Qualification Specification

GA Level 2 Award in Safeguarding Awareness for Cosmetic and Aesthetic Practitioners

(610/3584/1)

This GA qualification is delivered exclusively
in partnership with Skin Group International Ltd.

Section 1: Qualification Overview

1.1 Introduction

Gatehouse Awards (GA) qualifications are designed to give candidates the skills to be active in the modern labour market and progress in their career and/or into higher level study.

This qualification forms part of the Level 2 to Level 7 GA Aesthetic Pathway: Non-Surgical Aesthetic Procedures, which has been developed by GA in partnership with Skin College (a division of Skin Group International Ltd).

This document provides centre staff, candidates and employers with an overview of the qualification content as well as the assessment and quality assurance requirements for this qualification. Further information containing detailed assessment guidance is available to approved GA centres.

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This qualification is regulated by the Office of Qualifications and Examinations Regulations (Ofqual) in England and is part of the Regulated Qualifications Framework (RQF). All versions of this qualification are listed on the Register of Regulated Qualifications which is operated by Ofqual at http://register.ofqual.gov.uk.

1.2 Qualification Title, Qualification Number and Important Dates

Qualification Title and Level	Qualification Number	Operational Start Date	Operational Review Date
GA Level 2 Award in in Safeguarding Awareness for Cosmetic and Aesthetic Practitioners	610/3584/1	03/01/2024	Jan 2029

1.3 Qualification Aims and Objectives

This qualification is designed to enhance the learner's job prospects and provide the underpinning knowledge of safeguarding related to working with clients and colleagues in the cosmetic and aesthetic industry.

This qualification can be used flexibly to meet learner needs. Depending on the context of the learning and the needs of each individual learner, the qualification can:

- prepare individuals to progress to a qualification in a specific subject area at the same, or at a higher level, or a qualification requiring more specific knowledge, skills and understanding
- prepare learners for employment

- support a role in the workplace
- encourage engagement in learning

Where candidates wish to enter the cosmetic and aesthetic sector, this qualification can be used to provide a foundation of underpinning knowledge in safeguarding awareness and enable progression within their chosen discipline.

In the GA Level 2 Award in Safeguarding Awareness for Cosmetic and Aesthetic Practitioners, candidates will develop their understanding of safeguarding in the context of cosmetic and aesthetic practice in order to safeguard the physical and emotional wellbeing of their clients, themselves and their colleagues.

1.4 Qualification Structure and Overview: Title, GLH, TQT, Level and Credit Value

The structure of this qualification is as follows:

GA Level 2 Award in Safeguarding Awareness for Cosmetic and Aesthetic Practitioners (610/3584/1)				
Mandatory Units	Unit Reference	Credits	GLH*	Study Time**
1. Safeguarding Awareness for Cosmetic and Aesthetic Practitioners	Y/650/9494	3	20	10
		Total Credits 3	Total GLH* 20	TQT** 30

*Guided Learning Hours (GLH): Definition

The activity of a learner in being taught or instructed by – or otherwise participating in education or training under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

**Total Qualification Time (TQT): Definition

The number of Guided Learning Hours assigned, plus an estimate of the number of study hours a candidate will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike Guided Learning, not under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training.

The number of study hours a candidate is expected to undertake in order to complete each unit is expressed in the 'Study Time' above. This, including the GLH, provides the Total Qualification Time, or TQT, and represents an estimate of the total amount of time that could reasonably be expected to be required in order for a candidate to achieve and demonstrate the achievement of the level of attainment necessary for the award of this qualification.

The estimates for Guided Learning Hours and Total Qualification Time above have been produced with due regard to information gathered from those with experience in education and training and is in line with guidance published by Ofqual on the allocation and expression of Total Qualification Time and Guided Learning Hours.

Level

The qualification within this specification is designated at Level 2 on the Regulated Qualifications Framework (RQF) according to the Level Descriptors for knowledge and understanding, which build on those used within the Qualifications and Credit Framework (QCF) and the European Qualifications Framework (EQF). This means that this qualification is considered by GA to lead to the outcome as follows:

Achievement at Level 2 reflects the ability to select and use relevant knowledge, ideas, skills and procedures to complete well-defined tasks and address straightforward problems. It includes taking responsibility for completing tasks and procedures and exercising autonomy and judgement subject to overall direction or guidance.

