



Arrangements Document

HNC Beauty Therapy (G7WX 15)

and

HND Beauty Therapy (G7WY 16)

Date of original publication: 1 August 2005

Version: 08 (September 2015)

HNC BEAUTY THERAPY (G7WX 15)
HND BEAUTY THERAPY (G7WY 16)

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
08	Preparing a Formal Business Plan (H7V5 34) added as an alternative to Preparing and Presenting a Business Plan (DE2E 34)	29/09/15
07	<i>Seated Massage Therapy</i> (F1BE 35) has been added as an optional Unit to both the HNC and HND frameworks. <i>Beauty Therapy: Remedial Massage</i> (DN6T 35) has been added as an optional Unit to the HNC framework. HND Beauty Therapy G7WY 16 Revision of Unit: DE2E 34 Preparing and Presenting a Business Plan has been revised by H7V5 34 Preparing a Formal Business Plan <i>and finished on 31/07/2016.</i>	30/08/13
06	<i>Stone Therapy</i> (F1BG 33) has been added as an optional Unit to both the HNC and HND Frameworks.	24/07/13
05	Aromatherapy (F1B7 34), Reflexology (F1BD 34) added to Optional Units in HNC and HND. Human Anatomy and Physiology for Beauty and Complimentary Therapies (F57C 34) and Human Anatomy and Physiology for Beauty and Complimentary Therapy (F9T5 34) added to Mandatory Units in HND. HNC Beauty Therapy (G7WX 15) Revision of Unit: D594 34 Anatomy and Physiology of the Human Body has been revised by F9T5 34 Human Anatomy and Physiology for Beauty and Complementary Therapy <i>and finished on 31/07/2010.</i> Revision of Unit: F57C 34 Human Anatomy and Physiology for Beauty and Complementary Therapists has been revised by F9T5 34 Human Anatomy and Physiology for Beauty and Complementary Therapy <i>and finished on 31/07/2010.</i> Revision of Unit: DP5Y 34 Beauty Therapy: Graded Unit 1 has been revised by F3SA 34 Beauty Therapy: Graded Unit 1 <i>and finished on 31/07/2010.</i> Revision of Unit: A60W 35 Principles and Practice of Selling has been revised by DG6W 34 Principles and Practices of Selling <i>and finished on 31/07/2010.</i> HND Beauty Therapy G7WY 16 Revision of Unit: D594 34 Anatomy and Physiology of the Human Body has been revised by F9T5 34 Human Anatomy and Physiology for Beauty and Complementary Therapy <i>and finished on 31/07/2010.</i> Revision of Unit: F57C 34 Human Anatomy and Physiology for Beauty and Complementary Therapists has been revised by F9T5 34 Human Anatomy and Physiology for Beauty and Complementary Therapy <i>and finished on 31/07/2010.</i> Revision of Unit: A60W 35 Principles and Practice of Selling has been revised by DG6W 34 Principles and Practices of Selling <i>and finished on 31/07/2010.</i>	13/09/11
04	Amendment to Group Award framework — addition of DG6W 34: Principles and Practices of Selling and Spa Units	02/10/09
03	Credit transfer grid amended as follows: Facial Treatments: Manual D4DY 04 (Old Unit) — credit value amended from 2 to 3 Beauty Therapy: Facial Treatments DN6K 33 (New Unit) — credit value amended from 1 to 2	10/06/09
02	Beauty Therapy: Graded Unit 1 (DP5Y 34) has been replaced with Beauty Therapy Graded Unit 1 (F3SA 34). Content change reflected.	07/11/08

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1 Introduction

The Higher National Certificate (HNC) and the Higher National Diploma (HND) in Beauty Therapy are consortium designed awards accredited by the SQA.

1.1 This is the arrangement document for the revised Group Award HNC/HND Beauty Therapy.

This qualification is being introduced against the background of a comprehensive review of all SQA Higher National Certificate (HNC) and Higher National Diploma (HND) awards.

The new HN Group Award in Beauty Therapy is designed to equip candidates with the knowledge in current and future employment or for progression to further academic and/or professional qualifications. In this document you will find the background to the development of the award, its aims — general and specific, access conditions to the qualification, a description of the structure of.

2 Rationale

2.1 Colleges and training organisations have kept pace with the changes in the beauty therapy industry; this has been reflected through continual development within relevant departments.

The proposed qualification embodies two specific principles. Firstly they provide recognised qualifications that are now well established, understood and respected by employers in the occupational area. They also provide a sound educational and experiential background demanded by the sector. It is anticipated that the new structure will provide a strong pathway of progression for candidates who have successfully completed a programme of National Qualification Units in a related area, Scottish Vocational Qualifications at level 2 and 3 and also for those who wish to access Higher Education. This is in line with the Scottish Credit and Qualifications Framework (SCQF). The titles reflect the aims and objectives of the awards and are aimed at candidates who have an interest in beauty therapy and related activities. The awards are designed for full or part time study.

Progression from National Qualification Units and SVQ Beauty Therapy level 3; SVQ Beauty Therapy (Make up); SVQ Beauty Therapy (Massage); SVQ Nail Services level 3; SVQ Spa Therapy level 3 to HNC and HND Beauty Therapy.

The Qualification Design Team produced a draft award structure and research was undertaken.

The QDT is composed of suitably qualified and experienced members of the consortium.

Runa McNamara (Chair)	James Watt College
Christine Smith	Central College of Commerce
Carol Watson	Clydebank College
Heather Gibson	Clackmannan College
Lynn Milligan	Glasgow College of Nautical Studies
Moira Campbell	Langside College
Pauline Robertson	Edinburgh's Telford College
Rosalyn Allan	Fife College
Sonia Ross	Moray College

2.2 Questionnaires were prepared and sent to:

Employers
College Staff
Former candidates who now held the award(s)
Higher Education Establishments

A presentation of the proposed framework was made to the Standard Setting Body, HABIA (Hairdressing and Beauty Industry Authority) Scottish Beauty Therapy Forum, which has a majority membership from employers and the remaining membership from education and trainers, was well received and supported by the membership.

Supporting evidence

Colleges have established strong links with many of the key players in the beauty therapy industry through arranging and monitoring work placements for candidates, providing part-time training for employees and recommending successful candidates for employment. These links have given college staff particular insight into the current skill requirements. Research has also been carried out through the use of questionnaires and a number of seminars and consortium meetings.

