



VTC1



Beauty Apprenticeship Standards

FAIR | CONSISTENT | RELIABLE





Welcome

Thank you for your interest in VTCT's new Beauty Professional Apprenticeship Standards.

VTCT is a market-leading Awarding and End-point Assessment Organisation (EPAO) offering Apprenticeships and End-point assessments in the new Hair Professional Standard and Beauty Professional standards.

Combined, VTCT has over 2,000 approved centres in over 40 countries across the world. Offering award-winning resources as part of your fee such as ManageAssess, Pivot Point LAB and Smart End Point Assessment (SEPA), you can be sure of a world-class service when you choose VTCT as your Apprenticeship or EPAO provider.

The Beauty Professional Standards offer three separate career routes into the beauty industry via an industry developed apprenticeship.

The available options are;

- **Beauty Therapist**
- **Nail Services Technician**
- **Beauty and Make-up Consultant**

For more information about VTCT's Apprenticeships or the End-point Assessment (EPA) process, please

visit: **www.vtct.org.uk/apprenticeships**

email: **customersupport@vtct.org.uk**

call: **+44 (0) 23 8068 4500**

The Beauty Industry

A Beauty Professional, whether a Beauty Therapist, Nail Services Technician or Beauty and Make-up Consultant, works in one of the largest and most trusted industries in the UK.

According to the latest empirical research, the Hair and Beauty industry generates over £6.2 million for the UK economy, and this is projected to grow over the coming years.

The working environments can vary from; a small independent salon, a large exclusive Spa or nail bar to working with theatre or film production companies around the world. A beauty professional will need to show willingness and a determination to learn and offer best in class services in their chosen career.

Most importantly, they act with professionalism, without supervision and observe safe working practices to a high level.

There are three distinct occupational standards each requiring highly skilled practitioner to deliver the specific areas of specialism in the workplace environment.

All three standards are independent and apprentices must be able to carry out detailed and confident consultations with clients, choose the most appropriate services and products, and ensure they deliver an outstanding service to their clients.

With VTCT an apprentice can study;

- **VTCT Level 2 Diploma for Beauty Professionals (Beauty Therapist) - BT2D16**
- **VTCT Level 2 Diploma for Beauty Professionals (Nail Services Technician) - BT2D18**
- **VTCT Level 2 Diploma for Beauty Professionals (Beauty and Make-up Consultancy) - BT2D17**





There are three stages to achieving an Apprenticeship Standard



On-programme

The main role of the on-programme stage is to teach the apprentice everything they need to know to enable them to do the job they love.

The qualification is a mandatory part of the on-programme stage of the apprenticeship. The qualification will cover all of the knowledge, skills and behaviours of the job that the apprentice is studying.

During the on-programme stage of the apprenticeship, the apprentice must have at least 20% off-the-job training; this is where the apprentice undertakes appropriate and meaningful work to support their personal development within their chosen profession.



The gateway

The gateway is an important review point between the two core stages of the apprenticeship.

At the gateway, the employer, in consultation with the apprenticeship provider, allows the apprentice to enter this stage when the apprentice has passed their on-programme qualification and has achieved the other gateway requirements.



End-point Assessment

The End-point Assessment (EPA) must be conducted by an independent Apprenticeship Assessor (AA).

The Apprentice's EPA plan must detail the knowledge, skills and experience as specified within the Assessment Plan.

The AA must be independent and will make the final grading decisions, subject to moderation by the End-point Assessment Organisation.

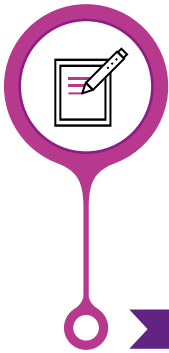
Your EPA must be designed so that no organisation or individual connected to the apprentice (or who has been involved in the management or training of the apprentice) can be their assessor.

