

BQA NCQF QUALIFICATION TEMPLATE

SECTION A: QUALIFICATION DETAILS													
QUALIFICATION DEVELOPER (S)				SHAHNAZ HERBAL INSTITUTE OF BEAUTY THERAPY									
TITLE		CERTIFICATE V IN BEAUTY THERAPY						NCQF LEVEL		5			
STRANDS (where applicable)		N/A											
FIELD		SERVICES		SUB-FIELD		PERSONAL SERVICES		CREDIT VALUE		120			
New Qualification				✓		Legacy Qualification							
SUB-FRAMEWORK		General Education				TVET		✓		Higher Education			
QUALIFICATION TYPE		Certificate	I	II	III	IV	V	✓	Diploma	Bachelor			
		Bachelor Honours			Post Graduate Certificate				Post Graduate Diploma				
		Masters				Doctorate/ PhD							
RATIONALE AND PURPOSE OF THE QUALIFICATION													
RATIONALE: Beauty Therapy course equips learners with the skills and knowledge of beauty care. HRDC has identified beauticians, anatomy, customer relations and spa treatments as one of the key skills in demand. This qualification responds to the soft skills need identified by HRDC in (BHRDS													

Catalogue 2022). This Certificate will provide learners with knowledge and skills to carry out Beauty Therapy treatments, enabling learners to gain the necessary skills and essential knowledge to work commercially as Beauty Therapists and meet the industry needs. The Certificate will also provide opportunities for learners to develop the necessary occupational skills and competencies to progress directly into employment reducing unemployment rate or further their studies as supported by the Beauty Therapy International Standard, Ofqual RN5160 (QUALIFI, March 2022).

PURPOSE: (itemise exit level outcomes)

The purpose of this qualification is to produce graduates with broad technical knowledge, skills, and competences to:

- Understand and apply broad technical knowledge of the systems, functions, and structures of the human body and align them with Beauty Therapy treatments and services.
- Apply knowledge of ingredients found in cosmetic products, their effects, and sources to come up with treatment plan best suitable for their client.
- Perform Facial, Body Massage, Waxing, Make-up, and Manicure & Pedicure treatments suited to their client's needs.

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

- Certificate IV (NCQF Level 4) or Equivalent (BGSE or Equivalent)
- There is provision for entry through RPL and CAT in line with Institutional and National Policies.

SECTION B

QUALIFICATION SPECIFICATION

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GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Apply broad knowledge of anatomy, physiology, and pathology to beauty therapy treatments as per standard practice.	1.1 Identify and apply relevant anatomical, physiological, and pathological terminology to the development of a treatment plan. 1.2 Apply anatomical, physiological, and pathological terminology in the provision of aftercare service and advice. 1.3 Identify and apply the structural levels of organisation in the study of anatomy and physiology to the development of a treatment plan. 1.4 Apply the relevant principles of the structural levels of organisation in the study of anatomy and physiology to the performance of a beauty therapy treatment. 1.5 Identify contra-indications to relevant treatments, and occasions where referral to appropriate professionals is required. 1.6 Identify and apply the relevant functions of the body's systems as they relate to beauty therapy treatments to the development of the treatment plan.
2. Independently conduct an in-depth cognitive client profile consultation to inform a treatment/service plan.	2.1 Carry out a concise and detailed consultation for the service/treatment requested. 2.2 Establish relative and absolute contraindications that may restrict or prevent service/treatment. 2.3 Discuss and identify the client's objectives, concerns, expectations, and desired outcomes, including service/treatment history.

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	2.4 Explain the fee structure and commitment for maintenance/removal or repeat services/treatments and alternative options. 2.5 Conduct allergy, sensitivity, and tactile tests to establish client's suitability as relevant for service/treatment. 2.6 Develop a dynamic, bespoke service/treatment plan. 2.7 Provide instructions and advice to the client pre and post the service/treatment.
3. Implement and maintain broad technical knowledge on safe, hygienic, and effective working practices for salon, practitioners, and clients as per Beauty Therapy industry standards.	3.1 Plan and implement the use of health and safety methods before, during and after services/treatments in line with legal guidelines. 3.2 Plan, implement and record the risk assessments required before services/treatments. 3.3 Plan and implement preparation of the work area using; legal and regulation requirements, salon policies and procedures to make sure infection control and prevention is in place. 3.4 Plan, prepare and protect both the practitioner and client(s) within the salon for services/treatments in line with legal and salon policies. 3.5 Use safe, environmental, and sustainable working methods, for the practitioner and client, to reduce the risk of injury and to reduce carbon footprint. 3.6 select and use equipment, materials, and products for planned services/treatments, for clients and work area, in line with legal,