This process was also fully supported by SQA.

Heads of centres were invited to give their support for the development and the results of this were very positive.

Writers were recruited and writer training was a pre-requisite for all involved. Several sessions were held to ensure all were fully aware of the task. Writers were supported fully in what was a 'two-way' process.

Statistics from the SQA regarding the number of candidates taking the existing awards over the past seven years were also extracted.

3 Aims of the Award

3.1 General aims

The HNC Beauty Therapy and HND Beauty Therapy are to provide the competencies required by employers to run a successful and highly efficient business.

The **HNC** award is designed to allow candidates to develop good manual skills, confidence with salon equipment and adept at all standard treatments in beauty therapy to gain a recognised qualification, which in itself may provide access to employment in the industry. It is designed to build on National Units, Scottish Vocational Qualifications and/or prior experience of the candidate who may have worked in the occupational area.

The award may be accessed on a full-time or part-time basis. This will be at the discretion of the delivering centre. Some candidates may come from school while others may be 'returnees' and some may be adults who wish a change of career. The award is designed to allow for this different level of experience.

The **HND** award is designed to build on the knowledge and experience which the HNC candidate has gained, and it will allow the candidate to advance his or her knowledge and competence in the field of beauty therapy. The award will provide a qualification recognised by employers and the public, and will allow access to employment.

A key aim of the Group Award is to enable candidates to hone their practical skills thus preparing for industry and allowing progression by responding to new techniques and technology.

For candidates wishing to advance to higher education, the award will establish a sound base upon which the candidates may build. With the establishment of SCQF levels and credit points university links will be enhanced. Arrangements for articulation agreements with higher education institutes are now being reviewed by SQA.

3.2 Specific aims

The **HNC** award is designed to give candidates an introduction to the general principles of beauty therapy or build on the knowledge and skills gained with National Qualification Units or Scottish Vocational Qualifications. Candidates completing the HNC will have gained skills in the management and practice of both face and body therapies and have an enhanced awareness of the demands of the commercial environment, by building on previously acquired transferable skills and develop industrial knowledge and skills through work experience.

The **HND** award is designed to build on the HNC Beauty Therapy award and enables the candidate to consolidate and advance their skills in facial and body therapies. The award reflects the specific required areas identified in market research, ensuring that candidates completing the Group Award will have good communication skills, be confident with contemporary salon equipment and demonstrate high levels of competence in retail and promotional activities. Candidates will have the opportunity to broaden their skills and reflect the changes required for professional development by selecting optional credits to advance their studies in beauty therapy activities and related areas.

3.3 Target Client Group

Candidates with recommended access
Mature Candidates with Academic Qualifications

4 Recommended access

Progression to the HNC Beauty Therapy would be from National Qualifications or SVQ Beauty Therapy level 3 and from the HNC to the HND Beauty Therapy.

There would be a progression route from the HND Beauty Therapy qualification to University degree at level 9.

Currently there are no direct routes to Beauty Therapy within HE, but the design Team have made contact with five Scottish and three English Universities to open a dialogue on the way forward.

4.1 National Qualifications

This is a suggested route through National Qualification Units, which may be used as an access to HNC/HND Beauty Therapy. By this route the candidates need to achieve certain optional Units before taking the Mandatory Units: Management and Practice of Facial Therapies and Management and Practice of Body Therapies.

These following NQ Beauty Therapy Units need to be achieved prior to the Mandatory Units being taught — Face and Body Treatments and Body Massage:

Facial Care	3 credits
Facial Massage	1.5 credits
Eye Treatments	0.5 credit
Depilation	1 credit
Nail Care	1 credit
Artificial Nail Structures	1.5 credits
Introduction to Psychology	1 credit
First Aid Measures	1 credit
Communication 3	1 credit
Communication 4	2 credits
Introducing Biological Cells	1 credit
The Human Body	1 credit
Causes and Prevention of Disease	1 credit
Personal Well-being and Exercise	1 credit
Composite Skills in Beauty Therapy	1 credit
Computing Applications Intermediate 1	1 credit

The National Qualification Units in Beauty Therapy need to be reviewed to take account of current techniques and technology. There are a number of colleges using the NQ Units as a foundation for HNC and HND Beauty Therapy but currently no colleges offer the (SGA Scottish Group Award) or Higher courses, because the product is not ideal.

4.2 SVQ level 3 Awards

Units from SVQ Beauty Therapy, Nail Services and Spa Therapy level 3 Awards to HNC Beauty Therapy.

Where the Units from the Scottish Vocational Qualifications are identified, the HN Optional Units named would not need to be undertaken.

SVQ level 3 Awards					HNC Beauty Therapy
General	Make up	Massage	Nail Services	Spa Therapy	Mandatory Unit Titles
					Management and Practices of Facial Therapies
					Management and Practices of Body Therapies
<i>Level 3</i>		<i>Level 3</i>		<i>Level 3</i>	Anatomy and Physiology
					Employment Experience 1
					Graded Unit 1
					Optional Units
DH9E04 DH9004 DH9F04	DH9E04 DH9004 DH9F04	DH9E04 DH9004 DH9F04	DH9E04 DH9004 DH9F04	DH9E04	Contemporary Aesthetic Treatments

<i>Level 2</i>					Depilation
DH9404	DH9404	DH9404		DH9404	Electrical Epilation
<i>Level 2</i>					Make Up
					Make-up for Special Occasions
				<i>Level 3</i>	Spa Treatments 1
DD5R04	DD5R04	DD5R04		DD5R04	Indian Head Massage
<i>Level 2</i>			<i>Level 2</i>		Hand and Nail Therapy
DH9304	DH9304	DH9304	DH9304 DH9A04	DH9304	Nail Extensions
					Information Technology: Applications Software 1
					CAD: Graphic Design
<i>Level 2</i>					Facial Treatments
DH9704	DH9704	DH9704		DH9704	Face and Body Electrotherapy
DH9804	DH9804	DH9804		DH9804	
DH9H04	DH9H04	DH9H04		DH9H04	Body Massage
					Contemporary Electro Therapy
					Aromatherapy
					Reflexology
					Principles and Practice of Selling
					Product Knowledge
					Basic Communication in French 1
					Basic Communication in German 1
					Basic Communication in Italian 1
					Basic Communication in Spanish 1
					Basic Communication in French 2
					Basic Communication in German 2
					Basic Communication in Italian 2
					Basic Communication in Spanish 2

Units from SVQ Beauty Therapy, Nail Services and Spa Therapy level 3 Awards to HND Beauty Therapy.

