

ADVANCED BEAUTY THERAPIST APPRENTICESHIP STANDARD

Standard Code ST0211

Course Level 3

Day Release

Location: Lincoln

Funding Level £8000

Duration 21mths including EPA

Course Description

This occupation is found in a number of sector environments, varying in size style and ambiance. An advanced beauty therapist can be employed within the beauty industry, travel, leisure and health sectors, in a variety of salons, spas and aesthetic environments.

The broad purpose of this occupation is to provide, design and implement bespoke treatment plans. These advanced treatments range from advanced manual therapies such as advanced massage techniques, technical therapies such as face and body electrical treatments, to meet and manage client needs and expectations. They implement organisational operations (salon business systems and processes, data protection) to comply with legal and regulatory requirements, contribute to financial the effectiveness of the business, maintaining and maximising resources, (people, equipment and consumables).

In their daily work, an employee in this occupation interacts with a number of internal (e.g. other members of staff) and external (e.g. product brand, manufacturer representatives and other professionals) individuals, building exemplary relationships based on trust with clients, colleagues and organisations.

An employee in this occupation will be responsible for working independently delivering treatments in a private, secure and safe environment. An advanced beauty therapist will also when required, supervise others to support team and business growth.

Typical job titles include: Advanced Beauty Therapist, Senior Therapist, Head Therapist

Off the Job Training

A key requirement of an Apprenticeship is Off-the-job training. This must make up at least 20% of the apprentice's contracted hours, over the total duration of the apprentice's planned training period. Off-the-job training must be directly relevant to the apprenticeship standard and must take place within the apprentice's normal working hours.

The new learning must be documented and reflected on through the Learner Journal on their e-portfolio.

Entry Requirements

Typical entry requirements would be following the study or completion of a Beauty Therapy Level 2 Apprenticeship Standard or equivalent to have the fundamental foundation of the job role

Apprentices may be required to attend an interview and undertake relevant skills assessments.

Once they have been accepted on to the programme all apprentices will be required to attend a Lincoln College Induction. Apprentices will require access to a tablet/computer to access their e-portfolio.

Knowledge, Skills and Behaviours

KNOWLEDGE

K1: how to perform advanced consultations for advanced manual and technical therapies to design bespoke treatment plans which include: the factors that can affect the treatment, completion of an in-depth client lifestyle profile; body and skin analysis including type, condition and characteristics; postural analysis and the identification of any postural faults, characteristics, body shapes, lifestyle and health guidance; solutions for improving the condition of the clients' physical appearance and emotional welfare; specific client risk assessment to establish suitability and indicators for treatment; recognition and management of contra-indications that would prevent or restrict the treatment, the associated risks and the necessary action to take; the types of advice that needs to be provided on expected and possible adverse contra-actions during or after the treatment; recognition and management of expected and adverse contra-actions, the type of remedial action to take if the client experiences discomfort or contra-actions ;referral of clients to other non-health care and health care practitioners and the situations in which this would be required.

K2: how to use effective communication methods and strategies to: gain accurate, relevant and detailed information, inform treatment design, build and maintain the clients trust, explain treatment procedure/process, use of visual aids to assist the client's understanding, explain the use and purpose of photographs, explain any physical/equipment sensation and noise, ascertain the clients pain threshold, explain aftercare and post treatment cost such as: costs, time, number of treatments, healing rate and client commitment, provide advice to maximise the benefits of the treatment and reduce the risk of adverse effects or contractions, support the retention of clients, take into account client's diverse needs, inclusive of psychological state.

K3: when and how to carry out, interpret and record tests (pre-treatment, post treatment and during treatment) (allergy, sensitivity).

K4: organisational operational requirements to meet legal, local rules, industry requirements, treatment protocols, manufacturers' instructions and guidance complying with the Health and Safety at Work act including associated regulations and directives, Local Government (Miscellaneous Provisions) act, Environmental protection act, legal, local rules, Industry codes of practice, insurance guidelines relating to advanced manual and technical therapy treatments for the safe use of products, tools and equipment.

K5: how to securely store, maintain and manage, business, colleague and client information in line with legal, organisational Data Protection regulations in relation to confidentiality.

K6: the legal significance of gaining signed, informed consent from the client prior to carrying out the treatment, the legal requirements for providing treatments to minors. The age at which an individual is classed as a minor and how this differs nationally. The requirement for the clients consent before taking photographs and why it is advisable to take photographs of the treatment area pre and post- treatments and how they should be taken.

K7: methods recording personal, lifestyle, medical and treatment information accurately using manual or electronic methods.

