Arrangements for:

National Certificate Group Award in Beauty Care and Make-up

(SCQF level 5)

Group Award Code: G92F 45

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Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of National Qualification Group Awards.

History of changes

It is anticipated that changes will take place during the life of the qualification, and this section will record these changes. This document is the latest version and incorporates the changes summarised below.

Version number	Description	Date	Authorised by
02	Framework amended to include additional optional Units.	14/09/11	Moira Duncan

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1 Introduction

This is the Arrangements Document for the new Group Award in Beauty care and Make-up, at SCQF level 5, which was validated in 2008. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

The current National Certificate Units for Beauty Care in the SQA catalogue are used by a large number of Further Education Colleges. The candidates are presented with a College certificate.

A recent development of a National Progression Award in Cosmetology at SCQF level 4 which was validated in 2006 has already proven very popular. Skills for Work in Beauty id currently being developed at Higher.

2 Rationale for the development of the Group Award

Consultation was commissioned by the Scottish Qualification Authority (SQA). The research was initially to consider a generic qualification for Hairdressing, Barbering and Beauty Care. A consultation meeting was held in Glasgow in 2006 and further focus meetings took place after the report was finalised. At the focus meeting it was agreed there was a need to have separate qualifications in Beauty Care which would include Units to allow progression within these fields.

The draft framework was sent out for further consultation prior to the Unit development process.

The competences include the basic generic skills required for both beauty care and make-up as follows: personal presentation skills; customer care; selling skills; facial skin care, manicure and day and corrective make-up and team working.

The specific skills include back, neck and shoulder massage, nail art, waxing, special make-ups. The route to follow make-up artistry, the specialist Units include — setting and styling for media, face painting, drawing and colouring design techniques and portfolio presentation.

This qualification will allow candidates to apply for employment at a cosmetic counter in a department store. The majority of beauty Salon employ qualified staff holding an HND Beauty Therapy qualification.

The Units within the award give basic knowledge of processes, materials and products and terminology for hairdressing and the requirement to demonstrate the knowledge. Giving the candidate the ability to plan and organise tasks, select appropriate tools, materials and comply with health and safety regulations efficiently, when performing tasks. Problem solving skills which include being able to cope with changing instruction in the organisation of their workload. The candidate will learn to read, understand and carryout manufacturers' instructions, oral communication. They will learn to work on their own and carryout tasks with minimum supervision. Work as a member of a team. Evaluate their work and attitude and set goals.

Progression routes and mapping to the National Occupational Standards can be found at Appendices 1 and 3.

The qualification has been designed to meet the needs of school leavers, progression candidates and adults returning to education.

3 Aims of the Group Award

National Certificate Group Awards are designed to develop and assess a defined set of skills and knowledge in specialist vocational areas.

3.1 Principal aims of the Group Award

- Flexible approaches within a national framework
- A focus on the development of candidates knowledge and understanding which underpins performance in the workplace — team working; communication
- Common mandatory elements of study for various vocational pathways
- Choices of optional Units for various vocational pathways

3.2 General aims of the Group Award

The specific aims of these awards are to:

- encourage candidates to adopt best practice and work behaviour and ethics
- encourage candidates to take charge of their own learning and development
- provide a range of learning and assessment styles to motivate the candidates to achieve their full potential
- provide candidates with knowledge and skills which are directly relevant to current or future job roles within their vocational area
- provide opportunities for the personal development of skills and attitudes which will improve a candidates employment potential and career development within the Beauty Care and Make-up
- equip candidates with skills and knowledge that will lead to a qualification which will enable the candidates to progress to competence based qualifications

3.3 Target groups

The qualifications have been designed to meet the needs of the following target groups:

- School leavers
- Progression candidates
- Adults returning to education

3.4 Employment opportunities

This National Award is designed to equip candidates with the skills, knowledge and understanding required to allow entry to employment in a junior role in a Beauty Salon or as an assistant at a cosmetic counter in a store or for progression to further academic and/or professional qualifications.

