



CIBTAC LEVEL 2 CERTIFICATE IN NAIL SERVICES

CNC02

QAN – 603/2305/X

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 2 Certificate in Nail Services

3.1. This qualification is listed in the Ofqual register of qualifications .The CIBTAC Level 2 Certificate in Nail Services provides knowledge and practical competence in manicure and pedicure. A Learner studying a Level 2 programme will be able to demonstrate the following:

Knowledge descriptor (the Learner)	Skills descriptor (Learner can)
<ul style="list-style-type: none"> • has knowledge and understanding of facts, procedures and ideas in an area of study or field of work to complete well-defined tasks and address straightforward problems • can interpret relevant information and ideas • is aware of a range of information that is relevant to the area of study or work 	<ul style="list-style-type: none"> • select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems • identify, gather and use relevant information to inform actions • identify how effective actions have been

4. Purpose of the CIBTAC Level 2 Certificate in Nail Services

The CIBTAC Level 2 Certificate in Nail Services is a practical and knowledge-based qualification. It is aimed at equipping therapists with skills required for work in salons, destination/day spas and cruise ships.

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

5. Aims of the CIBTAC Level 2 Certificate in Nail Services

5.1 The CIBTAC Level 2 Certificate in Nail Services provides Learners with the knowledge and skills to carry out the recognised nail services in today's market

5.2 The aim of the CIBTAC Level 2 Certificate in Nail Services is to:

- provide Learners with a challenging qualification that will enable them to gain the necessary knowledge and skills for work as a beauty therapist
- provide commercial skills in manicure and pedicure
- 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 beauty 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 2 Certificate in Nail Services is shown below

Practical elements of the CIBTAC Level 2 Certificate in Nail Services will enable Learners to:

- follow health, safety and security practices within the salon/working environment
- follow emergency procedures
- communicate effectively with Clients
- provide Client care
- prepare and provide manicure and pedicure treatments

Knowledge elements for the CIBTAC Level 2 Certificate in Nail Services will enable Learners to:

- understand the requirements for following health and safety within the salon
- understand the anatomy and physiology of the integumentary system, skeletal system, muscular system, cardiovascular system and lymphatic system in relation to manicure and pedicure treatments
- understand the requirements for providing manicure treatments and pedicure treatments

6. Progression

CIBTAC's Level 2 Certificate in Nail Services is a good introduction to Level 2 beauty therapy qualifications and is required by most spas and salons within the industry.

Achievement of the CIBTAC Level 2 Certificate in Nail Services will also provide progression to the Level 2 Diploma in Beauty Therapy and the Level 3 Certificate in Nail Technologies offered by CIBTAC and other awarding organisations regulated by Ofqual.

7. Structure of the CIBTAC Level 2 Certificate in Nail Services

7.1. The CIBTAC Level 2 Certificate in Nail Services 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 2 Certificate in Nail Services	603/2305/X	CNC02	2		
Mandatory units	UAN number	Unit code	Level	Credit value	GLH
Follow health and safety in the salon	T/507/8746	T108	2	3	22
Client care and communication in beauty related industries	M/507/8874	T109	2	2	20
Promote and sell products and services to clients	F/507/8880	T103	3	4	34
Provide manicure and pedicure services	Y/508/0098	P115	2	10	80
Minimum credit/hours				19	156
Minimum TQT				190	

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 2 Certificate in Nail Services 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 190 hours. This may include training workshops or seminars, e-learning, distance learning or self-study .The CIBTAC Level 2 Certificate in Nail Services has a total minimum number of 156 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

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 40 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 pass

Part 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 35 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 to achieve the full CIBTAC Level 2 Certificate in Nail Services

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 should either be working in or aspiring to join the Beauty Industry if possible. They should ideally have:

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

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 2 Certificate in Nail Services 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 2 Certificate in Nail Services will be awarded to Learners who have successfully completed the 4 core (mandatory) units from the qualification structure.

17. The CIBTAC Level 2 Certificate in Nail Services Syllabus

- 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:

1. health and safety
2. client care and communication
3. promote and sell products and services to clients
4. provide manicure and pedicure services

- 17.2 The full syllabus outlining learning outcomes and the indicative content of each unit can be found in a separate document CIBTAC Level 2 Certificate in Nail Services

18. Mapping to other Education Frameworks

The CIBTAC Level 2 Certificate in Nail Services is mapped against the England 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.

Qualification Title	RQF	EQF	CQFW	SCQF
	8	8		
	7	7		
	6	6		
	5/4	5	5/4	8/7
	3	4	3	6
CIBTAC Level 2 Certificate in Nail Services	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 2 Certificate in Nail Services

- 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