

# apprenticeship FRAMEWORK

## Beauty Therapy

### IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

### Latest framework version?

For any previous versions of this framework: [www.acwcerts.co.uk/framework\\_library](http://www.acwcerts.co.uk/framework_library)

Issue date: [13 June 2016]

Published By

[SkillsActive]

Apprenticeship Certification  
Wales

<https://acwcerts.co.uk/web/>

Document Status:

[Issued]

# Beauty Therapy

## Contents

### Contents

Framework information.....	3
Contact information .....	4
Revising a framework.....	5
Purpose of this framework.....	6
Entry conditions for this framework .....	8
Level 2: Foundation Apprenticeship in Beauty Therapy.....	10
Pathway 1: Beauty Therapy - General .....	11
Pathway 2: Beauty Therapy – Make-Up .....	20
Level 3: Apprenticeship in Beauty Therapy.....	29
Pathway 1: Beauty Therapy - General .....	30
Pathway 2: Beauty Therapy – Make-Up .....	39
Pathway 3: Beauty Therapy - Massage .....	48
Equality and diversity .....	<b>Error! Bookmark not defined.</b> 57
On and off the job training .....	58
Wider key skills .....	62

# Framework information

## Information on the Issuing Authority for this framework:

**SkillsActive**

[The Apprenticeship sector for occupations in sports coaching, active leisure, hairdressing and beauty (also includes fitness, stewarding, outdoors, playwork and sporting excellence).]

Issue number: [3]	<b>This framework includes:</b>
Framework ID: [FR03870]	Level 2 <input checked="" type="checkbox"/> Level 3 <input checked="" type="checkbox"/> Level 4-7 <input type="checkbox"/>
Date this framework is to be reviewed by: [31/12/2017]	<b>This framework is for use in: Wales</b>

## Short description

[The Beauty Therapy framework provides the option for apprentices to select discrete development pathways including Beauty Therapy General or Beauty Therapy Make-Up at Foundation Apprenticeship Level and Beauty Therapy General, Beauty Therapy Make-Up or Beauty Therapy Massage at Apprenticeship Level.

There are two levels of Apprenticeship contained in this framework:

### Foundation Apprenticeship

Usually takes 18 months to complete. A learner may work as a junior beauty therapist or skin care and make up consultant.

### Apprenticeship

Usually takes 24 months to complete. A learner may work as a beauty therapist, electrolysis, masseur/masseuse or make-up artist.

Careers may take place in a variety of locations including beauty salons, hospitals, care homes, cruise ships, spas and health clubs or working freelance. ]

# Contact information

## Proposer of this framework

[SkillsActive Habia]

## Developer of this framework

Name: [Carolynne Hanson]

Organisation: [Habia]

Organisation Type: [Standard Setting Body]

Job Title: [Learning Frameworks]

Phone: [01302 774910]

Email: [carolynne.hanson@habia.org]

Postal address: [SkillsActive/Habia  
Styrrup Golf and Country Club  
Main Street  
Styrrup  
Doncaster  
DN11 8NB]

Website: [http://www.habia.org/]

## Issuing Authority's contact details

Issued by: [SkillsActive Habia]

Issuer contact name: Tracey Holt

Issuer contact phone: 0845 230 6080

Issuer Email: [[tracey.holt@habia.org](mailto:tracey.holt@habia.org)]

## Contact Details

Who is making this revision [Krisztina Biliczky]

Your organisation [SkillsActive]

Your email address: [krisztina.biliczky@skillsactive.com]

# Revising a framework

## Why this framework is being revised

[This framework has been revised to add newly accredited knowledge and competence qualifications.]

## Summary of changes made to this framework

[This framework has been revised to add newly accredited knowledge and competence qualifications.]

## Qualifications removed

[N/A]

## Qualifications added

[The following qualifications have been added to the framework:

- TQUK Level 2 NVQ Diploma in Beauty Therapy - General 601/7055/4
- TQUK Level 2 NVQ Diploma in Beauty Therapy - Make-Up 601/7056/6
- TQUK Level 3 NVQ Diploma in Beauty Therapy - General 601/7057/8
- TQUK Level 3 NVQ Diploma in Beauty Therapy - Make-Up 601/7053/0
- TQUK Level 3 NVQ Diploma in Beauty Therapy - Massage 601/7065/7

## Qualifications that have been extended

[N/A]

# Purpose of this framework

## Summary of the purpose of the framework

[This framework provides a nationally agreed apprenticeship framework for a work based learning route into employment for the beauty industry, using qualifications that combine both skills and knowledge.

With an increasing number of young people staying on at school, the Foundation Apprenticeship and Apprenticeship in Beauty Therapy provide quality alternatives leading to the achievement of the Level 2 and/or Level 3 NVQ Diploma.

In the UK there are 4,800 beauty salons, 700 of which are based in Wales, 36,000 hairdressing salons (5,800 of which offer beauty therapy treatments, for example, particularly those which are in hotels and leisure centres). There has been significant growth in the number of independent nail salons and spa facilities, also in the number of existing beauty therapy salons now offering an extended range of services including nail services and spa facilities.

Prior to the development of this framework, those who wanted to work in a beauty therapy job role had to achieve the NVQ Diploma by attending a full time college based programme. This framework will allow for an alternative work based learning route to training in full time education for the beauty therapy industry from Foundation Apprenticeship and a progression route from Level 2 full time courses to an Apprenticeship.

Depending on the pathway followed and level achieved, learners completing an apprenticeship will undertake roles such as:

Junior beauty therapist, manicurist or skin care and make up consultant (Foundation Apprenticeship)

Beauty Therapist, electrolysis, masseur/masseuse or make-up artists (Apprenticeship)

Careers may take place in a variety of locations including beauty salons, hospitals, care homes, cruise ships, spas and health clubs or working freelance.]

## Aims and objectives of this framework (Wales)

### AIM

To provide a nationally agreed apprenticeship framework for a work based learning route into employment in the industry, using qualifications that combine both skills and knowledge and are based on the latest research with employers. There are approximately 11,000 beauty businesses in England and 1,350 in Wales, employing over 33,000 beauty therapists, plus

many more freelance operators.

## OBJECTIVES

- To provide a structured learning programme that meets the needs of employers and employees.
- To provide learners with the skills needed to be a professional beauty therapist, able to offer a wide range of treatments to clients, with a clear understanding of how their performance is directly related to the success of the business and their own remuneration.
- To increase the level of employer involvement in training and development of their staff in readiness for a fall in the number of school leavers which will create the need to recruit from older age groups.

More information about sector priorities can be found on the Habia website at [www.habia.org](http://www.habia.org) under 'Reports and Statistics' and under 'Training and Skills – Sector Qualifications Strategy.'

This framework will contribute to the priorities of the Welsh Assembly Government set out in Skills that Work for Wales (2008); in particular:

Preparing Young People for the Future by:

- Developing a combination of technical occupational skills and generic work related skills.
- Providing a pathway from school and the Welsh Baccalaureate to employment.
- Requiring apprentices to obtain an understanding of the sector and its career pathways so they can make informed choices about their future.