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	manufacturer's instructions and industry standards. 3.7 Carry out trial tests to make sure of the client's suitability for services/treatments when required. 3.8 Plan and demonstrate the sorting and disposal of waste, to meet legal requirements.
4. Autonomously implement, demonstrate, and evaluate promotional activities accountably.	4.1 Identify the unique selling points for the products or services to be promoted. 4.2 Explore suitable promotional activities considering output, input, market research and economy. 4.3 Produce a detailed plan for the promotional activity, include business objectives and a contingency plan for if circumstances change. 4.4 Prepare the environment for the promotional activity, make sure, there is clear vision of the demonstration and/or products and implement the contingency plan if required. 4.5 Provide instructions and advice and use social media to further promote the activity. 4.6 Use reflective practice and evaluation methods agreed in the plan to gain feedback from relevant sources. 4.7 Reflect on the outputs gained to inform future forecasts and to recommend

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	improvements to any future promotional activities.
5. Apply a broad range of cognitive instructions and advise your client on products and services as per industry guidelines.	5.1 Identify appropriate products and services based on the results of the consultation and analysis. 5.2 Describe the benefits, application techniques, cost, duration and expected outcomes of additional products and services to client. 5.3 Refer the client to relevant professionals if their needs are outside level of competency. 5.4 Use demonstration and instruction techniques to ensure the client fully understands the products and services being offered. 5.5 Seek the client's agreement to commit to the recommended products and services. 5.6 Close the sale, update the client's records and store according to salon procedures and data legislation. 5.7 Use reflective practice to evaluate the advice given and take appropriate action.
LO6 Apply broad body massage skills as per beauty therapy standard practice.	6.1 Prepare and cleanse the client's treatment area according to treatment protocol, maintaining client comfort and modesty. 6.2 Carry out a body and skin analysis, identifying body characteristics and treatment adaptations required.

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	6.3 Select and apply the massage medium, carry out massage techniques as planned, maintaining correct posture and stance. 6.4 Check client comfort and adapt pressure and massage techniques to suit the client's needs. 6.5 Complete the body massage to the client's satisfaction and in accordance with treatment protocol and legal requirements. 6.6 Use reflective practice to evaluate the body massage treatment and take appropriate action. 6.7 Provide instructions and aftercare advice to the client.
7. Perform a complex facial Skin Care treatment autonomously.	7.1 Prepare the client for the facial treatment, carry out sensitivity tests and cleanse the treatment area. 7.2 Carry out a skin analysis, using a magnifying lamp and identify skin type, classification, and condition. 7.3 Complete the facial treatment according to the treatment plan and protocol and to the client's satisfaction. 7.4 Complete the client's treatment records and store in accordance with data legislation. 7.5 Use reflective practice to evaluate the facial treatment and take appropriate action. 7.6 Provide instructions and aftercare advice to the client. 7.7 Record the outcome and evaluation of the facial treatment.

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8. Demonstrate broad technical knowledge of how to perform Manicure and Pedicure services.	8.1 Prepare the client for Manicure and Pedicure treatment, carry out sensitivity tests and cleanse the treatment area. 8.2 Carry out a nail and skin analysis to identify contra-indications and nail conditions. 8.3 Select tools and equipment for Manicure and Pedicure treatments and test the equipment following manufacturer's instructions. 8.4 Monitor the client's health, wellbeing, and skin reaction. 8.5 Throughout nail treatments, adapt the treatment and act in the event of an adverse reaction. 8.6 Complete Manicure and Pedicure treatment according to the treatment plan and protocol and to the client's satisfaction. 8.7 Complete the client's treatment records and store in accordance with data legislation. 8.8 Provide instructions and aftercare advice to the client.
9. Provide a broad understanding of make-up service and apply practical skills as per standard practice.	9.1 Prepare the client for the make-up service, carry out skin analysis and cleanse the treatment area. 9.2 Apply Day, Evening and Bridal make-up according to clients' needs and occasion and agree with client on finished result. Complete the make-up service according to the treatment plan and protocol and to the client's satisfaction.

