



**CIBTAC LEVEL 4 AWARD IN CORE KNOWLEDGE
FOR AESTHETIC PRACTICE**

CSDA01

QAN – 603/0155/7

Qualification Specification

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1. CIBTAC

The Confederation of International Beauty Therapy and Cosmetology (CIBTAC) was established in 1977 as the education arm of The British Association of Beauty Therapy and Cosmetology (BABTAC). We are a not-for-profit organisation, continually reinvesting our income for the benefit of our accredited Centres and their Learners.

2. Introduction to CIBTAC qualifications

- 2.1. Each of our qualifications are developed through our close relationships with government agencies and employers from around the world, ensuring they are tailored to provide for the requirements of the international industry. Many of our Centres have been with CIBTAC for more than 30 years and their qualifying Graduates are sought after by first-rate employers because they are both educated to a high level and are salon ready
- 2.2. Our qualifications are challenging, but highly attainable and designed to ensure an exceptional quality of Graduate is entering the sector whilst providing a flexible learning structure that allows each individual to design their portfolio of qualifications depending on their career aspirations. Qualifications are recognised by the England and Northern Ireland Government Regulated Qualifications Framework (RQF) which is often used to support local governments' qualifications throughout the world to enable international recognition for the Learner. If qualifications sit within a national qualification framework (such as the RQF) this enables greater recognition and comparability not only nationally, but also internationally where national qualification frameworks are referenced to the European Qualifications Framework (EQF)
- 2.3 CIBTAC ensures its qualifications are fit for purpose by mapping them to National Occupational Standards where they exist. Qualifications are supported by professional associations and external end examinations are structured to be similar to an industry trade test and therefore prepare Learners for seeking employment

3. Level of the CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice

- 3.1. This qualification is listed in the Ofqual register of qualifications. The CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice provides knowledge that underpins all non-surgical aesthetic practices in line with sector national occupational standards and government recommendations.

3.2. A Learner studying a Level 4 programme will be able to demonstrate the following:

Knowledge descriptor (the Learner)	Skills descriptor (Learner can)
<ul style="list-style-type: none"> • has practical, theoretical or technical knowledge and understanding of a subject or field of work to address problems that are well-defined and complex and non- routine • can analyse, interpret and evaluate relevant information and ideas • is aware of the nature of approximate scope of the area of study or work • has informed awareness of different perspectives or approaches within the area of study or work 	<ul style="list-style-type: none"> • identify, adapt and use appropriate cognitive and practical skills to inform actions and address problems that are complex and non-routine while normally fairly well-defined • review the effectiveness and appropriateness of methods, actions and results

4. Purpose of the CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice

The CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice is a knowledge-based qualification. It is aimed at equipping the Learner with knowledge that underpins safe and effective, non-surgical, clinical aesthetic practice within beauty salons, skin clinics and medispa. It is suitable for Learners wanting to enter the sector and for existing practitioners who may wish to take this qualification to ensure they have higher level learning in line government recommendations.

The unit has been identified by employers, professional bodies, government bodies and insurers, as recommended for working as a clinical aesthetic practitioner, however, there are some CPD courses that can enhance the knowledge learnt to ensure that the qualified practitioner remains current and at the forefront of the industry.

5. Aims of the CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice

5.1. The CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice provides Learners with knowledge of anatomy and physiology, microbiology and the basic principles of pathology, biochemistry, pharmacology, biophysics together with consultation practices and psychosocial support of the Client/patient in readiness for more in depth study in other knowledge and practical courses.