Investing in Apprenticeships by:

- Providing a comprehensive suite of apprenticeship frameworks, of which this is one, covering all the main occupations in the hair and beauty sector, some with a tradition of entry via apprenticeships, such as hairdressing, and some that do not, such as beauty and spa.
- Providing a framework that meets the requirements of the Specification of Apprenticeship Standards for Wales, that can integrate with the Welsh Baccalaureate and help end the separation between vocational and academic qualifications.
- Supporting the implementation of new QCF qualifications included in the framework.

Getting the basics right by:

- Supporting learners, who have not achieved basic skills during their schooling, to obtain literacy, numeracy and ICT skills, with Essential Skills Wales accreditation. This will help reduce the 25% of adults in Wales who do not have Level 1 literacy skills and the 53% who do not have Level 1 numeracy skills.]

# Entry conditions for this framework

There are no nationally agreed minimum entry or previous entry requirements for this framework but the following criteria may be used as guidance.

This industry has high client expectations and relies on repeat business so importance is given to:

- Appropriate personal presentation including clothing, hair and personal hygiene.
- Practical, organisational and social skills.
- Attention to detail and cleanliness.
- A good sense of humour/amicable nature and communication skills whether dealing face to face with clients or speaking on the telephone.
- Willingness to work flexible hours/days as agreed in the employment contract.
- A high degree of dexterity and coordination.
- Potential apprentices with a predisposition to certain skin conditions or allergies, such as occupational dermatitis, eczema or asthma, need to understand that some of the chemicals, liquids and aerosols used in beauty therapy may have a significant effect on their health.
- Colour blindness would restrict opportunities in the wide use of artificial colouring products and services in the industry. Units relating to make-up application and nail services require the ability to recognise tones, shades and changes in a range of colours.

Apprentices must always be interviewed by their potential employer and training provider. They may deem enthusiasm and passion for the subject to be more important than formal qualifications. It is for this reason that the Hair and Beauty Sector has chosen not to be overly prescriptive about entry requirements. The training provider and employer are advised to use a range of initial assessment techniques to identify any additional support needs for the Apprentice from the start of the Apprenticeship. This will ensure that those who begin have the potential to complete the programme.

It is advantageous to have previous experience of working within the beauty therapy industry.

Entry to the beauty therapy framework is usually at Foundation Apprenticeship level with progression to Apprenticeship level. In circumstances where previous qualifications or experience have been gained it is possible to enter at Apprenticeship level and may be preferred by some employers.

The on and off the job training elements of this framework must either have been received:

- Whilst working under an apprenticeship agreement.



or

- During the five years previous to and ending on the date of application for an apprenticeship certificate

Transition arrangements for Key Skills Levels 1 to 4 in Communication, Application of Number and ICT

Registrations for the above Key Skills qualifications ceased on 31 August 2010. From 1 September 2010 onwards, candidates can only be registered for Essential Skills Wales.

From 1 September 2010, there are two options for Key Skills registered candidates. According to the needs of the candidate/ centre/ awarding body, candidates will:

- Transfer onto Essential Skills Wales.

or

- Continue with their qualifications to an end certification date of 31 August 2011.

#### **Awarding Body support for centres**

If candidates are transferring from Key/Basic Skills to Essential Skills Wales, Awarding Bodies will facilitate the mapping of any previously completed evidence against the Essential Skills Wales standards.]

# Level 2

Title for this framework at level 2

## Foundation Apprenticeship in Beauty Therapy

Pathways for the framework at level 2:

Pathway 1:	Beauty Therapy - General
Pathway 2:	Beauty Therapy – Make-up

# Level 2, Pathway 1: Beauty Therapy - General

## Description of this pathway

This pathway develops skills to foundation level and employment as a Junior Beauty Therapist.

Apprentices on the programme will achieve a minimum of 72 credits in total.

- 54 credits for competence and knowledge - Level 2 NVQ Diploma in Beauty Therapy - General
- 6 credits for Level 1 Essential Skills Wales Communication
- 6 credits for Level 1 Essential Skills Wales Application of Number
- 6 credits for Level 1 Essential Skills Wales IT

## Entry requirements for this pathway in addition to the framework entry requirements

These requirements should be read in conjunction with the entry conditions which can be found earlier in this document.

Further guidance on entry requirements can be found on the Habia apprenticeships website at <http://www.habia.org/apprenticeships>.

It is advantageous to have three GCSEs Grade D or above in English and/or Welsh, Maths, Science or Art.

Job title(s)	Job role(s)
Junior Beauty Therapist	Carrying out treatments including waxing, manicure, pedicure, facials and make-up activities as well as assisting with spa operations.

# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

### B1 – Level 2 NVQ Diploma in Beauty Therapy - General

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	500/8765/4	City & Guilds	54	458-469	N/A
B1b	500/8995/X	Pearson Edexcel	54	458-469	N/A
B1c	501/0161/4	ITECT	54	458-469	N/A
B1d	500/8839/7	VTCT	54	458-469	N/A
B1e	601/7055/4	TQUK	54	458-469	N/A

## Relationship between competence and knowledge qualifications

A Foundation Apprenticeship framework must identify:

- An integrated qualification at Level 2 which combines competence and technical

knowledge elements in which each element is separately assessed and in which each element carries at least 10 credits on the QCF.

The information below refers to the 4 combined qualifications listed in B1 Level 2 NVQ Diploma in Beauty Therapy - General (B1a, B1b, B1c and B1d) and will ensure that the qualification carries 10 credits for each element.

To achieve this qualification candidates must complete 8 mandatory units totalling 45 credits and optional units to a minimum of 9 optional credits to give an overall total of 54 credits.

The competence and knowledge elements of this qualification are separately assessed. Please see the assessment strategies which are available on our website [www.habia.org](http://www.habia.org).

#### MANDATORY UNITS

- G20 Ensure responsibility for actions to reduce the risk to health and safety - 4 credits (1 Competence 3 Knowledge)
- G18 Promote additional services or products to clients - 6 credits (2 Competence 4 Knowledge)
- G8 Develop and maintain your effectiveness at work - 3 credits (2 Competence 1 Knowledge)
- B4 Provide facial skin care treatment - 8 credits (4 Competence 4 Knowledge)
- B5 Enhance the appearance of eyebrows and lashes - 5 credits (3 Competence 2 Knowledge)
- B6 Carry out waxing services - 7 credits (4 Competence 3 Knowledge)
- N2 Provide manicure services - 6 credits (3 Competence 3 Knowledge)
- N3 Provide pedicure services - 6 credits (3 Competence 3 Knowledge)

#### OPTIONAL UNITS

- G4 Fulfil salon reception duties - 3 credits (2 Competence 1 Knowledge)
- B7 Carry out ear piercing - 2 credits (1 Competence 1 Knowledge)
- B8 Provide make-up services - 6 credits (4 Competence 2 Knowledge)
- B10 Enhance appearance using skin camouflage - 6 credits (4 Competence 2 Knowledge)
- S1 Assist with spa operations - 4 credits (3 Competence 1 Knowledge)
- B34 Provide Threading Services - 4 credits (2 Competence 2 Knowledge)]

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**    **YES**    ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**    **YES**    ☐ **NO** ☒

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]

### Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☒ **NO** ☐

#### Digital Literacy (ICT)

**Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).**

For the current **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement?** **YES** ☐ **NO** ☒

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

[Enter alternative grade/level requirements and reasons here.]



