



Higher National Graded Unit specification

General information for centres

This Graded Unit has been validated as part of the HNC Beauty Therapy. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

Graded Unit title: Beauty Therapy: Graded Unit 1

Graded Unit code: F3SA 34

Type of Graded Unit: Project

Assessment Instrument: Practical Assignment

Credit points and level: 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Purpose: This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HNC Beauty Therapy:

- ◆ consolidate practical skills for a range of body and facial therapies
- ◆ develop study, knowledge and organisational skills
- ◆ prepare candidates for progression to further study in Beauty Therapy or a related discipline
- ◆ adopt an innovative and creative approach to their work and be able to adapt to the challenges posed by changes in the environment or practise of the beauty therapy industries

Recommended prior knowledge and skills: It is recommended that the candidate should have completed or be in the process of completing the following Units relating to the above specific aims prior to undertaking this Graded Unit:

- ◆ DN6Y 34 *Management and Practices of Facial Therapies*
- ◆ DN6X 34 *Management and Practices of Body Therapies*
- ◆ D594 34 *Anatomy and Physiology*
- ◆ D7HJ 34 *Employment Experience 1*

Candidates should also have good communication skills. These may be demonstrated by the achievement of Core Skill *Communication* at Higher level or by possession of Higher English and Communication or a suitable NQ Communication Unit (SCQF level 5/6).

General information for centres (cont)

Core Skills: There are opportunities to develop the Core Skills of *Communication* and *Problem Solving* at SCQF level 6 and *Working with Others* at SCQF Level 5 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Assessment: This Graded Unit will be assessed by the use of a practical assignment. The developed practical assignment should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of the Graded Unit that it covers.

Administrative Information

Graded Unit code: F3SA 34
Graded Unit title: Beauty Therapy: Graded Unit 1
Original date of publication: August 2008
Version: 01

History of changes:

Version	Description of change	Date

Source: SQA

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Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates

Graded Unit title: Beauty Therapy Graded Unit 1

Conditions of assessment

The candidate should be given a date for completion of the practical assignment. The instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions; provide clarification, guidance and reasonable assistance. The assessment task should be marked as soon as possible after the completion date. The final grading given must reflect the quality of the candidate's evidence at the time of the completion date.

At this level, candidates should work independently. It is up to centres to take reasonable steps to ensure that the project is the work of the candidate. For example, centres may wish to informally question candidates at various stages on their knowledge and understanding of the project on which they have embarked. Centres should ensure that where research etc, is carried out in other establishments or under the supervision of others that the candidate does not receive undue assistance.

The evidence for the project is generated over time and involves three distinct stages, where each stage has to be achieved before the next is undertaken. Thus any re-assessment of stages must be undertaken before proceeding to the next stage.

If a candidate fails the project overall or wishes to upgrade, then this must be done using a *substantially different* project, ie all stages are undertaken using a new project, assignment, case study, etc. In this case, a candidate's grade will be based on the achievement in the re-assessment, if this results in a higher grade.

Instructions for designing the assessment task

The assessment task is a project. The project undertaken by the candidate must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be familiar or unfamiliar to the candidate

The assessment task must require the candidate to:

- ◆ analyse the task and decide on a course of action for undertaking the project
- ◆ plan and organise work and carry it through to completion
- ◆ reflect on what has been done and draw conclusions for the future
- ◆ produce evidence of meeting the aims which this Graded Unit has been designed to cover

The work necessary to undertake this assignment will consolidate skills and knowledge acquired throughout the HNC Beauty Therapy. Candidates will identify the treatments to be provided and demonstrate the practical competences which reflect the award. These will employ skills developed through a combination of the mandatory Units from the Group Award. When planning, organising and providing treatments candidates must ensure that sufficient evidence is provided to meet the requirements of the Graded Unit.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

The candidate will be asked to:

- ◆ interpret a brief
- ◆ gather information through consultation
- ◆ investigate available resources
- ◆ prepare an action plan
- ◆ carry out two consecutive face and body multiple treatment packages in one performance
- ◆ maintain a log of the process
- ◆ evaluate the treatment package and the development process

The practical assignment and the way it is planned should reflect opportunities for the candidate to design a treatment package that reflects the diversity and range of the treatment contained within the mandatory Units. The brief should allow a degree of choice in the way a project is taken forward so that it may reflect a candidate's interests and personal strengths whilst meeting the needs of the client. Clients must be selected randomly by the centre. A mentoring system as described in the *conditions of assessment* above would help the candidate to develop the brief, and ensure the candidate was carrying out appropriate preparation and planning for the task.

