



Qualification Assessment Strategy

For awarding bodies

SVQ 3 in Beauty Therapy at SCQF Level 6
January 2016

About Habia

Habia is the Sector Skills Body (SSB) and industry authority for hair, barbering, beauty, nails and spa therapy. Our role is to create the standards that form the basis of all qualifications in hair and beauty including SVQs, Apprenticeships and Foundation degrees, as well as industry codes of practice.

Habia is also part of the SkillsActive Group, licensed by the UK Government as the SSC for active sport, leisure and wellbeing including the sport, fitness, outdoor activities, play work, caravan and hair and beauty sectors.

Purpose of the assessment strategy

This Assessment Strategy has been produced by Habia in partnership with industry partners and awarding body partners to ensure the SVQ 3 in Beauty Therapy at SCQF Level 6 qualification, which has been developed after the approval of SkillsActive's review of the National Occupational Standards (NOS) for Beauty Therapy (2014), has credibility in the industry. It outlines the principles and requirements to be applied to the assessment of knowledge, understanding, performance and competence for this qualification and its associated units.

The following sections outline Habia's industry specific principles in regard to:

- External quality control of assessment
- Workplace assessment, inclusive of the use of simulation
- Assessment of knowledge and understanding
- Occupational competence requirements for those involved in the assessment process

These principles are in addition to the requirements that awarding bodies must adhere to for the delivery of qualifications, as required by the relevant qualification regulator for Scotland (SQA Accreditation). Awarding bodies may specify additional requirements for Centres, as they consider necessary in order to enhance the principles and quality of assessment.

This strategy supersedes and replaces all previous assessment strategies and supplementary guidance.

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1. About the qualification

The purpose of the SVQ 3 in Beauty Therapy at SCQF Level 6 qualification confirms occupational competence and provides learners with the knowledge, skills and understanding to be a Beauty Therapist.

SCQF overall level	6
Learner entry requirements	There are no formal entry requirements for this qualification.

1.1 SVQ structure

SSC code	Unit title	SCQF level	SCQF credit
Mandatory units - 4 units must be achieved			
SKACHB17	Contribute to the planning, implementation and evaluation of promotional activities	6	10
SKABT16	Provide body massage treatments	6	9
SKABT20	Provide facial electrical treatments	6	9
SKABT21	Provide body electrical treatments	6	11
Optional units – 3 units must be achieved			
SKACHB18	Contribute to the financial effectiveness of the business	6	7
SKABT13	Design and create fashion and photographic make-up	7	9
SKABT14	Provide specialist skin camouflage services	7	7
SKABT15	Plan and provide airbrush make-up	6	6
SKABT17	Carry out massage using pre-blended aromatherapy oils	6	9
SKABT18	Provide Indian Head Massage	6	7
SKABT19	Provide stone therapy treatments	6	10
SKABT22	Provide female intimate waxing services	6	7
SKABT23	Provide male intimate waxing services	6	7
SKABT24	Provide self-tanning services	5	3
SKABT26	Provide electrical epilation	6	10
SKABT33	Provide cosmetic skin peel treatments	7	6

To be awarded the SVQ 3 in Beauty Therapy at SCQF Level 6 qualification the learner must achieve 7 units; 4 mandatory units and 3 optional units.

2. External quality control of assessment

The monitoring and standardisation of assessment decisions must be achieved through robust assessment, internal and external quality assurance systems. These must be reliable, transparent and fit for purpose and, must comply with the requirements of the qualifications regulator.

2.1 Internal Verification

Centres must, in line with regulatory guidance, have an effective internal verification strategy and processes in place to ensure learners are assessed fairly and consistently, and that standards are being met.

To ensure all assessment activities are valid and effective and that Assessors' decisions are accurate, a Centre's internal verification process should:

- Identify effective Internal Verifiers who are responsible for implementing these processes. If necessary identify a coordinating Internal Verifier who manages the process.
- Produce an effective internal verification policy
- Produce and maintain a clear audit trail of decision making and action
- Produce an internal verification schedule of assessment activities and assessment decisions
- Produce a training and standardisation plan for all those involved in internal verification
- Produce an improvement plan.

