



**BEAUTY SPECIALIST – MQF/EQF LEVEL 3
INFORMATION HANDBOOK**

ON

**The process of validation of informal and non-
formal learning for Beauty Specialist**

The Assessment Board:

The Assessment Board is appointed by the Minister responsible for Jobsplus by means of Article 26 of the Employment and Training Services Act 2018 to ascertain proficiency or competency in a particular occupation.

This handbook describes the competences that candidates need to possess before sitting for the Beauty Specialist validation process. Successful candidates acquire an *Award as Beauty Specialist* pegged at Level 3 of the Malta Qualifications Framework and also the European Qualifications Framework and which is endorsed by the National Commission for Further and Higher Education (NCFHE).

Eligibility:

Candidates who are interested in acquiring the *Award as Beauty Specialist* can apply for their knowledge, skills and competences to be assessed, recognised and validated if they possess the necessary competences and skills as defined in this handbook.

The prospective candidate must have **3 years experience** in the respective field. This is in line with the L.N. 295 of 2012 which regulates the Validation of Informal and Non-formal Learning process. Prior to the assessment candidates need to present an official Employment History to confirm the years of experience to the Assessment Board.

The Assessment Board is free to contact the Institution and/or referee at will in order to confirm experiences and training claimed by the candidate.

Initial Assessment Plan:

The Assessment Board will conduct an induction session for candidates interested in acquiring the *Award as Beauty Specialist*, and review the portfolio and the experience presented to plan the appropriate assessments according to the individual's experience and needs. During the induction session, the candidate is also instructed on how to collect evidence used as a proof of their practical experience.

Evidence sources may include:

- Work Activity
- Witness Testimony
- Health & Safety Documents/ Reports/ Procedures
- Photographic Evidence / Risk Assessments / Instructions
- Work-based confirmation of evidence not observed by assessor.

Assessment Criteria:

The Assessment Criteria for the validation process are based on the National Occupational Standards. Following is an abstract of the list of competences that the candidate must possess prior to applying for the validation process. For further information you can download the National Occupational Standards from the following link: <http://ncfhe.gov.mt/en/services/Documents/VINFL/NOS%20Hair%20and%20Beauty/Beauty%20Specialist%20MQF%20Level%203.pdf>

BSP 301: Maintains health, safety and security practice

The candidate must have the necessary knowledge and skills to:

1. Maintain health and safety practices.
2. Maintain security practices in salon.
3. Follow and where necessary carries out emergency procedures.
4. Deals with hazard within own area of responsibility.
5. Ensure tools, equipment, materials and work areas meet hygiene requirements.
6. Position self and client safely throughout service.
7. Handle, use and store products, tools and equipment safely.
8. Dispose of salon waste safely.

BSP 302: Performs Reception Duties

The candidate must have the necessary knowledge and skills to:

1. Deal with a variety of enquiries and identifies nature of enquiry.
2. Handle requests for services in a prompt and polite manner.
3. Provide information about services and/or products that is clear and accurate.
4. Schedule appointments to meet with the salon policy and legal requirements.
5. Maintain a hygiene and tidy reception area.
6. Calculate services costs accurately and deals with payments meticulously.
7. Follow security procedures when handling payments.

BSP 303: Client Consultation

The candidate must have the necessary knowledge and skills to:

1. Communicate in a manner that creates confidence, trust and maintains good will.
2. Understand client requirements using appropriate communication techniques.
3. Consult and update clients' record cards.
4. Provide client with clear recommendations.
5. Recommend and agree upon a treatment and product.
6. Be aware of legislation (data protection act).
7. Use safe working methods.
8. Client's limitation.

BSP 304: Maintain Business Duties

The candidate must have the necessary knowledge and skills to:

1. Wear appropriate attire in all sectors of the Health Industry.
2. Maintain professional working relations with other therapists/students.
3. Be able to deal with clients and complicated issues that arise.
4. Give consent when necessary.
5. Perform first aid.
6. Be knowledgeable of the fire alarm and fire exit methods for clients' safety.
7. Consult and be knowledgeable about after care procedures.
8. Abide by the code of ethics.