1.5 Rules of Combination

There is one mandatory unit within this qualification.

There are no further rules of combination.

1.6 Intended Audience

This qualification is ideal for learners who work in, or intend to enter, a role in cosmetic and/or aesthetic practice.

It is an ideal qualification for adult learners progressing through the GA Aesthetic Pathway: Non-Surgical Aesthetic Procedures.

1.7 Age and Entry Requirements

This qualification is intended for learners aged 16 and above.

Due to the nature of the qualification content, those undertaking the qualification must also have a proficient level of English and maths.

We recommend that learners hold, or are working towards, formal English language and maths qualifications of at least Level 2, e.g.

- GCSE English Language and maths (A*- C / Grade 4 or above), or equivalent

There are no further entry requirements.

If English is not the learner's first language, an English language level of International English C1 (CEFR) is required.

Applicants must demonstrate an ability to study at Level 2. It is therefore recommended that prior to commencing a programme of study leading to this qualification, learners receive detailed advice and guidance from the training provider in order to ensure the programme and qualification will meet their needs.

1.8 Recognition of Prior Learning and Transfer of Credits

Recognition of Prior Learning (RPL) is a method of assessing whether a learner's previous experience and achievements meet the standard requirements of a GA qualification, prior to the learner taking the assessment for the qualification, or part of the qualification, they are registered for.

Any prior learning must be relevant to the knowledge, skills and understanding which will be assessed as part of that qualification, and GA will subsequently amend the requirements which a learner must have satisfied before they are assessed as eligible to be awarded the qualification.

Where there is evidence that the learner's knowledge and skills are current, valid and sufficient, the use of RPL may be acceptable for recognising achievement of assessment criteria, learning outcome or unit(s), as applicable. The requirement for RPL in such instances must also include a consideration of the currency of the knowledge gained by the learner at the time they undertook the prior learning.

RPL cannot be guaranteed in instances where industry practice or legislation has significantly changed in the time since the prior learning was undertaken / a previous award was issued.

1.9 Reasonable Adjustments and Special Considerations

Assessment for this qualification is designed to be accessible and inclusive. The assessment methodology is appropriate and rigorous for individuals or groups of learners.

If you have learners with particular needs you should refer to the GA Candidate Access Policy, available on the GA website, which contains information about Reasonable Adjustments and Special Considerations. This policy document provides centres and centre staff with clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the qualification.

1.10 Relationship to Other Qualifications & Progression Opportunities

This qualification forms part of the GA Aesthetic Pathway: Non-Surgical Aesthetic Procedures.

The Pathway consists of a spiral curriculum and provides a progressive suite of knowledge and practical skills-based qualifications, designed to build the essential skills and competencies of learners who currently, or aspire to, work in the aesthetic sector, predominantly in a clinical

working environment. Progression through the Pathway deepens and integrates learning and deals with issues in an increasingly complex way as the level of qualification undertaken increases.

All qualifications within the Pathway have been designed and developed in line with all relevant National Occupational Standards and with due regard to the standards and guidance of relevant regulatory and standard-setting bodies.

The GA Level 2 Award in Safeguarding Awareness for Cosmetic and Aesthetic Practitioners is an ideal qualification from which a learner might progress onto higher level study or higher level practical occupational training or employment or self-employment.

1.11 Language of Assessment

This qualification is offered in English. Further information concerning the provision of qualification and assessment materials in other languages may be obtained from GA.

1.12 Grading and Recording Achievement

All learning outcomes and assessment requirements must be met before a learner can be considered having achieved this qualification.

This qualification is not graded on a scale. Learners are assessed as Pass or Fail. Learners who aren't successful can resubmit work within the registration period.

1.13 Qualification Availability

This qualification is available in the UK and internationally. If you would like further information on offering this qualification, please contact us. Our contact details appear on our website, www.gatehouseawards.org

Section 2: Qualification Delivery, Assessment & Quality Assurance Model

2.1 Teaching and Learning Requirements

Courses leading to this qualification can consist of e-learning, distance learning or classroom-based courses offered through GA approved centres.

Learners must have suitable access to teaching staff as well as technical support. Specialist staff, high quality learning materials and access to assessment opportunities are essential.

Further details and guidance on the content of teaching and learning can be accessed via the Ark (GA's online Learner Management System, available to all GA Approved Centres).