5.2. The aim of the CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice is to:

- provide Learners with a challenging qualification that will enable them to gain the advanced knowledge required for work as a non-surgical aesthetic practitioner
- provide Learners with the opportunity to recognise the changing industry and the opportunities for personal and economic progression that exist within it
- provide Learners with the advanced knowledge that underpins professional, ethical, safe and effective non-surgical, clinical aesthetic practice, enhancing the safety of the public in line with UK government recommendations
- provide Learners with the knowledge and terminology required to work confidently and effectively within the aesthetics sector
- enable Learners to make knowledgeable and confident treatment decisions in the workplace
- encourage Learners to contextualise knowledge, reflect and adapt to ensure professional, ethical, safe and effective practice
- provide opportunities for Learners to develop the necessary knowledge and understanding to progress to higher levels of qualification and practice, in line with UK government recommendations
- encourage wider learning of the aesthetics sector

5.3 The content of the CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice is shown below

Knowledge elements for the CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice will enable Learners to:

- understand the medispa environment and the work of medical and non-medical aesthetic practitioners
- understand current legislation, insurance requirements, government recommendations and procedures relating to non-surgical aesthetic practice
- understand the principles of microbiology and infection control in relation to common infections with specific reference to those affecting the skin
- understand the basic principles of pathology, biochemistry, pharmacology and biophysics as relevant to non-surgical aesthetic practice
- understand consultation, informed and request for treatment consent and preparation of the Client/patient
- understand essential anatomy and physiology relating to medispa treatments

6. Progression

CIBTAC's Level 4 Award in Core Knowledge for Aesthetic Practice has been designed as a progression pathway from Level 3 Certificates and Diplomas in beauty therapy, the CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice and for those with medical or other appropriate qualifications as outlined by JCCP/CPSA. However some learners may also wish to take this qualification as a theory introduction to the sector.

Achievement of the CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice will also provide progression to other Level 4 courses within the CIBTAC suite of qualifications and Level 5 courses in other non-surgical aesthetic treatments. Please note that progression from this theory only qualification to a qualification which has practice elements will only be possible if the entry requirement of Level 3 Beauty Therapy or Level 3 Principles of Cosmetic Practice are met.

Learners can progress to study the following qualifications which are provided by CIBTAC

- CIBTAC Level 4 Award in Advanced Skin Science
- CIBTAC Level 4 Award in Skin Health Assessment for Aesthetics Practitioners
- CIBTAC Level 4 Certificate in Advanced Skin Studies and Principles of Aesthetic Practice
- CIBTAC Level 4 Certificate in Chemical Skin Peeling
- CIBTAC Level 4 Certificate in Micro-Needling
- CIBTAC Level 4 Certificate in Blemish Removal by Thermolysis and Cryotherapy
- CIBTAC Level 4 Diploma in Chemical Skin Peeling and Micro-Needling
- CIBTAC Level 4 Diploma in Aesthetic Practice
- CIBTAC Level 4 Diploma in Advanced Skin Studies and the Practice of Chemical Skin Peeling and Micro-Needling
- CIBTAC Level 4 Diploma in Advanced Skin Studies and Aesthetics Practice

7. Structure of the CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice

- 7.1. The CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice is made up from one mandatory unit and one optional unit
- 7.2. The Core (mandatory) units are as follows

Qualification title	QAN number	Qualification code	Level	Pre-requisites	
CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice	603/0155/7	CSDA01	4	See entry requirements	
Mandatory units	UAN number	Unit code		Credit value	GLH
Core Knowledge for Aesthetic Practice	A/615/0637	SDT01		12	102
				12	102
Minimum TQT				122	

7.3 The optional unit is:

Optional unit	UAN number	Unit code	Level	Credit value	GLH
Principles and Practice of the Medispa Sector	Y/615/1004	SDT04	4	5	32
				17	134
Maximum TQT					174

7.4 It will not be possible to recognise units from other courses.

Ofqual defines GLH and TQT as:

Guided Learning (GL)

Guided Learning is ‘the activity of a Learner in being taught or instructed by – or otherwise participating in education or training under the immediate guidance or supervision of – a Lecturer, Supervisor, Tutor or other appropriate provider of education or training’. This includes ‘the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a Lecturer, Supervisor, Tutor or other appropriate provider of education or training’

Total Qualification Time (TQT)

Total Qualification Time is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of the qualification

8. Strategy for Delivery

- 8.1. The strategy for delivery of the units that make up the CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice is based upon theory sessions.
- 8.2. The CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice is a knowledge only qualification that is usually delivered through on-line distance learning modules. Delivery of the program may however vary according to the Centre and may be delivered in any format that supports the Total Qualification Time (TQT) of 122 – 174 hours. This may include training workshops or seminars, tutorials and classroom contact time. The CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice has a total minimum number of 102 GLH hours; this may include training workshops or seminars, tutorials and classroom contact time.