4 Access to Group Award

No formal entry qualifications are required. Access to the programme will be at the discretion of the centre.

5 Group Award structure

This National Certificate Group Award in Beauty Care and Make-up at SCQF level 5 will be awarded by achieving 12 credits (72 SCQF credit points). There are 7 mandatory credits (42 SCQF credit points) and 5 optional credits (30 SCQF credit points).

5.1 Framework

NC Group Award Beauty Care and Make-Up framework

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Mandatory				
Applying Practical Skills	F4BY 11	6	5	1
Selling Skills	D0SF 10	6	4	1
Facial Skin Care	F4P5 11	6	5	1
Day Make-up and Basic Corrective Make-up	F4C0 11	6	5	1
Manicure	F4C3 11	6	5	1
Bridal and Evening Make-up	F4BW 11	6	5	1
Hair, Beauty and Make-up: Portfolio Presentation	F4C7 11	6	5	1
5 optional credits				
Setting and Styling Techniques for Media	F4P0 11	6	5	1
Face Painting	F4C1 11	6	5	1
Nail Art: Freehand	F4P3 11	6	5	1
Postiche Application and Styling: An Introduction	F4C6 11	6	5	1
Beauty and Make-up: Drawing and Colouring Design Skills	F4P2 11	6	5	1
Hair, Beauty and Make-up: Competition Technical Skills	F4BV 11	6	5	1
Back, Neck and Shoulder Massage	F4P4 11	6	5	1
Artificial Nail Enhancement: Tips and Overlays	F4NT 11	6	5	1
Waxing Treatments: Legs and Underarms	F4CA 11	6	5	1
OR				
Waxing Treatments	F9V9 11	6	5	1
Hair, Beauty and Make-up: Personal Care and Appearance	F4C5 11	6	5	1
Reception Duties and Skills	F4P1 11	6	5	1
Skills for Customer Care	F38X 11	6	5	1
Work Experience	D36H 11	6	5	1
Eye Enhancement	F6XF 12	6	5	1

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Optional Units (continued)				
Working with Others	D01F 11	6	5	1
OR				
Working with Others	F3GE 11	6	5	1

5.2 Mapping information

See Appendix 1: National Occupational Standards.

5.3 Articulation, professional recognition and credit transfer

See Appendix 2: Pathways.

6 Approaches to delivery and assessment

Content and context

The qualifications are designed to equip candidates with the knowledge, understanding and skills required for further study within Beauty Care and Make-up qualifications or to gain employment at a junior level within the sectors. It is mainly aimed at candidates who are interested in pursuing a career in these sectors.

The emphasis of the awards is to develop basic skills with the focus on practical activities which will be carried out in a realistic work environment.

Candidates can build on these skills through employment and continue to study with Scottish Vocational Qualifications. It is anticipated there will be qualifications developed at SCQF level 6 in Beauty Care; Make-up as progression from these awards allowing further progression to HNC and HND Qualifications.

Delivery

The structure of the qualifications allows a high degree of flexibility in the delivery, owing to the very practical nature of the awards. It is recommended that a realistic work environment is available for delivery.

The award could be offered fulltime, part time, block release, day release or evening. Combination of delivery is also a possibility. Centres wishing to provide a full time programme might include more optional Units from the framework.

There are many opportunities for integrative delivery of Units within the awards. Teaching and learning for the generic mandatory Units (Customer Care Skills; Working with Others; Selling Skills) can be integrated with practical Units. Equally, assessment should be encouraged to be within the application of practical Units. Assessment Support Packs (ASPs) will identify specific opportunities for integration with other Units.

Assessment

The assessment strategy is designed to ensure an appropriate level of rigour whilst not imposing excessive demands on Centres or candidates. The design principles for the award encourage a holistic approach to assessment and this has been adopted in each Unit specification for this award.

Each Unit specification includes guidance on delivery and assessment and where appropriate, any relationship with delivery and assessment of other Units.