2.2 Assessment & Quality Assurance Model

This qualification is an externally-assessed qualification. This means that learners submit work online and it is externally assessed and moderated by GA staff.

Where learners have achieved the learning outcomes and qualification requirements, the centre is NOT required to provide further evidence or assessment and internal moderation records.

Detailed information is available for the component unit (or units) of this qualification in Section 4 below.

2.3 Assessment Requirements

Candidates are expected to complete the online e-assessment.

Candidates are assessed as pass or fail.

Candidates are provided with a period of 24 weeks to complete and submit all the activities within their e-assessment.

Where a candidate does not pass on their first submission, they will be provided with an opportunity to complete the assessment again and re-submit their work for assessment.

2.4 Registering Candidates and Unique Learner Numbers (ULNs)

Learners must be registered through the Ark, the GA online Learner Management System. Each approved GA centre is provided with a user account to allow approved staff access to the online system. Each approved GA centre is provided with a user account to allow approved staff access to the online system.

Owing to the Total Qualification Time of this qualification, the validity period of registrations made will be 24 weeks. Should a learner not have achieved in the timescale, a new registration is required.

Where the Unique Learner Number (ULN) of a candidate is known, this should be provided at the point of registration in order for GA to issue updates to the Learner Record Service.

2.5 ID Requirements

It is the responsibility of the centre to have systems in place to confirm each learner's identity.

Learners are required to declare that all work submitted for assessment is their own work.

2.6 Record Keeping

Records of learner's details, their work and any records of Reasonable Adjustments, Special Considerations and records containing learners' personal details must be kept by the centre in line with the Data Protection Act 2018 (including GDPR and all relevant privacy regulations) for a minimum of 2 years. All records must be easily retrievable and made available to GA or the Regulator upon request.

Portfolios must be retained until the following External Quality Assurance visit to allow them to be sampled. Following external moderation and the award of a qualification by GA, centres may return portfolios to learners.

Records of all internal quality assurance and moderation activity undertaken must be kept and made available to GA upon request.

2.7 Quality Assurance Requirements

GA is committed to providing a high level of quality assurance for this qualification, including a thorough the centre and qualification approval process, external assessment and moderation and visits to centres to conduct quality assurance monitoring.

These activities will focus on ensuring that the centre continues to meet the Centre Approval Criteria and that:

- the management arrangements at the centre are sufficient
- staff and physical resources are in place and sufficient
- the centre has appropriate policies and procedures in place
- the delivery and internal quality assurance arrangements are sufficient
- record keeping and administrative arrangements meet requirements
- any actions have been carried out by the centre

Through the above activities, GA will provide centres with support, advice and guidance relating to the delivery, assessment and quality assurance of this qualification.

Section 3: Staff and Resource Requirements for Centres

In order to deliver this qualification, a centre must ensure that they have the following resources in place.

3.1 General Staff Requirements

The knowledge and experience of all staff involved in the delivery and quality assurance of this qualification will be considered during the approval and re-approval process and at EQA visits.

Centres must ensure that they hold up-to-date and detailed information about their staff and must make records available to GA upon request. The information GA expects the centre to hold for each member of staff includes, as a minimum:

- current up to date CV
- copies of relevant qualification certificates
- relevant and up to date CPD (Continuous Professional Development) records

Centres must ensure that there are an adequate number of staff members to provide a safe environment for learners and clients.

Centres must also ensure that they have the management and administrative staffing arrangements in place which are suitable to support the registration of learners and the receipt of results and certificates.

3.2 Requirements for Teachers

Those involved in delivering training to candidates working towards this qualification must have knowledge and competency in the subject as well as knowledge and competency to train based on qualifications and experience.

It is the centre's responsibility to ensure that all staff involved in the delivery and assessment of these qualifications are suitably qualified.

Teachers must:

- hold a recognised teaching or training qualification
- hold evidence of relevant teaching experience in an education or training context
- have access to appropriate guidance and support
- participate regularly in continuing professional development activities and be able to evidence contemporaneous proficiency and the requirements of the *GA Continuing Professional Development (CPD) and Revalidation for Centre Staff*.
- have up-to-date working knowledge and experience of the subject being delivered

Teachers may be working towards a relevant equivalent teaching qualification under the guidance of a suitably qualified and experienced teacher.