Where the Units from the Scottish Vocational Qualifications are identified, the HN Optional Units named would not need to be undertaken.

SVQ Level 3 Awards					HND Beauty Therapy
General	Make up	Massage	Nail Services	Spa Therapy	Mandatory Unit Titles
					Management and Practices of Facial Therapies
					Management and Practices of Body Therapies
					Anatomy and Physiology
					Employment Experience 1
					Employment Experience 2
					Principles and Practices of Selling
					Contemporary Electrotherapy
					Product Knowledge
					Electro Cosmetic Therapy
					Prepare and Present a Business Plan
					Lifestyle Advice for Clients
					Graded Unit 1
					Graded Unit 2

General	Make up	Massage	Nail Services	Spa Therapy	Optional Units
DH9E04 DH9004 DH9F04	DH9E04 DH9004 DH9F04	DH9E04 DH9004 DH9F04	DH9E04 DH9004 DH9F04	DH9E04	Contemporary Aesthetic Treatments
					Depilation
DH9404	DH9404	DH9404		DH9404	Electrical Epilation
					Electrical Epilation: Advanced
					Make Up
					Make-up for Special Occasions
					Spa Treatments 1
DD5R04	DD5R04	DD5R04		DD5R04	Indian Head Massage
					Hand and Nail Therapy
DH9304	DH9304	DH9304	DH9304 DH9A04	DH9304	Nail Extensions
					Information Technology: Applications Software 1
					CAD: Graphic Design
					Facial Treatments
DH9704 DH9804	DH9704 DH9804	DH9704 DH9804		DH9704 DH9804	Face and Body Electrotherapy
DH9H04	DH9H04	DH9H04		DH9H04	Body Massage
					Remedial Massage
					Aromatherapy
					Reflexology
					Lymphatic Massage for Aesthetic Purposes
					Stress Management
					Basic Communication in French 1
					Basic Communication in German 1
					Basic Communication in Italian 1
					Basic Communication in Spanish 1
					Basic Communication in French 2
					Basic Communication in German 2
					Basic Communication in Italian 2
					Basic Communication in Spanish 2

5 Award Structure

5.1 Framework for HNC Beauty Therapy (G7WX 15)

12 credits needed in total

Mandatory Units — 8 credits needed

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Beauty Therapy: Management and Practices of Facial Therapies	DN6Y 34	16	7	2
Beauty Therapy: Management and Practices of Body Therapies	DN6X 34	16	7	2
Human Anatomy and Physiology for Beauty and Complimentary Therapy	F9T5 34*	16	7	2
Employment Experience 1	D7HJ 34	8	7	1
Beauty Therapy: Graded Unit 1	F3SA 34*	8	7	1

Optional Units — 4 credits needed

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Beauty Therapy: Contemporary Aesthetic Treatments	DN6E 34	8	7	1
Beauty Therapy: Depilation	DN6G 33	8	6	1
Beauty Therapy: Electrical Epilation	DN6H 34	16	7	2
Beauty Therapy: Make-up	DN6N 33	8	6	1
Beauty Therapy: Make-up for Special Occasions	DN6P34	8	7	1
Spa Treatments 1	DN6V 35	8	8	1
Indian Head Massage	DN6L 33	8	6	1
Beauty Therapy: Hand and Foot Therapy	DN7R 33	8	6	1
Beauty Therapy: Nail Extensions	DN7T 33	8	6	1
Beauty Therapy: Product Knowledge	DN6R 35	8	8	1
Beauty Therapy: Facial Treatments	DN6K 33	16	6	2
Beauty Therapy: Face and Body Electrotherapy	DN80 33	16	6	2

Framework for HNC Beauty Therapy (G7WX 15) (continued)

Optional Units (continued)

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Beauty Therapy: Electro-Cosmetic Therapy	DP3F 35	8	8	1
Body Massage	DN6C 33	16	6	2
Information Technology: Applications Software 1	D75X 34	8	7	1
CAD: Graphic Design 1	A67K 34	8	7	1
Lifestyle Advice for Clients	DN6W 35	8	8	1
Stone Therapy	F1BG 33*	8	6	1
Aromatherapy OR Aromatherapy	D4EJ 34 F1B7 34	16 16	7 7	2 2
Reflexology OR Reflexology	D4EK 34 F1BD 34	16 16	7 7	2 2
Principles and Practices of Selling	DG6W 34*	8	7	1
Seated Massage Therapy	F1BE 35*	8	8	1
Beauty Therapy: Remedial Massage	DN6T 35*	16	8	2

*Refer to History of Changes for revision changes.

Languages — up to 1 credit needed

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Basic Communication in French 1 (finished 31.07.10)	A5FW 33	8	6	1
Basic Communication in German 1 (finished 31.07.10)	A5FK 33	8	6	1
Basic Communication in Italian 1 (finished 31.07.10)	A5FL 33	8	6	1
Basic Communication in Spanish 1 (finished 31.07.10)	A5FT 33	8	6	1
Basic Communication in French 2 (finished 31.07.10)	A5K2 33	8	6	1
Basic Communication in German 2 (finished 31.07.10)	A5K4 33	8	6	1
Basic Communication in Italian 2 (finished 31.07.10)	A5K5 33	8	6	1
Basic Communication in Spanish 2 (finished 31.07.10)	A5KB 33	8	6	1

Framework for HNC Beauty Therapy (G7WX 15) (continued)

Languages (continued)

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Communication in French: Basic Operational Reading and Writing Skills	F2F9 33	8	6	1
Communication in French: Basic Operational Speaking and Listening Skills	F20P 33	8	6	1
Communication in German: Basic Operational Reading and Writing Skills	F2FB 33	8	6	1
Communication in German: Basic Operational Speaking and Listening Skills	F20S 33	8	6	1
Communication in Italian: Basic Operational Reading and Writing Skills	F2FC 33	8	6	1
Communication in Italian: Basic Operational Speaking and Listening Skills	F20T 33	8	6	1
Communication in Spanish: Basic Operational Reading and Writing Skills	F2FE 33	8	6	1
Communication in Italian: Basic Operational Speaking and Listening Skills	F20W 33	8	6	1