Assessment guidance includes a variety of conditions including open-book, folio, practical activities.

Assessment Support Packs (ASPs) are available for all Units. These provide guidance on content, context, evidence required, consultation sheets, folios and checklists with clearly stated standards. Centres are recommended to use these ASPs as templates if producing their own instruments of assessments.

Assessment guidance is provided in each Unit specification. Certain Units offer particular opportunity for integrative assessment covering one or more Performance Criteria. Centres can decide the order in which Units are delivered, based on candidate recruitment patterns, mode of delivery, resource issues and logical progression dictated by topics and Unit content and level.

Throughout all Units emphasis should be placed on the application of Health and Safety legislation. Safe working practices should be looked at in accordance with current safety codes of practice and regulations.

7 General information for centres

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 Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* **(www.sqa.org.uk)**.

Internal and external verification

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment and Quality Assurance for Colleges of Further Education* **(www.sqa.org.uk)**.

8 General information for candidates

When undertaking this award you will study skills which are appropriate to Beauty Care and Make-up You will study skills areas which include Customer Care, selling skills, facial skin care, day and corrective make-up and manicure. You may then specialise in Beauty Care by undertaking Units in nail art, waxing, massage and special make-ups, reception skills and work experience in a real or simulated workplace. You may follow Units appropriate to Make-up which include face painting, setting and styling hair for media, drawing and colouring design skills. There is an opportunity to study related skills in competition technical skills and the production of a portfolio of your work. You will also have the opportunity to develop transferable skills in this Group Award such as — practical skills, being responsibility for your own learning, technology skills, employability skills, attitudinal skills and planning and evaluative skills.

This National Award is designed to equip you with the skills, knowledge and understanding required to allow entry to employment in a junior role in a Beauty Salon or with a cosmetic company as an assistant. The majority of Beauty Salons employ qualified Therapists therefore continuing study is the preferred option. You may progress further by studying a Group Award at SCQF level 6 or SVQ in Beauty Therapy at level 2 or a level 3 followed by a Higher National Certificate and/or Higher National Diploma in Beauty Therapy.

If you follow the Make-up route the progression to further academic qualifications at Higher National Level will be to Higher National Certificate in Fashion Make-up and/or Higher National Diploma in Make-up Artistry.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at **www.scqf.org.uk**

SCQF credit points: One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2-6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2-6 and will normally be made up of National Units which are available from SCQF levels 2-7.

Dedicated Core Skill Unit: This is a Unit that is written to cover one or more particular Core Skills, eg National Units in Information Technology or Communications.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the National Certificate/National Progression Award from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised National Certificates/National Progression Awards are those developments or revisions undertaken by a group of centres in partnership with SQA.

10 Appendices

Appendix 1: Mapping to National Occupational Standards
Appendix 2: Progression Routes
Appendix 3: Pathways