3.3 Venue Requirements

When training premises are used in the delivery of teaching and assessment of this qualification, centres should, wherever possible, provide suitable access in line with Disability Discrimination, Diversity & Equality law and regulations and any other regulations which apply.

The centre must maintain up-to-date health and safety policies and procedures to maintain client, learner, staff and visitor safety at all times.

3.4 Equipment

Centres must ensure that all products and equipment used in the delivery and assessment of this qualification must be authorised by GA and confirmed as fit for purpose and compliant with current Health and Safety legislation and any other relevant regulations. This will be considered at approval and during the on-going monitoring of centres.

Where specific products and equipment is required for the delivery and assessment of a GA qualification, the suitability of the products and equipment at the centre will be considered during the centre and qualification approval process and at External Quality Assurance Visits.

3.5 Teaching and Learning Resources

Whether delivering a programme of learning as a classroom-based or e-learning course, centres must ensure that their teaching and learning resources are high quality and are relevant, up-to-date and of industry standard, in order to allow learners to adequately prepare for assessment. This will be considered at approval and during the on-going monitoring of centres.

All delivery and assessment resources should be inclusive of the principles of equality and diversity and the safeguarding of learners.

3.6 Results and Certification

Once the candidate has submitted the e-assessment materials, their work is marked by GA staff.

The results are available for authorised centre staff to view on the Ark, typically within 10 working days. Results enquiries should only be submitted in instances where the timescales for issuing results have been exceeded.

Certificates will automatically be issued to candidates who have met the requirements for the full qualification they are registered for. If a candidate has failed one or more units, a

Notification of Results will be issued informing the candidate of which units they have achieved / not achieved.

Certificates will only be issued to learners who have achieved sufficient credits and met the rules of combination for the qualification they are registered for. If a learner has not achieved sufficient credits or failed to meet the rules of combination, the qualification certificate will not be issued. Certificates are usually issued within 10 working days of the award of the qualification.

The qualification certificate will indicate both the title and the level at which the qualification is achieved.

Replacement certificates are available upon request.

Amendments to certificates are available upon request but may require the centre to provide evidence of the need for any amendment (e.g. learner proof of identification) and will involve the return of the original certificate. Replacements and amendments may incur an additional charge.

3.7 Direct Claims Status (DCS)

Direct Claim Status is not available for this qualification.

3.8 Appeals and Enquiries

GA has an appeals procedure in accordance with the arrangements for regulated qualifications.

General enquiries can be made at any time and should be directed to a GA Centre Administrator.

3.9 Ongoing Support

There are a number of documents on the GA website that centres and learners may find useful: www.gatehouseawards.org. The website is updated regularly with news, information about GA qualifications, sample materials, updates on regulations and other important notices.

Within the centre, a named Examinations Officer is responsible for ensuring that all information and documents provided to centre staff and learners are correct and up to date.

GA must be kept up to date with contact details of all changes of personnel so centres can be provided with the best level of support and guidance.

At the time of approval, centres are assigned a designated Centre Administrator who is their primary point of contact for all aspects of service or support.

Learners should always speak to a member of staff at the centre for information relating to GA and our qualifications prior to approaching GA directly.

Contact details for GA can be found on the GA website www.gatehouseawards.org.

Section 4: Unit Specifications

Level 2 Award in Safeguarding Awareness for Cosmetic and Aesthetic Practitioners (610/3584/1)

Mandatory Unit		GLH	Level	Credits	Unit Reference
1	Safeguarding Awareness for Cosmetic and Aesthetic Practitioners	20	2	3	Y/650/9494
In this unit, learners will develop their understanding of key safeguarding concepts and the relevance of safeguarding in the cosmetic and aesthetic industry, potential safeguarding concerns and how to address safeguarding concerns. Learners will also develop their understanding of how to protect themselves and colleagues in cosmetic and aesthetic practice.					

