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# UV

# B21

# tanning



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In the United Kingdom, five per cent of the population use sun beds – this is over three million people! Sun beds are designed to mimic the sun's effect on skin to create a tan. All therapists need to understand the link between UV light and skin cancer. It is vital that those offering UV tanning treatments should be properly trained in carrying out detailed

consultations and diagnosing the client's skin type in order to recommend the safest UV dosage. In this unit you will learn about how to ensure your client's time on the sun bed or in a tanning cubicle is as safe as possible. You will also learn how to give the necessary aftercare advice, and how to maintain the equipment.



Image courtesy of Annemarie Börönd - Beautiful Naturally

# Unit B21 (City & Guilds Unit 030)

## Provide UV tanning services

### *Optional*



UV tanning

### Evidence requirements

To achieve this unit you must practically demonstrate in your everyday work that you have met the standards for providing UV tanning services.

The standards cover things that you must do (performance criteria), things that you must cover (range) and things that you must know.

### What you must do

Your evidence should be collected when carrying out a real job, whether paid or voluntary, and when dealing with real clients, whether internal or external to the salon. Simulation is **not** allowed for any performance evidence within this unit.

Most evidence of your performance will be gathered from the observations made by your assessor, but you may be required to produce other evidence to support your performance if your assessor has not been present. This will involve your assessor observing your performance on at least **three** different occasions, each involving a **different client**.

This unit has four outcomes.

#### **Outcome 1**

**Maintain safe and effective methods of working when providing UV tanning treatments**

#### **Outcome 2**

**Consult, plan and prepare for treatments with clients**

#### **Outcome 3**

**Monitor UV tanning treatments**

#### **Outcome 4**

**Provide aftercare advice**



*Always insist the client protects their eyes when using the sun bed.*



# Unit B21 (City & Guilds Unit 030)

## Provide UV tanning services

### *Optional (continued)*

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Level 3 NVQ/SVQ Beauty

### What you must cover

You will see key words in bold on the 'What you must do' list. For each of these, there is a range of things that you must cover. You must show that you have:

#### **Used all of the following consultation techniques:**

Questioning

Visual

Reference to client records

#### **Dealt with at least one of the following necessary actions\*:**

Encouraging the client to seek medical advice

Explaining why the treatment cannot be carried out

Modification of treatment

Refuse treatment

\* However, you must prove to your assessor that you are able to deal with the other **three**.

#### **Provided all of the following types of advice:**

Suitable aftercare products and their use

The contra-actions which may occur post-treatment and how to deal with them

Post-treatment restrictions

Recommended further follow-on treatments



*Curved sun bed tops allow for even tanning and may help to reduce claustrophobia.*



*Music is often included as part of the tanning treatment.*

## What you must know

You will be assessed on your knowledge of the following:

Organisational and legal requirements

How to work safely and effectively when providing UV tanning services

Client consultation

Contra-indications and contra-actions

Equipment and materials

Anatomy and Physiology

Tanning treatments

Aftercare advice for clients

This will be completed through written and oral questioning by your assessor, or by an online test. For details of what you must know, see pages 15–19.



*Make sure you offer advice on available treatments and products to suit your client's skin type.*



UV tanning

## Useful words

Some terms that you will come across in this unit are explained below.

**Electro-magnetic spectrum** This is made up of many types of rays including ultra-violet rays, infra-red rays and visible light rays.

**Fitzpatrick Classification Scale** A method used to classify skin colour and tolerance to sunlight.

**Melanocytes** Cells in the epidermis that create the skin pigment melanin.

**Photo keratitis** A corneal burn caused by UVB rays. The eyes become itchy and light sensitive.

### **Seasonal Affective Disorder (SAD)**

Scientifically controversial, this is a form of depressive illness only occurring during winter months, which is related to lack of sunshine and is responsive to phototherapy.

**Skin type 1** This is very sensitive skin. Typically the client has very pale skin, red/blonde hair and blue/green eyes.

**Skin type 2** This is sensitive skin. Typically the client has light to medium skin, fair to light brown hair and blue/green/grey eyes.

**Skin type 3** This is normal skin sensitivity. Typically the client has medium to olive skin, medium to brown hair and grey/brown eyes.

