A Beauty Therapist works in one of the largest, trusted, professional and continually expanding industries within the Hair and Beauty Sector. The work environment can be varied in size, style and ambiance, from a cruise ship, through to small bespoke salons or luxury high end beauty salons and spas. A Beauty Therapist works independently or as part of a team supported by a manager when completing treatments as a key part of a beauty business. They demonstrate a willingness to learn, have an enquiring and curious mind and are enthusiastic to learn about their chosen career. In addition, they exhibit a good work ethic applied to learning, drive and commitment to learn and maintain continual professional development. They deliver essential one-to-one beauty therapy treatments whilst maintaining the organisation’s image, financial viability and reputation. They complete all duties and treatments within the scope of the occupational role in accordance with legal, industry and organisational requirements within commercially viable times. They act with professionalism, without supervision and observe safe working practices to a high level of precision.
The City & Guilds Beauty Professional – Beauty Therapist apprenticeship

The apprentice journey

1 On-programme (deliver)
Training and development takes place during this part of the apprenticeship. It may include a qualification if set in the standard.
Formative assessment of skills, knowledge and behaviours is required in the delivery of the standard and this will be outlined in the assessment plan.
Apprentices have to reach a minimum level of maths and English set by the standard. If they’ve not previously achieved this, they’ll need further study and support.

1 On-programme: what apprentices need to learn
Apprentices need to complete 20% off-the-job training during on-programme and specific rules govern this vital element. You can track and authorise the 20% through our e-portfolio, Learning Assistant.

Skills and knowledge
- Professionalism and values.
- Safe working practices.
- Provide waxing services.
- Provide hand and nail treatments.
- Provide foot treatments.
- Provide facial treatments.
- Provide eyelash and eyebrow treatments.
- Provide make-up application.
- Provide basic massage treatments.

Behaviours
- Personal and professional ethics.
- Flexible and positive attitude.
- Maintain client care principles and practices.

Our resources and tools that support on-programme delivery
Our core content for this standard covers Prevent, British values, equality and diversity, and health and safety which give you the basics to deliver the standard and satisfy regulators. It’s a blend of e-learning and downloadable content. We also have:

- **Mandatory qualification**
  7003-12 Level 2 Diploma for Beauty Professionals - Beauty Therapist Mapped to the content of the apprenticeship standard and assessed by either multiple-choice online test or short answer questions.

- **Learning Assistant**
  Innovative and cost effective e-portfolio solution that lets you dramatically improve the delivery of their apprenticeship standards by tracking apprentices’ progress online in real time. And helps authorise and evidences 20% off-the-job learning.

- **SmartScreen**
  Virtual learning-engaging and interactive e-learning modules allow apprentices to work at their own pace. The content covers majority of modules, preparing apprentices for their end-point assessment. Tutors can track activity and results.

- **Guidance documents**
  - Guidance for apprentices and training providers to help prepare the apprentice for their end-point assessment will be available.
  - Qualification handbook.
  - Learner logbook.

**Maths and English requirements**
If your apprentices need to complete maths and English, our popular Functional Skills qualifications fit within apprenticeship programmes and cover the core maths and English requirement for the workplace and further study. We have an extensive support package available, including e-Functional Skills, and an online teaching and learning platform, which guides learners from an initial and a diagnostic assessment, through to being exam ready.

Find out more: cityandguilds.com/functionalskills
The employer and provider must sign off the apprentice as ready to move on to end-point assessment.

2 Gateway
Apprentices must have achieved the Level 2 Diploma for Beauty Professionals - Beauty Therapist qualification and achieved the required level 1 qualification (or equivalent) in English and maths and taken the Level 2 English and maths test before being placed forward for the EPA. For those with an education, health and care plan or a legacy statement the apprenticeships English and maths minimum requirement is Entry Level 3. British Sign Language qualifications are an alternative to English qualifications for those whom this is their primary language. This will be when the employer, in consultation with the training provider if appropriate, considers the apprentice is competent and can consistently demonstrate the KSB set out in the Standard. The apprentice will have been on the apprenticeship programme for a minimum of 12 months before taking the EPA.

3 Assess
The end-point assessment must demonstrate that the apprentice can perform in the occupation in a fully competent, holistic and productive way.

The assessment will be graded if required by the standard.

The assessment organisation and assessor must be independent of, and separate from, the training provided by the provider and employer.

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The City & Guilds Beauty Professional – Beauty Therapist apprenticeship

3 End-point assessment (EPA): how apprentices demonstrate their learning
EPA is the final stage that an apprentice goes through to complete their apprenticeship. The apprentice must show their learning to an independent end-point assessor and the overall grades available are fail, pass or distinction. Assessment events are:

Knowledge test
Each knowledge test will be assessed by multiple-choice questions and will be available online and on-demand. The knowledge test will take 60 minutes and will be made up of 40 questions that will cover the knowledge requirements of the standard.

Practical observation
The apprentice will be observed by the independent EPA organisation completing a range of treatments on a number of clients to industry standards and within commercial timings.

Our resources and tools that support end-point assessment
We’re applying to be on the register of end-point assessment organisations for this standard. Our EPA service includes support resource as well as flexibility around assessment delivery and a dedicated EPA team to support you.

EPA preparation tool
Online content to help the apprentice feel ready for their EPA experience. Personalised to their confidence levels and the standard, they’re sent free access details once they’re registered with us for EPA.

EPA team
Our dedicated EPA team is on hand to help with bookings and questions on anything from the assessment process to evidence portfolios.

EPA pack and guidance
Let our support, including short videos and how to guides help you get to grips and stay on track with the EPA process.

4 Apprenticeship certificate
On successful completion, the end-point assessment organisation will apply to the Education and Skills Funding Agency (ESFA) for the apprenticeship certificate. The certificate is sent to the apprentice’s employer.

The apprentice will receive their Institute for Apprenticeships (IfA) apprenticeship certificate. Apprentices that complete a City & Guilds EPA will receive a City & Guilds statement of achievement for end-point assessment.
Progression in the Beauty industries with City & Guilds

This apprenticeship is part of our wider offering in the Beauty sector. We provide the following opportunities.

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<td>Level 2 Beauty</td>
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<td>Diplomas in Hair</td>
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<tr>
<td>and Beauty</td>
<td>Beauty Therapist</td>
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How our offer supports you:

Supportive payment structure
When you choose us for EPA you pay a small registration fee and the balance once the EPA has taken place and results submitted.

Personal support
Our Technical Advisors, Business Managers and Customer Service teams are on hand to help you with all aspects of apprenticeships.

Specialist online tools
Our e-Functional Skills can boost maths and English; Skills Zone develops workplace behaviours and skills; and our e-portfolio, Learning Assistant, lets you manage assignments and track the 20% off-the-job training requirement.

Events and webinars
We deliver a range of events and webinars run by industry specialists to advise and guide you, including regional networking and CPD events.

More information
If you’re a City & Guilds centre, visit Walled Garden or contact your Business Manager to find out prices and if any elements are extra to the package. If you’re a new customer, contact apprenticeships@cityandguilds.com to find out more.

Or visit cityandguilds.com/apprenticeships for full information on our apprenticeship products and services. Visit i-l-m.com/apprentice for information on management apprenticeships.

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