Internal Verifiers should observe Assessors performing learner assessments at regular intervals according to awarding body guidelines, risk rating and the experience of the Assessor. The reliability, validity and authenticity of evidence must be checked during these observations.

An Internal Verifier cannot internally verify either assessment activities they have produced or assessment decisions they have made.

2.2 External Verification

To ensure successful monitoring and standardisation of the assessment activities made by a Centre, the assessment decisions made by an Assessor, and the Centre's internal verification processes, an awarding body must have in place a robust external verification system with clear and effective arrangements to ensure consistency in quality. The mechanisms required to achieve this are outlined by the qualification regulator.

In addition to the qualification regulator's requirements, all external quality assurance reports and other data relating to a Centre must be reviewed by the awarding body. Where any risks are identified relating to the quality control of assessment, the awarding body must have in place an effective risk management and rating system to determine, depending on a Centre's level for risk, the appropriate external quality assurance, monitoring, support and control that should be put in place.

2.3 Risk Assessment

All awarding bodies are required to implement effective risk management and rating systems to help protect the integrity of the qualification, safeguard assessment and verification processes and ensure standards are maintained. These systems should also focus on:

- Conflict of interest
any personal or professional relationship between learners, Assessors, Internal Verifiers and External Verifiers should be declared.
- Adherence to Centre approval criteria
Centres should be continually monitored in addition to its delivery to ensure that the integrity of the qualification is maintained.

Where risk is identified through these systems, awarding bodies will need to act accordingly to ensure the Centre is performing to an acceptable level. This may include, but is not limited to:

- Inspection/spot visit(s)
- Additional monitoring of assessment activities and/or internal verification processes
- Verifying a sample of learners work from each Assessor over an agreed period of time
- Appointment of Independent Verifiers
- Training and development
- Or other action appropriate to the risk.

Awarding bodies should be able to demonstrate a risk assessment has been carried out for each Centre and a strategy to minimise any risk identified has been implemented.

3. Workplace assessment

Learners are expected to demonstrate competence to the standards required over a period of time. Therefore, to ensure validity, evidence should be naturally occurring and collected through performance in the workplace.

It is acknowledged not all employers' workplaces are the same; therefore assessment conditions may not be identical. However to safeguard the integrity of the qualification and ensure a robust and consistent approach to assessment, the Assessor must ensure the assessment conditions reflect, as far as possible, those to which the learner is expected to work.

A holistic approach towards the collection of evidence for this qualification is encouraged. The focus should be assessing activities generated in the workplace, through naturally occurring evidence, rather than focusing on specific tasks. Taken as a whole, the evidence must show the learner meets all learning outcomes and assessment criteria across the scope/range consistently, over a period of time. It should be clear where each learning outcome/assessment criteria has been covered and achieved.

It is imperative the learner is not placed under more, or less, pressure than normally found in the workplace during assessment. It could be the case the learner may feel more pressure simply because he or she is being assessed.

3.1 Units where simulation is permitted

Unit SKABT14 Provide specialist skin camouflage services.

Simulation may be used for this unit where, due to client sensitivity, observation is not possible.

3.2 Witness Testimony

A Witness testimony, a statement made by someone present while the learner was performing an activity on-the-job, may be used to support the assessment process and where permitted by the awarding body.

Witness testimony should only be used as an additional method of assessment when all observations have been carried out by an Assessor.

Where Witnesses are used,

- Evidence must be available that demonstrates the individual has the necessary expertise in the area for which they are providing the testimony.
- Any relationship they have with a learner must be declared to the Assessor to determine the value of the testimony provided.
- They must be fully briefed and clear about the purpose of their testimony, it will only be regarded as supporting/supplementary evidence and the final decision regarding the learner's ability to meet the evidence requirements will be the responsibility of the Assessor.

4. Assessment of knowledge and understanding

It is acknowledged the assessment of knowledge and understanding may take place in a different environment, for example a college or another environment which is not the immediate workplace.