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	9.3 Complete the client's treatment records and store in accordance with data legislation. 9.4 Use reflective practice to evaluate the make-up service and take appropriate action. 9.5 Provide instructions and aftercare advice to the client.
10. Apply a broad range of Depilation practical skills according to Beauty Therapy Standards and practice.	10.1 Select the wax following treatment protocol and set the wax temperature according to manufacturer's instructions. 10.2 Prepare the client for waxing, sanitise the area for hair removal, and conduct a thermal patch test on self and client. 10.3 Carry out a hair and skin analysis to identify hair and skin classification and condition and hair growth patterns. 10.4 Carry out safe and effective removal of hair, determining hair growth pattern and trimming over long hair prior to wax application. 10.5 Transfer wax from the wax unit to minimise risk of cross-infection and contamination and apply at the appropriate angle. 10.6 Support the skin and remove the wax swiftly to minimise discomfort, leave the area free of hair and wax residue and apply after wax lotion. 10.7 Minimise the wastage of materials for environmental sustainability and correctly dispose of contaminated waste.

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SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total Credits
		Level [4]	Level [5]	Level [6]	
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	First Aid	4			4
	Client consultation and profiling	5			5
	Safe, hygienic, and effective work practices	4			4
	Promotional activities	4			4
	Anatomy, Physiology and Pathology		9		9

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CORE COMPONENT <i>Subjects/Courses/ Modules/Units</i>	Products and Services		12		12
	Swedish Body Massage		16		16
	Facial Skin Care		16		16
	Manicure and Pedicure		15		15
	Make-up Application		14		14
	Waxing		13		13
STRANDS/ SPECIALIZATION	<i>Subjects/ Courses/ Modules/Units</i>	Credits Per Relevant NCQF Level			Total Credits
		Level [4]	Level [5]	Level [6]	
1.	N/A				
Electives	Threading		4		
	Henna painting		4		

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	Eyelash and Eyebrow tinting		5		
	Ear piercing		4		
	Yoga and Ayurveda		4		



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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL

TOTAL CREDITS PER NCQF LEVEL

NCQF Level	Credit Value
Level 4	17
Level 5	103
TOTAL CREDITS	120

Rules of Combination:

(Please Indicate combinations for the different constituent components of the qualification)

A candidate to be awarded the Qualification must complete the minimum of the following:

Fundamental Level 4 (17 Credits)

Core Component Level 5 (95 Credits)

Elective Modules Level 5 (8 Credits)

Total Credits =120

A graduate should elect two Electives with a total of 8 Credits to meet the total number of credits required to obtain qualification.

ASSESSMENT ARRANGEMENTS

Formative Assessment

- Formative assessment is 20% of the final grade.

Summative Assessment

- Summative Assessment is 80% of the final grade.

Assessment will be conducted by suitably qualified Assessors preferably registered and accredited by BQA or any other Accreditation Body.

MODERATION ARRANGEMENTS

There shall be Internal and External moderation as a quality assurance measure, conducted by Beauty Therapy professionals aligning with Institutional Policies.

RECOGNITION OF PRIOR LEARNING

Provision for Award of the qualification through RPL and CAT. This will be done with reference to the Institution's policy aligned to BQA National CAT policy.

CREDIT ACCUMULATION AND TRANSFER

Credit Accumulation and transfer shall be applied according to the BQA National Prior Learning policy and according to the Institution Enrolment criteria policy.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal Progression (NCQF Level 6)

- Certificate in Beauty Therapy
- Certificate in sports massage.
- Certificate in Spa Management
- Certificate in Reflexology
- certificate in Aromatherapy

- certificate in Aesthetic treatments

Vertical Progression (NCQF Level 7)

- Diploma in Beauty Therapy
- Diploma in sports massage.
- Diploma in Spa Management
- Diploma in Reflexology
- Diploma in Aromatherapy
- Diploma in Aesthetic treatments
- Diploma in Cosmetology.
- Diploma in Salon Management

Diagonal Progression (NCQF Level 7)

- Diploma in Business Management in Entrepreneurship.