K8: how to maintain safe and effective methods of working in relation to: specific legislation and responsibilities for health and safety related to manual and technical therapies; personal hygiene, protection and presentation; the position the client and therapist and how this can affect the desired outcome and reduce fatigue and the risk of injury; the different types of work-related injuries associated with manual and technical therapies; the necessary environmental conditions for treatments, such as heating and ventilation and why these are important; methods of cleaning, disinfection and sterilization; methods of working safely and hygienically to avoid direct and indirect cross-infection; the hazards and risks associated with manual and technical therapies and how these can be minimized; environmental and sustainable working practices; the legal requirements for waste disposal;

safeguarding; lone working; inoculations in relation to personal protection (blood and air).

K9: how to prepare a client for advanced manual and technical therapies and why it is important to maintain client's discretion, modesty and privacy.

K10: methods of checking and maintaining client comfort, care and well-being and the importance of agreeing a realistic treatment that meets the client's needs. The importance of ensuring the client has post-treatment recovery time.

K11: how and when to perform, implement and complete risk assessment protocols in relation to the environment, treatment and client risk. How specific client risk assessment can affect the outcome and treatment recommendations provided.

K12: how to create an advanced treatment plan that meets legal and organisational operations.

K13: the correct use and adaptation of advanced manual therapy techniques, inclusive of Swedish massage, to meet a variety of treatment objectives. The procedures and reasons for establishing suitability for treatment by using appropriate testing methods. How to select and utilise advanced manual therapies equipment, media and techniques to achieve maximum benefits for the client. How other parts of the body can be utilised for advanced manual therapies and the benefits of incorporating those techniques in treatment applications.

K14: the physical and psychological effects of advanced manual therapies, the effects of advanced manual therapies on individual systems of the body, the selection, use and effects of advanced manual therapies mediums, products and equipment for current advanced manual therapies. How to complete bespoke advanced manual therapy treatment plans. How the advanced manual therapies techniques, sequence, depth and pressure can be adapted to suit different client physical characteristics.

K15: how to design, implement, perform and adapt advanced facial technical (electrical or mechanical) therapy treatments, singularly or as a course to improve and maintain facial contour and muscle condition and increase lymphatic drainage, to improve face, neck and shoulder skin condition, to meet the client's needs and expectations. To include the following advanced facial technical electrical or mechanical techniques/current types: galvanic, micro-current, microdermabrasion, low intensity LED light (below 500mW), skin warming devices, high frequency, radio frequency, lymphatic drainage equipment.

K16: how to design, implement, perform and adapt advanced body technical (electrical or mechanical) therapy treatments, singularly or as a course to improve and maintain body contour and muscle tone, increase lymphatic drainage and improve skin condition to meet the client's needs and expectations. To include the following advanced body technical (electrical or mechanical) techniques/current types: galvanic, micro-current, low intensity

LED light (below 500mW), high frequency, radio frequency, skin warming devices, high/radio frequency, electrical muscle stimulation and lymphatic drainage equipment.

K17: the types of treatments that could be given before, in conjunction with or after other treatments.

K18: the principles of electrical current types used in the facial and body technical therapies inclusive of the electromagnetic spectrum and wavelength, its boundaries, limitations and uses.

K19: the effects of different technical therapy equipment, their uses, restrictions and benefits when used individually or in combination (singular or as courses of treatment).

K20: the possible expected or adverse contra-actions which may occur, how to deal with them and what advice to give to clients.

K21: the different types of products, tools and equipment that can be used for advanced technical therapies, created, their uses, benefits, purpose, effects, suitability, limitations and restrictions.

K22: how to select, use and adapt the products, tools, equipment and treatment duration to suit the client's skin type, body type, body condition, sensitivity and tolerance.

K23: the environmental and lifestyle factors that impact the human body, systems and their effects on the ageing process.

K24: problems that may occur during treatment, how to resolve them, when and who to approach for advice and support.

K25: how to adapt advanced manual therapy treatments to suit different treatment objectives and treatment areas. The areas of the face, scalp and body characteristics needing particular care when undertaking advanced manual therapy treatments.

K26: how to ensure the finished result is to the client's satisfaction and meets the agreed treatment objectives.

K27: the types of post treatment advice and recommendations to include: post treatment and follow- up procedures; aftercare products; avoidance of activities that may cause contra-actions or that reduce treatment benefits; time intervals between treatments; present and future products and homecare routines/ treatments (link selling and long-term treatment planning inclusive of lifestyle and health guidance).

