



Centre Resource Requirements for Beauty and Complementary Therapies

To deliver this qualification, it is standard best practice teaching staff:

- hold a postgraduate teaching qualification, e.g., Post Graduate Certificate in Education (PGCE) or equivalent.
- be occupational experts and have qualifications, knowledge and understanding in the area relevant to the qualification content. This knowledge must be at the same level as or higher than the training being delivered.
- understand the qualification's structure and content, and the learning outcomes they are delivering.
- have recent and relevant industry experience in the specific area they are delivering.
- undertake activities which contribute to their Continuing Professional Development (CPD)

All those delivering units and/or observing and assessing practice for the OHTM Beauty and Complementary Therapy qualifications must have all of the following:

- access to appropriate guidance and support; and
- on-going participation in related programme quality assurance processes.

Centre staff may undertake more than one role, e.g., tutor and assessor or internal quality assurer, but cannot internally verify their own assessments.

Centre staffing will be checked as part of the centre approval process, in which we will ask for copies of CV's and teaching certificates.

Assessors and Internal Quality Assurer

Assessors

To be approved as an assessor, the individual must provide evidence to show they meet the occupational competence criteria specified for the qualification(s) they will be assessing.

Internal assessment includes the synoptic assignment and clinical case studies.

To assess learners working towards this qualification, it is standard best practice assessors:

- hold a suitable, relevant assessor qualification or be working towards one.
- be occupational experts and have qualifications, knowledge and understanding in the area relevant to the qualification content. This knowledge must be at the same level as or higher than the training being delivered.
- understanding of the assessment process
- undertake activities which contribute to their Continuing Professional Development (CPD)
- have recent and relevant industry experience in the specific area they are assessing.
- have credible experience of assessment within a teaching and/or training environment.
- Assessors must assess learners' work in accordance with the assessment and grading requirements set out in this specification.

Internal Quality Assurers (IQA)

Centres must have a rigorous internal quality assurance system in place.

Centres must have an IQA to ensure assessment decisions are consistently applied between assessors, and that learner's work meets the required standard. Each assessor's work must be checked and confirmed by the IQA. Assessment decisions must be standardised to ensure that all learners' work has been assessed to the same standard and is fair, valid and reliable.

The IQA must observe assessors carrying out assessments, review assessment decisions from the evidence provided and hold standardisation meetings with the assessment team to ensure consistency in the use of documentation and interpretation of the qualification requirements. Evidence of internal quality assurance must be recorded, retained, and made available for the External Quality Assurer (EQA)

Continuing professional development (CPD)

Centres must support their staff to ensure that they have current knowledge of the occupational area, that delivery, mentoring, training, assessment, and verification is in line with best practice, and that it takes account of any national or legislative developments. CPD records of all staff members must be available for external quality assurance.

General Resource requirements

Staff delivering programmes and conducting the assessments must be familiar with current practice and standards in the sector.

Physical resources

Centres must have access to the range of services, professional products, tools, materials and equipment in the centre or workplace to needed to support the delivery of the programme.

The range of services, professional products, tools, materials, and equipment must be up to date and available for use. They must enable learners to meet the requirements of the relevant preparation for work qualification.

- All tasks must be undertaken in a safe place of work with adequate space, heating, lighting and ventilation and access to both washing and first aid facilities.
- The professional products, tools, materials, and equipment must meet industry standards and be capable of being used under normal working conditions.
- The space per working area must conform to health and safety legislation and commercial practice.
- Beauty Beds and chairs with adjustable legs and back rest
- Overhead lamps
- Personal Protective Equipment (PPE) must be provided. Examples include gloves, aprons, and uniforms.
- Standardised data collection sheets, consent and consultation forms should be made available to record all treatments.

Equipment and stock requirements for electrical units in OTHM Level 3 Diploma in Beauty Therapy-

Mandatory units:

Facial electrical- Electro muscle stimulator (ems) (faradic) - galvanic - microcurrent - vacuum suction (lymphatic drainage) - high frequency.

Body Electrical- Electro Muscle Stimulator (EMS) (Faradism) - Galvanism - Microcurrent - Vacuum suction (lymphatic drainage) - Infrared - Mechanical/gyratory massager

Optional unit:

Hot stones- Professional stone heater; range of different size stones; accessories; cooling systems; towels; massage couch/chair; storage of stones

General Resource Requirements

- Centres must have appropriate physical resources (for example equipment, IT, learning materials, teaching rooms) to support the delivery and assessment of the qualification.
- Staff involved in the delivery and assessment process must have relevant expertise and occupational experience.
- There must be systems in place to make sure that there is continuing professional development for staff delivering the qualification.
- Centres must have appropriate health and safety policies in place relating to the use of equipment by learners.
- Centres must deliver the qualifications in accordance with current equality legislation.
- Centres must have a sufficiently rigorous internal quality assurance system in place.

