



**National Qualifications 2013
Internal Assessment Report
Beauty Therapy**

The purpose of this report is to provide feedback to centres on verification in National Qualifications in this subject.

National Qualifications (NQ) Units

Titles/levels of NQ Units verified:

Level 4

Beauty: Practical Skills

Level 5

Manicure

Facial Skin Care

Depilation

Level 6

Artificial Nail Enhancement: Tips and Overlays

Waxing Treatments

Manicure and Pedicure

Eye Enhancement

Face and Body Electrotherapy: An Introduction

General comments

Generally, centres visited have a clear and accurate understanding of the requirements for National Units. They are either delivering NQ Units to full-time National Qualification Group Award (NQGA) candidates or offering them to part-time day and evening candidates. Some centres are private training providers who only deliver an individual Unit and this could include delivery to school groups.

Unit specifications, instruments of assessment and exemplification materials

Centres are generally familiar with the Unit specification and instruments of assessment. Centres are using the SQA National Assessment Bank materials (NABs) or assessment support pack (ASPs) available. If the Unit sits within the Skills for Work Beauty framework they often use the SQA/Colleges Scotland teaching and learning packs.

Where there are no NABs/ASPs, centre-devised instruments of assessment have been developed and then internally verified by centre Internal Verifiers. Prior-verification with SQA was recommended to centres for their centre-devised instruments of assessment.

A centre was using a relatively old Depilation Unit specification for part-time evening provision, and was advised of an updated version and more current Unit choice.

Evidence Requirements

Evidence Requirements were met by centres for all Units externally verified. On one occasion, external verification noted inconsistency with the assessor's marking-up and the retaining of candidate summative evidence. Centres were advised to ensure consistency and standardisation by implementing frequent assessor meetings and ensuring consistency when retaining assessment evidence from different sites. One centre had arranged prior verification for their centre-devised instruments of assessment in particular for their level 6 Units without ASPs.

Administration of assessments

Where there were opportunities to integrate assessments this was carried out; for example the Manicure and Pedicure Unit.

Remediation and detailed feedback to candidates was often recorded on a standardised centre assessor feedback form signed by the assessor and the candidates for authenticity.

An increased use of photographic evidence by assessors and candidates was noted during visits.

Regular standardisation meetings are held with assessors/departments delivering the same Unit to ensure evening/part-time provision is consistent with the full-time delivery of assessments. A 'buddy system' had been implemented by one centre for new/less experienced assessors to be mentored and supported by more experienced assessors.

Teaching and learning materials were provided through centres' virtual learning environments (VLEs) to allow easier access for part-time candidates.

Areas of good practice

- ◆ Teaching and learning resources available through the centres' VLEs for easier access for part-time candidates.
- ◆ Instruments of assessment indicated clear assessment conditions for the learning Outcomes and performance criteria covered within the Unit.
- ◆ High quality photographic evidence of before and after nail finish, especially for the Artificial Nail Enhancement Unit.
- ◆ Buddy system for new/less experienced assessors who are paired with a more experienced assessor for support and guidance to ensure standardisation for Unit assessments and delivery.
- ◆ Micro-meetings with assessors delivering the same Unit to ensure a consistent approach to delivery for all candidates full-time (day) to part-time (evening) provision.
- ◆ Centre-devised client consultation record cards for the Beauty: Practical Skills Unit to support performance evidence.

Specific areas for improvement

- ◆ Assessors should ensure the candidates complete written evidence in ink.
- ◆ Assessors and candidates should sign and date the summative assessment evidence when completed for authenticity.
- ◆ Unit range coverage for the Artificial Nail Enhancement: Tips and Overlays Unit must be clearly demonstrated within assessment evidence.
- ◆ The practice of implementing standardisation practices in centres should be continued, with multiple assessors delivering the same Units in various sites.
- ◆ Assessors should ensure they maintain and store candidate summative assessments to meet SQA requirements.
- ◆ Centres should review and consider the delivery of new updated Unit specifications to replace older NQ Units, for their part-time provision.