

# **VTCT Skills**

## Centre Qualification Requirements

Version 5

Information Classification: Public  
If printed this document becomes uncontrolled

## Contents

1. VTCT Centre Qualification Requirements .....	3
1.1. 1.1 General centre recommendations .....	3
2. Sector .....	3
2.1. 2.1. Hairdressing and Beauty .....	3
2.2. 2.2. Beauty, Nails and Spa Treatments .....	6
2.3. 2.3. Clinical.....	24
2.4. 2.4. Complementary Therapy.....	29
2.5. 2.5. Hairdressing and Barbering.....	33
2.6. 2.6. Sports, Active Health and Fitness.....	39
2.7. 2.7. Hospitality and Catering.....	61
2.8. 2.8. Health and Social Care.....	75
2.9. 2.9. Business and Customer Service .....	76
2.11. Other .....	86
2.12. Management & Team Leading.....	97
2.13. Recruitment .....	98
2.14. Teaching and Learning .....	100
2.15. Warehousing and Storage.....	101
2.16. Functional Skills.....	102
2.17. Apprenticeships.....	103
3. Related documents .....	109

## 1. VTCT Centre Qualification Requirements

### 1.1. General centre recommendations

While the centre is not expected to have the full range of specialist equipment for all sectors, you must have the equipment relevant to the Sectors and Categories you wish to offer, for your application to be approved.

Requirement	Evidence
<ul style="list-style-type: none"> <li>• Separate theory and practical rooms (or separated area within same room)</li> <li>• Sufficient appropriate facilities to accommodate the proposed learner numbers (theory and practical classes and appropriate changing areas, lockers, etc. (see further detail in relevant category section.)</li> <li>• A designated training facility, i.e. not in a house or hotel unless specifically and permanently used for training only</li> <li>• Sufficient cleaning equipment (cloths, dustpan, brushes etc.) and suitable and safe chemical mixing and storage facilities</li> </ul>	<p>Observation during the approval visit and photographic evidence and floor plan.</p>

## 2. Sector

### 2.1. Hairdressing and Beauty

Level	Category: Foundation tier	Staff requirements	Recommended Equipment Reuirements
Entry level 1-3	Hairdressing and Beauty	<p>It is recommended that teachers or assessors hold or are working towards an assessor or teaching qualification, although this is not a formal requirement.</p> <p>It is recommended that staff responsible for quality assurance within centres, hold an Internal Quality Assurance qualification,</p>	<p>All treatment/service areas must have hand washing facilities with hot and cold running water.</p> <p>Some units can be delivered in a classroom setting and some units must be delivered in a hair and/or beauty bespoke training salon or a realistic salon.</p>

		<p>although this is not a formal requirement.</p>	<p>Definition of a classroom – desks/work area, whiteboard/smart board, computers/access to internet, books, magazines and stationery resources.</p> <p>Requirements of a training salon – desks/work area, whiteboard/smart board, computers/access to internet, books and magazines, salon equipment.</p> <p>For hairdressing units – back/front basin, hood driers, work station, client chairs, wall/workstation mirror, work trolleys, back mirror, hair products, tools and small equipment, towels.</p> <p>For beauty units – stool/chair/couch, trolley/work surface, lined bin, bowl, mirrors, towels, products suitable for facials, manicures, pedicures and make-up.</p> <p>Requirements of the realistic salon to include:</p> <p>Reception area, back basins, hood driers, work stations, client chairs, wall/workstation mirrors, work trolleys, back mirrors, hair products, beauty products, beauty couches, beauty stools, screens (in beauty) tools and electrical equipment e.g. hair straighteners.</p>
--	--	---	--

<b>Level</b>	<b>Category: Combined Hairdressing and Beauty</b>	<b>Staff requirements</b>	<b>Recommended Equipment Reuirements</b>
Levels 1-2	Hairdressing and Beauty	Centres wishing to offer qualifications in this sector will need to meet the individual sector requirements outlined below for both Beauty, Nails and Spa/Complementary Therapy and Hair sectors.	
Level 2	Health Care	<p>All tutors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors require a relevant technical qualification at level 3 – (hairdressing/ barbering/sports/beauty). All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification, a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	Access to relevant text books and resources to effectively cover the syllabus.
Level 3-4	Salon Management	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors require a Level 4 Salon Management qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the</p>	<p>Access to relevant treatment equipment as detailed in syllabus, to include:</p> <p>Suitable classroom resources.</p>