OTHM Centres must ensure that the chosen mode of delivery does not unlawfully or unfairly discriminate, whether direct or indirect, and that equality of opportunity is promoted. Where it is reasonable and practical to do so, it will take steps to address identified inequalities or barriers that may arise.

Health and Safety

The requirement to follow safe working practices is an integral part of all OTHM assessments, and it is the responsibility of centres to ensure that all relevant health and safety requirements are in place before learners start practical assessments and meet national requirements.

Risk Assessment

You should carefully consider if a learner is at a stage where they can complete assessment safely. You should use and apply your centre's risk assessment policy prior to allowing learners to carry out summative assessment from the workplace or educational site.

External quality assurance (EQA)

As an approved Centre you must ensure that all learner work has met the standards through appropriate assessment and internal quality assurance processes as described above. Once you are satisfied that all units have met the standard, then you can request for an OTHM External Quality Assurer to be allocated to your Centre.

The intention of external quality assurance of assessment is to monitor and evaluate the performance of an approved Centre and to promote continuous improvement in the assessment process. An **EQA's role** is to review the processes of assessment and internal quality assurance within an approved Centre.

Our External Quality Assurers are occupationally and professionally competent to ensure accurate and consistent standards of assessment across OTHM delivery Centres and over time. They are responsible for completing external quality assurance activities and providing feedback to the Centres and providing OTHM with the evidence needed to award, or otherwise, a qualification.

The EQA process for OTHM Certificate qualifications

OTHM Level 3 Certificate in Manicure and Pedicure

OTHM Level 3 Certificate in Facial Treatments

OTHM Level 3 Certificate in Waxing Services

Step 1

Once assessment and IQA are complete you can request for an OTHM External Quality Assurer to be allocated to your Centre. You do this by emailing the following;

1. A completed EQA request form
2. Learner List Grade Sheet to: eqa@othm.org.uk

Step 2

We will invoice you for the EQA request, please see fees [here](#).

Step 3

We will confirm correct completion of EQA request form/grade sheet/learner list and receipt of payment

Step 4

We will allocate an External Quality Assurer (EQA) within 2 working days of receipt of your EQA request and payment.

Step 5

We will ensure the EQA will liaises with you regarding a visit or remote verification to sample learners' work and assessment records within 2 days of allocation.

Step 6

We will provide a completed External Quality Assurance report to include details on the above criteria and any areas where further development is required within 7 working days following the EQA activity or quality visit.

Sampling

As with Internal Quality Assurance, the EQA will select a sample of learner work to quality assure. This may or may not be from work that has been internally quality assured at the discretion of the EQA.

The EQA sampling process will consist of the EQA sampling a minimum of 6 pieces of work and a square root of the remaining learner work. Should the EQA wish to sample further pieces of work to satisfy themselves of any themes or trends this should be available.

Total Entries

Total Sample Per assessment or portfolio

Up to 6 portfolios

All assessments should be sampled

7 – 20

50%, based on the criteria listed above

Above 20

25%, based on the criteria listed above

Unitised sample

All units submitted to be sampled for each assessor

Issuing Certificates

Following successful confirmation of the results by the EQA e-certificates and transcripts will be issued through the OTHM online certification portal. Paper based certificates can be ordered through the same portal for a fee.

The EQA process for **OTHM Diploma qualifications**

OTHM Level 3 Diploma in Beauty Therapy

OTHM Level 3 Diploma in Reflexology

OTHM Level 4 Diploma in Salon Management

Step 1

1. Registering learners
2. 8-10 weeks from the registration date you can request for an OTHM External Quality Assurer to be allocated to your Centre. This will be for an interim EQA check. You do this by emailing the following
3. A completed EQA request form
4. Learner List Grade Sheet to: eqa@othm.org.uk

Step 2

We will invoice you for the EQA request, please see fees [here](#). This will be 50% of the EQA normal fee.

Step 3

We will confirm correct completion of EQA request form/grade sheet/learner list and receipt of payment

Step 4

We will allocate an External Quality Assurer (EQA) within 2 working days of receipt of your EQA request and payment.

Step 5

We will ensure the EQA will liaise with you regarding a visit or remote verification to sample learners' work and assessment records within 2 days of allocation.

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All units submitted to be sampled for each assessor

pieces of work and a square root of the remaining learner work. Should the EQA wish to sample further pieces of work to satisfy themselves of any themes or trends this should be available.

Once the interim EQA is completed you go through the normal process. When the qualification is completed, and learners' portfolios are ready you eqa@othm.org.uk and pay the remaining 50% EQA fee.

Issuing Certificates

Following successful confirmation of the results by the EQA e-certificates and transcripts will be issued through the OTHM online certification portal. Paper based certificates can be ordered through the same portal for a fee.