5.2 Framework for HND Beauty Therapy G7WY 16

30 credits needed in total

Mandatory Units — 19 credits needed

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Beauty Therapy: Management and Practices of Facial Therapies	DN6Y 34	16	7	2
Beauty Therapy: Management and Practices of Body Therapies	DN6X 34	16	7	2
Employment Experience 1	D7HJ 34	8	7	1
Employment Experience 2	D77H 34	8	7	1
Beauty Therapy: Contemporary Electrotherapy	DN6F 35	16	8	2
Beauty Therapy: Product Knowledge	DN6R 35	8	8	1
Beauty Therapy: Electro-Cosmetic Therapy	DP3F 35	8	8	1
Lifestyle Advice for Clients	DN6W 35	8	8	1
Preparing and Presenting a Business Plan (Finish date 31.07.16)	DE2E 34	16	7	2
OR				
Preparing a Formal Business Plan	H7V5 34	16	7	2
Beauty Therapy: Graded Unit 2	DP60 35	16	8	2
Principles and Practice of Selling	DG6W 34*	8	7	1
Human Anatomy and Physiology for Beauty and Complimentary Therapies	F9T5 34*	16	7	2
Beauty Therapy: Graded Unit 1	F3SA 34*	8	7	1

Framework for HND Beauty Therapy (G7WY 16) (continued)

Optional Units — 11 credits needed

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Beauty Therapy: Contemporary Aesthetic Treatments	DN6E 34	8	7	1
Beauty Therapy: Depilation	DN6G 33	8	7	1
Beauty Therapy: Electrical Epilation	DN6H 34	16	7	2
Beauty Therapy: Electrical Epilation: Advanced	DN6J 35	16	8	2
Beauty Therapy: Make-up	DN6N 33	8	6	1
Beauty Therapy: Make-up for Special Occasions	DN6P34	8	7	1
Spa Treatments 1	DN6V 35	8	8	1
Indian Head Massage	DN6L 33	8	6	1
Beauty Therapy: Hand and Foot Therapy	DN7R 33	8	6	1
Beauty Therapy: Nail Extensions	DN7T 33	8	6	1
Beauty Therapy: Facial Treatments	DN6K 33	16	6	2
Beauty Therapy: Face and Body Electrotherapy	DN80 33	16	6	2
Body Massage	DN6C 33	16	6	2
Beauty Therapy: Remedial Massage	DN6T 35	16	8	2
Beauty Therapy: Lymphatic Massage for Aesthetic Purposes	DN6M 34	16	7	2
Stress Management	DH3Y 35	4	8	0.5
Information Technology: Applications Software 1	D75X 34	8	7	1
Beauty Therapy: Contemporary Aesthetic Treatments	DN6E 34	8	7	1
CAD: Graphic Design 1	A67K 34	8	7	1
Spa Therapies: Water Therapies	DP3N35	16	8	2
Spa Therapies: Scheduling and International Code of Practice	DP3K34	8	7	1
Spa Therapies: Heat Treatments	DP3H 35	8	8	1
History of Spa Therapies	DP3G 35	4	8	0.5
Spa Therapies: Water Hygiene	DP3L 34	8	7	1
Spa Therapies: Principles and Practice of Flotation and Hydrotherapy	DP3J 35	4	8	0.5
Contemporary Spa Massage	F2CL 35	8	8	1
Stone Therapy	F1BG 33*	8	6	1
Aromatherapy	D4EJ 34	16	7	2
OR Aromatherapy	F1B7 34	16	7	2
Reflexology	D4EK 34	16	7	2
OR Reflexology	F1BD 34	16	7	2
Seated Massage Therapy	F1BE 35*	8	8	1

*Refer to History of Changes for revision changes.

Framework for HND Beauty Therapy (G7WY 16) (continued)

Languages (optional) — up to 1 credit needed

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Basic Communication in French 1 (finished 31.07.10)	A5FW 33	8	6	1
Basic Communication in German 1 (finished 31.07.10)	A5FK 33	8	6	1
Basic Communication in Italian 1 (finished 31.07.10)	A5FL 33	8	6	1
Basic Communication in Spanish 1 (finished 31.07.10)	A5FT 33	8	6	1
Basic Communication in French 2 (finished 31.07.10)	A5K2 33	8	6	1
Basic Communication in German 2 (finished 31.07.10)	A5K4 33	8	6	1
Basic Communication in Italian 2 (finished 31.07.10)	A5K5 33	8	6	1
Basic Communication in Spanish 2 (finished 31.07.10)	A5KB 33	8	6	1
Communication in French: Basic Operational Reading and Writing Skills	F2F9 33	8	6	1
Communication in French: Basic Operational Speaking and Listening Skills	F20P 33	8	6	1
Communication in German: Basic Operational Reading and Writing Skills	F2FB 33	8	6	1
Communication in German: Basic Operational Speaking and Listening Skills	F20S 33	8	6	1
Communication in Italian: Basic Operational Reading and Writing Skills	F2FC 33	8	6	1
Communication in Italian: Basic Operational Speaking and Listening Skills	F20T 33	8	6	1
Communication in Spanish: Basic Operational Reading and Writing Skills	F2FE 33	8	6	1
Communication in Italian: Basic Operational Speaking and Listening Skills	F20W 33	8	6	1

The above lists show the agreed award structure and also show the mandatory Units and the relationship with the optional Units.

The aims of the award and its title are reflected by the mandatory Units where an **HNC** candidate must study the underlying principles of beauty therapy and the fundamental scientific principles behind them, while at the same time learning how to apply these principles in a practical, supervised situation. Here again, there will be a significant emphasis on the practical situation and the Core Skill of working with others will be embedded.

5.3 Graded Unit

The Graded Units are designed to provide evidence that the candidate has achieved the principal aims of the award undertaken. The Graded Units contain essential elements of the mandatory Units from each of the Group Awards.