**Skin type 4** This is skin very well resistant to the sun. Typically the client has dark olive to light brown skin, dark eyes and dark hair.

**Skin types 5 and 6** This is naturally tanned/dark skin. Typically the client has dark hair, eyes and skin.

**UVA rays** These have a long wavelength and penetrate deep into the dermis stimulating melanin production causing a fast but short lived tan. They are damaging to collagen and elastin and lead to premature skin ageing.

**UVB rays** These penetrate to the lower levels of the epidermis to create a longer lasting tan. UVB stimulates Vitamin D production.



# Observation sign-off sheet

*Unit B21 Provide UV tanning services*

## What you must do

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Level 3 NVQ/SVQ Beauty

Within your work, you must show your assessor that you can do the following. Your assessor will observe your performance on at least **three** separate occasions. You must work on **three** different clients.

Each time you achieve **all** the points listed below within a single client service, your assessor will tick the circle and enter the date.

### Outcome 1

#### **Maintain safe and effective methods of working when providing UV tanning treatments**

- a Set up the treatment area to meet organisation procedures, manufacturers' instructions and the current Sunbed Code of Practice
- b Wear suitable personal protective equipment, when necessary
- c Ensure the client is provided with the personal protective equipment recommended by the current Sunbed Code of Practice
- d Make sure that environmental conditions are suitable for the client and the treatment
- e Ensure your personal hygiene, protection and appearance meets accepted industry and organisational requirements
- f Provide suitable skin preparation products for client use prior to UV tanning sessions
- g Position equipment cleaning products for safety and ease of use by the client

*Continues on next page*



- h Ensure equipment is cleaned and maintained using the correct methods and at time intervals required by the local authority
- i Maintain the client's modesty, privacy and comfort at all times
- j Dispose of waste materials safely and correctly
- k Ensure the treatment is completed within a commercially viable time
- l Ensure client record cards are up-to-date, accurate, complete, legible and signed by the client and practitioner
- m Ensure the treatment area and equipment is left clean and in a condition suitable for future sessions



UV tanning

Observation	1	2	3		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date					
Candidate signature					
Assessor signature					
IQA signature (if sampled)					
EQA signature (if sampled)					

Image courtesy of Ergoline UK



*Make sure that clients are familiar with the controls before starting the treatment.*

“  
*A UV tanning service must always be planned correctly, taking into account your client's colouring and personal requirements.*  
 Anita Crosland  
 ”



# Observation sign-off sheet

Unit B21 Provide UV tanning services

## What you must do (continued)

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Level 3 NVQ/SVQ Beauty

### Hints and tips

*Always keep up-to-date records of your clients' tanning sessions to avoid over-exposure.*



*A tan can make your clients feel more confident and attractive.*

### Outcome 2

#### Consult, plan and prepare for treatments with clients

- a Use **consultation techniques** in a polite and friendly manner to determine the client's treatment needs
- b Obtain signed, written informed consent from the client prior to carrying out the treatment
- c Ensure that informed and signed parent or guardian consent is obtained for minors prior to any treatment, where relevant
- d Refuse treatment to minors under 16 years of age \*
- e Clearly explain to the client what the treatment entails, its potential benefits and any restrictions to use in a way they can understand
- f Ask your client appropriate questions to identify if they have any contra-indications to UV tanning treatments
- g Accurately record your client's responses to questioning
- h Encourage clients to ask questions to clarify any points
- i Accurately establish, agree and record the client's skin type and colouring following current Sunbed Code of Practice classifications
- j Take the **necessary action** in response to any identified contra-indications \*\*
- k Ensure client **advice** is given without reference to a specific medical condition and without causing undue alarm and concern

*Continues on next page*

- l Recommend alternative tanning treatments which are suitable for the client's skin type and needs if contra-indicated for UV tanning treatment \*\*\*
- m Clearly explain and agree the projected cost, duration and frequency of sessions needed
- n Agree in writing the client's needs, expectations and session outcomes, ensuring they are realistic and achievable
- o Give your client clear and accurate **advice** on how to clean and prepare their skin prior to UV tanning treatments
- p Clearly explain to the client how to use the equipment correctly and confirm their understanding of this and the current Sunbed Code of Practice for safe tanning