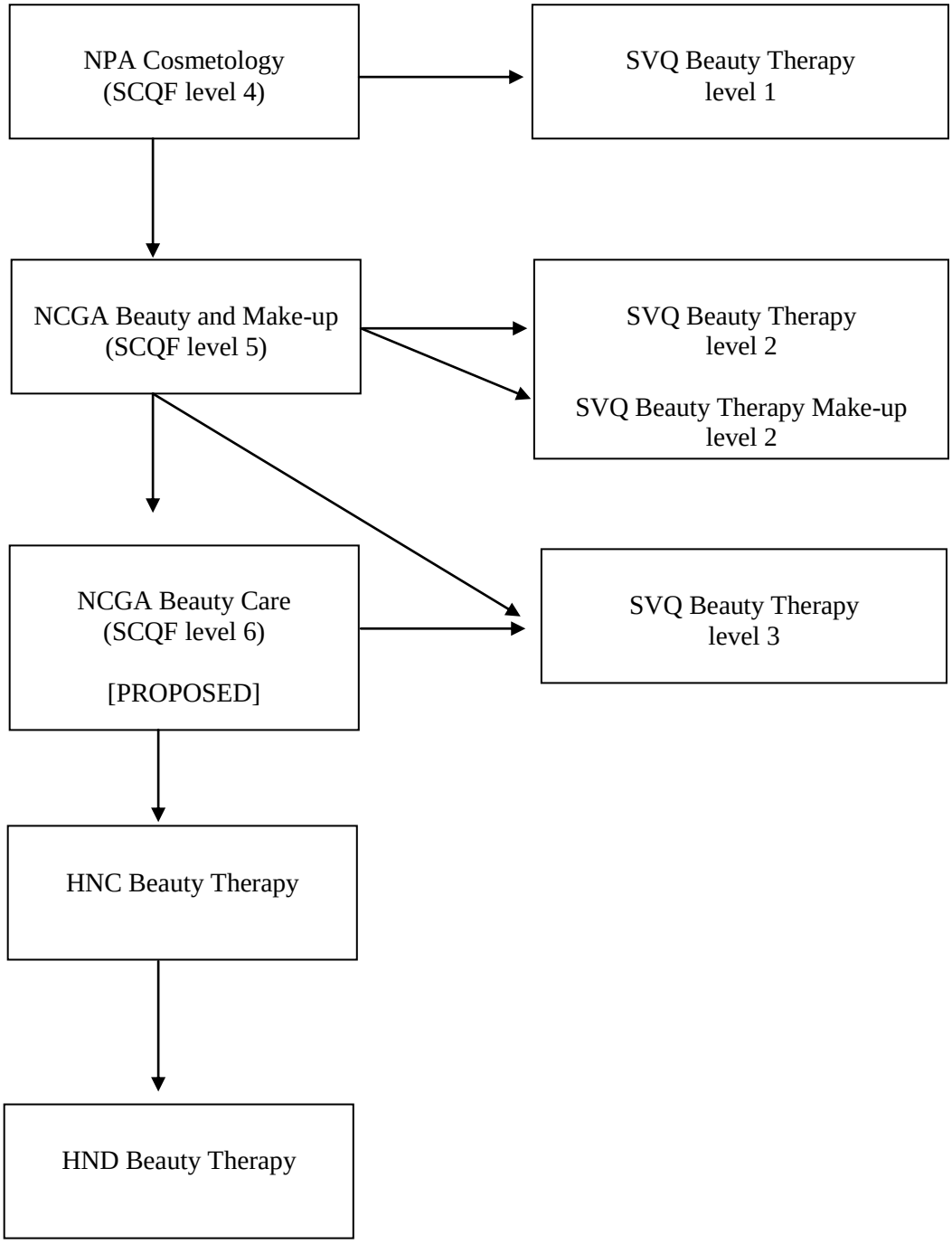
Appendix 1: Mapping to National Occupational Standards

SQA Units NOS	G1	G2	G4	G6	G8	G11	G12	G13	BT1	BT2	BT3	BT4	BT6	BT7	BT9	BT10	BT12	BT13	BT16	
Skills for Customer Care																				
Applying Practical Skills																				
Selling Skills				√																
Working with Others																				
Facial Skin Care	√											√								
Day Make-up and Basic Corrective Make-up	√														√					
Manicure	√										√			√						
Setting and Styling Techniques for Media	√																			
Face Painting	√																			
Hair, Beauty and Make-up: Portfolio Presentation																				
Nail Art: Freehand	√																	√		
Bridal and Evening Make-up	√														√					
Back, neck and Shoulder Massage	√																		√	
Waxing Treatments: Legs and underarms	√																			
Beauty and Make-up: Drawing and Colouring Design Skills																				
Hair, Beauty and Make-up: Competition Technical Skills																				
Work Experience																				
Hair, Beauty and Make-up: Personal Care and Appearance																				
Reception Duties and Skills		√	√																	