BSP 305: Make-up

The candidate must have the necessary knowledge and skills to:

1. Recognise skin type.
2. Analyse and identify skin disorders.
3. Do eyebrow shaping.
4. Apply professionally the process of: cleanse, tone, moisturise.
5. Application of make-up.
6. Choose the best make-up according to skin type.
7. Aesthetic touch to make-up for various occasions.

BSP 306: Facial

The candidate must have the necessary knowledge and skills to:

1. Consultation and record keeping.
2. Recognise the skin.
3. Choose and select appropriate products.
4. Hygiene procedures.
5. Performance of a facial treatment to include; cleanse, exfoliation, extractions, massage, mask, tone and moisturise.
6. After care advice.
7. Be able to take corrective measure in case of Contra indications.

BSP 307: Manicure

The candidate must have the necessary knowledge and skills to:

1. Consultation and record keeping.
2. Identify hand and nail conditions.
3. Check for contra indications.
4. Treatment plan.
5. Perform a manicure.
6. After care advice.

BSP 308: Pedicure

The candidate must have the necessary knowledge and skills to:

1. Consultation and record keeping.
2. Identify foot and nail conditions.
3. Check for contra indications.
4. Treatment plan.
5. Perform a Pedicure.
6. After care advice.

BSP 309: Waxing and Sugaring

The candidate must have the necessary knowledge and skills to:

1. Consultation and record keeping.
2. Understand and be able to use: Hot/cold wax and sugaring.
3. Different temperatures for each type.
4. Different methods for different areas of the body.
5. Follow instructions for each type of wax/sugar method used.
6. Be able to work quickly and efficiently.
7. Hygiene awareness during treatment.
8. Client's comfort and modesty.
9. Demonstrate good application and good removal of wax/sugaring.
10. Products for depilation on the market.
11. Aftercare procedures.

BSP 310: Eyebrow / Lash Tinting

The candidate must have the necessary knowledge and skills to:

1. Consultation and record keeping.
2. Written evidence of patch test.
3. Assess client's hair/ colour/ characteristics.
4. Ensure the mixing of the tint is following the manufacturing instructions meticulously.
5. Follow hygiene procedures.
6. Chemistry of tints on the market.
7. Aftercare procedures.

BSP 311: Eyebrow Shaping

The candidate must have the necessary knowledge and skills to:

1. Consultation and record keeping.
2. Consult with client regarding actual shape and desired outcome.
3. Sterilisation of all equipment used.
4. Hygiene in general.
5. After care procedures.

Mode of Assessment:

A candidate will be assessed on all the above listed competences. Assessment will be made up from different components, namely:

A. Practical Work

Practical work could be assessed by a task created to simulate the work environment. During the practical test a candidate will be asked to perform a number of tasks in line with the assessment criteria. Assessment can either be held in a simulated salon or at the candidate's workplace. Information on the assessment venue will be provided by Jobsplus prior to the assessment. Multiple sessions might be held.

B. Knowledge and Understanding

Candidates will be assessed on knowledge and understanding orally during an interview and/ or in writing through a written test paper.

C. Interview to verify product evidence and supplementary evidence

During the interview the Board will continue assessing candidates in relation to their knowledge, skills and competences in the respective occupation. Candidates are encouraged to present photographic evidence, workbooks or logbooks to illustrate their work.

To successfully pass from the assessment, candidates need to proof their competences in all enlisted criteria as defined in the National Occupational Standards. Following assessment candidates will receive a formal result slip issued by Jobsplus in collaboration with NCFHE. The result slip will indicate whether the candidate has obtained a Pass or a Fail in all criteria. Nonetheless persons who fail any of these criteria will have the possibility to sit for a re-sit.

Resits:

Candidates who do not pass from any of the enlisted criteria will be guided for further development in the failed criterion/criteria.

The failed criterion/criteria will be communicated in the result slip issued by Jobsplus. Date, time and venue of re-sit would be communicated to the candidate by Jobsplus. The candidate will be guided by the Assessment Board with respect to the areas for improvement prior to the re-sit.

Appeals:

Candidates who fail the assessment and wish to contest the decision taken by the Assessment Board can submit a formal request for further feedback to Jobsplus. An appeal can be lodged within 10 working days from the result slip issued by Jobsplus. In the eventuality that the candidate's final result is changed following the appeal, a new result will supersede the previous one.