Observation	1	2	3		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date					
Candidate signature					
Assessor signature					
IQA signature (if sampled)					
EQA signature (if sampled)					

* Covered by observation	<input type="radio"/>	Date
Covered by oral questioning	<input type="radio"/>	Date
** Covered by observation	<input type="radio"/>	Date
Covered by oral questioning	<input type="radio"/>	Date
*** Covered by observation	<input type="radio"/>	Date
Covered by oral questioning	<input type="radio"/>	Date

“  
*Offer the client disposable eye guards for protection. These should be thrown away after use.*  
 Sarah Farrell

”



# Observation sign-off sheet

## Unit B21 Provide UV tanning services

### What you must do (continued)

**Hints and tips**

*Safe exposure is very important. Make sure you know how to calculate a safe dosage for your client.*

### Outcome 3

**Monitor UV tanning treatments**

- a Carry out and record UV tanning equipment safety and function tests at the specified intervals
- b Ensure that portable appliance testing and tube replacement is carried out at the manufacturer's specified intervals and correctly recorded on the maintenance log
- c Promptly report any equipment problems to the relevant person(s)
- d Ensure that the timing of the session is suitable for the client's skin type and colouring
- e Ensure that repeat sessions are carried out following current Sunbed Code of Practice guidelines for the client's skin type
- f Ensure that clients do not exceed the total number of annual sessions recommended by the current Sunbed Code of Practice or any local authority restriction
- g Adjust session times following manufacturer's instructions as a result of tube replacement
- h Discontinue the session where contra-actions occur and take the appropriate remedial action
- i Check the wellbeing and satisfaction of your client at the end of each session

Observation	1	2	3		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date					
Candidate signature					
Assessor signature					
IQA signature (if sampled)					
EQA signature (if sampled)					

## Outcome 4

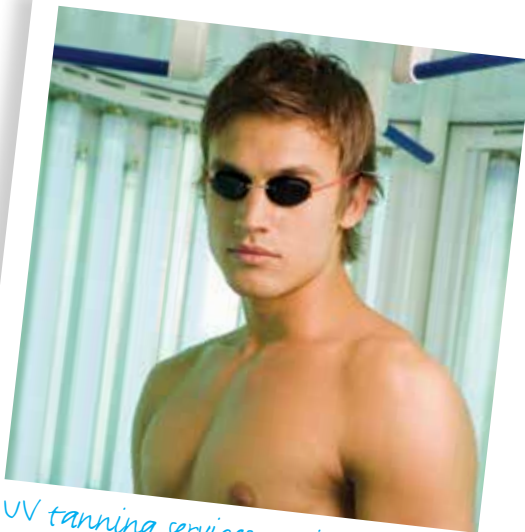
### Provide aftercare advice

- Give **advice** and recommendations accurately and constructively
- Give your clients suitable **advice** specific to their individual needs



UV tanning

Observation	1	2	3		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date					
Candidate signature					
Assessor signature					
IQA signature (if sampled)					
EQA signature (if sampled)					



*UV tanning services are increasingly popular with male clients.*



# Observation sign-off sheet

## Unit B21 Provide UV tanning services

### What you must cover

#### Consultation techniques

- Questioning

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- Visual

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- Reference to client records

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**Before ticking the circles below, you must make sure that you have achieved 'What you must cover' in **all** the outcomes in which it occurs.**

Tick the consultation techniques used in each observation.  
You must use **all** of them.

1	2	3		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Necessary action

- Encouraging the client to seek medical advice

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- Explaining why the treatment cannot be carried out

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- Modification of treatment

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- Refuse treatment

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Tick the necessary actions dealt with in each observation.  
You must deal with at least **one** of the necessary actions, but you must prove to your assessor that you are able to deal with the other **three**.

1	2	3		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Continues on next page*



*Make sure clients moisturise after UV tanning. This is to rehydrate the skin.*

Sarah Farrell





**Advice**

Tick the advice provided in each observation. You must provide **all** of them.

