendations.
 - Encourage wider learning of the aesthetics sector.
- 5.3. The content of the CIBTAC Level 4 Diploma in Aesthetic Practice is shown below. Practical elements of the diploma will enable learners to:
- Communicate and behave professionally, respectfully and effectively at all times.
 - Provide client care services.
 - Prepare for ethical, safe and effective Chemical Skin Peeling treatments, Micro-Needling treatments, and Blemish Removal Treatments by Thermolysis.
 - Provide ethical, safe and effective Chemical Skin Peeling treatments, Micro-Needling treatments, and Blemish Removal Treatments by Thermolysis, ensuring maintenance of health and safety practices, security and emergency procedures.
 - Document and conclude treatments in accordance with legislative and organisational requirements.

Knowledge elements for the CIBTAC Level 4 Diploma in Aesthetic Practice will enable Learners to:

- Understand the medspa environment and the work of medical and non-medical aesthetic practitioners.
- Understand current legislation, Insurance requirements, government recommendations and procedures relating to non-surgical aesthetic practice.
- Understand the principles of microbiology and infection control in relation to common infections with specific reference to those affecting the skin.
- Understand the basic principles of pathology, biochemistry, pharmacology and biophysics as relevant to non-surgical aesthetic practice.
- Understand consultation, informed and request for treatment consent and preparation of the client/patient.
- Understand essential anatomy and physiology.
- Understand the origins of chemical peeling and the current practice trends.
- Understand treatment indications, effects and benefits, contraindications and the factors that compromise and assist the healing process.
- Understand the characteristics and behaviour of the actives used for Chemical Skin Peeling.
- Understand anatomy and physiology and the wound healing process as it relates to Chemical Skin Peeling.
- Understand the factors that determine the depth and effects of chemical peels.
- Understand the practical requirements for safe and effective Chemical Skin Peeling
- Understand the effects and benefits of Micro-Needling and the conditions that can be treated and those that are contraindicated.
- Understand the characteristics and effects of equipment and products required for Micro-Needling treatments.
- Understand anatomy and physiology as it relates to Micro-Needling.
- Understand the practical requirements for safe and effective Micro-Needling Treatment.
- Understand the characteristics of equipment required for Blemish Removal Treatment.
- Understand anatomy and physiology, skin types and conditions as the relevance to Blemish Removal Treatment.
- Understand the practical requirements for safe and effective Blemish Removal Treatment.

6. Progression

CIBTAC's Level 4 Diploma in Aesthetic Practice has been designed as a progression pathway from Level 3 Certificates and Diplomas in beauty therapy, the CIBTAC Level 3 Certificate in the Principles

of Cosmetic Practice and for those with medical or other appropriate qualifications as outlined by JCCP/CPSA.

Achievement of the CIBTAC Level 4 Diploma in Aesthetic Practice will also provide progression to Level 5 qualifications in the same disciplines or other non-surgical aesthetic treatments.

7. Structure of the CIBTAC Level 4 Diploma in Aesthetic Practice

7.1. The CIBTAC Level 4 Diploma Aesthetic Practice is made up from four mandatory units.

7.2. The Core (mandatory) units are as follows:

Qualification title	QAN number	Qualification code	Pre-requisites	
CIBTAC Level 4 Diploma in Aesthetic Practice	603/7219/9	CSDD06	Learners will have a Level 3 beauty therapy qualification in facial work or CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice. Learners must be 18+	
Mandatory units	UAN number	Unit code	Credit value	GLH
Core Knowledge for Aesthetic Practice	A/615/0637	SDT01	12	102
Provide Chemical Skin Peeling Treatment	A/615/0640	SDP01	16	102
Provide Micro-Needling Treatment	J/615/0642	SDP02	16	102
Blemish Removal Treatment by Thermolysis	M/618/6311	SDP04	9	86
			53	392
Minimum TQT			530	

7.3. It will not be possible to recognise units from other courses.

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 Diploma in Aesthetic Practice is based upon practical and theory sessions.
- 8.2. The CIBTAC Level 4 Diploma in Aesthetic Practice is a practical and knowledge qualification. Delivery of the program may vary according to the Centre and may be delivered in any format that supports the Total Qualification Time (TQT) of 530 hours. This may include training workshops or seminars, tutorials and classroom contact time. The CIBTAC Level 4 Diploma in Aesthetic Practice has a total minimum number of 392 GLH hours; this may include training workshops or seminars, tutorials and classroom contact time.
- 8.3. To ensure competency for working independently, all learners must pass a formal assessment conducted by a competent tutor prior to undertaking any practical case study work outside the training environment. All learners must also have appropriate insurance in place to carry out practical treatments outside of the training environment. It is recommended that all students purchase a 'student kit' containing all supplies, products, devices and consumables required to undertake their practical case studies from the training provider.

9. Assessment Strategy

- 9.1. CIBTAC qualifications are assessed externally by Multiple Choice Theory papers.
- 9.2. The assessment methodology consists of 2 parts, namely:

Part 1 will consist of a Multiple-Choice Theory examination paper. The features of the MCQ test are:

 - The formats of MCQs will be determined by the domain of learning (Knowledge, Understanding, and Application) on which the Learner is to be assessed.
 - The MCQ paper will consist of 90 questions covering the mandatory units.
 - Each MCQ paper will be composed of MCQs with 1 correct answer and 3 distractors.
 - Results of the MCQ assessment will be made available to Centres within 6 weeks following the exam date.
 - Learners will be required to gain a minimum of 60% in each unit to pass.