		<p>assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	
--	--	--	--

## 2.2. Beauty, Nails and Spa Treatments

Level	Category: General beauty category	Staff requirements	Recommended Equipment Requirements
Level 1	Beauty Therapy	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors require a Level 2 Beauty Therapy qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Relevant treatment equipment as detailed in syllabus/specification, and to accommodate proposed learner numbers.</p>
Level 2	Beauty Therapy	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors require a Level 2 Beauty Therapy qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Magnifying lamps (1 between 2 learners),</p>

		<p>in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Steamers (1 between 2 learners), Brush Cleanse (1 between 2 learners), Wax pots (1 between 2 learners), 50% hot wax and 50% warm/cool wax), and couches and trolleys to accommodate proposed learner numbers.</p>
Level 2	Tanning Treatments	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors require a Level 2 Tanning qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Tent or application area with adequate ventilation and couches and trolleys to accommodate proposed learner numbers.</p>
<b>Level</b>	<b>Category: General beauty category</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 3	Beauty Therapy General	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors require a Level 3 Beauty Therapy qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Faradic, Galvanic, Micro-current, Vacuum Suction, Infra-Red lamp, Gyrotory massage machine (G5), audio sonic (1 of each machine between 2 learners) and couches</p>

		The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.	and trolleys to accommodate proposed learner numbers.
Level 3	Beauty (Face)	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors require a Level 3 Beauty Therapy qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Faradic, Galvanic, Micro-current, Vacuum Suction, High Frequency (1 of each machine between 2 learners) and couches and trolleys to accommodate proposed learner numbers.</p>
Level 3	Beauty (Body)	<p>All tutors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors require a Level 3 Beauty Therapy qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Faradic, Galvanic, Micro-current, Vacuum Suction, Infra-Red lamp, Gyrotory massage machine (G5), audio sonic (1 of each machine between 2 learners) and couches and trolleys to accommodate proposed learner numbers.</p>



<b>Level</b>	<b>Category: General beauty category</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 3	Microdermabrasion	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors require a Level 3 Microdermabrasion qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Microdermabrasion machines as appropriate to class numbers and couches and trolleys to accommodate proposed learner numbers.</p>
Level 3	Epilation	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors require a Level 3 Epilation qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Short Wave Diathermy and Blend machines (1 of each machine between 2 learners), 50% of equipment for Shortwave Diathermy and 50% for the Blend and couches and trolleys to accommodate proposed learner numbers.</p>
Level 3	Tanning Treatments	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p>

		<p>in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors require a Level 3 Tanning qualification. All tutors/assessors must hold a Level 3 Certificate in Assessing Vocational Achievement.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Tent or application area with adequate ventilation, tanning products and couches and trolleys to accommodate proposed learner numbers.</p>
<b>Level</b>	<b>Category: General beauty category</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 3	Access to Aesthetics Therapies	All tutors/assessors/quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include: facial steaming machines and equipment as appropriate to class numbers to practise sufficiently to meet all learning outcomes and assessment criteria, couches and trolleys to accommodate proposed learner numbers</p>
<b>Level</b>	<b>Category: Make up</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 1	Basic Make-up	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors require a minimum of Level 2 Make up qualification. All tutors/assessors</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p>

		<p>must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Make-up chairs/couches and trolleys to accommodate proposed learner numbers.</p>
--	--	--	---

Level	Category: Make up	Staff requirements	Recommended Equipment Requirements
Level 2	General make-up and Bridal make-up	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors/assessor require a Level 2 Make up qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Make-up chairs/couches and trolleys to accommodate proposed learner numbers.</p>
Level 2	Photographic Make-up	<p>All tutors/assessor and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors require a Level 2 Photographic make-up qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Make-up chairs/couches and trolleys to accommodate proposed learner numbers.</p>