K28: how to evaluate the treatment outcome in order to inform further treatment recommendations.

K29: how to recognise the difference between contra-actions and those which are a result of poor practice.

K30: the principles of promoting and selling products, services and treatments to include: the benefits of promoting products and services, communication skills and behaviours that support the promotion and selling of products, services and treatments, promotion and sales techniques to enhance the client experience and overall treatment results; the sales cycle, retail and trades legislation.

K31: different types of promotional activities that can be used to increase sales and how to promote sales and additional products, services and treatments to new and existing clients.

K32: how to adjust performance to meet targets consistently and within the agreed timescale by reviewing and recording progress.

K33: how to develop and maintain salon procedures to safely control work operations, the management of salon business systems and processes including: successful business planning, financial effectiveness, promotional and marketing activities, team development, salon operations, supporting client service improvements, problem solving, practice time and self-management principles.

K34: supervisory strategies used to coordinate and organise individual and team activities, whilst maintaining good working relationships with individuals and team members.

K35: what constitutes continuing professional development (CPD) within beauty industry and broader sector. Why and how to access CPD and the importance of keeping up to date.

K36: the organisation of the body and the structure and functions of cells, tissues, organs and systems: anatomical regions and related terms, structure of a cell and division, functions of a cell, structure and types of tissues and pathologies related to the cells and tissues, organs and systems of the human body.

K37: the structure and function of the skin, nails and hair: anatomical structure and functions of the skin, anatomical structure and functions of the nail, anatomical structure and functions of the hair, pathologies related to the skin, nails and hair.

K38: the structure and functions of the skeletal system: classification and structure of the skeletal system, functions of the skeletal system, location of bones of the skeleton, types of joints and movement, pathologies of the skeletal system.

K39: the structure and functions of the muscular system: classification and structure of the muscular system, functions of the muscular system, location and action of the primary muscles of the face and body, pathologies of the muscular system.

K40: the structure and functions of the cardiovascular system: structure of the cardiovascular system, composition and functions of the blood, primary blood vessels of the body, pathologies of the cardiovascular system.

K41: the structure and functions of the lymphatic system: structure and functions of the lymphatic system, structure and functions of the lymphatic organs, location of lymphatic nodes and ducts, pathologies related to the lymphatic system.

K42: the structure and functions of the nervous system: structure and functions of the central and autonomic nervous systems, pathologies of the nervous systems.

K43: the structure and functions of the respiratory system: structure and functions of the respiratory system, pathologies of the respiratory system.

K44: the structure and functions of the digestive system: structure and functions of the digestive system, processes of digestion, pathologies of the digestive system.

K45: the structure and functions of the endocrine system: structure and functions of the endocrine system, common pathologies of the endocrine system.

K46: the structure and functions of the renal and reproductive systems: structure and functions of the renal system, structure and functions of the reproductive system, key stages of the human reproductive cycle.

K47: the anatomical systems, their interdependence and the effects on each of the systems independently and combined when completing advanced manual, technical therapies.

K48: the anatomical physiology and factors that affect normal and abnormal hair growth inclusive of the hair growth cycle and hair type.

SKILLS

S1: perform advanced consultations for advanced manual and technical therapies to design bespoke treatment plans to include: factors that affect the treatment; in-depth client lifestyle profiling; body and skin analysis including type, condition and characteristics; postural analysis and the identification of any postural faults, characteristics, body shapes, lifestyle and health guidance; solutions for improving the condition of the clients' physical appearance and emotional welfare; specific client risk assessment to establish suitability and indicators for treatment; the recognition of any contra-indications and take the necessary action; advice on expected and adverse contra-actions during or after the

treatment; taking appropriate remedial action if the client experiences discomfort or contractions.

S2: communication skills, to build and maintain clients' trust, by providing and collating accurate and relevant information, explaining the treatment procedure at each stage in the process.

S3: establish suitability for treatment by completing appropriate tests including: allergy, sensitivity.

S4: works in compliance against organisational operations to meet legal, local rules, industry requirements, treatment protocols, manufacturers' instructions and guidance.

S5: ensure the client's records are completed, signed, maintained and stored accurately (manual or electronic methods) in accordance with legal and organisational operations.

S6: maintain safe and effective methods of working in accordance with organisational operations to meet legal, local rules, industry requirements, treatment protocols, manufacturers' instructions and guidance by: maintaining personal hygiene, protection and presentation; maintaining client confidentiality and discretion before, during and after the treatments; positioning the client to meet the needs of the service; ensuring own posture and working methods minimise fatigue and the risk of injury to yourself and client; ensuring environmental conditions are suitable for the client and the treatment; keeping work area clean and tidy (products, tools and equipment); using working methods that minimise the risk of cross-infection; promoting environmental and sustainable working practices; disposal of waste materials to meet legal requirements.