# Progression routes into and from this pathway

Progression into:

- From a preparation for work, non-competency based qualification in Beauty Therapy.
- From the Foundation or Intermediate Level Welsh Baccalaureate Principal Learning in Hair and Beauty Studies.
- Following a Level 1 Beauty Therapy programme.
- Direct entry from school or college.
- Direct entry from another occupation.

Progression from:

- To the Advanced Level Welsh Baccalaureate Principal Learning in Hair and Beauty Studies.
- To the Level 3 Beauty Therapy apprenticeship programme.
- Into employment as a junior beauty therapist or junior nail technician or other job roles in the beauty related industries outlined below.

UCAS points for this pathway:

[No Information]

## Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

Delivery and assessment

In the active leisure, learning and well-being sector the employee rights and responsibilities requirement of the apprenticeship programme will be met by all apprentices completing an externally assessed and verified qualification covering all nine national outcomes of the employee rights and responsibilities listed below:

- Employer and employee statutory rights and responsibilities under Employment Law
- Procedures and documentation in their organisation which recognises and protects their relationship with their employer/ Health and Safety and Equality and Diversity training must be an integral part of the apprentice's learning programme;
- The range of sources of information and advice available to on employment rights and responsibilities.
- The role played by this occupation within the organisation and industry;
- Types of career pathways open to the apprentice
- Types of representative bodies and understands their relevance to their industry and organisation and their main roles and responsibilities
- How and where to get information and advice on the industry, occupation, training and career
- The organisation's principles and codes of practice
- Issues of public concern that affect the organisation and industry

In the Hair and Beauty sector evidence of delivery of Employee Rights and Responsibilities (ERR) is a mandatory required for a framework completion certificate. This may be evidenced either through:

- an appropriate Awarding Organisation ERR qualification. Two qualifications have been approved and accredited to date, these are;
1. Edexcel Level 2 Award in WorkSkills for Effective Learning and Employment 501/1793/2
  2. VTCT Level 2 Award in Employment Awareness in the Hair and Beauty Sector 600/1762/4
  3. City and Guilds Level 2 Award in Employment and Personal Learning at Work 600/2831/2
  4. ITEC Level 2 Award in Employment Awareness in the Hair and Beauty Sector 600/2308/9
- an in house system, such as a workbook, portfolio or online system, that meets the minimum evidence requirements, or
  - an externally provided system, such as a workbook, portfolio or online system that meets the minimum evidence requirements.
  - Habia's ERR workbook.

The evidence requirement to demonstrate satisfactory completion of the ERR is:

- a completion certificate from an Awarding Organisation, or
- for an in house or externally provided system, completion of the Apprentice Declaration & Authorisation Form is required. It is not necessary to send the workbook or portfolio at certification, though this should be retained by the provider for audit purposes.

The NVQ Diploma includes Health and Safety. The other requirements will be covered primarily at induction, with the remaining aspects delivered at appropriate times during the

Apprenticeship programme.

]

[

# Level 2, Pathway 2: Beauty Therapy - Make-up

## Description of this pathway

The Beauty Therapy Make-up pathway will allow the development of skills to foundation level and employment as a Junior Make-up Artist or Beauty Consultant.

Apprentices on this programme will achieve a minimum of 62 credits in total.

- 44 credits for competence and knowledge - Level 2 NVQ Diploma in Beauty Therapy - Make-up
- 6 credits for Level 1 Essential Skills Wales Communication
- 6 credits for Level 1 Essential Skills Wales Application of Number
- 6 credits for Level 1 Essential Skills Wales IT

## Entry requirements for this pathway in addition to the framework entry requirements

These requirements should be read in conjunction with the entry conditions which can be found earlier in this document.

Further guidance on entry requirements can be found on the Habia apprenticeships website at <http://www.habia.org/apprenticeships>. It is advantageous to have three GCSEs Grade D in English and/or Welsh, Maths, Science or Art.

Job title(s)	Job role(s)
Beauty Consultant	Carry out treatments including skin care and make up application. Usually working for a product manufacturer supplying consultation services, promoting and selling products.
Junior Make-up Artist	Carrying out treatments including facials, make-up and make-up instruction, skin camouflage and enhancement of eyebrows and lashes.

# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

### B1 – Level 2 NVQ Diploma in Beauty Therapy - Make-up

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	500/8767/8	City & Guilds	44	365	N/A
B1b	500/8996/1	Pearson Edexcel	44	365	N/A
B1c	501/272/2	ITEC	44	365	N/A
B1d	500/8814/2	VTCT	44	365	N/A
B1e	601/7056/6	TQUK	44	365	N/A

## Relationship between competence and knowledge qualifications

### LEGAL REQUIREMENT

A Foundation Apprenticeship framework must identify:

- An integrated qualification at Level 2 which combines competence and technical knowledge elements in which each element is separately assessed and in which each element carries at least 10 credits on the QCF.

The information below refers to the 4 combined qualifications listed in B1 Level 2 NVQ Diploma in Beauty Therapy - Make-up (B1a, B1b, B1c and B1d) and will ensure that the qualification carries 10 credits for each element.

In order to achieve the full qualification candidates must complete all 7 mandatory units totalling 39 credits and optional units to a minimum of 5 credits to give an overall total of 44 credits.

The competence and knowledge elements of this qualification are separately assessed. Please see the assessment strategies which are available on our website [www.habia.org](http://www.habia.org).

### **MANDATORY UNITS**

- G20 Ensure responsibility for actions to reduce risks to health and safety - 4 credits (1 Competence 3 Knowledge)
- G18 Promote additional services or products to clients - 6 credits (2 Competence 4 Knowledge)
- G8 Develop and maintain your effectiveness at work - 3 credits (2 Competence 1 Knowledge)
- B4 Provide facial skin care treatment - 8 credits (4 Competence 4 Knowledge)
- B5 Enhance the appearance of eyebrows and lashes - 5 credits (3 Competence 2 Knowledge)
- B8 Provide make-up services - 6 credits (4 Competence 2 Knowledge)
- B9 Instruct clients in the use and application of skin care products and make-up - 7 credits (5 Competence 2 Knowledge)

### **OPTIONAL UNITS**

- G4 Fulfil salon reception duties - 3 credits (2 Competence 1 Knowledge)
- B7 Carry out ear piercing - 2 credits (1 Competence 1 Knowledge)
- B10 Enhance appearance using skin camouflage - 6 credits (4 Competence 2 Knowledge)
- S1 Assist with spa operations - 4 credits (3 Competence 1 Knowledge)
- B34 Provide Threading Services - 4 credits (2 Competence 2 Knowledge)

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**    **YES**    ☐ **NO** ☒

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**    **YES**    ☐ **NO** ☒



If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☒ **NO** ☐

## Digital Literacy (ICT)

**Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).**

For the current **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement?** **YES** ☐ **NO** ☒

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

# Progression routes into and from this pathway

## Progression into:

- From a preparation for work, non-competency based qualification in Beauty Therapy.
- From the Foundation or Intermediate Level Welsh Baccalaureate Principal Learning in Hair and Beauty Studies.
- Following a Level 1 Beauty Therapy programme.
- Direct entry from school or college.
- Direct entry from another occupation.