Each candidate must provide his or her individual responses to each of the stages of the assignment and assessors must be satisfied that the work has been completed by the individual candidate. The work produced should include an accurate treatment record and a narrative of planning, management and reflective evaluation for each treatment package.

Candidate brief

The Candidate should:

- ◆ carry out a range of treatments selected from the mandatory Units
- ◆ complete two consecutive face and body multiple treatment packages in one performance
- ◆ plan and prepare for each multiple treatment packages on clients randomly selected
- ◆ show significant difference in each treatment package
- ◆ demonstrate effective management of client, treatment package and resource requirements throughout
- ◆ perform each treatment package in a commercially viable timescale, giving specific relevant aftercare and product advice
- ◆ demonstrate a reflective approach to the treatment package provided
- ◆ demonstrate effective employability skills throughout the process
- ◆ provide an accurate treatment record and detailed written account of planning, management and reflective evaluation for each treatment package

Guidance on grading candidates

Candidates who meet the minimum Evidence Requirements will have their achievement graded as C — competent, or A — highly competent or B somewhere between A and C. The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> ◆ has good quality evidence gathered together in a logical way for each of the three essential phases of the project, showing clear inter-relationships. ◆ demonstrates a justified interpretation of the brief which shows insight, creativity and a clear understanding of the practical skills required for each process. ◆ develops an action plan which is clearly related to the tasks associated with the project with accurate timelines and some flexibility to allow for contingencies. ◆ has identified cohesive tasks which are in a logical order and integrate with researched information. ◆ uses specialist technical language accurately and appropriately in all written and oral work. ◆ uses technical skills in a competent way and demonstrates the management of the treatment package to meet the requirements of the brief, client requirement, industry practice and relevant current health and safety legislation. ◆ presents a reflective evaluation which identifies the strengths and weaknesses of all aspects of the development process. 	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> ◆ has provided evidence for the three phases of the project. ◆ demonstrates an accurate interpretation of the brief which takes account of existing practical skills required for each process ◆ develops an action plan which relates to the tasks which require to be completed for the project. Each task should have a related timeline. ◆ displays tasks in a logical order with realistic timelines. ◆ uses language which is accurate in terms of technical content. ◆ uses technical skills and demonstrates the management of the treatment package to meet the requirements of the brief. ◆ presents a reflective evaluation of the development process.

The project will be marked out of 100. Assessors will mark each stage of the project, taking into account the criteria outlined. The marks will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the candidate for this Graded Unit based on the following grade boundaries.

A = 70% — 100%
 B = 60% — 69%
 C = 50% — 59%

Note: the candidate must achieve all of the minimum evidence specified below for each stage of the project in order to achieve the Graded Unit.

Evidence Requirements

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Note: The candidate must achieve **all of the minimum evidence** specified below for each stage of the project in order to pass the Graded Unit.

Project stage	Minimum Evidence Requirements
Stage 1 — Planning 30%	<p>Each planned treatment package must show significant difference and clearly demonstrate the skills and knowledge gained by the candidate whilst undertaking the mandatory Units.</p> <p>A written action plan should be produced and must contain:</p> <ul style="list-style-type: none"> ◆ the candidates interpretation of the brief ◆ information gathered in response to the brief ◆ identification of treatment package and justification of selected treatments to meet each individual clients requirement and treatment aims: <ul style="list-style-type: none"> — client consultation — treatment objectives — reason for choice of treatment package — resource selection ◆ plan of proposed management and organisational skills in relation to the treatment package to be provided <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage. The candidate should achieve a minimum of 15 out of the allocated 30 marks to achieve a C Grade.</i></p>

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Project stage	Minimum Evidence Requirements
Stage 2 — Developing 35%	<p>Demonstrate effective management of all aspects of each treatment package to meet the needs of the client, industry practice and current relevant health and safety legislation.</p> <p>Demonstrate that specific relevant aftercare and product advice has been discussed with each client.</p> <p>Demonstrate a reflective approach to the treatment package provided.</p> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage. The candidate should achieve a minimum of 18 of the allocated 35 marks to achieve a C Grade.</i></p>
Stage 3 — Evaluating 35%	<p>Candidates must reflect, review and evaluate the practical assignment and produce an evaluative report which must:</p> <ul style="list-style-type: none"> ◆ briefly outline the practical assignment ◆ review and update the action plan ◆ summarise any unforeseen events and how they were handled ◆ assess the strengths and weaknesses of the management of the treatment package ◆ identify any knowledge and skills which have been gained or developed ◆ determine to what extent the assignment met the original brief <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage. The candidate should achieve a minimum of 18 of the allocated 35 marks to achieve a C Grade.</i></p>