		The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.	
Level 3	Media or Photographic Make-up	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors require a Level 3 Media or Photographic Make-up qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Make-up chairs/couches and trolleys to accommodate proposed learner numbers.</p>
<b>Level</b>	<b>Category: Make up</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2-3	Hair and Make-up	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a Level 3 Hair and Make-up qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Make-up chairs/hair stations/couches and trolleys to accommodate proposed learner numbers.</p>
Level 3	Beauty Therapy Make-up	All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to</p>

		<p>Tutors/assessors require a Level 3 Make-up qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>carry out treatments, to include:</p> <p>Make-up chairs/couches and trolleys to accommodate proposed learner numbers.</p>
Level 3	Airbrushed Make-up	<p>All tutors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors require a Level 3 Airbrushed Make-up Qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Couches, trolleys, Airbrush guns compressors, chairs, trolleys, brushes and stencils to accommodate proposed learner numbers.</p>
<b>Level</b>	<b>Category: Make up</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 3	Special Effects Make-up	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors require a Level 3 Special Effects Make-up qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Make-up chairs/couches and trolleys to accommodate proposed learner numbers.</p>

		The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.	
Level 3	Asian Bridal Make-up	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors require a Level 3 Asian Bridal Make-up qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Make-up chairs/couches and trolleys to accommodate proposed learner numbers.</p>

Level	Category: Nails	Staff requirements	Recommended Equipment Requirements
Level 1	Nail Art	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors require a Level 2 Nail Art qualification as a minimum. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Chairs/couches and trolleys to accommodate proposed learner numbers.</p>

Level 1	Nail Technology	<p>All tutors/assessor and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a Level 2 Nail technology qualification as a minimum. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Chairs/couches and trolleys to accommodate proposed learner numbers.</p>
Level 2	Nail Technology	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors/assessor require a Level 2 Nail Technology qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>UV lamps (1 between 2 learners), chairs/couches and trolleys to accommodate proposed learner numbers.</p>
<b>Level</b>	<b>Category: Nails</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2	Nail Art	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors/assessors require a Level 2 Nail Art qualification. All tutors/assessors must hold or be working towards a Level</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Nail art products, chairs/couches and</p>

		<p>3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>trolleys to accommodate proposed learner numbers.</p>
Level 3	Nail Technology	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors/assessors require a Level 3 Nail Technology qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>UV lamps (1 between 2 learners), chairs/couches and trolleys to accommodate proposed learner numbers.</p>

Level	Category: Spa Treatments	Staff requirements	Recommended Equipment Requirements
Level 3	Spa Treatments (links can be made with local spas for practical tuition)	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors/assessors require a Level 3 Spa Treatments qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Hydrotherapy bath/pool, steam and sauna facilities, and an area suitable for body wraps, masks, sea water and seaweed treatments, chairs/couches and</p>



		The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.	trolleys to accommodate proposed learner numbers.
<b>Level</b>	<b>Category: Non-Medical Aesthetic Treatments (verified)</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 4	Beauty Therapy	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require an appropriate Level Beauty Therapy qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Access to relevant equipment as detailed in syllabus and Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Couches and trolleys to accommodate proposed learner numbers, access to relevant text books and resources to effectively cover the syllabus.</p>

<b>Level</b>	<b>Category: Non-Medical Aesthetic Treatments (verified)</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 4	Laser & Intense Pulsed Light Treatments	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a Level 4 Laser and IPL qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Intense pulsed light and laser equipment as appropriate to class numbers in order to practice sufficiently to meet all learning outcomes and assessment criteria of the qualification. A minimum</p>

		Award in the Internal Quality Assurance of Assessment Processes and Practice.	of couches and trolleys to accommodate proposed learner numbers.
Level 4	Skin Blemish Removal	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors must be an experienced Skin Blemish Removal practitioner with 3 years' experience and or hold a Level 4 in Skin Blemish Removal Qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Diathermy equipment (1 between 2 learners).</p>