The knowledge and understanding required by a learner to support performance in the workplace is detailed within the knowledge and understanding criteria of the Beauty Therapy National Occupational Standards (NOS). It is the responsibility of awarding bodies to ensure Centres are aware of these and have sufficient resources and arrangements in place to support learners to achieve these requirements of this qualification.

4.1 Supporting evidence

Evidence produced by learners must be valid, sufficient, reliable, authentic and current and relate directly to specific assessment criteria. Types of acceptable evidence are valid, but are not limited to:

- Professional discussion
- Portfolio of evidence
- Reflective diary on own practice in an appropriate working environment
- Written assignments
- Projects/case studies
- Coursework
- Task based controlled assessment

4.2 Mandatory Questions

As a minimum requirement, Awarding Bodies are required to develop appropriate externally set questions to cover the critical areas of knowledge and understanding listed below:

SSC Code	Unit Title	Knowledge areas
SKABT16	Provide body massage treatments	K8 the remedial action to take if contra-actions or discomfort occur during the course of treatment K25 how to recognise contra-indications that would prevent or restrict the treatment K26 the contra-indications requiring medical referral and why K30 the causes of postural faults and conditions K33 the different types, uses and benefits of pre-massage heat treatments K39 the benefits of mechanical and manual massage and how these can be adapted to prevent work related injuries K40 how other parts of the body can be utilised for manual massage and the benefits of incorporating these techniques K42 the anatomy and physiology of the body K43 the physical and psychological effects of body

		<p>massage</p> <p>K44 the effects of massage on the individual systems of the body</p> <p>K45 the importance of ensuring the client has post-treatment recovery time</p>
SKABT17	Carry out massage using pre-blended oils	<p>K22 how to recognise contra-indications that would prevent or restrict the treatment</p> <p>K23 the contra-indications requiring medical referral and why</p> <p>K26 the procedure for carrying out a skin sensitivity test prior to using pre-blended aromatherapy oils and recording the results</p> <p>K27 the reasons for carrying out a skin sensitivity test prior to using pre-blended aromatherapy oils and recording the results</p> <p>K29 the causes of postural faults and conditions</p> <p>K31 the types of pre-blended aromatherapy oils available, their purpose and their beneficial properties</p> <p>K38 the limitations of using pre-blended aromatherapy oils and when to refer clients onto a clinical aromatherapist</p> <p>K39 the remedial action to take if contra-actions or discomfort occur during the course of treatment</p> <p>K40 why it is important to check the client's well-being throughout the treatment and allow sufficient post-treatment recovery time</p> <p>K41 the anatomy and physiology of the body</p> <p>K42 the physical and psychological effects of massage using pre-blended aromatherapy oils</p>
SKABT18	Provide Indian head massage	<p>K22 how to recognise contra-indications that would prevent or restrict the treatment</p> <p>K23 the contra-indications requiring medical referral and why</p> <p>K27 the causes of postural faults and conditions</p> <p>K29 the procedure for carrying out a skin sensitivity test prior to use of pre-blended aromatherapy oils and recording the results</p> <p>K30 the reasons for carrying out a skin sensitivity test prior to using pre-blended aromatherapy oils and recording the results</p> <p>K36 the origins and traditions of Indian head massage and Ayurveda</p> <p>K37 the principles and practices of marma points and their purpose</p> <p>K38 the principles and practices of the seven primary chakras and their importance in relation to the Indian head massage treatment</p> <p>K39 the benefits of Indian head massage treatment</p> <p>K40 the remedial action to take if contra-actions or discomfort occur during the course of treatment</p> <p>K41 the anatomy and physiology of the head, neck</p>

