



**CIBTAC LEVEL 3 AWARD IN ASSESSING  
COMPETENCE IN THE WORK ENVIRONMENT  
CTTA1**

**QAN – 600/8218/5**

**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 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 3 Award in Assessing Competence in the Work Environment**

- 3.1. This qualification is listed in the Ofqual register of qualifications. The CIBTAC Level 3 Award in Assessing Competence in the Work Environment provides knowledge and practical competence in assessing competence in the work environment.

3.2. A Learner studying a Level 3 programme will be able to demonstrate the following:

Knowledge descriptor (the Learner)	Skills descriptor (Learner can)
<ul style="list-style-type: none"> <li>• has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks and address problems while well-defined, may be complex and non-routine</li> <li>• can interpret and evaluate relevant information and ideas</li> <li>• is aware of the nature of the area of study or work</li> <li>• is aware of different perspectives or approaches within the area of study or work</li> </ul>	<ul style="list-style-type: none"> <li>• identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine</li> <li>• use appropriate investigation to inform actions</li> <li>• review how effective methods and actions have been</li> </ul>

#### 4. Purpose of the CIBTAC Level 3 Award in Assessing Competence in the Work Environment

The CIBTAC Level 3 Award in Assessing Competence in the Work Environment is a practical and knowledge-based qualification. It is aimed at trainee teachers providing them with an introduction into teaching.

The units have been identified by employers as the most appropriate for working as a teacher/trainer.

#### 5. Aims of the CIBTAC Level 3 Award in Assessing Competence in the Work Environment

5.1. The Level 3 Award in Assessing Competence in the Work Environment provides Learners with the knowledge and skills to carry out assessment of vocational achievement.

5.2. The aim of the Level 3 Award in Assessing Competence in the Work Environment is :

- I. to qualify learners as a vocational assessor at Level 3 in training centres and/or the work place
- II. to sustain the interest of learners wanting to work as vocational assessors
- III. to encourage knowledge and understanding of the assessment of vocational qualifications at Level 3

- IV. to provide opportunities for learners to focus on the development of the major key skills and the wider key skills
- V. to provide opportunities for learners to develop a range of skills, techniques, personal qualities and attitudes essential for successful performance in employment as a vocational assessor

### 5.3 The content of the CIBTAC Level 3 Award in Assessing Competence in the Work Environment is shown below

Practical elements will enable Learners to:

- I. plan the assessment of occupational competence
- II. make assessment decisions about occupational competence
- III. provide required information following the assessment of occupational competence
- IV. maintain legal and good practice requirements when assessing occupational competence

Knowledge elements will enable Learners to:

- I. understand the principles and requirements of assessment
- II. understand different types of assessment methods
- III. understand how to plan assessment
- IV. understand how to involve learners and others in assessment
- V. understand how to make assessment decisions
- VI. understand quality assurance of the assessment process
- VII. understand how to manage information relating to assessment
- VIII. understand the legal and good practice requirements in relation to assessment

## 6. Progression

Achievement of the CIBTAC Level 3 Award in Assessing Competence in the Work Environment will provide progression to Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice, Level 4 Certificate in Leading the Internal Quality Assurance of the Assessment Processes and Practice.

## 7. Structure of the CIBTAC Level 3 Award in Assessing Competence in the Work Environment

7.1. The CIBTAC Level 3 Award in Assessing Competence in the Work Environment is made up of 2 mandatory units.

7.2. The Core (mandatory) units are as follows

Qualification title	QAN number	Qualification code	Pre-requisites	
Award in Assessing Competence in the Work Environment	600/8218/5	CTTA1	None required but Learner must be at least 19 years of age	
Mandatory units	UAN number	Unit code	Credit value	GLH
Understanding the principles and practice of assessment	D/601/5313	TT06	3	24
Assess occupational competence in the work environment	H/601/5314	TT08	6	30
Minimum GLH			9	54
Minimum TQT			90	

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 3 Award in Assessing Competence in the Work Environment 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 a minimum of 90 hours. This may include training workshops or seminars, e-learning, distance learning or

self-study. The CIBTAC Level 3 Award in Assessing Competence in the Work Environment has a minimum number of 54 guided learning hours (GLH). These hours must take place during simultaneous contact between Tutor and Learner.

## **9. Assessment Strategy**

9.1 This qualification will be assessed using a variety of assessment methods. All assessments will be undertaken internally by the Centre appointed assessors and Internal Verifiers. The CIBTAC External Verifier will visit the Centre and will review evidence as well as observing general overall standards of the Centre

## **9. Grading Scheme**

To gain a qualification all units must be passed or achieved. Portfolio only units will be designated “achieved” or “not achieved”. All units are graded pass or refer. If a Learner is unsuccessful in any area, they will be re-assessed only in the unit where they have not achieved a pass grade. The remainder of the results will stay in the CIBTAC system until all units have been achieved.