S7: prepare the client for treatment, whilst maintaining client's discretion, modesty and privacy. Maintain client comfort and care by checking the client's wellbeing before, during and after the treatment and allowing sufficient post-treatment recovery time.

S8: perform, implement and complete risk assessment protocols in relation to the environment, treatment and client risk. Liaise with non-health care and health care practitioners when required.

S9: implement, perform and adapt advanced manual therapies, inclusive of Swedish massage (face, scalp and body), singularly or as a course to meet client's physical and psychological characteristics, treatment objectives (relaxing, wellbeing, uplifting, detoxifying and stimulating) needs and expectations. To include: effleurage, petrissage, tapotment, vibration and friction; deep tissue, light touch, lymphatic drainage and pressure point massage; advanced techniques using the forearm, wrist and elbow; choice of massage mediums.

S10: implement, perform and adapt advanced facial technical (electrical or mechanical) therapy treatments, singularly or as a course to improve and maintain facial contour and muscle condition and increase lymphatic drainage, to improve face, neck and shoulder skin condition, to meet the client's needs and expectations. To include the following advanced facial technical electrical or mechanical techniques/current types: galvanic; micro-current; microdermabrasion; low intensity LED light (below 500mW); skin warming devices; high/radio frequency (range 3khz- 300GHz (including high frequency 3khz -30mhz); lymphatic drainage equipment.

S11: implement, perform and adapt advanced body technical (electrical or mechanical) therapy treatments, singularly or as a course to improve body skin condition, improve body contour and muscle condition and increase lymphatic drainage to meet the client's needs and expectations. To include the following advanced body technical electrical or mechanical techniques/current types: galvanic; micro-current; microdermabrasion; low intensity LED light (below 500mW); skin warming devices; high/radio frequency (range 3khz- 300GHz (including high frequency 3khz -30mhz); electrical muscle stimulation, lymphatic drainage equipment.

S12: select and prepare the relevant products, tools and equipment to suit the treatment objectives and plan.

S13: use and adapt the products, equipment, tools and treatment duration to suit the client's skin type and characteristics, body type, body condition, sensitivity and tolerance.

S14: advise on the environmental and lifestyle factors that impact the human body, systems and their effects on the ageing process.

S15: resolve problems that may occur during treatments, and refer when required.

S16: adapt advanced manual therapies treatments to suit different treatment objectives and treatment areas.

S17: ensure the finished result is to the client's satisfaction and meets the agreed treatment objectives.

S18: identify, resolve and report organisational operational problems within the scope of responsibility.

S19: provide detailed, written, post treatment advice and recommendations to include: post treatment and follow- up procedures, aftercare products, avoidance of activities that may cause contra-actions or that reduce treatment benefits, time intervals between treatments, present and future products, homecare routines /treatments.

S20: evaluate the treatment outcome in order to inform further treatment recommendations.

S21: promote and sell products suitable for advanced manual and technical therapy services and treatments to include: link selling and long-term treatment planning to include; lifestyle and health guidance.

S22: promote sales and additional treatments to enhance the client experience and overall treatment results.

S23: adjust performance to meet targets consistently and within the agreed timescale by reviewing and recording progress.

S24: develop and maintain salon procedures to safely control work operations, the management of salon business systems and processes including, successful business planning, financial effectiveness, promotional and marketing activities, team development, salon operations and supporting client service improvements, problem solving practice. Apply time and self-management principles.

S25: supervise, coordinate and organise individual and team activities, whilst maintaining good working relationships with individuals and team members.

S26: manage own continuing professional development (CPD) incorporating research, professional practice and progression.

BEHAVIOURS

B1: Ownership of work: accepts responsibility, is proactive, and plans their work, takes pride in their work and aims for excellence.

B2: Professionalism: demonstrates a pride in work, integrity, respect, flexibility and adaptability whilst maintaining professional ethics.

B3: Salon and industry ambassador - Works collaboratively, contributes ideas and challenges appropriately, leads by example, acting as an ambassador for the organisation and industry.

B4: Effective communicator: choose the most appropriate way of communicating with clients; be helpful and courteous at all times; adapt behaviour in response to each client and situation.

