



**CIBTAC LEVEL 4 CERTIFICATE IN MICRONEEDLING
TREATMENTS**

CCAA02

QAN 603/5189/5

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 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 Certificate in Microneedling Treatments

- 3.1. This qualification is listed in the Ofqual register of qualifications. The CIBTAC Level 4 Certificate in Microneedling Treatments provides knowledge and practical competence in manual Microneedling treatments.

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 Certificate in Microneedling Treatments

The CIBTAC Level 4 Certificate in Microneedling Treatments is a practical and knowledge-based qualification. It is aimed at equipping practitioners with skills required for work independently as a beauty aesthetic practitioner specialising in microneedling treatments.

The units have been identified by employers as the most appropriate for working as a microneedling practitioner, however, there are many CPD courses that can enhance the skills learnt and provide new techniques to ensure that the qualified practitioner remains current and at the forefront of the industry.

5. Aims of the CIBTAC Level 4 Certificate in Microneedling Treatments

5.1 The CIBTAC Level 4 Certificate in Microneedling Treatments provides Learners with the knowledge and skills to carry out the recognised microneedling treatments in today's market

5.2 The aim of the CIBTAC Level 4 Certificate in Microneedling Treatments is to:

- provide Learners with a challenging qualification that will enable them to gain the necessary knowledge and skills for work as a microneedling practitioner
- provide commercial skills in manual microneedling treatments
- encourage wider learning of new treatments on the market and the CPD opportunities available on completion of the course
- provide Learners with the opportunity to recognise the changing industry and be able to explore further avenues that will enhance skills in the future

- provide Learners with the tools and terminology required to work within the non- medical aesthetic industry
- enable Learners to make informed and confident decisions relating to Clients' needs and requirements.
- provide knowledge of the health and safety requirements surrounding the beauty industry
- provide opportunities for Learners to develop the necessary skills and competencies to move on to further study or employment
- encourage a deeper understanding of 'effective communication' with Clients and team members

5.3 The content of the CIBTAC Level 4 Certificate in Microneedling Treatments is shown below

Practical elements of the CIBTAC Level 4 Certificate in Microneedling Treatments will enable Learners to:

- follow health, safety and environmental working practices
- communicate effectively with Clients
- provide effective Client care and consultation
- prepare for and provide microneedling treatments

Knowledge elements for the CIBTAC Level 4 Certificate in Microneedling Treatments will enable Learners to:

- know and understand the requirements for regulatory compliance and effective working practices when providing treatments
- know and understand the health, safety and hygiene requirements when providing treatments
- know the procedure for carrying out risk assessments and implementing findings
- know the environmental and workplace requirements for the clinic/practitioner
- know and understand the systems of the body, their interdependence on each other and how they can affect non-medical aesthetic treatments
- know the structure and function of the skin
- understand the signs, symptoms and pathophysiology of diseases and disorders relevant to non-medical aesthetic practice
- apply anatomy and physiology knowledge to the treatment planning process for non-medical aesthetic practice
- know and understand the requirements for professional practice
- know and understand the requirements for effective treatment planning
- provide effective after treatment procedures, advice and recommendations

6. Progression

CIBTAC's Level 4 Certificate in Microneedling Treatments is a natural progression from Level 2 and Level 3 beauty therapy qualifications. Achievement of the CIBTAC Level 4 Certificate in Microneedling Treatments will also provide progression to the Level 4 Certificate in Skin Peeling treatments and the Level 4 Certificate in Laser and Intense Pulsed Light for Skin Rejuvenation offered by CIBTAC and other awarding organisations regulated by Ofqual.

7. Structure of the CIBTAC Level 4 Certificate in Microneedling Treatments

7.1. The CIBTAC Level 4 Certificate in Microneedling Treatments is made up from 4 mandatory units

7.2. The Core (mandatory) units are as follows

Qualification title	QAN number	Qualification code	Level	Pre-requisites	
CIBTAC Level 4 Certificate in Microneedling Treatments	603/5189/5	CCAA02	4	L3 Principles of Cosmetic Practice or Level 3 Beauty Therapy	
Mandatory units	UAN number	Unit code	Level	Credit value	GLH
Health and safety practices for the non-medical aesthetic sector	R/617/7021	T124	4	7	23
Applied anatomy and physiology for the non-medical aesthetic practitioner	M/617/6815	T125	4	7	22
Client care and consultation for the non- medical aesthetic practitioner	K/617/6814	T126	4	6	20
Provide Microneedling treatments	Y/617/7490	P148	4	8	50
Minimum credit/hours				28	115
Minimum TQT				280	

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 Certificate in Microneedling Treatments is based upon a combination of theory and practical sessions
- 8.2. The delivery of the programme may vary according to the Centre and may be delivered in any format that supports the Total Qualification Time (TQT) of 280 hours. This may include training workshops or seminars, e-learning, distance learning or self-study .The CIBTAC Level 4 Certificate in Microneedling Treatments has a total minimum number of 115 guided learning hours (GLH). These hours must take place during simultaneous contact between Tutor and Learner
- 8.3. To develop commercial competence you must carry out treatments in Realistic Working Environments (RWE) involving paying Clients

Whilst attending training, if Learners wish to practice outside the training environment, they must pass a formal assessment conducted by a competent tutor to ensure competency to work independently. All learners must also have appropriate insurance in place to carry out practical treatments outside of the training environment. It is mandatory that all students purchase a 'student kit' containing all supplies, products/devices and consumables from the training provider if carrying out practical treatments outside of the training environment.

9. Assessment Strategy

- 9.1 CIBTAC qualifications are assessed externally by practical examinations and Multiple Choice Theory papers
- 9.2 The assessment methodology consists of 2 parts, 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 70 questions covering the mandatory units
 - each MCQ paper will be composed of MCQs with 1 correct answer and 3 distractors
 - 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 passPart 2, the practical is a synoptic assessment carried out by a CIBTAC Examiner. The features of the practical examination are:
 - the mandatory units of this qualification have a practical exam time of 2 Hours 5 minutes
 - within the practical observation the Examiner will observe the consultation, Client care, health and safety and appearance and marks will be awarded for all these areas
 - some areas require minimum marks to be achieved. Failure to achieve the minimum will result in failure of the unit and this may need to be retaken at another date

- the pass mark for the practical is 60% for each unit

9.3 The Learner will need to pass all MCQ papers and the practical examination to achieve the full CIBTAC Level 4 Certificate in Microneedling Treatments.

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 thresholds 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 have a Level 3 beauty therapy qualification 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. 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 Certificate in Microneedling Treatments 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. This applies to both practical and theory aspects. 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 Certificate in Microneedling Treatments will be awarded to Learners who have successfully completed the 4 core (mandatory) units from the qualification structure.

17. The CIBTAC Level 4 Certificate in Microneedling Treatments

17.1 There are 4 key areas within the programme of learning within which the syllabus is contextualised specifically for the beauty industry, which are

- health and safety
- anatomy and physiology
- client consultation and care
- microneedling treatments

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 Certificate in Microneedling Treatments.

18. Mapping to other Education Frameworks

The CIBTAC Level 4 Certificate in Microneedling Treatments is mapped against the England 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.

Qualification Title	RQF	EQF	CQFW	SCQF
	8	8		
	7	7		
	6	6		
CIBTAC Level 4 Certificate in Microneedling Treatments	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 Certificate in Microneedling Treatments

- 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