Level	Category: Non-Medical Aesthetic Treatments (verified)	Staff requirements	Recommended Equipment Requirements
Level 4	Micro-blading	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors must be an experienced Micro-blading practitioner with 3 years' experience and or hold Level 4 Micro-blading Qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Micro-blading equipment as appropriate to class numbers to practise sufficiently to meet all learning outcomes and assessment criteria, couches and trolleys to accommodate proposed learner numbers.</p>

		The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.	
Level 4	Micro-Pigmentation	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors must be an experienced Micro-Pigmentation practitioner with 3 years' experience and or hold Level 4 Micro-Pigmentation Qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Micro-Pigmentation machines and equipment as appropriate to class numbers to practise sufficiently to meet all learning outcomes and assessment criteria, couches and trolleys to accommodate proposed learner numbers.</p>

Level	Category: Non-Medical Aesthetic Treatments (examined)	Staff requirements	Recommended Equipment Requirements
Level 4	Radio Frequency	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors must be an experienced Radio Frequency practitioner with 3 years' experience and or hold a Level 4 in Radio Frequency.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Radio frequency equipment as appropriate to class numbers to practise sufficiently to meet all learning outcomes and assessment criteria of the qualification. A minimum of 1 couch and 1 trolley per learner.</p>
Level 4	Skin Needling	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p>

		Tutors/assessors must be an experienced Skin Needling practitioner with 3 years' experience and or hold a level 4 in Skin Needling.	Skin needling equipment as appropriate to class numbers to practise sufficiently to meet all learning outcomes and assessment criteria of the qualification. A minimum of 1 couch and 1 trolley per learner.
Level 4	Skin Peeling	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutor/assessors must be an experienced Skin Peeling practitioner with 3 years' experience and or hold a Level 4 in Skin Peeling.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Access to skin peeling treatment products as detailed in the specification and as appropriate to class numbers to practise sufficiently to meet all learning outcomes and assessment criteria. A minimum of 1 couch and 1 trolley per learner.</p>
Level 4	Ultrasound	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors must be an experienced Ultrasound practitioner with 3 years' experience and or hold a Level 4 in Ultrasound.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Ultrasound treatment equipment as appropriate to class numbers to practise sufficiently to meet all learning outcomes and assessment criteria of the qualification. A minimum of 1 couch and 1 trolley per learner.</p>
<b>Level</b>	<b>Category: Non-Medical Aesthetic Treatments (examined)</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 4	Dermaplaning	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors must be an experienced Dermaplaning practitioner with 3 years' experience and or hold a Level 4 in Dermaplaning Qualification.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Scalpels, holders and safe disposal units appropriate to class numbers to practice sufficiently to meet all learning outcomes and assessment</p>

			criteria, couches and trolleys to accommodate proposed learner numbers.
Level 4	Scalp micro-pigmentation	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors must be an experienced Scalp Micro-Pigmentation practitioner with 3 years' experience and or hold Level 4 Scalp Micro-Pigmentation Qualification.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Micro-Pigmentation machines and equipment as appropriate to class numbers to practise sufficiently to meet all learning outcomes and assessment criteria, couches and trolleys to accommodate proposed learner numbers</p>
Level 4	High Intensity Focused Ultrasound (HIFU)	<p>All tutors/assessors/quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors must be an experienced High Intensity Focused Ultrasound practitioner with 3 years' experience and or hold Level 4 High Intensity Focused Ultrasound Qualification.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>HIFU machines and equipment as appropriate to class numbers to practise sufficiently to meet all learning outcomes and assessment criteria, couches and trolleys to accommodate proposed learner numbers</p>