Learning Outcomes The learner will	Assessment Criteria The learner can
1. Understand the relevance of safeguarding to the cosmetic and aesthetic industry	1.1 Outline the meaning of 'safeguarding'
	1.2 Outline the safeguarding role and responsibilities for aesthetic practitioners
	1.3 Outline the principles surrounding information sharing, including when to break confidentiality
	1.4 Explain the importance of professional boundaries and signposting clients to appropriate support
	1.5 Outline the legislation and regulatory requirements relevant to safeguarding
	Indicative content
	Definition of safeguarding; Care Quality Commission definition of safeguarding; safeguarding in the context of aesthetic practice; the safeguarding role and responsibilities in the aesthetic industry; prioritising safety and physical and emotional wellbeing; awareness of clients' emotional wellbeing and mental health; identifying and reporting concerns about safety; the importance of reporting safeguarding concerns about children and adults; duty of care to report concerns; sharing and disclosing information; gaining consent to share information; when to break confidentiality; principles of

	information sharing; signposting; professional boundaries and signposting to appropriate support; ethical, legislative and regulatory requirements for safeguarding in aesthetic practice; legislation relevant to safeguarding; licensing requirements and safeguarding;
2. Understand potential safeguarding concerns in cosmetic and aesthetic practice	2.1 Describe types of potential safeguarding concerns
	2.2 Identify signs of potential safeguarding concerns
	2.3 Identify potential signs of abuse or neglect in aesthetic clients
	2.4 Explain factors involving safeguarding children under the age of 18
	2.5 Outline the safeguarding risks relating to unethical marketing and social media content
	Indicative content
	Safeguarding challenges in aesthetic practice; safeguarding concerns and client consultation; mental health issues; over-treatment or inappropriate treatment; substance abuse; vulnerable adults; online vulnerabilities; online vulnerabilities; physical abuse; emotional abuse and coercive control; undue pressure; coercion by third parties; extremism and radicalisation; signs of a safeguarding concern; physical indicators; psychological signs; behavioural shifts; verbal disclosures; identifying signs of safeguarding concerns; stalking and harassment; safeguarding children under the age of 18; legislative requirements for children and aesthetic practice; age verification measures; advertising and under 18s; safeguarding risks of unethical marketing and social media content; ethical marketing and social media.
3. Understand how to address safeguarding concerns in cosmetic and aesthetic practice	3.1 Outline the importance of client-centred care for safeguarding
	3.2 Describe best practice when responding to safeguarding issues
	3.3 Outline when and how to refuse or delay treatments due to safeguarding concerns
	3.4 Identify sources of information, advice, guidance and support for safeguarding

	3.5 Outline how to report suspected or actual abuse or neglect
	Indicative content
	How to address safeguarding concerns; client centred care and safeguarding; benefits of client centred care; effective client consultation; safeguarding throughout treatments and aftercare; Best practice when responding to safeguarding issues; strategies when responding to safeguarding concerns; positive communication when dealing with a safeguarding concern; listening techniques; active listening; appropriate behaviour and language; language to avoid; refusing or delaying treatment due to safeguarding concerns; strategies to refuse or delay treatment; sources of information, advice, guidance and support; general practitioner; social services; local and national charities; support groups; finding sources of help and support; training and CPD; reporting suspected or actual abuse or neglect; reporting to social services.
4. Understand how to protect self and colleagues in cosmetic and aesthetic practice	4.1 Outline how to maintain safety of self and colleagues
	4.2 Outline how to maintain emotional wellbeing of self and colleagues
	Indicative content
	Safety in different types of working environments; teams; managing staff; lone working; physical safety; PPE; hygiene; emergency procedures; personal safety; digital safety; cyber threats; preventing data breaches; reputational damage; use of social media platforms; safety and confidentiality; maintaining professional reputation and boundaries; ensuring emotional wellbeing online; protection against accusations; documentation, communication and procedural strategies; Maintaining the emotional wellbeing of self and colleagues; navigating the emotional aspects of client relationships; handling difficult and emotionally challenging situations with clients; managing the potential emotional aftermath of handling safeguarding disclosures; self-care strategies; stress management; support networks; mental health support.

Document Specification:					
Purpose:	To detail the specification of the GA Level 2 Award in Safeguarding Awareness for Cosmetic and Aesthetic Practitioners (610/3584/1) qualification.				
Accountability:	GA Governing Body		Responsibility:	GA Compliance Manager	
Version:	1.0	Effective From:	Jan 2024	Indicative Review Date:	Jan 2029
Links to Ofqual GCR:	E3; G6; G7; H2	Other relevant documents:	GA Centre Handbook GA Candidate Access Policy GA Malpractice & Maladministration Policy GA Syllabus, Assessment & Internal Moderation Handbook (specific units for this qualification) GA Continuing Professional Development (CPD) and Revalidation for Centre Staff. GA CASS & General Moderation Policy.		