Employment Pathways

- Beauty Therapist.
- Massage Therapist
- Nail technician
- Make-up artist
- Beauty consultant
- Aesthetician

QUALIFICATION AWARD AND CERTIFICATION

- Graduates will be awarded the Certificate V in Beauty Therapy qualification upon attainment of 120 credits.
- There will be issuance of certificate and an official transcript.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

REGIONAL:

Qualifications in other countries that face similar social, economic, and technological challenges like Botswana within the SADC region were looked at e.g. Zimbabwe and Zambia. Unfortunately, none of these was found to have qualifications and/or standards in place. Instead, most people from these countries come to study beauty therapy courses in Botswana.

Certificate in Skincare and Body Therapy NQF Level 5 (120 credits) Madge Wallace International College, South Africa. This qualification is designed by developing the learning programme, using the guidelines of International Examining bodies such as:

ITEC: International Therapy Examination Council (U.K.)

CIDESCO: Committee International D'esthetique et de Cosmethologie (Switzerland)

CIBTAC: Confederation of International Beauty Therapy & Cosmetology (UK)

The above international qualifications, as registered on the NQF, are offered at the Institution making it a natural step for graduates to travel, work and succeed Internationally.

INTERNATIONAL:

SVQ2 in Beauty Therapy at SCQF Level 5 (6011-01) City & Guilds. (69 Credits)

The SVQ 2 in Beauty Therapy at SCQF Level 5 is designed for learners who work in or wish to pursue a career in the beauty industry. The SVQ covers a range of skills and knowledge such as facial skincare treatments, eyebrow and eyelash enhancements, waxing, pedicure, manicure, and make-up services. SVQ provides the necessary skills and knowledge that prove occupational competence as a beauty therapist. Learners may progress into employment and/or to the following City & Guilds qualifications: SVQ 3 in Beauty Therapy at SCQF Level 6. To achieve the City & Guilds SVQ 2 in Beauty Therapy at SCQF Level 5, learners must achieve the 8 mandatory units and 1 optional unit.

SIMILARITIES:

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- The mode of delivery in the two qualifications bench marked with is full time and this qualification will also be delivered on fulltime basis.
- Certificate in Skin and Body Therapy qualifications has 120 Credits and SVQ2 in Beauty Therapy has 69 Credits, this qualification has 120 credits.
- The duration for both benchmarked qualifications is 1 year, and Certificate V in Beauty Therapy is 1 year.
- Both qualifications have a few units which are similar and offered as core; facial skincare, Salon practice, waxing and make-up. This qualification has the same core units as the addition of Manicure and Pedicure unit as the fifth one.

DIFFERENCES:

- Bench marked qualifications names are Certificate in Skincare and Body Treatments and SVQ2 in Beauty Therapy at SCQF Level 5 whilst this qualification name is Certificate V in Beauty Therapy.
- Certificate in Skincare and Body Treatments Assessment weighting is Formative assessment 20% and Summative assessment 80% with case studies, exams, assignments, and research as assessment strategies. SVQ2 in Beauty Therapy Assessment weighting is 75% Formative assessment and summative 25% with portfolio, short Answer, multiple choice, and assignment. Therapy Assessment weighting is Formative assessment 15% and Summative assessment 75%. Certificate V in Beauty Therapy Assessment weighting is Formative 20% and summative assessment 80% with assignments, tests, and final assessment at the end of each module.
- Certificate in Skincare and Body Treatments learning exit outcome is 15 modules. SVQ2 in Beauty Therapy learning exit outcome is 8 modules. Certificate V in Beauty Therapy exit learning outcomes are 5 Level 4 units, 6 level 5 units and 2 electives.
- Certificate V in Beauty Therapy graduate may study Diploma in Beauty Therapy, Diploma in sports massage, Diploma in Spa Management, Diploma in Reflexology, Diploma in Aromatherapy Diploma in Aesthetic treatments, Diploma in Cosmetology and Diploma in Salon Management. SCVQ2 in Beauty Therapy may proceed to SVQ3 in Beauty Therapy at SCQF Level 6.

REVIEW PERIOD

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This qualification will be reviewed after 5 years.

For Official Use Only:

CODE (ID)			
REGISTRATION STATUS	BQA DECISION NO.	REGISTRATION START DATE	REGISTRATION END DATE
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT	
REVISION DATE:		NAME OF PROFESSIONAL BODIES/REGULATOR	Y

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