<b>Level</b>	<b>Category: Non-Medical Aesthetic Treatments (examined)</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 4	Core of Knowledge for laser and Light Devices	All tutors/assessors/quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.	Suitable classroom resources to effectively cover the syllabus
Level 4	Plasma Pen Techniques	<p>All tutors/assessors/quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors must be an experienced Plasma Pen Techniques practitioner with 3 years' experience and or hold Level 4 Plasma Pen Techniques Qualification</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Plasma pen tools, appropriate products and associated equipment as appropriate to class numbers, to practise sufficiently to meet all learning outcomes and assessment criteria, couches and trolleys to accommodate proposed learner numbers.</p>
Level 5	Micropigmentation for Camouflage and Restoration	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors must be an experienced Camouflage and Restoration Micro-Pigmentation practitioner with 3 years' experience and or hold Level 5 Camouflage and Restoration Micro-Pigmentation Qualification.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Micro-Pigmentation machines and equipment as appropriate to class numbers to practise sufficiently to meet all learning outcomes and assessment criteria, couches and trolleys to accommodate proposed learner numbers.</p>

<b>Level</b>	<b>Category: Non-Medical Aesthetic Treatments (examined)</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 5	Skin Peeling	<p>All tutors/assessors/quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors must be an experienced Skin Peeling practitioner with 3 years' experience and or hold Level 5 Skin Peeling qualification.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Skin peeling products and associated tools and equipment as appropriate to class numbers, to practise sufficiently to meet all learning outcomes and assessment criteria, couches and trolleys to accommodate proposed learner numbers</p>
Level 5	Radio Frequency Needling	<p>All tutors/assessors/quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors must be an experienced Radio Frequency Needling practitioner with 3 years' experience and or hold Level 5 Radio Frequency Needling qualification.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Machines and associated tools and equipment as appropriate to class numbers, to practise sufficiently to meet all learning outcomes and assessment criteria, couches and trolleys to accommodate proposed learner numbers</p>
Level 6	Mesotherapy Treatments	<p>All tutors/assessors/quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors must be an experienced Mesotherapy practitioner with 3 years' experience and or hold Level 6 Mesotherapy Qualification.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Mesotherapy products and associated tools and equipment as appropriate to class numbers,</p>

			to practise sufficiently to meet all learning outcomes and assessment criteria, couches and trolleys to accommodate proposed learner numbers.
<b>Level</b>	<b>Category: Anatomy and Physiology</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 3-4	Anatomy and Physiology	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a Level 3-4 Anatomy and physiology qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	Access to relevant text books and resources to effectively cover the syllabus.

### 2.3. Clinical

<b>Level</b>	<b>Category: Clinical</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 7	Clinical Aesthetic Injectable Treatments	<p>The clinical and educational team hold prescribing status and registration with a Public Statutory Regulated body (PSRB).</p> <p>Tutors and assessors hold appropriate sector qualifications at the same level</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>The environment for practice-based teaching and assessment must be of a clinical nature.</p>



<b>Level</b>	<b>Category: Clinical</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
		<p>or above to that they are teaching and appropriate qualifications or working towards an education, training and assessment qualification.</p> <p>All tutors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>In order to deliver this qualification, it is standard best practice trainer/mentor/supervisor staff:</p> <ul style="list-style-type: none"> <li>- have a minimum of 3 years' current and relevant industry experience in the specific area they are delivering, demonstrating a minimum of 75 relevant procedures</li> <li>- 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</li> <li>- understand the qualification's</li> </ul>	<p>At a minimum the following structural standards must be met:</p> <ul style="list-style-type: none"> <li>- The treatment room clinical in nature and lockable</li> <li>- The clinical room has adequate heating, ventilation, and lighting</li> <li>- The walls, wall accessories, window coverings impervious to moisture, Intact, washable including moveable spot lighting</li> <li>- The ceilings, fixtures, fittings are damage free, smooth impermeable surface and easy to clean</li> <li>- The floors are impervious to moisture, Intact, washable and non-slip</li> <li>- A clinical use only hand wash basin is located within the treatment room with easy access to disinfectant consumables and wall mounted disposal papers towels</li> <li>- The treatment room allows for practitioner to access all sides of the treatment couch with ease</li> <li>- The clinic has a temperature controlled</li> </ul>