5.3.1 Graded Unit 1

The Graded Unit 1 at level 7 enables the candidate to consolidate practical skills in a range of body and facial therapies; further develop study, knowledge and organisational skills; prepare candidates for progression to further study in Beauty Therapy or a related discipline; encourages the candidate to adopt an innovative and creative approach to their work and be able to adapt to the challenges posed

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

5.3.2 Graded Unit 2

The Graded Unit 2 at level 8 enables the candidate to consolidate knowledge and skills; develop study, organisation and research skills; enhance understanding of the effects of the electrotherapy equipment investigated; prepare candidates for progression to further study in Beauty Therapy or related disciplines; adopt an innovative and creative approach to their work and be able to respond quickly to the challenges posed by changes in the environment or practices of the Beauty Therapy industries.

The candidate should:

- ◆ determine the purpose of the investigation
- ◆ select two pieces of contemporary electrotherapy equipment, which are being or have been studied on which to base the investigation
- ◆ prepare and submit a written rationale for the investigation prior to commencing
- ◆ carry out research into the manufacturer's/industry claims for the equipment selected
- ◆ perform practical treatments as the main method of investigating the efficacy of the equipment selected
- ◆ treat a minimum of two clients to contrast and compare results achieved
- ◆ ensure clients chosen for the investigation are suitable for, and would benefit from, the treatment(s) provided and equipment selected
- ◆ use and recommend appropriate products to enhance treatment results
- ◆ provide lifestyle advice for the client
- ◆ record and monitor physiological changes resulting from the treatments and advice provided
- ◆ carry out a comprehensive evaluation of results achieved and draw conclusions
- ◆ present the findings of the investigation to a selected audience and the assessor
- ◆ the presentation should also include: the key aims of the investigation; how the investigation was conducted; supplementary product use; advice provided; evaluation of results and conclusions

6 Core Skills and Exit Profile

6.1 Opportunities for Core Skills Development

HNC/HND Beauty Therapy

The Core Skills recognised by SQA are:

- ◆ Communication
- ◆ Working with Others
- ◆ Problem Solving
- ◆ Information Technology
- ◆ Numeracy

Research for the HNC/HND Awards in Beauty Therapy has indicated that key skills critical for successful practitioners include professional and personal qualities which enable and enhance sophisticated communication with a wide range of people. Analytical thinking and continuous evaluation underpins effective work in beauty treatment which requires not only theoretical knowledge but also a sensitive understanding of health, ethical and cultural issues. All practical activities in the award

will, therefore, provide a context for developing and tailoring relevant elements of the Core Skills in Communication, Working with Others and Problem Solving to meet the specific demands of the vocational area. Skills in numerical calculation and interpretation underpin the practical aspects of therapy treatment.

Optional Units in both HNC and HND frameworks allow for candidates to be assessed in the use of technology in creative design, as well as in the researching of current industry information, producing reports and maintaining files and records.

Candidates who achieve the HNC award will be assessed at SCQF level 5 in Working with Others through evidence from their mandatory Employment Experience 1, which provides at HND level a certificated Higher level skill. However, this represents the minimum level of achievement, and the HNC award overall provides a context in which all candidates have opportunities to develop elements of the five Core Skills to the following levels:

- ◆ Communication SCQF 6 (Higher)
- ◆ Problem Solving SCQF 6 (Higher)
- ◆ Working with Others SCQF 6 (Higher)
- ◆ Numeracy SCQF 5 (Intermediate 2)
- ◆ Information Technology SCQF 5 (Intermediate 2)

Further enhancement of skills continues as the HND award is undertaken, with the mandatory section, appropriate options and the Graded Unit integrating elements of Core Skills to assure the levels expected in the profession today.

Communication (Higher: SCQF level 6)

Skill component: Oral Communication

Produce and respond to oral Communication on a complex topic

- a Use vocabulary and a range of spoken language structures consistently and effectively with appropriate formality
- b Convey all essential ideas/information/opinions accurately and coherently with appropriate varied emphasis
- c Structure to take full account of purpose and audience
- d Take account of situation and audience during delivery
- e Respond to others taking account of their contribution

Unit	Knowledge/Skills/Evidence	Developed/ Assessed	a	b	c	d	e
Management and Practices of Facial Therapies	Theoretical underpinning knowledge of enhanced oral skills and practical performance in consultation prior to, during and post treatment explanations, support and advice to clients.	Developed	√	√	√	√	√
Management and Practices of Body Therapies Practical treatment Units	Consultations with client involving discussion, negotiation and agreement on treatment appropriate to health and lifestyle. Visual, verbal and non-verbal communication including gesture, tactile and non-verbal interactive skills.	Developed	√	√	√	√	√
Language Units	Ability to meet client needs by use of language as appropriate.	Developed	√	√	√	√	√
<p>All Units:</p> <p><i>Candidates will demonstrate a sophisticated level of Oral skills with particular emphasis on listening and responding to others in the most appropriate way. Attending to and meeting the needs of clients using sophisticated verbal and non-verbal communication techniques will be critical to achievement. Sensitivity and an empathic understanding of the physical, emotional and cultural needs of clients will support the ability to adapt approaches in order to progress communication. Explaining, negotiating and reassuring during treatment and advising and supporting afterwards will involve on going evaluation of best practice.</i></p>							

Communication (Higher: SCQF level 6)

Skill component Written Communication (Reading)

Read and Understand Complex Written Communication

- a Identify and summarise significant information, ideas and supporting detail.
- b Evaluate effectiveness for purpose and needs of readers

Unit	Knowledge/Skills/Evidence	Developed/ Assessed	a	b
Anatomy and Physiology for Beauty Therapy	Understanding and applying underpinning theoretical complex information	Developed	√	
Management and Practices (Facial/Body) Therapies	Background reading for and current information on a range of therapies and underlying philosophies essential to health and well being	Developed	√	
<p>All Units:</p> <p><i>Candidates require to understand and keep up to date with the details of current Legislation affecting treatment practice, including relevant information on Health and Safety, Data Protection and Client Confidentiality.</i></p> <p><i>Awareness and knowledge of current industry developments will be maintained by reading professional journals and web sites.</i></p>				

Skill component Written Communication (Writing)

Produce well-structured Written Communication on Complex Topics

- a Present essential ideas/information in a logical and effective order
- b Use a structure which takes account of purpose/links points for clarity and impact
- c Use conventions which are effectively adapted for audience
- d Use accurate spelling, punctuation, sentence structures
- e Vary sentence structure, paragraphing, vocabulary to suit purpose and target audience.

