



**CIBTAC LEVEL 3 CERTIFICATE IN
THE PRINCIPLES OF COSMETIC PRACTICE**

CBC08

QAN – 603/1434/5

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 3 Certificate in the Principles of Cosmetic Practice

- 3.1. This qualification is listed in the Ofqual register of qualifications. The CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice provides knowledge in the principles of cosmetic practice and practical competence in the provision of skin analysis and assessment services.
- 3.2. A Learner studying a Level 3 programme will be able to demonstrate the following:

Knowledge descriptor (the Learner)	Skills descriptor (Learner can)
<ul style="list-style-type: none"> • has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks and address problems while well-defined, may be complex and non-routine • can interpret and evaluate relevant information and ideas • is aware of the nature of the area of study or work • is aware of different perspectives or approaches within the area of study or work 	<ul style="list-style-type: none"> • identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine • use appropriate investigation to inform actions • review how effective methods and actions have been

4. Purpose of the CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice

The CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice is a practical and knowledge-based qualification. It is aimed at equipping therapists with skills required for work in salons, destination/day spas and cruise ships.

The units have been identified by employers as the most appropriate for working as a beauty therapist and going on to work as an aesthetic beauty practitioner, however, there are many CPD courses that can enhance the skills learnt and provide new techniques to ensure that the qualified therapist remains current and at the forefront of the industry.

5. Aims of the CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice

5.1. The CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice provides Learners with the knowledge and skills to carry out the recognised skin analysis and assessment treatments in today's market

5.2. The aim of the Level 3 Certificate in the Principles of Cosmetic Practice is to:

- provide Learners with a challenging qualification that will enable them to gain the necessary knowledge and skills for work as a beauty therapist
- provide commercial skills in skin analysis and assessment
- provide Learners with the tools and terminology required to work within the beauty industry
- enable Learners to make informed and confident decisions relating to Clients' needs and requirements
- provide knowledge of the health and safety requirements surrounding the beauty industry
- provide opportunities for Learners to develop the necessary skills and competencies to move on to further study or employment

- encourage a deeper understanding of effective communication with Clients and team members
- provide knowledge and understanding of the anatomy and physiology of the body
- provide knowledge and understanding of the principles of chemistry and physics, as they apply to beauty therapy
- if the optional unit is selected: provide commercial skills in electrical epilation

5.3 The content of the CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice is shown below
Practical elements of the CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice will enable Learners to:

- follow health, safety and security practices within the salon/working environment
- follow emergency procedures
- communicate effectively with Clients
- provide Client care
- prepare and provide skin analysis and assessment services

Knowledge elements for the CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice will enable Learners to:

- understand the requirements for following health and safety within the salon
- understand the anatomy and physiology of the systems of the body
- understand the requirements for providing skin analysis and assessment treatments
- understand the elements of good practice in communicating with and caring for clients
- understand the principles of chemistry and physics as they relate to beauty therapy

6. Progression

CIBTAC's Level 3 Certificate in the Principles of Cosmetic Practice is a natural progression from Level 2 beauty therapy qualifications and is required by most spas and salons within the industry.

Achievement of the CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice will also provide progression to the study of beauty therapy and aesthetic treatments at Level 4, such as the Level 4 Award in Advanced Electrolysis, the Level 4 Certificate in Laser and Light Therapy, the Level 4 Certificate in Laser and Light Therapies, the Level 4 Certificate in Laser Skin Treatments, the Level 4 Certificate in Laser Hair Reduction, the Level 4 Certificate in Chemical Peeling, the Level 4 Certificate in Micro-needling, the Level 4 Certificate in Advanced Blemish Removal by Thermocoagulation and Cryotherapy, and the Level 4 Diploma in Aesthetic Practice offered by CIBTAC and other awarding organisations regulated by Ofqual.

7. Structure of the CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice

7.1. The CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice is made up from 4 mandatory units

7.2. The Core (mandatory) units are as follows

Qualification title	QAN number	Qualification code	Level	Pre-requisites		
CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice	603/1434/5	CBC08	3	None		
Mandatory section A– All units to be taken to provide 14 credits	UAN number	Unit code	Level	Credit value	GLH	
Monitor and maintain health and safety in the salon	K/507/8923	T101	3	4	29	
Client care and communication in beauty related industries	H/507/8922	T102	3	3	28	
Provide skin analysis and assessment	D/615/7094	P112	3	4	22	
Beauty therapy science	H/615/7095	T107	3	3	20	
Mandatory section B – one unit to be taken with a minimum of 7 credits	UAN number	Unit code	Level	Credit value	GLH	
Knowledge of anatomy and physiology for skin treatments	K/615/7096	T105	3	7	45	
Knowledge of anatomy and physiology for beauty and spa therapy	M/615/7097	T100	3	13	90	
Optional section C– unit may be taken if chosen	UAN number	Unit code	Level	Credit value	GLH	
Provide Electrical Epilation	L/615/7561	PA2	3	11	88	
				Minimum credit/hours	21	144
				Maximum credit/hours	38	277
				Minimum TQT	210	
				Maximum TQT	380	

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 3 Certificate in the Principles of Cosmetic Practice 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 210 - 380 hours depending on unit choice. This may include training workshops or seminars, tutorials and classroom contact time

- 8.3 The CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice has a total minimum number of 144 - 277 guided learning hours (GLH) depending on unit choice, which must be delivered in simultaneous contact between tutor and learner
- 8.4 To develop commercial competence you must carry out treatments in Realistic Working Environments (RWE) involving paying Clients

9 Assessment Strategy

- 9.1 The mandatory units in this CIBTAC qualification are assessed externally by Multiple Choice Theory paper
- 9.2 The assessment methodology consists of 1 parts, namely:
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 55 – 95 questions covering the mandatory and chosen optional 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
- 9.3 The Learner will need to pass all MCQ papers and a practical examination if Option C is selected to achieve the full CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice

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 should either be working in or aspiring to join the Beauty Industry if possible. They should ideally have:

- a good general education, including GCSE Mathematics and English, A* - C. This may also include achievement of Functional Skills or Essential Skills in Mathematics and English

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 Head of Education

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 3 Certificate in the Principles of Cosmetic 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. This applies to both practical and theory aspects. 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 3 Certificate in the Principles of Cosmetic Practice will be awarded to Learners who have successfully completed the 5 core (mandatory) units from the qualification structure.

17. The CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice Syllabus

17.1 There are 5 key areas within the programme of learning within which the syllabus is contextualised specifically for the beauty industry, which are

- health and safety
- client care and communication
- skin analysis and assessment
- anatomy and physiology
- chemistry and physics, relating to beauty therapy practice

17.2 The full syllabus outlining learning outcomes and the indicative content of each unit can be found in a separate document CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice

18. Mapping to other Education Frameworks

The CIBTAC Level 3 Certificate in the Principles of Cosmetic 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.

Qualification Title	RQF	EQF	CQFW	SCQF
	8	8		
	7	7		
	6	6		
	5/4	5	5/4	8/7
CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice	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 3 Certificate in the Principles of Cosmetic 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
- 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