## Progression from:

- To the Advanced Level Welsh Baccalaureate Principal Learning in Hair and Beauty Studies.
- To the Level 3 Beauty Therapy apprenticeship programme.
- Into employment as a junior beauty therapist or junior nail technician or other job roles in the beauty related industries outlined below.

## UCAS points for this pathway:

No Information

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?   **YES**   ☐   **NO**   ☐

## Delivery and assessment

In the active leisure, learning and well-being sector the employee rights and responsibilities requirement of the apprenticeship programme will be met by all apprentices completing an externally assessed and verified qualification covering all nine national outcomes listed below:

- Employer and employee statutory rights and responsibilities under Employment Law
- Procedures and documentation in their organisation which recognises and protects their relationship with their employer/ Health and Safety, Equality and Diversity training must be an integral part of the apprentice's learning programme
- The range of sources of information and advice available to on employment rights and responsibilities
- The role played by this occupation within the organisation and industry
- Types of career pathways open to the apprentice
- Types of representative bodies and understand their relevance to their industry and organisation and their main roles and responsibilities
- How and where to get information and advice on the industry, occupation, training and career
- The organisation's principles and codes of practice
- Issues of public concern that affect the organisation and industry

In the Hair and Beauty sector evidence of delivery of Employee Rights and Responsibilities (ERR) is a mandatory required for a framework completion certificate. This may be evidenced either through:

- an appropriate Awarding Organisation ERR qualification. Two qualifications have been approved and accredited to date, these are;
1. Edexcel Level 2 Award in WorkSkills for Effective Learning and Employment 501/1793/2
  2. VTCT Level 2 Award in Employment Awareness in the Hair and Beauty Sector 600/1762/4
  3. City and Guilds Level 2 Award in Employment and Personal Learning at Work 600/2831/2

4. ITEC Level 2 Award in Employment Awareness in the Hair and Beauty Sector 600/2308/9
- an in house system, such as a workbook, portfolio or online system, that meets the minimum evidence requirements, or
  - an externally provided system, such as a workbook, portfolio or online system that meets the minimum evidence requirements.
  - Habia's ERR workbook.

The evidence requirement to demonstrate satisfactory completion of the ERR is:

- a completion certificate from an Awarding Organisation, or
- for an in house or externally provided system, completion of the Apprentice Declaration & Authorisation Form is required. It is not necessary to send the workbook or portfolio at certification, though this should be retained by the provider for audit purposes.

Health and Safety is embedded within the technical units in the NVQ Diploma. The other requirements will be covered primarily at induction, with the remaining aspects delivered at appropriate times during the Apprenticeship programme.

# Level 3

Title for this framework at level 3

## Apprenticeship in Beauty Therapy

Pathways for the framework at level 3:

Pathway 1:	Beauty Therapy - General
Pathway 2:	Beauty Therapy - Make-up
Pathway 3:	Beauty Therapy - Massage

# Level 3, Pathway 1: Beauty Therapy - General

## Description of this pathway

The Level 3 NVQ Diploma in Beauty Therapy - General will allow junior therapists to advance their skills to cover the range of treatments needed for a career as professional beauty therapists.

Apprentices on this programme will achieve a minimum of 83 credits in total.

- 65 credits for competence and knowledge - Level 3 NVQ Diploma in Beauty Therapy - General
- 6 credits for Level 2 Essential Skills Wales Communication
- 6 credits for Level 2 Essential Skills Wales Application of Number
- 6 credits for Level 1 Essential Skills Wales IT

## Entry requirements for this pathway in addition to the framework entry requirements

These requirements should be read in conjunction with the entry conditions which can be found earlier in this document.

Further guidance on entry requirements can be found on the Habia apprenticeships website at <http://www.habia.org/apprenticeships>.

It is advantageous to have three GCSEs Grade C or above in English and/or Welsh, Maths, Science or Art.

Job title(s)	Job role(s)
Beauty Therapist	Massage treatments, hair removal treatments, facial and body electrical treatments

# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

### B1 – Level 3 NVQ Diploma in Beauty Therapy - General

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	500/8761/7	City & Guilds	65	540-550	N/A
B1b	500/8998/5	Pearson Edexcel	65	540-550	N/A
B1c	501/0830/X	ITEC	65	540-550	N/A
B1d	500/8860/9	VTCT	65	540-550	N/A
B1e	601/7057/8	TQUK	65	540-550	N/A

## Relationship between competence and knowledge qualifications

### LEGAL REQUIREMENT

An Apprenticeship framework must identify:



- An integrated qualification at Level 3 which combines competence and technical knowledge elements in which each element is separately assessed and in which each element carries at least 10 credits on the QCF.

The information below refers to the 4 combined qualifications listed in B1 Level 3 NVQ Diploma in Beauty Therapy - General (B1a, B1b, B1c and B1d) and will ensure that the qualification carries 10 credits for each element.

To achieve the full qualification, candidates must complete 6 mandatory units totaling 55 credits and optional units to a minimum of 10 credits in order to give an overall total of 65 credits.

The competence and knowledge elements of this qualification are separately assessed. Please see the assessment strategies which are available on our website [www.habia.org](http://www.habia.org).

### **MANDATORY UNITS**

- G22 Monitor procedures to safely control work operations - 4 credits (1 Competence 3 Knowledge)
- H32 Contribute to the planning and implementation of promotional activities - 5 credits (2 Competence 3 Knowledge)
- B13 Provide body electrical treatments - 12 credits (7 Competence 5 Knowledge)
- B14 Provide facial electrical treatments - 12 credits (7 Competence 5 Knowledge)
- B20 Provide body massage treatments - 10 credits (5 Competence 5 Knowledge)
- B29 Provide electrical epilation treatments - 12 credits (8 Competence 4 Knowledge)

### **OPTIONAL UNITS**

- G11 Contribute to the financial effectiveness of the business - 4 credits (1 Competence 3 Knowledge)
- B12 Plan and provide airbrush make-up - 8 credits (5 Competence 3 Knowledge)
- B15 Provide single eyelash extension treatments - 5 credits (3 Competence 2 Knowledge)
- B21 Provide UV tanning services - 2 credits (1 Competence 1 Knowledge)
- B23 Provide Indian Head Massage - 7 credits (4 Competence 3 Knowledge)
- B24 Carry out massage using pre-blended aromatherapy oils - 8 credits (5 Competence 3 Knowledge)
- B25 Provide self tanning services - 3 credits (2 Competence 1 Knowledge)
- B26 Provide female intimate waxing services - 5 credits (3 Competence 2 Knowledge)
- B27 Provide male intimate waxing services - 5 credits (3 Competence 2 Knowledge)
- B28 Provide stone therapy treatments - 10 credits (6 Competence 4 Knowledge)

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**    YES    ☒ NO ☐

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**    YES    ☒ NO ☐

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☒ **NO** ☐

## Digital Literacy (ICT)

**Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).**

For the current **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement?** **YES** ☐ **NO** ☒

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

# Progression routes into and from this pathway

Routes into:

- From a preparation for work, non-competency based qualification in Beauty Therapy.
- From the Advanced Level Welsh Baccalaureate qualification Principal Learning in Hair and Beauty Studies.
- Following completion of Level 2 in Beauty Therapy or Nail Services undertaken via either an apprenticeship (not available in Spa Therapy) or a full time college based programme.