Unit	Knowledge/Skills/Evidence	Developed/ Assessed	a	b	c	d	e
Graded Unit	Extended written reports for sections evidencing Planning and Evaluation Underpinning documentation to support portfolio presentation	Developed	√	√	√	√	√
Anatomy and Physiology for Beauty Therapy	Extended written responses	Developed	√	√	√	√	√
<p>All Units:</p> <p><i>The maintenance of accurate and appropriate records of activity with analytical evaluative comment is assessed in all practical activities. Treatment journals record progress in activities, document evaluations of weaknesses and strengths, and explore potential development.</i></p>							

Working with Others (Higher: SCQF level 6)

Work with Others in a group to analyse, plan and complete an activity

- a Analyse the activity and identify component tasks and roles
- b Agree allocation of activities taking account of group strengths and weaknesses
- c Support co-operative working
- d Evaluate and draw conclusions about own contribution, justifying with evidence

Unit	Knowledge/Skills/Evidence	Developed/ Assessed	a	b	c	d
Management and Practices of Facial Therapies	Outcomes for all practical Units involve developing and applying relationship building techniques such as gesture and non-verbal interactive skills, and progressing to practical performance in consultation prior to, during and post treatment explanations, support and advice to clients	Developed	√		√	√
Management and Practices of Body Therapies	Evaluation includes analytical awareness of self and own contribution identifies strategies for further developing relationships with others.	Developed	√		√	√
Employment Experience 1	The ability to work co-operatively with a range of colleagues and clients is developed and assessed in a professional context	Assessed at SCQF level 5, Developed to Higher level	√	√	√	√

All practical treatment Units:

Skills in working with a range of others will underpin all activities of the award. Awareness of ethical and cultural needs and practical application of knowledge and understanding will extensively develop all aspects of the skill including evaluation of approaches to enhancing practical, physical and creative communication in a range of relationships with others.

Problem Solving (Higher: SCQF level 6)

Skill components

Critical Thinking

- ◆ Analyse a complex situation or issue

Planning and Organising

- ◆ Plan organise and complete a complex task

Reviewing and Evaluating

- ◆ Review and evaluate a complex problem solving activity

Unit	Knowledge/Skills/Evidence	Developed/ Assessed	CT	PO	RE
Fashion Treatment Make up for Special Occasions hand and nail therapy Facial treatment Aromatherapy Reflexology Spa Treatments	<p><i>All practical activities in optional specialised treatment Units are preceded by an in depth interview with clients which involves a detailed analysis of requirements with regard to needs and takes into account a range of factors including health, lifestyle, available resource and ethical considerations. The appropriate treatments are then planned and negotiated with the client.</i></p> <p><i>Treatments are organised and carried out with attention to health and safety factors. Effectiveness is monitored taking account of the perceptions of clients.</i></p> <p>A detailed progress log/treatment diary and folio of supporting written material reviews and records the process. Candidates critically analyse in detail all stages of the process, define strengths and possible areas for improvement and suggest suitable beneficial post treatment activities for the client. Potential personal development action is also noted.</p>	Developed Developed Developed Developed Developed Developed Developed	√ √ √ √ √ √ √	√ √ √ √ √ √ √	√ √ √ √ √ √ √
Graded Unit	The evidence requires a strategic plan of action, product evidence underpinned by a detailed portfolio and an in depth analysis and evaluation of all activities.	Developed/Assessed	√	√	√
<p><i>The process of taking responsibility for personal study and production of assignments across the award will further develop all skill components of Problem Solving.</i></p>					

Using Information Technology (SCQF level 5)

Use an IT system effectively to perform a range of straightforward tasks

- a Make effective use of a computer system
- b Carry out straightforward processing in software application
- c Carry out straightforward searches to find and present information from electronic sources

Unit	Knowledge/Skills/Evidence	Developed/ Assessed	a	b	c
Information Technology: Applications Software 1	Using IT equipment securely, resolving any problems, using software to analyse, design, integrate and output a range of information; accessing and selecting from a range of information including electronic sources	Developed/Assessed	√	√	√
CAD; Graphic Design	Ability to use technology to create and convey design recommendations to clients	Developed	√	√	√

Resources will vary between centres but candidates are likely to use technologically advanced equipment for therapies as well as in practical record keeping, research and word processing facilities. Candidates must keep to date with current industry information and practice. Although use of Internet news and web sites is not mandatory, it is likely that it will be used to provide the most effective access to information on issues which impact on the award.

Numeracy (SCQF level 5)

Skill component Using Number

a Apply a wide range of numerical skills

Skill component Using graphical information

b Interpret and communicate graphical information in everyday and generalised contexts

Unit	Knowledge/Skills/Evidence	Developed/ Assessed	a	b
Anatomy and Physiology	Risk assessment. Analysis and interpretation of data relating to physical health of clients in order to provide balanced and appropriate treatments. Measurements and calculations relating to safety and application of a range of chemical and other treatments, positioning, temperature and timing.	Developed	√	√
Principles and Practice of Selling	Understanding, description and demonstration of the selling process, including benefits and risks	Developed	√	
Information Technology: Applications Software 1	Preparation and presentation of financial data-spreadsheet	Developed	√	√
<p>All Units:</p> <p><i>Decisions on appropriate beauty treatments and their application requires an ability to measure and calculate a range of data related to use of chemicals, equipment and environmental factors, including health and safety, temperature and safe positioning of equipment and personnel. The ability to accurately interpret significant graphical data will be critical. Maintenance and checking of equipment, and storage and use of chemicals involves reading numerical information, and the calculation and assessment of relevant risk factors.</i></p>				

Core Skill entry and exit profile

Core Skills	Recommended Entry Profile	Recommended HNC Exit Profile	Recommended HND Exit Profile
Communication	Intermediate 1	Intermediate 2	Higher
Problem Solving	Intermediate 1	Intermediate 2	Higher
Working with Others	Intermediate 1	Intermediate 2	Higher
Numeracy	Access 3	Intermediate 1	Intermediate 2
Information Technology	Access 3	Intermediate 1	Intermediate 2

Conditions for the award of the HNC in Beauty Therapy

Candidates must achieve all of the mandatory Units plus optional Units from the list above totalling 96 SCQF credit points. Candidates must also meet all the requirements of the Core Skills exit profile.