Upon passing the EPA, the EPAO, with the apprentice's permission, will claim the apprenticeship certificate directly from the Institute for Apprenticeships and Technical Education. The certificate will be sent directly to the employer who will present it to the apprentice.

If an apprentice fails the EPA, they do have the opportunity to re-sit the EPA. The report provided by the Apprenticeship Assessor (AA) will assist with development needs of the apprentice between EPA attempts.

Beauty Professional Apprenticeship Standard Timeline

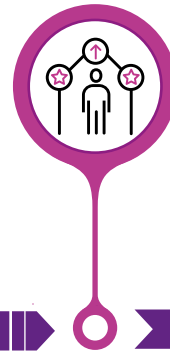
Registration for On-programme Qualification



Completion of On-programme Stage



Gateway



12 – 15 months

3 business days

Completion of On-programme Stage

The on-programme stage is a minimum of **12 months** or **15 months** dependant on the standard being studied

BT2D16 - VTCT Level 2 Diploma for Beauty Professionals (**Beauty Therapist**) - 15 Months

BT2D18 - VTCT Level 2 Diploma for Beauty Professionals (**Nail Services Technician**) -- 12 months

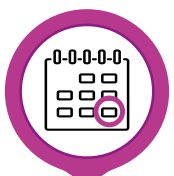
BT2D17 - VTCT Level 2 Diploma for Beauty Professionals (**Beauty and Make-up Consultant**) – 12 months

Gateway Stage

You must upload the following to SEPA*:

- A signed Gateway Declaration to agree the apprentice is ready for their EPA
- Certificate of Achievement for the on-programme qualification
- Evidence of maths & English attainment

Book End-point Assessment



30 business days

To book an EPA you must allow 30 days from passing gateway

End-point Assessment takes place



15 business days

An EPA report will be published in SEPA

In the event of a failed EPA, a new EPA date will need to be booked

EPA Results



Qualification Certification



Qualification Certification

Upon successful completion VTCT will request the Apprenticeship Certificate from the Institute for Apprenticeships and Technical Education. They will send this to the employer

* SEPA = Smart End-point Assessment is an online management solution for End-point Assessments





The Apprenticeship Levy

In 2017, the Government introduced a tax initiative to bridge the skills gaps in the UK workforce by encouraging businesses to employ apprentices. This tax is linked to an employer's pay-bill and is called the Levy.

To find out more, use our online guidance or contact the government employer helpline:

Phone: [08000 150600](tel:08000150600)

Email: nationalhelpdesk@apprenticeships.gov.uk

Web: www.gov.uk/take-on-an-apprentice/overview

Funded Apprenticeships

Non-levy paying employers will contribute 5% of the cost of an apprenticeship and the government will contribute 95% of the cost, in a co-investment arrangement.

Employers with fewer than 50 (49 or under) employees will pay no contribution if they take on an apprentice who is 16–18 years old,

or, 19–24 year olds (formerly in care or have an Education and Health Care plan) because they are fully funded by the government.

The government will contribute £2,000 towards the costs of all 16-18 year olds studying via an apprenticeship, providing £1,000 for the employer and £1,000 for the training provider.

The Beauty Apprenticeship Standards have been allocated the following Government funding:

| Standard | Level | Duration of apprenticeship | Funding |
|-------------------------------|-------|----------------------------|---------|
| Beauty Therapist | L2 | 15 months | £7,000 |
| Nail Services Technician | L2 | 12 months | £3,500 |
| Beauty and make-up consultant | L2 | 12 months | £3,000 |

For more info visit <https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work>





Literacy and Numeracy

English and maths play an important part of the new Beauty Professional Apprenticeship Standards.

As part of the process of passing the gateway review, the employer must agree that the apprentice:

- Is in their view, competent in the role and therefore ready to do the End-point Assessment
- Has achieved mandatory on-programme qualification
- Has achieved other specific requirements where these are listed in the assessment plan, such as English and maths

Before taking an End-point Assessment, the apprentice must have achieved a maths and English GCSE or equivalent. In the event of a fail they must produce evidence of an attempt.