Suitable aftercare products and their use

	1	2	3		
Suitable aftercare products and their use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The contra-actions which may occur post-treatment and how to deal with them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Post-treatment restrictions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recommended further follow-on treatments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The contra-actions which may occur post-treatment and how to deal with them

Post-treatment restrictions

Recommended further follow-on treatments

Observation

Achieved

Date

Candidate signature

Assessor signature

IQA signature (if sampled)

EQA signature (if sampled)

	1	2	3		
Achieved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date					
Candidate signature					
Assessor signature					
IQA signature (if sampled)					
EQA signature (if sampled)					

Image courtesy of Ergoline UK



*Only ever use products recommended by the sun bed manufacturer.*



# Comment form

## *Unit B2I*

This form can be used to record oral questioning, or for assessor/candidate comments, if required.

<b>Comments</b>	<b>Date</b>
1	
2	
3	

# Knowledge sign-off sheet

## Unit B21 Provide UV tanning services

### What you must know



UV tanning

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You need to understand:	Evidence type
<b>Organisational and legal requirements</b>	
1 your responsibilities under current health and safety legislation, standards and guidance, eg the Health & Safety at Work Act (and any other relevant legislation, eg PAT testing) relevant to UV tanning treatments	E3
2 any Local Authority requirements relating to UV tanning treatments in your area	E3
3 The Sunbed Code of Practice requirements and why it is important that these are followed	E3
4 the legal significance of gaining signed, informed client consent to treatment	E3
5 the importance of not discriminating against clients with illnesses and disabilities (eg Disability Discrimination Act)	E3
6 the age at which an individual is classed as a minor and how this differs nationally	E3
7 the current legal requirements and guidance relating to age restrictions for this treatment	E3
8 organisational requirements for waste disposal	E3
9 the importance of the correct storage of client records in relation to the Data Protection Act	E3
10 how to complete the client records used in your organisation and the importance of, and reasons for, keeping records of treatments and gaining client signatures	E3
11 your responsibilities, and reasons for, maintaining your own personal hygiene, protection and appearance according to accepted industry and organisation requirements	E3

You will be assessed on your knowledge and understanding of **all** the following points. This will be completed by your assessor through oral questions (evidence type E3) and a mandatory test (E4). These will be online tests.

The form tells you which evidence type is needed for each point.

Some areas appear in more than one unit (shaded in darker blue). These are covered in a cross-unit knowledge test. You only need to be tested on these once.

Once you have been assessed on each point, you can fill in the date and reference any written evidence that you've put in your portfolio.

*Continues on next page*



# Knowledge sign-off sheet

## Unit B21 Provide UV tanning services

### What you must know (continued)

You need to understand:	Evidence type
12 The Sunbed Code of Practice and your organisation's requirements for client preparation and protection	E3
13 your organisation's pricing structure for UV tanning services	E3
14 your organisation's and manufacturers' requirements for treatment area	E3
15 UV tanning equipment maintenance requirements and how these should be recorded	E3
<b>How to work safely and effectively when providing UV tanning services</b>	
16 how to set up the work area and equipment for UV tanning services	E3
17 the necessary environmental conditions for UV tanning services (including lighting, heating, ventilation and general comfort) and why these are important	E3
18 the type of personal protective equipment that should be worn for UV tanning services and why	E3
19 why UV tanning services should not be carried out on minors under 16 years of age	E3
20 how to prepare and position the client for UV tanning services	E3
21 reasons for maintaining client modesty, privacy and comfort during the treatment	E3
22 how to minimise and dispose of waste from treatments	E3
23 why it is important to maintain standards of hygiene and the principles of avoiding cross-infection	E3
24 why it is important to check the client's wellbeing and their level of satisfaction at the end of a UV tanning session	E3

**Hints and tips**

*In vertical tanning booths, use disposable mats for clients to stand on, for hygiene reasons.*

*Continues on next page*

You need to understand:	Evidence type
<b>Client consultation</b>	
25 how to use effective consultation techniques when communicating with clients from different cultural and religious backgrounds, age, disabilities and gender for this treatment	E3
26 the importance of questioning clients to establish any contra-indications to UV tanning services	E3
27 why it is important to record client responses to questioning	E3
28 the legal significance of client questioning and recording the client's responses	E3
29 why it is important to encourage and allow time for clients to ask questions	E3
30 how to give effective advice and recommendations to clients	E3
31 how to assess skin type against The Sunbed Code of Practice classifications	E3
32 the reasons why it is important to encourage clients with contra-indications to seek medical advice	E3
33 the importance of, and reasons for, not naming specific contra-indications when encouraging clients to seek medical advice	E3
34 why it is important to check your client's understanding of UV tanning guidance and the operation of UV equipment, particularly the emergency stop button	E3
35 the types of alternative tanning services which could be recommended in the event of contra-indications to UV tanning	E3
<b>Contra-indications and contra-actions</b>	
36 those contra-indications that prevent UV tanning and why (eg history of skin cancer, excessive number of moles and / or freckles, moles that have changed colour, itch and or bleed, history of sunburn, under the age of 16, skin that does not tan in sunlight, medication causing skin sensitivity, etc)	E4