Conditions for the award of the HND in Beauty Therapy

Candidates must achieve all of the mandatory Units plus optional Units from the list above totalling 240 SCQF credit points. Candidates must also meet all the requirements of the Core Skills exit profile.

6.2 Mode of delivery

The award can be offered:

- ◆ Full Time
- ◆ Full Time Fast Track
- ◆ Day Release
- ◆ Evening

6.3 Assessment

The design principles for HN Group Awards have encouraged a more holistic approach to assessment and this has been adopted in this award. The new HN specification places the emphasis on assessing the whole Outcome or a combination of Outcomes rather than on individual Performance Criteria. The new Unit specifications allow the use of 'sampling' of knowledge and/or skills. This has reduced the assessment loading for both candidates and centres.

Sampling from Units will take place within the Group Awards in the following way — the Unit specification will specify within the Evidence Requirements section the elements of knowledge and/or skills that can be sampled. The some of Units use this approach.

In the HNC Group Award assessment is by means of controlled conditions using closed-book assessment based on stimulus material such as case studies. In some instances the candidates will have access to the case study, but the questions set will be unseen. Through using controlled conditions this has allowed the number of assessments to be reduced as the Unit specifications suggest.

- ◆ joint assessment of Outcomes, as discussed above
- ◆ time guidelines for the duration of the assessment
- ◆ supervision of assessment
- ◆ a specified word limit, which enables candidates to use extended response, answers to structured questions

6.4 Re-assessment

The way that centres reassess candidates is integral to the way that they manage assessment as a whole and as such, will be subject to internal moderation. In order to ensure that the assessment process is as holistic as possible and that assessors are able to effectively judge candidates' performance in the Outcome or Unit as a whole, it may not always be possible to reassess only those parts of the performance in which candidates have not satisfactorily demonstrated competence.

Scenarios where candidates may require to re-do the whole assessment include:

- ◆ assessments which test knowledge and other cognitive skills and where it may not be possible to extract some of the items for assessment
- ◆ where parts of several Outcomes are involved
- ◆ where a project has been designed as an integrated assessment and where there is a requirements to complete the project as a single complex task

Candidates may required to do only part of an assessment, where their evidence has been generated over a period of time and/or a discrete part of the Unit, such as an Outcome, has been assessed originally.

Re-assessment may be in accordance with the Centre's assessment policy and the professional judgement of the assessor. SQA advises that there should normally be one, or in exceptional circumstances two, re-assessment opportunities. (Please refer to *SQA's Guide to Assessment and Quality Assurance for Colleges of Further Education* August 2003 revision, for details).

6.5 Eligibility for re-assessment

Candidates who have not satisfactorily demonstrated their attainment of knowledge and/or skills and/or competence in the whole or only part of an assessment may be considered for re-assessment.

6.6 Developing alternative assessments

The design of the original assessments inform the re-assessment process to a large extent, as these determine the type of assessment instruments used and the purpose of the assessment. Normally, centres build up banks of assessments, which can be used in whole or part for re-assessment purposes.

Assessment writers should refer to the Unit specification when developing an alternative assessment and ensure that it is of equal demand to the original assessment and that it covers all necessary criteria — for example Core Skill achievement. Where candidates have not provided satisfactory evidence for knowledge and/or skill items, which have been sampled, they would normally be reassessed on a different sample.

6.7 Re-assessing HN Graded Units

Applying the above general policy to reassessing HN Graded Units means that reassessing an examination-based Graded Unit would normally be based on an alternative examination and re-assessment of a project-based Graded Unit would normally be based on an alternative assessment task. For the latter, centres would be encouraged to set the parameters at the start of the project class giving details of the draft (one only) submission date and final submission date. Candidates must pass each section of the project/investigation. The overall grade is derived from the total number of marks across the sections. The Conditions of Assessment section on the Graded Unit specification gives additional guidance.

7 Guidance for Centres

7.1 Assessment Moderation

All instruments of assessment used within this Group Award should be internally moderated, including exemplar material provided, using the appropriate policy within the Centre and the guidelines set by SQA. This will ensure the validity and reliability of the instruments of assessment used within the Centre.

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

For further information on internal and external moderation refer to the *SQA Guide to Assessment and Quality Assurance for Colleges of Further Education*, December 2001.

7.2 Candidates with additional support needs

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. 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. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements for Candidates with Additional Support Needs* (BA 2399, SQA, due 2004).

7.3 Credit Transfer Transition Arrangements

Centres should:

- ◆ Use the guidance published in the *HNC/D Arrangements Document* to give credit transfer for the previously achieved Units within the current-rules HNC/first year HND, where appropriate.
- ◆ Agree with the candidates, which Units within the new HND award structure require to be undertaken to meet the conditions of the new award. This must include the level 8 Graded Unit (16 SCQF Credit Points).
- ◆ Enter or transfer the candidate to the new award HND.
- ◆ Assess the candidate for the remaining Units including the level 8 Graded Unit.
- ◆ Process the results as normal, listing the Units of the new award which have been achieved or credited.

Credit transfer can be given where there is a broad equivalence between the subject related content of the Unit (or combination of Units). Candidates who are given credit transfer between current HNC and the new HN Units must still satisfy all other conditions of the award of the new principles HNC including the mandatory Units and the correct number of credits at the correct SCQF level.

There is no credit transfer to a new Unit which embeds a Core Skill.

In the case of HNC/HND Beauty Therapy this applies to Employment Experience 1 (D7HJ 34) and Employment Experience 2 (D77H 34).

One year only a block credit transfer will be accepted from an old HNC Beauty Therapy to the new 2nd Year HND Beauty Therapy.

The table below identifies the Units from the old award and the credit transfer to the revised.