Part 2 A practical synoptic assessment carried out by a CIBTAC examiner. The features of the practical examination are:

 - The mandatory units of this qualification have a practical exam time of 4 hours and 40 minutes.
 - Within the practical observation the examiner will observe the consultation, Client care, health and safety and appearance and marks will be awarded for all these areas.
 - Some areas require minimum marks to be achieved. Failure to achieve the minimum will result in failure of the unit and this may need to be retaken at another date.

- The pass mark for the practical is 60% for each unit.
- 9.3.** The Learner will need to pass all MCQ papers and practical examination to achieve the full CIBTAC Level 4 Diploma in Aesthetic Practice.
- 9.4.** In preparation for this exam Learners must successfully complete range sheets and additional evidence to cover the knowledge for each unit. These are internally assessed. The evidence of these assessments must be captured within portfolios.

Portfolio:

- The Learner will be expected to complete a portfolio containing each unit of the Certificate.
- Each portfolio will require the completion of a number of treatments. The number of treatments required for achievement of the portfolio varies from unit to unit, which are outlined in each unit in the syllabus. Each treatment will cover the minimum delivery of specific treatments within the unit.
- Each treatment plan must contain information which is outlined in the assessment methodology section of the unit.

10. Grading Scheme

To gain a qualification all units must be passed or achieved. Portfolio only units will be designated “achieved” or “not achieved”. Externally assessed units will be graded, the grades given will encompass both written and practical examinations and will be awarded as shown below. The overall grade for the qualification will be determined by the grades achieved for all units carrying an external assessment. The qualification grade is the lowest unit grade. The unit grade is the lowest of the theory and practical grade (where both forms of assessment take place). To receive a pass, all portfolio-only units must be achieved and all externally examined units must receive a pass score. To receive a merit all externally examined units must have received at least a merit score. To receive a distinction, all externally examined units must have received at least a distinction score.

Grade thresholds may be subject to change.

Grade	Mark range
Distinction	Marks of 85% and above
Merit	Marks of 75% - 84%
Pass	Marks of 60% - 74%
Fail	Marks of 59% and below

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

Learners will have a Level 3 beauty therapy qualification in facial work or CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice and/or be working in the beauty/aesthetics industry, be a nurse, doctor or other health care professional, however they may also be taking this course as a way of gaining access to the sector. Learners are required to be 18 years of age.

In line with government recommendations, they should normally have:

5 GCSEs at grade C and above including Maths, English and a Core Science plus one of the following, recognising the value of non-traditional vocational qualifications in this field:

- One A-Level or equivalent, a level 3 accredited qualification from an Awarding Organisation in a relevant subject, e.g. Beauty Therapy, Access course Skills for Health bridging programme.
- For Learners who have not achieved secondary education-level qualifications, work experience may count toward entry, e.g. through submission of a portfolio of evidence, but prior work experience should not be a requirement for entry. Applicants must demonstrate ability to study at Level 4.
- If English is not the applicant's first language, an English language level of International English Language Testing System (IELTS) 6.5 or 7.0 (depending on the education provider's requirements) in all components or equivalent will be required.

13. Accreditation of Recognised Prior Learning (RPL)

- 13.1. Approved Centres should provide appropriate advice and guidance to Learners seeking exemptions as a result of prior learning.
- 13.2. Each Learner is responsible for preparing each case of RPL.
- 13.3. 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.

14. Qualification Time Constraints

- 14.1. CIBTAC offers a lifetime registration fee. Learners are allocated a Unique CIBTAC ID and this will appear on all certificates.
- 14.2. 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 Diploma in Aesthetic Practice 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.
- 14.3. 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. A unit certificate will be provided for all successfully completed units.

15. Centre Requirements

- 15.1. 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.
- 15.2. 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 Diploma in Aesthetic Practice will be awarded to Learners who have successfully completed the 4 core (mandatory) units from the qualification structure.

17. The CIBTAC Level 4 Diploma in Aesthetic Practice Syllabus

- 17.1. There are 4 key areas within the programme of learning within which the syllabus is contextualised specifically for the beauty industry, which are:
 - Core knowledge for Aesthetic Practice..
 - Provide Chemical Skin Peeling Treatment

- Provide Micro-Needling Treatment
- Provide Blemish Removal Treatment by Thermolysis

17.2. The full syllabus outlining learning outcomes and the indicative content of each unit can be found in a separate document CIBTAC Level 4 Diploma in Aesthetic Practice.

18. Mapping to other Education Frameworks

18.1. The CIBTAC Level 4 Diploma in Aesthetic Practice is mapped against the England Government 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.

	RQF	EQF	CQFW	SCQF
	8	8		
	7	7		
	6	6		
CIBTAC Level 4 Diploma Aesthetic Practice	5/4	5	5/4	8/7
	3	4	3	6
	2	3	2	5
	1	2	1	4
	Entry Level 3	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 Diploma in Aesthetic Practice.

- 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
- 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