		<p>and shoulders</p> <p>K42 why it is important to check the client's well-being throughout the treatment and allow sufficient post-treatment recovery time</p>
SKABT19	Provide stone therapy treatments	<p>K24 how to recognise contra-indications that would prevent or restrict the treatment</p> <p>K25 the contra-indications requiring medical referral and why</p> <p>K29 the procedures for carrying out a skin sensitivity test prior to use of pre- blended aromatherapy oils and a thermal test patch</p> <p>K30 the reasons for carrying out tests prior to stone therapy treatments and recording the results</p> <p>K32 the importance of checking water temperature prior to treatment</p> <p>K37 the importance of temperature management of the stones during treatment and how to carry this out</p> <p>K39 the benefits of selecting and placing specific stones to the seven major chakras</p> <p>K41 the benefits and effects of using hot and cold stones, either in isolation or combining the two temperatures during a treatment</p> <p>K42 the five elements of stone therapy</p> <p>K43 the basic principles and characteristics of the seven major chakras and their significance to the practice of stone therapy treatment</p> <p>K44 methods of cooling stones</p> <p>K46 the remedial action to take if contra-actions or discomfort occur during with course of the treatment</p> <p>K47 how to adapt stone therapy techniques to prevent work related injuries</p> <p>K48 the anatomy and physiology of the body</p> <p>K49 the physical and psychological effects of hot and cold stone therapy treatments</p> <p>K50 why it is important to check the client's wellbeing throughout the treatment and allow sufficient post-treatment recovery time</p>
SKABT20	Provide facial electrical treatments	<p>K22 how to recognise contra-indications that would prevent or restrict the treatment</p> <p>K23 the contra-indications requiring medical referral and why</p> <p>K29 why it is important to explain the treatment process, equipment sensation and noise to the client</p> <p>K31 the benefits and effects of different types of facial electrical equipment</p> <p>K32 the benefits of products available for facial electrical treatments and their effects</p> <p>K33 the type of electrical currents produced by the equipment being used and their effects on the</p>

		<p>face</p> <p>K35 the types of treatments that could be given in conjunction with, or after, facial electrical treatments</p> <p>K36 the risks associated with facial electrical treatments and how to deal with them</p> <p>K37 the anatomy and physiology of the face, neck and shoulders</p> <p>K38 how ageing affects the skin and limits the effectiveness of electrical treatments</p> <p>K39 the possible contra-actions which may occur, how to deal with them and what advice to give to clients</p>
SKABT21	Provide body electrical treatments	<p>K22 how to recognise contra-indications that would prevent or restrict the treatment</p> <p>K23 the contra-indications requiring medical referral and why</p> <p>K29 the characteristics of different body types and body conditions</p> <p>K31 why it is important to explain the treatment process, equipment sensation and noise to the client</p> <p>K33 the benefits and effects of different types of body electrical equipment</p> <p>K34 the benefits of products available for electrical treatments and their effects</p> <p>K35 the type of electrical currents produced by the equipment being used and their effects on the body</p> <p>K36 the types of treatments that could be given in conjunction with, or after, body electrical treatments</p> <p>K37 the risks associated with body electrical treatments and how to deal with them</p> <p>K38 the anatomy and physiology of the body</p> <p>K39 the possible contra-actions which may occur, how to deal with them and what advice to give to clients</p>
SKABT22	Provide female intimate waxing services	<p>K23 the contra-indications requiring medical referral and why</p> <p>K24 how to recognise contra-indications that would prevent or restrict the service</p> <p>K27 the reasons why it is advisable to conduct a skin sensitivity test prior to waxing services</p> <p>K28 why it is important to explain the procedure and possible contra-actions to the client, before an intimate waxing service</p> <p>K29 why it is important for the client to personally cleanse the area to be treated, immediately prior to the waxing service</p> <p>K30 the reasons for conducting a thermal test patch procedure and for trimming over long hair prior to</p>