Units of the new award

* (M) = Mandatory (O) = Optional

HNC Beauty Therapy (G0NL 15) Old Award			HNC Beauty Therapy (G7WX 15) Revised Award		
Unit Number	Unit Title	Credit Value	Unit Number	Unit Title	Credit Value
D4EL 04	Physics for Beauty Therapy (O)	1	DP3F 35	Beauty Therapy: Electro Cosmetic Therapy (M)	1
D4DY 04	Facial Treatments: Manual (M)	3	DN6K 33 DN6N 33	Beauty Therapy: Facial Treatments (O) Beauty Therapy: Make up (O)	2 1
D4E1 04	Facial Treatments: Electrical (O)	2	DN80 33	Beauty Therapy: Face and Body Electrotherapy (O)	2
D4E7 04	Hand and Foot Treatments (M)	1	DN7R 33	Beauty Therapy: Hand and Foot Therapy (O)	1
D4E5 04	Depilation (M)	1	DN6G 33	Beauty Therapy: Depilation (O)	1
D4E0 34	Body Treatments: Manual (M)	2	DN6C 33	Body Massage (O)	2
D4E8 04	Client Psychology and Communication (O)	1	DN6W 35	Lifestyle Advice for Clients (M)	1
D594 04	Anatomy and Physiology of the Human Body (M)	2	D594	Anatomy and Physiology of the Human Body (M)	2
D4EE 04	Electrical Epilation (O)	2	DN6H34	Beauty Therapy: Electrical Epilation (O)	2

One year only a block credit transfer will be accepted from an old 1st year HND Beauty Therapy to the new 2nd Year HND Beauty Therapy.

The table below identifies the Units from the old award and the credit transfer to the revised.

Units of the new award

* (M) = Mandatory (O) = Optional

HND Beauty Therapy (G0NL 15) Old Award			HND Beauty Therapy (G7WY 16) Revised Award		
Unit Number	Unit Title	Credit Value	Unit Number	Unit Title	Credit Value
D4EA 34	Diet Nutrition and Related Disorders	1	DN6W 35	Lifestyle Advice for Clients	1
D4EL 04	Physics for Beauty Therapy (M)	1	DP3F 35	Beauty Therapy: Electro Cosmetic Therapy (M)	1
D4DY 04	Facial Treatments: Manual (M)	3	DN6K 33 DN6N 33	Beauty Therapy: Facial Treatments (O) Beauty Therapy: Make up (O)	2 1
D4E1 04	Facial Treatments: Electrical (M)	2	DN80 33	Beauty Therapy: Face and Body Electrotherapy (O)	2
D4E7 04	Hand and Foot Treatments (M)	1	DN7R 33	Beauty Therapy: Hand and Foot Therapy (O)	1
D4E5 04	Depilation (M)	1	DN6G 33	Beauty Therapy: Depilation (O)	1
D4E0 34	Body Treatments: Manual (M)	2	DN6C 33	Body Massage (O)	2
D4E3 04	Body Treatments: Electrical 2 (M)	1.5	DN80 33	Beauty Therapy: Face and Body Electrotherapy (O)	2
A60W 35	Principles and Practices of Selling (M)	1	A60W 35	Principles and Practice of Selling (M)	1
D4E8 04	Client Psychology and Communication (M)	1	DN6W 35	Lifestyle Advice for Clients (M)	1
A6T1 34	Workplace Experience (M)	2		No equivalent	
	No equivalent		D7HJ 34 D77H 34	Employment Experience 1 (M) Employment Experience 2 (M)	1 1
A6HF 04	Preparing and Presenting a Business Plan (M)	2	DE2E 34	Preparing and Presenting a Business Plan (M)	2
D594 04	Anatomy and Physiology of the Human Body (M)	2	D594	Anatomy and Physiology of the Human Body (M)	2
A6HF 04	Managing a Small Business (M) (O)	2	A6HF 35	Managing a Small Business (O)	2
D4EE 04	Electrical Epilation (O)	2	DN6H34	Beauty Therapy: Electrical Epilation (O)	2

HND Beauty Therapy (G0NL 15) Old Award			HND Beauty Therapy (G7WY 16) Revised Award		
Unit Number	Unit Title	Credit Value	Unit Number	Unit Title	Credit Value
D4EF 04	Advanced Electrical Epilation (O)	2	DN6J 35	Beauty Therapy: Electrical Epilation: Advanced (O)	2

Implementing Credit Transfer

The following arrangements show an alternative route to certification, which will ONLY be available to candidates who have already completed the ‘predecessor’ HNC/first year HND and should NOT be offered to any new candidates.

- ◆ Some candidates may wish to achieve an HND and use Units obtained from current-rules HNC/first year HNDs as credit transfer.
- ◆ Centres should use this information to give credit transfer between the Units achieved in the current HNC/First year HND and enter the credit transfer candidates for the Units in this HND.
- ◆ Candidates must however satisfy all other conditions of award of these design rules including the mandatory exit Core Skills profile and the right number of credits at the right SCQF level.
- ◆ Core Skills may be achieved through completion of National Units containing Core Skill or by being assessed in the normal way against the Unit specifications in this award, which contains the Core Skill.

7.4 General Information for Candidates

The HNC/D qualifications in Beauty Therapy are designed to equip candidates with the knowledge, understanding and skills required for success in current and future employment. The main focus is to provide an educational foundation for a range of administrative, managerial or commercial careers. These are general awards that aim to equip candidates with transferable skills that will enable them to meet changing circumstances within the Beauty Therapy Industry

The HNC/D award will prepare candidates for entry to a range of positions including:

- ◆ Beauty Therapist
- ◆ Supervisor
- ◆ Trainer

The above positions are just an example of the wide range of posts that HNC/D candidates can progress to.

All of the Units (or clusters of related Units) may be delivered as ‘stand-alone’ Credits.

7.5 Approaches to delivery and assessment

It is expected that all Units will be applied in the context of Beauty Therapy.

Candidate placement must meet the design intentions of the individual Units although it is possible for centres to consider a degree of integration with Units. In this event, it is important that centres manage this so as to allow candidates to overtake the Outcomes for individual Units and meet all the requirements. For example, a beauty therapy placement could be integrated but the assessments that take place in the practical context must be clearly identified as 'belonging to' the individual Units. The management of this is the responsibility of the centre. The evidence gathered must be available for moderation of each Unit.

Individual Units often contain advice regarding the knowledge and skills a candidate may require to 'benefit' from that Unit. This may influence a centre regarding the order of delivery of Units and the timing of the Graded Unit assessment.

Assessment materials

Materials have been developed to support the qualification.

7.6 History of changes

It is anticipated that changes will take place during the lifetime of the qualifications, eg: Additional options/updated specifications, and this section will record these changes.

8 Approval

All Colleges wishing new approval must follow SQA approval documentation and submit to SQA.

Existing colleges who wish to deliver should complete appropriate documentation and inform SQA.