## **10. 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.

## **11. Entry Requirements**

This qualification is for Learners 19+. Learners should ideally have:

- a good general education, including GCSE Mathematics and English, A\* - C. This may also include achievement of Functional Skills in Mathematics and English

## 12. Quality assurance

A centre offering these qualifications must provide internal quality assurance to ensure that assessment meets all awarding organisation requirements and is standardised across individual assessors, assessment locations, and learners.

### **Requirements for those delivering units and/or observing and assessing practice**

All those delivering units and/or observing and assessing practice for the CIBTAC Level 3 Award in Assessing Competence in the Work Environment should have all of the following:

- a teaching or training qualification;
- evidence of relevant teaching experience in an education or training context;
- access to appropriate guidance and support; and
- on-going participation in related programme quality assurance processes.

### **Requirements for assessors**

All those who assess these qualifications must:

- already hold the qualification they are assessing (or a recognised equivalent) and have successfully assessed learners for other qualifications (if assessing quality assurance roles they must have experience as a qualified quality assurance practitioner of carrying out internal or external quality assurance of qualifications for a minimum of two assessors)
- have up-to-date working knowledge and experience of best practice in assessment and quality assurance
- hold one of the following qualifications or their recognised equivalent:
  - Level 3 Award in Assessing Competence in the Work Environment ; or
  - Level 3 Certificate in Assessing Vocational Achievement ; or
  - A1 Assess candidate performance using a range of methods; or
  - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence; and
- show current evidence of continuing professional development in assessment and quality assurance.

### **Requirements for internal quality assurance**

All those who are involved with the quality assurance of these qualifications internally must:



- have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
- hold one of the following assessor qualifications or their recognised equivalent:
  - Level 3 Award in Assessing Competence in the Work Environment ; or
  - Level 3 Certificate in Assessing Vocational Achievement; or
  - A1 Assess candidate performance using a range of methods; or
  - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence;
- hold one of the following internal quality assurance qualifications or their recognised equivalent:
  - Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice ; or
  - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice ; or
  - V1 Conduct internal quality assurance of the assessment process; or D34 Internally verify the assessment process; and
- show current evidence of continuing professional development in assessment and quality assurance.

### **13. Accreditation of Recognised Prior Learning (RPL)**

- 15.1 Approved Centres should provide appropriate advice and guidance to Learners seeking exemptions as a result of prior learning.
- 15.2 Each Learner is responsible for preparing each case of RPL
- 15.3 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**

- 16.1 CIBTAC offers a lifetime registration fee. Learners are allocated a Unique CIBTAC ID and this will appear on all certificates.
- 16.2 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 The CIBTAC Level 3 Award in Assessing Competence in the Work Environment 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.

16.3 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.

## 17 Centre Requirements

17.1 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:

- a. meets the approval criteria; and,
- b. has the expertise and resources to offer the levels of qualifications to be delivered

17.2 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

## 18 Certification

A Qualification Certificate and Unit Certificate for the CIBTAC Level 3 Award in Assessing Competence in the Work Environment will be awarded to Learners who have successfully completed the 2 core (mandatory) units from the qualification structure.

## 19 The CIBTAC Level 3 Award in Assessing Competence in the Work Environment Syllabus

The full syllabus outlining learning outcomes and the indicative content of each unit can be found in a separate document CIBTAC Level 3 Award in Assessing Competence in the Work Environment.

## 20 Mapping to other Education Frameworks

The CIBTAC Level 3 Award in Education and Training 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.

	RQF	EQF	CQFW	SCQF
	8	8		
	7	7		
	6	6		
	5/4	5	5/4	8/7
CIBTAC Level 3 Award in Assessing Competence in the Work Environment	3	4	3	6
	2	3	2	5
	1	2	1	4
	Entry Level	1		

## 21. CIBTAC policies

21.1 The following CIBTAC policies are available for approved Centres and Learners to refer to in the administration of the delivery of the CIBTAC Level 3 Award in Assessing Competence in the Work Environment

- I. Malpractice and Maladministration Policy and Procedures
- II. Reasonable Adjustments and Special Considerations Policy
- III. Equality and Diversity Policy
- IV. Conflict of Interest Policy
- V. Appeals Policy
- VI. Complaints Policy
- VII. Whistleblowing policy
- VIII. Certification Policy
- IX. RPL Policy

21.2 The application forms below will need to be completed before CIBTAC is able to service your request in respect of policies identified in 21.1

- i) Application form for Reasonable adjustments
- ii) Application form for Special Consideration