Routes from:

- Into employment as a beauty therapist, nail technician or spa therapist or other job roles in the beauty related industries.
- Into higher education such as a Foundation degree in Beauty Therapy and Salon Management or other programmes.

UCAS points for this pathway:

N/A

## Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☐ **NO** ☐

Delivery and assessment

In the active leisure, learning and well-being sector the employee rights and responsibilities requirement of the apprenticeship programme will be met by all apprentices completing an externally assessed and verified qualification covering all nine national outcomes listed below:

- Employer and employee statutory rights and responsibilities under Employment Law
- Procedures and documentation in their organisation which recognises and protects their relationship with their employer/ Health and Safety, Equality and Diversity training must be an integral part of the apprentice's learning programme
- The range of sources of information and advice available to on employment rights and responsibilities
- The role played by this occupation within the organisation and industry
- Types of career pathways open to the apprentice
- Types of representative bodies and understands their relevance to their industry and organisation and their main roles and responsibilities
- How and where to get information and advice on the industry, occupation, training and career
- The organisation's principles and codes of practice
- Issues of public concern that affect the organisation and industry

In the Hair and Beauty sector evidence of delivery of Employee Rights and Responsibilities (ERR) is a mandatory required for a framework completion certificate. This may be evidenced either through:

- an appropriate Awarding Organisation ERR qualification. Two qualifications have been approved and accredited to date, these are;
1. Edexcel Level 2 Award in WorkSkills for Effective Learning and Employment 501/1793/2
  2. VTCT Level 2 Award in Employment Awareness in the Hair and Beauty Sector 600/1762/4
  3. City and Guilds Level 2 Award in Employment and Personal Learning at Work 600/2831/2
  4. ITEC Level 2 Award in Employment Awareness in the Hair and Beauty Sector 600/2308/9
- an in house system, such as a workbook, portfolio or online system, that meets the minimum evidence requirements, or
  - an externally provided system, such as a workbook, portfolio or online system that meets the minimum evidence requirements.
  - Habia's ERR workbook.

The evidence requirement to demonstrate satisfactory completion of the ERR is:

- a completion certificate from an Awarding Organisation, or
- for an in house or externally provided system, completion of the Apprentice Declaration & Authorisation Form is required. It is not necessary to send the workbook or portfolio at certification, though this should be retained by the provider for audit purposes.

Health and Safety is embedded within the technical units in the NVQ Diploma. The other

requirements will be covered primarily at induction, with the remaining aspects delivered at appropriate times during the Apprenticeship programme.

# Level 3, Pathway 2: Beauty Therapy - Make-up

## Description of this pathway

The Level 3 NVQ Diploma in Beauty Therapy Make-Up will allow the junior beauty therapist to advance their creative skills and specialise in make-up services.

Apprentices on this programme will achieve a minimum of 63 credits in total.

- 45 credits for competence and knowledge - Level 3 NVQ Diploma in Beauty Therapy - Make-up
- 6 credits for Level 2 Essential Skills Wales Communication
- 6 credits for Level 2 Essential Skills Wales Application of Number
- 6 credits for Level 1 Essential Skills Wales IT

## Entry requirements for this pathway in addition to the framework entry requirements

These requirements should be read in conjunction with the entry conditions which can be found earlier in this document.

Further guidance on entry requirements can be found on the Habia apprenticeships website at <http://www.habia.org/apprenticeships>.

It is advantageous to have three GCSEs Grade C in English and/or Welsh, Maths, Science or Art.

Job title(s)	Job role(s)
Make-up Artist	Designing and creating fashion and photographic make-up and camouflage services, airbrush make-up, eyelash extension treatments and tanning services.



# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

### B1 – Level 3 NVQ Diploma in Beauty Therapy - Make-up

No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	500/8760/5	City & Guilds	45	353-375	N/A
B1b	500/9003/3	Pearson Edexcel	45	353-375	N/A
B1c	501/1282/X	ITEC	45	353-375	N/A
B1d	500/8813/0	VTCT	45	353-375	N/A
B1e	601/7053/0	TQUK	45	353-375	N/A

## Relationship between competence and knowledge qualifications

### LEGAL REQUIREMENT

An Apprenticeship framework must identify:

- An integrated qualification at Level 3 which combines competence and technical knowledge elements in which each element is separately assessed and in which each element carries at least 10 credits on the QCF.

The information below refers to the 4 combined qualifications listed in B1 Level 3 NVQ Diploma in Beauty Therapy - Make-up (B1a, B1b, B1c and B1d) and will ensure that the qualification carries 10 credits for each element.

To achieve the full qualification, candidates must complete 4 mandatory units totalling 25 credits and optional units to a minimum of 20 credits in order to give an overall total of 45 credits.

The competence and knowledge elements of this qualification are separately assessed. Please see the assessment strategies which are available on our website [www.habia.org](http://www.habia.org).

### **MANDATORY UNITS**

- G22 Monitor procedures to safely control work operations - 4 credits (1 Competence 3 Knowledge)
- H32 Contribute to the planning and implementation of promotional activities - 5 credits (2 Competence 3 Knowledge)
- B11 Design and create fashion and photographic make-up - 8 credits (5 Competence 3 Knowledge)
- B22 Provide specialist skin camouflage services - 8 credits (5 Competence 3 Knowledge)

### **OPTIONAL UNITS**

- G11 Contribute to the financial effectiveness of the business - 4 credits (1 Competence 3 Knowledge)
- B12 Plan and provide airbrush make-up - 8 credits (5 Competence 3 Knowledge)
- B13 Provide body electrical treatments - 12 credits (7 Competence 5 Knowledge)
- B14 Provide facial electrical treatments - 12 credits (7 Competence 5 Knowledge)
- B15 Provide single eyelash extension treatments - 5 credits (3 Competence 2 Knowledge)
- B21 Provide UV tanning services - 2 credits (1 Competence 1 Knowledge)
- B23 Provide Indian Head Massage - 7 credits (4 Competence 3 Knowledge)
- B24 Carry out massage using pre-blended aromatherapy oils - 8 credits (5 Competence 3 Knowledge)
- B25 Provide self tanning services - 3 credits (2 Competence 1 Knowledge)
- B26 Provide female intimate waxing services - 5 credits (3 Competence 2 Knowledge)
- B27 Provide male intimate waxing services - 5 credits (3 Competence 2 Knowledge)
- B28 Provide stone therapy treatments - 10 credits (6 Competence 4 Knowledge)

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**    YES    ☒ NO ☐

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**    YES    ☒ NO ☐

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

### Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☒ **NO** ☐

### Digital Literacy (ICT)

**Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).**

For the current **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement?** **YES** ☐ **NO** ☒

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

# Progression routes into and from this pathway

## Routes into:

- From a preparation for work, non-competency based qualification in Beauty Therapy.
- From the Advanced Level Welsh Baccalaureate qualification Principal Learning in Hair and Beauty Studies.
- Following completion of Level 2 in Beauty Therapy or Nail Services undertaken via either an apprenticeship (not available in Spa Therapy) or a full time college based programme.