Accepted evidence would be Qualification Certificates or a copy of the learner's Personal Learning Record (PLR).

For more information on this, please visit the ESFA funding rules at **<https://www.gov.uk/guidance/sfa-funding-rules>**

The Registration Fees

The On-programme stage of the Beauty Apprenticeship Standards consists of one of the following mandatory qualifications:

- **VTCT Level 2 Diploma for Beauty Professionals (Beauty Therapist) – BT2D16**
- **VTCT Level 2 Diploma for Beauty Professionals (Nail Services Technician) – BT2D18**
- **VTCT Level 2 Diploma for Beauty Professionals (Beauty and Make-up Consultant) - BT2D17**

VTCT, as an Awarding Organisation for these regulated qualifications, will take responsibility for the following:

- **External quality assurance of the qualification(s)**
- **Functional skills registrations (if applicable)**
- **Quality assurance of maths and English (if applicable)**
- **Issuing of the VTCT qualification certificate**

Registration fees for qualifications = £107

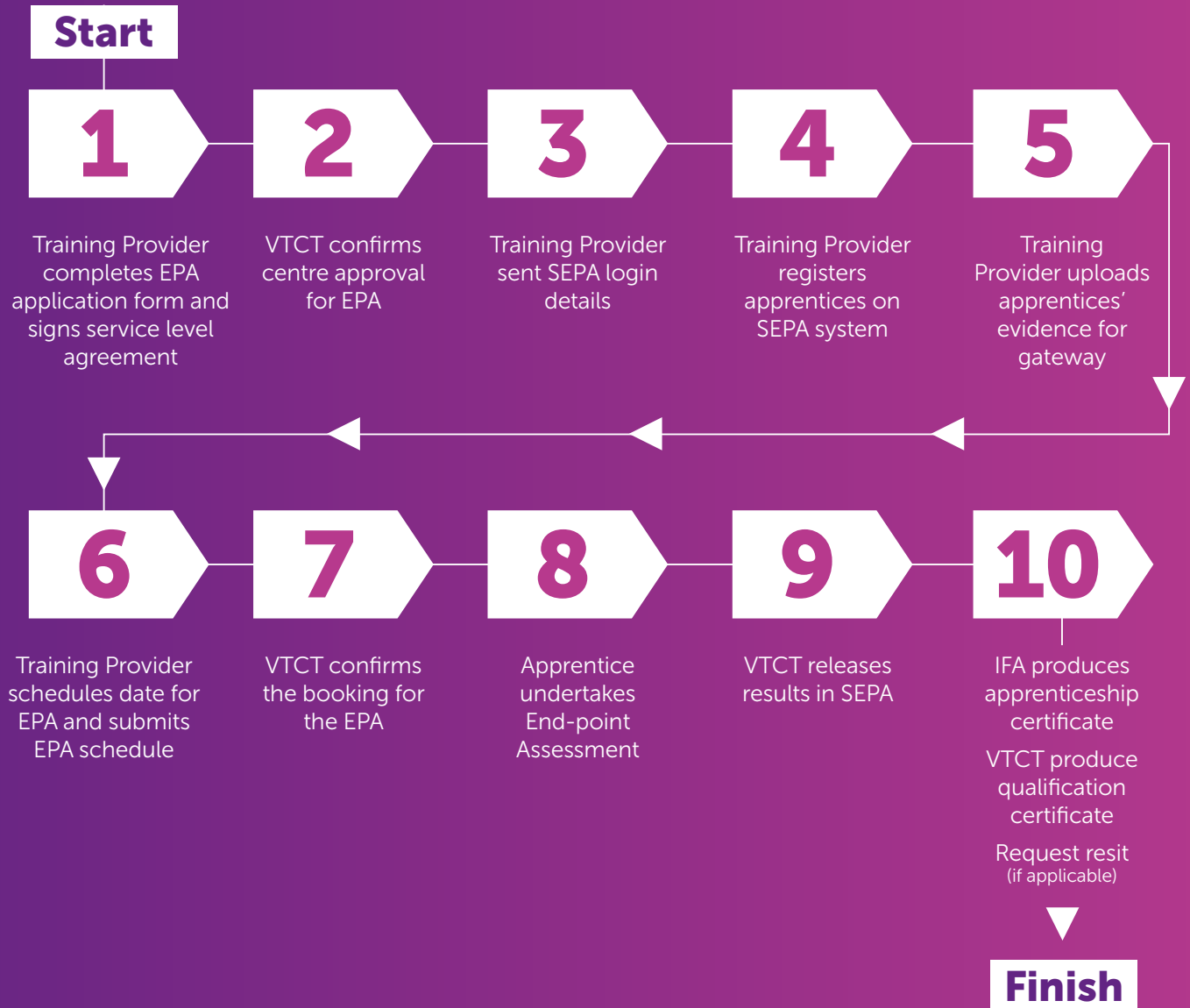
Included in the registration fees:

- **VTCT Level 2 Diploma for Beauty Professionals (Beauty Therapist) – BT2D16**
or
- **VTCT Level 2 Diploma for Beauty Professionals (Nail Services Technician) – BT2D18**
or
- **VTCT Level 2 Diploma for Beauty Professionals (Beauty and Make-up Consultant) - BT2D17**
- Any external quality assurance visits as deemed necessary
- Online examinations for mandatory units within the On-programme qualification
- ManageAssess – An e-portfolio assessment platform that allows you to track, manage and assess all your students' work effortlessly.
- Pivot Point LAB – A bespoke teaching and learning resource for beauty, nails and makeup with comprehensive content that allows for elevated classroom experiences.
- On-programme qualification certification



End-point Assessment Services

10-Step Process



End-point Assessment Services

VTCT is approved to offer the End-point Assessment for all Beauty Apprenticeship Standards and has set out the costs for the EPA (identified below).

The EPA cost is dependent on the number of apprentices undertaking an EPA within an

approved End-point Assessment centre, at any one time. The training provider will be invoiced for EPA services from the date of the EPA. Our invoice terms are 30 days.

| Total EPA Cost | | | |
|--------------------|------------------|--------------------------|--------------------|
| Number of Learners | Beauty Therapist | Nail Services Technician | Make-up Consultant |
| 1 | £700 | £700 | £650 |
| 2 | £850 | £850 | £775 |
| 3 | £1,000 | £1,000 | £900 |
| 4 | £1,100 | £1,100 | £1,000 |
| 5 | £1,200 | £1,200 | £1,100 |
| 6 | £1,300 | £1,300 | £1,200 |

Progression

VTCT has a wide range of qualifications that are suitable to study prior to undertaking an apprenticeship. This can be as part of a traineeship or as a stand-alone qualification.

Currently under development through the Institute of Apprenticeships and Technical Education are the Advanced Beauty Apprenticeship Standards.

This will become the natural progression from the Beauty Professional Standards once it is approved.

VTCT has a whole suite of level 3 qualifications to offer as progression opportunities to study post the Beauty Professional Standards.

| Level 2 Apprenticeship | Post Apprenticeship |
|--|---|
| Beauty Professional; <ul style="list-style-type: none">• Beauty Therapist• Nail Services Technician• Beauty and Make-up consultant | <ul style="list-style-type: none">• Advanced Beauty Apprenticeship Standards (in development) |





Resources

To find all of our resources and help documents about the Beauty Professional Standards, please visit:
<https://www.vtct.org.uk/find-a-qualification/>
and search for Beauty Therapist, Nail Services Technician or Beauty and Make-up Consultant.

For more information regarding VTCT's Beauty Apprenticeship offering, please visit:
www.vtct.org.uk/apprenticeships/



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