		<p>the waxing service</p> <p>K34 the ingredients and composition of different waxing products</p> <p>K37 the advantages, disadvantages and limitations of waxing treatments</p> <p>K39 why it is necessary to conduct yourself in a professional manner in order to avoid any possible misinterpretation of behaviour</p> <p>K40 how to deal with circumstances in which the client's behaviour breaches the professional status of the treatment</p> <p>K41 other methods of hair removal and the effect of these methods on the waxing process</p> <p>K42 the contra-actions that may occur, how to deal with them and what advice to give to clients</p> <p>K44 the structure of the female genitalia</p> <p>K45 the structure and functions of the skin and hair</p> <p>K46 the hair growth cycle, the different types of hair growth and the causes of hair growth</p>
SKABT23	Provide male intimate waxing services	<p>K23 the contra-indications requiring medical referral and why</p> <p>K24 how to recognise contra-indications that would prevent or restrict the service</p> <p>K27 the reasons why it is advisable to conduct a skin sensitivity test prior to waxing services</p> <p>K28 why it is important to explain the procedure and possible contra-actions to the client, before an intimate waxing service</p> <p>K29 why it is important for the client to personally cleanse the area to be treated, immediately prior to the waxing service</p> <p>K30 the reasons for conducting a thermal test patch procedure and for trimming over long hair prior to the waxing service</p> <p>K34 the ingredients and composition of different waxing products</p> <p>K37 the advantages, disadvantages and limitations of waxing treatments</p> <p>K39 why it is necessary to conduct yourself in a professional manner in order to avoid any possible misinterpretation of behaviour</p> <p>K40 how to deal with circumstances in which the client's behaviour breaches the professional status of the treatment</p> <p>K41 other methods of hair removal and the effect of these methods on the waxing process</p> <p>K42 the contra-actions that may occur, how to deal with them and what advice to give to clients</p> <p>K44 the structure of the male genitalia</p> <p>K45 the structure and functions of the skin and hair</p> <p>K46 the hair growth cycle, the different types of hair growth and the causes of hair growth</p>

SKABT24	Provide self-tanning services	<p>K22 how to recognise contra-indications that would prevent or restrict the treatment</p> <p>K23 the contra-indications requiring medical referral and why</p> <p>K25 the procedure for carrying out a skin sensitivity test prior to self-tanning</p> <p>K26 the reasons for carrying out a skin sensitivity test prior to self-tanning and recording the results</p> <p>K29 the reasons for exfoliating and moisturising the skin prior to self-tanning</p> <p>K31 the meaning of psi and why this is adjusted to suit the size of area and coverage required</p> <p>K32 the potential risks associated with the use of pressurised spray tanning equipment</p> <p>K33 the importance of using equipment with a pressure gauge</p> <p>K35 the types of problems that can occur with spray tanning equipment and how to correct them</p> <p>K38 the effects of self-tanning products on the skin</p> <p>K39 the structure of the skin</p> <p>K40 the different types of skin pigmentation disorders and how they may affect the self-tan result</p> <p>K42 how and when to use tanning correctors</p> <p>K46 the contra-actions that can occur as a result of self-tanning and the advice to give to clients</p>
SKABT26	Provide electrical epilation	<p>K23 how to recognise contra-indications that would prevent or restrict the treatment and why</p> <p>K24 the contra-indications requiring medical referral and why</p> <p>K28 why it is advisable to take photographs of the treatment area pre and post- treatments and how they should be taken</p> <p>K30 the reasons why it is advisable to carry out a test patch prior to the treatment and provide aftercare instructions</p> <p>K31 the importance of giving information including the use of visual aids to assist the client's understanding of hair growth cycle</p> <p>K32 the constraints surrounding electrical epilation treatments such as cost, time, number of treatments, healing rate and client commitment</p> <p>K33 how skin sensitivity is affected by other skincare treatments which may inhibit electrical epilation</p> <p>K37 why it is important to use magnification and illuminate the treatment area</p> <p>K38 the type and size of needle to suit the hair type, diameter, skin type and treatment area</p> <p>K40 the reasons for working systematically with correct spacing across the area to be treated</p> <p>K44 the principles, uses and benefit of the alternating current such as short wave, radio frequency and high frequency</p>

		<p>K45 possible contra-actions which may occur, how to deal with them and what advice to give to clients</p> <p>K46 the anatomy and physiology of the hair and skin</p> <p>K47 the hair growth cycle, the causes of hair growth and how this impacts on the treatment</p>
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All externally set questions must be carried out under closed book conditions. The confidentiality of the questions and answers must be maintained under secure conditions.