9. Assessment Strategy

- 9.1 CIBTAC qualifications are assessed externally by Multiple Choice Theory papers.
- 9.2 The assessment methodology consists of 1 part, namely:
Part 1 will consist of a Multiple Choice Theory examination paper. The features of the MCQ test are:
 - the formats of MCQs will be determined by the domain of learning (Knowledge, Understanding, and Application) on which the Learner is to be assessed
 - the MCQ paper will consist of 30 questions covering the mandatory and chosen optional units
 - each MCQ paper will be composed of MCQs with 1 correct answer and 3 distractors
 - Learners outside of England, Wales and Scotland will receive an international paper where questions covering UK legislation will not be asked, however learners may be required to discuss relevant local legislation during oral questioning by the CIBTAC examiner in practical exams for units linked within the same qualification
 - results of the MCQ assessment will be made available to Centres within 6 weeks following the exam date
 - Learners will be required to gain a minimum of 60% in each unit to pass

10. Grading Scheme

To gain a qualification all units must be passed or achieved. Portfolio only units will be designated “achieved” or “not achieved”. Externally assessed units will be graded; the grades given will encompass both written and practical examinations and will be awarded as shown below. The overall grade for the qualification will be determined by the grades achieved for all units carrying an external assessment. The qualification grade is the lowest unit grade. The unit grade is the lowest of the theory and practical grade (where both forms of assessment take place). To receive a pass, all portfolio-only units must be achieved and all externally examined units must receive a pass

score. To receive a merit all externally examined units must have received at least a merit score. To receive a distinction, all externally examined units must have received at least a distinction score.

Grade threshold may be subject to change.

Grade	Mark range
Distinction	Marks of 85% and above
Merit	Marks of 75% - 84%
Pass	Marks of 60% - 74%
Fail	Marks of 59% and below

11. Initial assessment and Induction

Approved Centres will need to undertake an initial assessment of each Learner prior to the start of their programme to make sure that the level and type of qualification is appropriate. The initial assessment should identify any specific needs that the Learner may have and the support and guidance they will require when working towards the achievement of their qualification. CIBTAC recommends that Learners undertake a relevant induction programme to familiarise them with the requirements of the qualification they will be undertaking, their responsibilities as Learners and the responsibilities of the approved Centre. A learning contract or professional development plan may be useful in this respect.

12. Entry Requirements

Learners will ideally have a Level 3 beauty therapy qualification in facial work or CIBTAC Level 3 Certificate in the Principles of Cosmetic Practice and/or be working in the beauty/aesthetics industry, be a nurse, doctor or other health care professional; however they may also be taking this course as a way of gaining access to the sector. Please note that progression from this theory only qualification to a qualification which has practice elements will only be possible if the entry requirement of Level 3 Beauty Therapy or Level 3 Principles of Cosmetic Practice are met.

Learners are required to be 18 years of age.

In line with government recommendations they should normally have:

5 GCSEs at grade C and above including Maths, English and a Core Science plus one of the following, recognising the value of non-traditional vocational qualifications in this field:

- one A-Level or equivalent, a level 3 accredited qualification from an Awarding Organisation in a relevant subject, e.g. Beauty Therapy, Access course Skills for

Health bridging programme

- for Learners who have not achieved secondary education-level qualifications, work experience may count toward entry, e.g. through submission of a portfolio of evidence, but prior work experience should not be a requirement for entry applicants must demonstrate ability to study at Level 4
- if English is not the applicant's first language, an English language level of International English Language Testing System (IELTS) 6.5 or 7.0 (depending on the education provider's requirements) in all components or equivalent will be required