## Routes from:

- Into employment as a beauty therapist, nail technician or spa therapist or other job roles in the beauty related industries.
- Into higher education such as a Foundation degree in Beauty Therapy and Salon Management or other programmes.

## UCAS points for this pathway:

N/A

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework? **YES** ☒ **NO** ☐

## Delivery and assessment

In the active leisure, learning and well-being sector the employee rights and responsibilities requirement of the apprenticeship programme will be met by all apprentices completing an externally assessed and verified qualification covering all nine national outcomes listed below:

- Employer and employee statutory rights and responsibilities under Employment Law
- Procedures and documentation in their organisation which recognises and protects their relationship with their employer/ Health and Safety, Equality and Diversity training must be an integral part of the apprentice's learning programme
- The range of sources of information and advice available to on employment rights and responsibilities
- The role played by this occupation within the organisation and industry
- Types of career pathways open to the apprentice
- Types of representative bodies and understands their relevance to their industry and organisation and their main roles and responsibilities
- How and where to get information and advice on the industry, occupation, training and career
- The organisation's principles and codes of practice
- Issues of public concern that affect the organisation and industry

In the Hair and Beauty sector evidence of delivery of Employee Rights and Responsibilities (ERR) is a mandatory required for a framework completion certificate. This may be evidenced either through:

- an appropriate Awarding Organisation ERR qualification. Two qualifications have been approved and accredited to date, these are;
1. Edexcel Level 2 Award in WorkSkills for Effective Learning and Employment 501/1793/2
  2. VTCT Level 2 Award in Employment Awareness in the Hair and Beauty Sector 600/1762/4
  3. City and Guilds Level 2 Award in Employment and Personal Learning at Work 600/2831/2
  4. ITEC Level 2 Award in Employment Awareness in the Hair and Beauty Sector 600/2308/9
- an in house system, such as a workbook, portfolio or online system, that meets the minimum evidence requirements, or
  - an externally provided system, such as a workbook, portfolio or online system that meets the minimum evidence requirements.
  - Habia's ERR workbook.

The evidence requirement to demonstrate satisfactory completion of the ERR is:

- a completion certificate from an Awarding Organisation, or
- for an in house or externally provided system, completion of the Apprentice Declaration & Authorisation Form is required. It is not necessary to send the workbook or portfolio at certification, though this should be retained by the provider for audit purposes.

Health and Safety is embedded within the technical units in the NVQ Diploma. The other requirements will be covered primarily at induction, with the remaining aspects delivered at

appropriate times during the Apprenticeship programme.

# Level 3, Pathway 3: Beauty Therapy - Massage

## Description of this pathway

The Level 3 NVQ Diploma in Beauty Therapy Massage will allow the junior beauty therapist to advance their skills and specialise in massage services.

Apprentices on this programme will achieve a minimum of 69 credits in total.

- 51 credits for competence and knowledge - Level 3 NVQ Diploma in Beauty Therapy - Massage
- 6 credits - Level 2 Essential Skills Wales Communication
- 6 credits - Level 2 Essential Skills Wales Application of Number
- 6 credits - Level 1 Essential Skills Wales IT

## Entry requirements for this pathway in addition to the framework entry requirements

These requirements should be read in conjunction with the entry conditions which can be found earlier in this document.

Further guidance on entry requirements can be found on the Habia apprenticeships website at <http://www.habia.org/apprenticeships>.

It is advantageous to have achieved three GCSEs at a minimum of Grade C in English and/or Welsh, Maths, Science or Art.



Job title(s)	Job role(s)
Beauty Massage Therapist	Body massage treatments, stone therapy, Indian head massage, aromatherapy massage, electrotherapy, tanning, facial, body electrical treatments and waxing services.

# Qualifications

## Competence qualifications available to this pathway

N/A

## Knowledge qualifications available to this pathway

N/A

## Combined qualifications available to this pathway

B1 - Level 3 NVQ Diploma in Beauty Therapy - Massage					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
B1a	500/8783/6	City & Guilds	51	403-410	N/A
B1b	500/9005/7	Pearson Edexcel	51	403-410	N/A
B1c	500/86610/0	ITEC	51	403-410	N/A
B1d	501/1021/4	VTCT	51	403-410	N/A
B1e	601/7065/7	TQUK	51	403-410	N/A

## Relationship between competence and knowledge qualifications

### LEGAL REQUIREMENT

An Apprenticeship framework must identify:

- An integrated qualification at Level 3 which combines competence and technical knowledge elements in which each element is separately assessed and in which each element carries at least 10 credits on the QCF.

The information below refers to the 4 combined qualifications listed in B1 Level 3 NVQ Diploma in Beauty Therapy - Mass age (B1a, B1b, B1c and B1d) and will ensure that the qualification carries 10 credits for each element.

To achieve the full qualification, candidates must complete 6 mandatory units totalling 44 credits and optional units to a minimum of 7 credits in order to give an overall total of 51 credits.

The competence and knowledge elements of this qualification are separately assessed. Please see the assessment strategies which are available on our website [www.habia.org](http://www.habia.org).

### **MANDATORY UNITS**

- G22 Monitor procedures to safely control work operations - 4 credits (1 Competence 3 Knowledge)
- H32 Contribute to the planning and implementation of promotional activities - 5 credits (2 Competence 3 Knowledge)
- B20 Provide body massage treatments - 10 credits (5 Competence 5 Knowledge)
- B23 Provide Indian Head massage - 7 credits (4 Competence 3 Knowledge)
- B24 Carry out massage using pre-blended aromatherapy oils - 8 credits (5 Competence 3 Knowledge)
- B28 Provide stone therapy treatments - 10 credits (6 Competence 4 Knowledge)

### **OPTIONAL UNITS**

- G11 Contribute to the financial effectiveness of the business - 4 credits (1 Competence 3 Knowledge)
- B12 Plan and provide airbrush make-up - 8 credits (5 Competence 3 Knowledge)
- B13 Provide body electrical treatments - 12 credits (7 Competence 5 Knowledge)
- B14 Provide facial electrical treatments - 12 credits (7 Competence 5 Knowledge)
- B15 Provide single eyelash extension treatments - 5 credits (3 Competence 2 Knowledge)
- B21 Provide UV tanning services - 2 credits (1 Competence 1 Knowledge)
- B25 Provide self tanning services - 3 credits (2 Competence 1 Knowledge)
- B26 Provide female intimate waxing services - 5 credits (3 Competence 2 Knowledge)
- B27 Provide male intimate waxing services - 5 credits (3 Competence 2 Knowledge)

# Essential Skills

An apprenticeship framework must specify as a Welsh certificate requirement the expected achievement levels of Essential Skills in Communication and the Application of Number.