4.3 E-Assessment

Where e-assessment is used, it must meet the requirements of the regulator and have prior approval from awarding bodies to ensure the criteria is assessed to the standard required and, the tool(s) utilised are reliable, sufficient, valid and current.

Awarding bodies must provide Centres with advice and guidance as to the hardware, operating systems and installation requirements and provide technical support to Centre's upon request.

5. Occupational competence requirements for those involved in the assessment process

The occupational expertise of Witnesses, Assessors and those responsible for the internal/external verification of this qualification is one of the key factors underpinning valid, fair and reliable assessment. Therefore, ensuring the integrity and professionalism of this workforce is of paramount importance and they must be given sufficient time to carry out their role effectively.

5.1 Witness

The role of the Witness is to submit evidence to the Assessor regarding the competence of the learner in meeting the standards identified in any given unit. This evidence must directly relate to the learner's performance in the work place which has been observed first hand by the Witness. Therefore, those who could fulfil the role of a Witness for this qualification could include, but are not limited to:

- Therapist
- Receptionist
- Salon manager
- Verifier

It is not necessary for Witnesses to hold an assessor qualification as it is the responsibility of the Assessor to make the final assessment decision(s) about the acceptability of all evidence submitted, regardless of source.

5.2 Assessor

The Assessor must hold, or be working towards; a valid assessor's qualification based on LSIS, formally LLUK, Learning and Development National Occupational Standards (2010):

- Learning and Development Unit 9D - Assess workplace competence using direct methods; or
- Learning and Development Unit 9DI – Assess workplace competences using direct and indirect methods; or
- Level 3 Certificate in Assessing Vocational Achievement (QCF); or
- Level 3 Award in Assessing Competence in the Work Environment (QCF)

or hold one of the following

- A1 Assess candidates using a range of methods; or
- D32/33 Assess candidate performance, using differing sources of evidence

NB: Holders of A1 and D32/33 qualifications must work to the reviewed National Occupational Standards for Learning and Development.

The assessor must also be:

Occupationally competent

The Assessor must hold:

- SVQ 3 in Beauty Therapy at SCQF Level 6 or equivalent and one of the above assessor awards

The Assessor must have sufficient operational experience within the beauty therapy industry that can be evidenced, is current and relevant to the unit(s) being assessed. Experience could be gained through time in a role in the beauty therapy industry which could include, but is not limited to:

- Therapist
- Specialist/Nail Technician
- Salon manager
- Trainer
- Lecturer
- Verifier

Familiar with the qualification

The Assessor must have an in-depth technical knowledge of the qualification, units and standards of competencies required. They must be able to interpret current working practices, technologies and products within the area of work and be committed to upholding the integrity of the qualification.

Credible

The Assessor should have access to, and be engaging with, continuous professional development activities in order to keep up to date with developments and any issues relevant to the qualification and/or its units. These may include those offered by the awarding body or other recognised and relevant providers in the sector.

A minimum of 30 hours CPD is required per annum (1st September – 31st August) which must be demonstrated through a personal development plan (PDP) or as a reflective diary. Responsibility for CPD is the individual's, not the centre they work for.

Assessors

Awarding bodies may approve individuals to assess this qualification who have not yet achieved their assessor's qualification. However, these individuals must be working towards the qualification and meet the other requirements. Should an unqualified Assessor be used they must be fully supported and have their assessment decisions countersigned by a qualified Assessor to ensure the learner has achieved the required standard.

5.3 Internal Verifier

The Internal Verifier must hold a valid assessor qualification and hold or be working towards a verifier's qualification based on LSIS, formally LLUK, Learning and Development National Occupational Standards (2010):

Assessing qualifications:

- Learning and Development Unit 9D - Assess workplace competence using direct methods; or
- Learning and Development Unit 9DI – Assess workplace competences using direct and indirect methods; or
- Level 3 Certificate in Assessing Vocational Achievement (QCF); or
- Level 3 Award in Assessing Competence in the Work Environment (QCF); or
- A1 Assess candidates using a range of methods; or
- D32/33 Assess candidate performance, using differing sources of evidence.