13. Accreditation of Recognised Prior Learning (RPL)

13.1 Approved Centres should provide appropriate advice and guidance to Learners seeking exemptions as a result of prior learning

13.2 Each Learner is responsible for preparing each case of RPL

13.3 The Head of Training at the Centre is responsible for providing the outcome in writing to each Learner. Each claim should be verified by a CIBTAC Examiner or the CIBTAC Education Development Officer

14. Qualification time constraints

14.1 CIBTAC offers a lifetime registration fee. Learners are allocated a Unique CIBTAC ID and this will appear on all certificates

14.2 Learners have 3 years to complete a full qualification, subject to it being offered by an approved Centre; however it is normally anticipated that the CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice will be completed within one academic year. Learners may complete the qualification more quickly subject to the assessments being made available by the approved Centre

14.3 Learners are permitted to sit 2 re-sits in unsuccessful units in the 2 years following the initial exam. If they are still unsuccessful after that, the Learner must re-register for these units and complete the course of study again, before sitting the complete examination. A unit certificate will be provided for all successfully completed units

15 Centre Requirements

15.1 Only approved Centres may offer CIBTAC qualifications. Centres must apply for approval to become a recognised approved Centre. Full details are available from CIBTAC. The approval process will determine whether the Centre:

- meets the approval criteria; and,

- has the expertise and resources to offer the levels of qualifications to be delivered

15.2 Approved Centres must meet a set of criteria defined by CIBTAC that meet the appropriate Ofqual General Conditions of Recognition (condition C). These include:

- recognised quality assurance procedures
- appropriately qualified tutors for the particular programmes
- a nominated Centre co-ordinator
- suitable teaching and learning facilities
- secure assessment facilities
- secure information management systems that meet the requirements of the Data Protection Act

16. Certification

A Qualification Certificate and Unit Certificate for the CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice will be awarded to Learners who have successfully completed the 2 core (mandatory) units from the qualification structure.

17. The CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice

17.1 There are 3 key areas within the programme of learning within which the syllabus is contextualised specifically for the beauty industry, which are:

- understand the medspa environment and the work of medical and non-medical aesthetic practitioners
- understand current legislation, insurance requirements, government recommendations and procedures relating to non-surgical aesthetic practice
- understand the principles of microbiology and infection control in relation to common infections with specific reference to those affecting the skin
- understand the basic principles of pathology, biochemistry, pharmacology and biophysics as relevant to non-surgical aesthetic practice
- understand consultation, informed and request for treatment consent and preparation of the Client/patient
- understand essential anatomy and physiology

17.2 The full syllabus outlining learning outcomes and the indicative content of each unit can be found in a separate document CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice

18. Mapping to other Education Frameworks

The CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice is mapped against the England and Northern Ireland Government Regulated Qualifications Framework (RQF) and the

European Qualifications Framework (EQF) to assist the Learner with the mobility of their achievements against these frameworks, as set out below.

	RQF	EQF	CQFW	SCQF
	8	8		
	7	7		
	6	6		
CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice	5/4	5	5/4	8/7
	3	4	3	6
	2	3	2	5
	1	2	1	4
	Entry Level	1		

19. CIBTAC policies

19.1 The following CIBTAC policies are available for approved Centres and Learners to refer to in the administration of the delivery of the CIBTAC Level 4 Award in Core Knowledge for Aesthetic Practice

- Malpractice and Maladministration Policy and Procedures
- Reasonable Adjustments and Special Considerations Policy
- Equality and Diversity Policy
- Conflict of Interest Policy
- Appeals Policy
- Complaints Policy
- Whistleblowing Policy
- Certification Policy
- RPL Policy

19.2 The application forms below will need to be completed before CIBTAC is able to service your request in respect of policies identified in 19.1

- Application form for Reasonable adjustments
- Application form for Special Considerations