Assessment

Assessment is done through a combination of practical tasks, written assignments, oral discussions and online tests throughout the programme

- One to one coaching from a dedicated, professional assessor/instructor allocated to the learner for the duration of the programme.
- Work based assignments and projects.
- Case studies and in College course days as and when required for each learner.
- Job shadowing and mentoring.
- Employer led technical training.
- Independent learning and research.
- Review of progress every 4-10 weeks with the Apprentice, Manager and Assessor, evaluating and contributing to what has been learnt and what the next steps to take are.

End Point Assessment

There will be an End Point Assessment (EPA) as the final stage of an Apprenticeship. The Apprentice must demonstrate their learning to an independent end point assessor and the overall grade available is distinction, merit, pass or fail.

The EPA consists of the following assessments:

Assessment method 1:

Knowledge Test

The Knowledge Test is an accurate way to test the apprentice's underpinning knowledge that may not naturally occur in other assessment methods. This method confirms competency against health and safety requirements which is essential to this occupation.

Test Format: The test can be: computer based; it will consist of 44 questions. These questions will consist of closed response questions (multiple-choice questions) 8 questions must cover Health and Safety and Legal requirements, of which 7 must be passed.

Assessment method 2:

Observation & Technology Demonstration. This assessment method has 2 components: Observation and a Technology Demonstration. For the observation (component 1) apprentices must be observed by an independent assessor completing work in their normal workplace (or in a venue agreed by the EPAO), in which they will demonstrate competency against the KSBs assigned to this assessment method. A minimum of two clients must be used during the observation, one of these clients must be existing. The EPAO will arrange for the observation to take place, in consultation with the employer. The apprentice will perform the following: 1. one advanced manual therapy consultation (typically 15 minutes) 2. one advanced manual therapy (to include face, scalp and body) (typically one hour and 15 minutes) 3. two technical therapy consultations (one face, one body) (typically 30 minutes) 4. one advanced facial technical therapy treatment (typically one hour) 5. one advanced

body technical therapy treatment (typically one hour) The observation and questioning should take 4 hours. The independent assessor has the discretion to increase the time of the observation by up to 10% to allow the apprentice to complete the last task that is part of this component of the EPA

Assessment method 2 component 1:

Observation must take 4 hours (see overview above for typical timescales). The observation and questioning may be split into discrete sections held over a maximum of 1 working day. The length of a working day is typically considered to be 7.5 hours. The independent assessor has the discretion to increase the time of the observation by up to 10% to allow the apprentice to complete a final task that they are working on or to complete the answer to a question. In advance of the observation, apprentices must be provided with information on the format of the observation, including timescales. The apprentice must ensure that existing client records are available

Assessment method 2 component 2:

Technology Demonstration underpinned by Treatment Log. The technology demonstration must last for 1 hour and 30 minutes and may be split to allow the apprentice to move from one location to another. The independent assessor has the discretion to increase the technology demonstration by up to 10% to allow the apprentice to complete a final task they are working on or to complete an answer to a question. The apprentice will demonstrate the use of the following technical therapies (electrical or mechanical equipment) that were not used during the observation:

Assessment method 3:

Professional Discussion. This assessment will take the form of a professional discussion which must be appropriately structured to draw out the best of the apprentice's competence and excellence and cover the KSBs assigned to this assessment method. It will involve the questions that will focus on coverage of prior learning or activity. The rationale for this assessment method is the occupation involves extensive practical activity; a professional discussion will allow some KSBs which may not naturally occur in every workplace or may take too long to observe to be assessed and the assessment of a disparate set of KSBs. The professional discussion must last for 45 minutes. The independent assessor has the discretion to increase the time.

Fees

As an Apprentice, you will pay no course fees. However, your employer may have to pay towards your training as well as providing you with a wage. All Apprentices must receive a minimum wage of £4.30 per hour within their first year of training from their employer, although they can, and often do, pay more. In the second and subsequent years of an Apprenticeship programme, the national minimum wage for your age would apply.

If you are an employer and want to find out more information regarding employer contributions and any further costs related to the Apprenticeship programme, please contact our dedicated Apprenticeship team at employers@lincolncollege.ac.uk

Business Benefits

Employers have designed the Apprenticeship Standards to meet the needs of the sector and industry. Ensuring they include:

- Relevant Knowledge, skills and behaviours ensure that the Standard is relevant to the occupation.
- Widening participation Apprenticeship standards provide opportunities to employees that may not previously have been available.
- Development tools A cost effective way to train your employees to undertake specific roles in your business.
- Return on Investment On average, an apprentice who has completed their course will increase business productivity by £214 per week (CEBR, 2015).