Where Essential Skills qualifications are specified in an apprenticeship framework, the apprenticeship framework must specify the acceptance of a recognised proxy qualification for Communication and Application of Number.

## Communication

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Communication achievement above the minimum SASW requirement?**    YES    ☒ NO ☐

If YES, please state the grade/level required for English and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Application of Number

For the current list of acceptable proxy qualifications and appropriate **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Application of Number achievement above the minimum SASW requirement?**    YES    ☒ NO ☐

If YES, please state the grade/level required for Maths and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

## Inclusion of Digital Literacy (ICT)

Digital Literacy (ICT) is an **optional** framework requirement.

Is Digital Literacy a requirement in this framework? **YES** ☒ **NO** ☐

## Digital Literacy (ICT)

**Please note that there are currently no acceptable proxy qualifications for Digital Literacy (ICT).**

For the current **minimum** grade/level requirements, please refer to the most recent version of [SASW](#) on the [gov.wales](#) website. Additional guidance materials can be found on the [Knowledge Base](#) section of the [ACW](#) website.

**Does this framework require Digital Literacy (ICT) achievement above the minimum SASW requirement?** **YES** ☐ **NO** ☒

If YES, please state the grade/level required for **Digital Literacy (ICT)** and give a brief **REASON** as to why this is required:

Enter alternative grade/level requirements and reasons here.

# Progression routes into and from this pathway

## Routes into:

- From a preparation for work, non-competency based qualification in Beauty Therapy.
- From the Advanced Level Welsh Baccalaureate qualification Principal Learning in Hair and Beauty Studies.
- Following completion of Level 2 in Beauty Therapy or Nail Services undertaken via either an apprenticeship (not available in Spa Therapy) or a full time college based programme.

## Routes from:

- Into employment as a beauty therapist, nail technician or spa therapist or other job roles in the beauty related industries.
- Into higher education such as a Foundation degree in Beauty Therapy and Salon Management or other programmes.

## UCAS points for this pathway:

N/A

# Employee rights and responsibilities

Please note that for Apprenticeship starts from 14/10/2016 onwards ERR is no longer a **mandatory** requirement in all frameworks.

However, it may still be included in some frameworks and where it is not explicitly stated that ERR is not a requirement then confirmation of an Apprentice's ERR achievement will still remain a requirement for Apprenticeship certification purposes.

Is ERR a requirement for this framework?    **YES**    ☒    **NO**    ☐

## Delivery and assessment

In the active leisure, learning and well-being sector the employee rights and responsibilities requirement of the apprenticeship programme will be met by all apprentices completing an externally assessed and verified qualification covering all nine national outcomes listed below:

- Employer and employee statutory rights and responsibilities
- under Employment Law Procedures and documentation in their organisation which recognises and protects their relationship with their employer/ Health and Safety, Equality and Diversity training must be an integral part of the apprentice's learning programme
- The range of sources of information and advice available to on employment rights and responsibilities
- The role played by this occupation within the
- organisation and industry Types of career pathways open to the apprentice
- Types of representative bodies and understands their relevance to their industry and organisation and their main roles and responsibilities
- How and where to get information and advice on the industry, occupation, training and career
- The organisation's principles and codes of practice
- Issues of public concern that affect the organisation and industry

In the Hair and Beauty sector evidence of delivery of Employee Rights and Responsibilities (ERR) is a mandatory required for a framework completion certificate. This may be evidenced either through:

- an appropriate Awarding Organisation ERR qualification. Two

qualifications have been approved and accredited to date, these are;

1. Edexcel Level 2 Award in WorkSkills for Effective Learning and Employment 501/1793/2
  2. VTCT Level 2 Award in Employment Awareness in the Hair and Beauty Sector 600/1762/4
  3. City and Guilds Level 2 Award in Employment and Personal Learning at Work 600/2831/2
  4. ITEC Level 2 Award in Employment Awareness in the Hair and Beauty Sector 600/2308/9
- an in house system, such as a workbook, portfolio or online system, that meets the minimum evidence requirements, or
  - an externally provided system, such as a workbook, portfolio or online system that meets the minimum evidence requirements.
  - Habia's ERR workbook.

The evidence requirement to demonstrate satisfactory completion of the ERR is:

- a completion certificate from an Awarding Organisation, or
- for an in house or externally provided system, completion of the Apprentice Declaration & Authorisation Form is required. It is not necessary to send the workbook or portfolio at certification, though this should be retained by the provider for audit purposes.

Health and Safety is embedded within the technical units in the NVQ Diploma. The other requirements will be covered primarily at induction, with the remaining aspects delivered at appropriate times during the Apprenticeship programme.



*The remaining sections apply to all levels and pathways within this framework.*

# How equality and diversity will be met

Apprenticeships in our sector aim to promote diversity, equal opportunity and inclusion by offering a high quality learning experience.

The delivery of this programme must be in a setting free from prejudice and discrimination where all learners can contribute fully and freely and feel valued.

Employers/providers must be able to demonstrate their selection, recruitment and employment practices are in line with the Equality Act 2010 and there are no overt or covert discriminatory practices in relation to any of the following protected characteristics: age; disability; gender reassignment; marriage and civil partnerships; pregnancy and maternity; race; religion or belief; sex; sexual orientation; and socio-economic disadvantage.

## **Barriers:**

- Stereotyping still exists in the hair and beauty sector, which can limit the number of applications from young males.
- Low initial earning potential for new recruits.
- Misunderstanding of the skills levels required and the complexity of those skills.

## **Actions:**

- Habia seeks to use as many positive male images in its literature and publications as possible.]

# On and off the job training

## Summary of on- and off-the-job training

### Legal Requirement

The Specification of Apprenticeship Standards Wales (SASW) states that apprentices must complete a minimum of 280 Guided Learning Hours (GLH) per year when undertaking a Foundation Level Apprenticeship. A minimum of 100 GLH (or 30% of the total GLH whichever is greater) must be completed each year of the programme away from the apprentices' immediate area and pressure of work (off the job).

Definition:

**ON THE JOB TRAINING HOURS** = Learning/training which encourages and enables the apprentice to demonstrate practical job-related skills and to practise and apply these skills in the context of the job. This type of learning will be delivered in the workplace and through practical experience of doing the job.

**OFF THE JOB TRAINING HOURS** = Learning/training which encourages and enables the apprentice to develop the technical skills of the job and to develop their knowledge of theoretical concepts across a range of contexts and the wider market. This type of guided learning will be delivered away from the immediate pressures of the job. It may be delivered in the workplace, in a college or training provider premises.