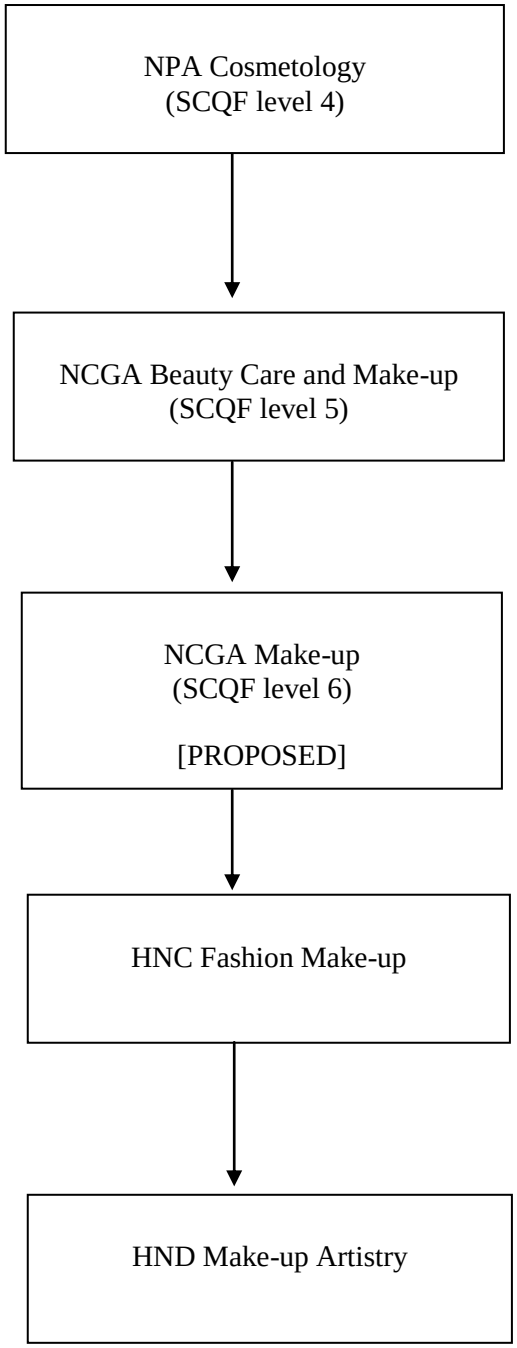
√ = Partial mapping

Appendix 2: Progression Routes

Beauty Care



Make-up Artists



Appendix 3: NCQA Beauty Care and Make-up (SCQF level 5)

Pathways

Pathway	Unit title	Mandatory	Option	Generic Option
Common Core Units — 7 credits — Mandatory				
Beauty/ Make-up	Applying Practical Skills	√		
Beauty/ Make-up	Selling Skills	√		
Beauty/ Make-up	Facial Skin Care	√		
Beauty/ Make-up	Day Make-up and Basic Corrective Make-up	√		
Beauty/ Make-up	Manicure	√		
Beauty/ Make-up	Bridal and Evening Make-up	√		
Beauty/ Make-up	Hair, Beauty and Make-up: Portfolio Presentation	√		
Optional Units — 5 credits minimum				
Make-up	Setting and Styling Techniques for Media		√	
Make-up	Face Painting		√	
Beauty/ Make-up	Nail Art: Freehand		√	
Beauty	Artificial Nail Enhancement: Tips and Overlays		√	
Beauty	Back, Neck and Shoulder Massage		√	
Make-up	Beauty and Make-up: Drawing and Colouring Design Skills			√
Make-up	Hair, Beauty and Make-up: Competition Technical Skills			√
Beauty	Waxing Treatments: Legs and Underarms		√	
Beauty/ Make-up	Hair, Beauty and Make-up: Personal Care and Appearance			√
Beauty/ Make-up	Reception Duties and Skills			√
Beauty/ Make-up	Skills for Customer Care			√
	Working with Others			√
	or			
Beauty/ Make-up	Working with Others			√
Beauty/ Make-up	Work Experience			√