Verifying qualifications:

- Learning and Development Unit 11 – Internal Quality Assurance; or
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF); or
- V1 Conduct Internal Quality Assurance of the Assessment Process; or
- D34 Internally Verify the Assessment Process.

NB: Holders of A1, D32/33, V1 and D34 qualifications must work to the reviewed National Occupational Standards for Learning and Development.

The Internal Verifier must also be:

Occupationally competent

The Internal Verifier must hold:

- SVQ 3 in Beauty Therapy at SCQF Level 6 or equivalent and one of the above assessor and verifier awards

The Internal Verifier must have sufficient operational experience within the beauty therapy industry that can be evidenced, is current and relevant to the qualification. This must be of sufficient depth to be effective and reliable when verifying judgements about assessor’s assessment processes and decisions.

Familiar with the qualification

The Internal Verifier must have an in-depth knowledge of the qualification, units and standards of competencies required. They must be committed to upholding the integrity of the qualification.

Credible

The Internal Verifier should have access to, and be engaging with, continuous professional development activities in order to keep up to date with developments and any issues relevant to the qualification and/or its units. These may include those offered by the awarding body or other recognised and relevant providers in the sector.

A minimum of 30 hours CPD is required per annum (1st September – 31st August) which must be demonstrated through a personal development plan (PDP) or as a reflective diary. Responsibility for CPD is the individual’s, not the centre they work for.

Internal Verifiers

Awarding bodies may approve individuals to verifying this qualification who have not yet achieved their verifier’s qualification. However, these individuals must be working towards the qualification within and meet the other requirements. Should an unqualified Internal Verifier be used they must be fully supported and have their decisions countersigned by a qualified Internal Verifier to ensure the learner has achieved the required standard.

5.4 External Verifier

The External Verifier must hold, a valid assessor and verifier qualification and hold or be working toward a valid external verifier qualification based on LSIS, formally LLUK, Learning and Development National Occupational Standards (2010):

Assessing qualifications:

- Learning and Development Unit 9D - Assess workplace competence using direct methods; or
- Learning and Development Unit 9DI – Assess workplace competences using direct and indirect methods; or
- Level 3 Certificate in Assessing Vocational Achievement (QCF); or
- Level 3 Award in Assessing Competence in the Work Environment (QCF); or
- A1 Assess candidates using a range of methods; or
- D32/33 Assess candidate performance, using differing sources of evidence.

Verifying qualifications:

- Learning and Development Unit 12 – External Quality Assurance; or
- Level 4 Award in the External Quality Assurance of Assessment Processes and Practice (QCF), or
- Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice (QCF); or
- V1 Conduct Internal Quality Assurance of the Assessment Process; or
- V2 Conduct External Quality Assurance of the Assessment Process; or
- D34 Internally Verify the Assessment Process; or
- D35 Externally Verify the Assessment Process; or
- Externally Monitor and Maintain the Quality of Workplace Assessment.

NB: Holders of V2 and D35 qualifications must work to the reviewed National Occupational Standards for Learning and Development.

The External Verifier must also be:

Occupationally competent

The External Verifier must hold:

- SVQ 3 in Beauty Therapy at SCQF Level 6 or equivalent and one of the above assessor and verifier awards

The External Verifier must have sufficient operational experience within the beauty therapy industry that can be evidenced, is current and relevant to the qualification. This must be of sufficient depth to be effective and reliable when verifying judgements about internal verification and assessment processes and decisions.

Familiar with the qualification

The External Verifier must have an in-depth knowledge of the qualification, units and standards of competencies required. They must be committed to upholding the integrity of the qualification.

Credible

The External Verifier should have access to, and be engaging with, continuous professional development activities in order to keep up to date with developments and any issues relevant to the qualification and/or its units. These may include those offered by the awarding body or other recognised and relevant providers in the sector.

A minimum of 30 hours CPD is required per annum (1st September – 31st)

August) which must be demonstrated through a personal development plan (PDP) or as a reflective diary. Responsibility for CPD is the individual's, not the centre they work for.