These hours may vary depending on the previous experience and attainment of the apprentice. Where a learner enters an apprenticeship agreement having previously attained or acquired the appropriate competencies or knowledge, this prior learning needs to be recognised and documented using the relevant QCF credit transfer, QCF exemption or Recognition of Prior Learning (RPL) procedures. The amount of on the job training required to complete the apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of on the job hours for this framework can be verified for apprenticeship certification.

Apprentices who commence training under a new apprenticeship agreement with a new employer may bring a range of prior experience with them. When an apprentice can claim 5% or more hours towards the on the job framework total through prior learning acquired from previous full-time education, employment or other vocational programmes, then the apprentice's learning programme should include customisation.

Training providers are encouraged to identify additional on the job training programmes that customise the learning to the new workplace. Customisation programmes may include selecting appropriate additional Unit(s) from QCF qualifications, or relevant units recognised as Quality Assured Lifelong Learning [QALL] through a CQFW recognised body, or follow Essential Skills at a level higher than that specified in the framework, include one or more Wider Key Skills or other competency-based qualifications/units relevant to the workplace.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years from the date of application for the Foundation Apprenticeship Certificate or have been continuously employed in the industry for a minimum duration of 3 years.

Job roles within the beauty industry require a thorough level of technical competence and

knowledge, which will be undertaken through work-based training, practice and experience.

The number of training hours delivered under an apprenticeship agreement may vary depending on the previous experience and attainment of the apprentice.

The amount of off the job training required to complete the apprenticeship under the apprenticeship agreement may then be reduced accordingly, providing the total number of off the job hours for this framework can be verified for apprenticeship certification.

### **Previous attainment**

Where a learner enters an apprenticeship agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised using either QCF credit transfer for achievements within the QCF or through recording of exemptions for certificated learning outside of the QCF, for example, Principal Learning qualifications.

Apprentices who have already achieved the relevant qualifications must have been certificated within 5 years of applying for the Foundation Apprenticeship Certificate.

### **Previous experience**

Where a learner enters an apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised. For further details please see QCF Guidance on Claiming Credit. To count towards apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's QCF "Recognition of Prior Learning" procedures and the hours recorded may then count towards the off the job hours required to complete the apprenticeship.

For apprentices with prior uncertificated learning experience, the off the job learning must have been acquired within 2 years of application for the Foundation Apprenticeship Certificate or the apprentice must have been continuously employed in the relevant job role in the industry for a minimum duration of 3 years.

The total on and off the job guided learning hours for this framework and pathways within are;

Beauty Therapy General - 673 hours for the Foundation Apprenticeship framework  
Beauty Therapy Make-up - 580 hours for the Foundation Apprenticeship framework  
Beauty Therapy General - 755 hours for the Apprenticeship framework  
Beauty Therapy Make-up - 568 hours for the Apprenticeship framework  
Beauty Therapy Massage - 618 hours for the Apprenticeship framework]

## **Off-the-job training**

Off the job training is defined as time for learning activities away from normal work duties.

For this framework the minimum amount of off the job training is as follows:

Beauty Therapy General - 202 hours for the Foundation Apprenticeship framework  
Beauty Therapy Make-up - 174 hours for the Foundation Apprenticeship framework  
Beauty Therapy General - 227 hours for the Apprenticeship framework  
Beauty Therapy Make-up - 170 hours for the Apprenticeship framework  
Beauty Therapy Massage - 185 hours for the Apprenticeship framework

## How this requirement will be met

Off the job training needs to:

Be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher, mentor or manager.

Allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager.  
Be delivered during contracted working hours.

Be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching, mentoring, feedback and assessment, collaborative/networked learning with peers, guided study and induction.

Delivery, assessment and certification of the combined competence/knowledge qualification specific to the pathway taken:

Level 2 NVQ Diploma in Beauty Therapy - General  
Level 2 NVQ Diploma in Beauty Therapy - Make-up  
Level 3 NVQ Diploma in Beauty Therapy - General  
Level 3 NVQ Diploma in Beauty Therapy - Make-up Level  
3 NVQ Diploma in Beauty Therapy - Massage

Plus

Essential Skills Wales Application of Number at appropriate level  
Essential Skill Wales Communication at appropriate level  
Essential Skills Wales IT at appropriate level  
Employee Rights and Responsibilities  
Induction  
Training, appraisals and mentoring

Evidence of Off the job Guided Learning Hours:

Certificate for combined competence/knowledge qualification  
Certification of Essential Skills Wales Application of Number  
Certification of Essential Skills Wales Communications  
Certification of Essential Skills Wales IT  
Certificate for Employee Rights and Responsibilities]

## On-the-job training

[On the job training is defined as skills, knowledge and competence gained within normal work duties. For this framework the minumum amount of on-the-job training is as follows:

- Beauty Therapy General - 471 hours for the Foundation Apprenticeship framework
- Beauty Therapy Make-up - 406 hours for the Foundation Apprenticeship framework
- Beauty Therapy General - 529 hours for the Apprenticeship framework
- Beauty Therapy Make-up - 398 hours for the Apprenticeship framework
- Beauty Therapy Massage - 433 hours for the Apprenticeship framework

## How this requirement will be met

Delivery and assessment of one of the combined competence/knowledge Qualification specific to the pathway taken:

- Level 2 NVQ Diploma in Beauty Therapy - General
- Level 2 NVQ Diploma in Beauty Therapy - Make-up
- Level 3 NVQ Diploma in Beauty Therapy - General
- Level 3 NVQ Diploma in Beauty Therapy - Make-up
- Level 3 NVQ Diploma in Beauty Therapy - Massage

Plus

- Employee Rights and Responsibilities
- Induction
- Training, appraisals, mentoring and monitoring

# Wider key skills assessment and recognition

While Wider Key Skills are not a **mandatory** part of the framework, training providers are encouraged to provide apprentices the opportunity to achieve them.

For this framework, there are natural opportunities for Wider Key Skills to be embedded within the mandatory units of the following qualifications:

<div>Enter Qualification Names</div>
--------------------------------------

## Improving own learning and performance

[Improving own learning and performance is an essential skill within our sector and is therefore covered in the NVQ Diploma. It was agreed by employers during consultation that separate certification of Improving own learning and performance was not directly relevant to effective performance within the Hair and Beauty Sector therefore is not included in this framework. However, Habia would encourage Training Providers to consider the value added element of delivery within the framework.]

## Working with others

[Working with others is an essential skill within our sector and is therefore covered in the NVQ Diploma. It was agreed by employers during consultation that separate certification of Working with others was not directly relevant to effective performance within the Hair and Beauty Sector therefore is not included in this framework. However, Habia would encourage Training Providers to consider the value added element of delivery within the framework.]

## Problem solving

[Problem solving is an essential skill within our sector and is therefore covered in the NVQ Diploma. It was agreed by employers during consultation that separate certification of Problem solving was not directly relevant to effective performance within the Hair and Beauty Sector therefore is not included in this framework. However, Habia would encourage Training Providers to consider the value added element of delivery within the framework.]

# apprenticeship FRAMEWORK

For more information visit-  
[www.acwcerts.co.uk/framework\\_library](http://www.acwcerts.co.uk/framework_library)