# Knowledge sign-off sheet

## Unit B21 Provide UV tanning services

### What you must know (continued)

You need to understand:	Evidence type
37 those conditions which restrict treatment and why (eg diabetes, sunburn, previous heat treatments, use of perfumed products, laser and IPL treatments, micro-dermabrasion, recent chemical peels, use of steroids, certain anti-ageing products, high and/or low blood pressure, etc)	E4
38 those contra-actions that can occur as a result of UV tanning and why (eg burning, blistering, uneven pigmentation, feeling faint, nausea, claustrophobia, etc)	E4
<b>Equipment and materials</b>	
39 types of UV tanning equipment and products available	E3
40 how to prepare and use UV tanning equipment safely and hygienically	E3
41 methods of disinfecting UV tanning equipment	E3
42 equipment manufacturer's and Sunbed Code of Practice requirements for the monitoring, maintenance, tube replacement and cleaning of the UV equipment in your organisation	E3
43 the importance of regularly cleaning equipment between each session and why specific cleansers should be used	E4
<b>Anatomy and Physiology</b>	
44 the structure and function of the skin, including Vitamin D and melanin production	E4
45 the skin characteristics and skin types of different ethnic client groups	E3
46 the effect and changes that UVA, UVB and UVC rays can have on the skin	E4

*Continues on next page*

You need to understand:	Evidence type
47 how to recognise visible adverse reactions (eg damage to the eyes, premature ageing of the skin, an immunosuppressive response and increased risk of developing non melanoma skin cancers)	E4
48 how to recognise beneficial changes in the skin (eg improved healing capability, suppression of seborrhoea and psoriasis)	E4
49 how to use the Fitzpatrick Classification Scale to determine skin tone	E4
50 how melanin production affects tanning capability	E4
<b>Tanning treatments</b>	
51 how to relate the length of session to skin tone and type and calculate session times and safe dosage	E4
52 why it is important to protect the hair and eyes during these treatments	E4
53 the importance of removing perfumed products and cosmetics prior to treatments (pre-sensitisation)	E4
54 the importance of showering before and after the UV session	E3
55 how to recognise the effects of overexposure and the four degrees of erythema	E3
56 the principles of the electromagnetic spectrum	E4
57 why some pressure point areas do not tan	E3
58 the importance of post-treatment advice	E3
<b>Aftercare advice for clients</b>	
59 products for home use that will benefit the client and those to avoid and why	E3
60 the contra-actions that could occur after UV tanning and what advice to give to clients	E3
61 the post-treatment restrictions applicable to UV tanning	E3
62 suitable types of follow-on treatments, their benefits and costs	E3
Tick if E3 was an online test	<input type="radio"/> Date
Tick if E4 was an online test	<input type="radio"/> Date
Tick if cross-unit knowledge was an online test	<input type="radio"/> Date



UV tanning

**Hints and tips**

*Make sure clients always shower prior to a tanning treatment in order to clean the skin and remove all traces of perfumes/body products, which could sensitise the skin.*



# Supplementary notes

## *Unit B2I*

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Level 3 NVQ/SVQ Beauty

Your assessor may use this space for any additional comments they may have about your work.

**Comment**

**Date**


## Unit sign-off

**This section must be signed when the unit is complete.**

We confirm that this evidence is authentic and the assessments were conducted under specified conditions and that all the performance criteria, range and essential knowledge requirements have been met for this unit.

Candidate signature

Date

Assessor signature

Date

IQA signature (if sampled)

Date

EQA signature (if sampled)

Date

# Unit B21 (City & Guilds Unit 030)

## Provide UV tanning services

### *Optional*

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