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Support notes

It is envisaged that this Graded Unit would be started towards the end of the candidate's studies. Centres could concentrate the time available for the Graded Unit towards the end of the course. It should not be seen as a repeat of previous Unit assessments. The emphasis should be on the integration and application of existing knowledge and skills.

Time management is an important aspect of planning, developing and evaluating a practical activity and in order to help candidates manage their time effectively, lecturers should consider setting up individual progress reviews with candidates at the start of the delivery of the Graded Unit. Lecturers may consider developing a centre pro forma to record their discussions with candidates. These discussions or mentoring activities are an essential part of the Graded Unit and should help ensure that candidates keep to timelines. Records of meetings will form part of the candidate's evidence. The grade finally achieved by the candidate depends on the work submitted. It is therefore very important that staff do not give undue assistance to students. The level of assistance should be fully discussed at course team level and any assistance given should be logged in the candidate's mentoring records.

The identification of when salon facilities/resources are required and available could form part of the candidate's planning activities. Access to computers is likely to be required for word processing.

Opportunities for developing Core Skills

In this Unit, candidates will collect and organise information from a number of sources. This is a good opportunity to develop *Communication* and *Problem Solving* skills.

Candidates will carry out practical activities in the salon that involve listening, and talking to customers and recording information, which will give the opportunity to demonstrate oral and written communication skills.

There are opportunities whilst undertaking this Unit where candidates will be expected to work co-operatively with others, demonstrating good working practice by negotiating the use of resources and maintaining a clean and safe working environment.

There are good opportunities for developing *Problem Solving* skills as candidates are expected to take responsibility for their own performance; source relevant physical resources including products and equipment, decide how each treatment package will be managed and carry it out to industry standards, then critically analyse and evaluate the effectiveness of each treatment package undertaken in relation to client's aims and draw conclusions which will influence future practice.

Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative assessment arrangements. For information on these, please refer to the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on SQA's website: www.sqa.org.uk.

General information for candidates

This Graded Unit is designed to help you provide evidence that you have achieved the following principal aims of the HNC Beauty Therapy:

- ◆ consolidate practical skills for a range of body and facial therapies
- ◆ develop study, knowledge and organisational skills
- ◆ prepare you for progression to further study in Beauty Therapy or a related discipline
- ◆ adopt an innovative and creative approach to your work and be able to adapt to the challenges posed by changes in the environment or practise of the beauty therapy industries

The practical assignment and the way it is planned should reflect opportunities for you to design a treatment package that reflects the diversity and range of treatments contained within the mandatory Units of the HNC Beauty Therapy award.

You will be required to:

- ◆ carry out a range of treatments selected from the mandatory Units
- ◆ complete two consecutive face and body multiple treatment packages in one performance
- ◆ plan and prepare for each multiple treatment packages on clients randomly selected
- ◆ show significant difference in each treatment package
- ◆ demonstrate effective management of client, treatment package and resource requirements throughout
- ◆ perform each treatment package in a commercially viable timescale, giving specific relevant aftercare and product advice
- ◆ demonstrate a reflective approach to the treatment package provided
- ◆ demonstrate effective employability skills throughout the process
- ◆ provide an accurate treatment record and detailed written account of planning, management and reflective evaluation for each treatment package

The work produced should include an accurate treatment record and a narrative of planning, management and reflective evaluation for each treatment package.

The evidence for the project is generated over time and involves three distinct stages — planning, developing, evaluating. Each stage has to be achieved before the next is undertaken. Any re-assessment of stages must be undertaken before proceeding to the next stage.

In order to successfully complete this Unit, you will be required to achieve a satisfactory level of performance on each stage.

You should be given a date for completion of the practical assignment. Instructions for the assessment task should be distributed to allow you sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, lecturers may answer questions; provide clarification, guidance and reasonable assistance. The assessment task should be marked as soon as possible after the completion date. The final grading given will reflect the quality of the evidence you have provided at the time of the completion date.