<b>Level</b>	<b>Category: Clinical</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
		<p>structure and content, and the learning outcomes they are delivering</p> <ul style="list-style-type: none"> <li>- undertake activities which contribute to their Continuing Professional Development (CPD) evidencing a minimum of 30 hours in the non-surgical clinical aesthetic sector within the last 12 months</li> <li>- have the ability to provide clinical oversight – the ability to take direct responsibility for the consequences of treatment and clinical management of complications, including the ability to prescribe where necessary/appropriate for</li> </ul> <p>In order to assess learners working towards this qualification, it is standard best practice assessors:</p> <ul style="list-style-type: none"> <li>- hold a suitable, relevant assessor qualification or be working towards one</li> <li>- be occupational experts and have</li> </ul>	<p>lockable fridge for cold link medicines</p> <ul style="list-style-type: none"> <li>- A range of storage cupboards (lockable and unlocked) are available for medicines, medical equipment, materials and consumable storage (to prevent cross contamination)</li> <li>- The clinic has separate waiting area with toilet and aseptic hand-wash facilities with disposal paper towels for staff and other visitors</li> <li>- All appropriate PPE must be available Standardised data collection sheet, consent and consultation forms</li> </ul> <p>Injecting equipment:</p> <ul style="list-style-type: none"> <li>- Botulinum toxin (real/mock vials)</li> <li>- Dermal filler (real/mock vials)</li> <li>- Hyaluronidase (real/mock vials) – all products need to have a EU kite mark and be compliant with all regulatory requirements</li> <li>- Digital camera (for mock pre/post treatment photography)</li> </ul>

<b>Level</b>	<b>Category: Clinical</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
		<p>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</p> <ul style="list-style-type: none"> <li>- understanding of the assessment process</li> <li>- undertake activities which contribute to their Continuing Professional Development (CPD) evidencing a minimum of 30 hours within the non-surgical aesthetic sector within the last 12 months</li> <li>- have recent and relevant industry experience in the specific area they are assessing</li> <li>- have credible experience of assessment within a teaching and/or training environment</li> </ul> <p>In order to internally quality assure learners working towards this qualification, IQAs must:</p>	

<b>Level</b>	<b>Category: Clinical</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
		<ul style="list-style-type: none"> <li>- hold a relevant qualification in the quality assurance of assessment or be working towards one. If no qualification is held, a commitment to achieve the qualification within the first 18 months must be undertaken</li> <li>- be occupational experts and have qualifications, knowledge and understanding in the area which they are quality assuring. This knowledge must be at the same level as or higher than the training being delivered. If no qualification is held, a commitment to achieve the modality qualification within the first 18 months must be undertaken</li> <li>- understand the assessment and internal quality assurance processes</li> <li>- have recent and relevant industry experience in the specific area they are quality assuring</li> </ul>	

Level	Category: Clinical	Staff requirements	Recommended Equipment Requirements
		<ul style="list-style-type: none"> <li>- have credible experience of assessment and internal quality assurance within a teaching and/or training environment</li> <li>- undertake activities which contribute to their continuing professional development (CPD)</li> </ul>	

## 2.4. Complementary Therapy

Level	Category: Complementary Therapy	Staff requirements	Recommended Equipment Requirements
Level 2	Complementary Therapies	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors require a Level 3 Complementary Therapies qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Couches and trolleys to accommodate proposed learner numbers.</p>

<b>Level</b>	<b>Category: Complementary Therapy</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
		Assurance of Assessment Processes and Practice.	
Level 3	Complementary Therapies – Massage, Aromatherapy, Reflexology	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors/assessors require a Level 3 Complementary Therapies qualification with the appropriate specialism. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Chairs/couches and trolleys to accommodate proposed learner numbers.</p>
Level 4	Complementary Therapies	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a Level 4 Complementary therapy qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Access to relevant equipment as detailed in syllabus and Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Chairs/couches and trolleys to accommodate</p>

<b>Level</b>	<b>Category: Complementary Therapy</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
		<p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>proposed learner numbers.</p>
Level 3	Indian Head Massage	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors/assessors require a Level 3 Indian Head Massage qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Massage chairs/couches and trolleys to accommodate proposed learner numbers.</p>
Level 3	Stone Therapy Massage	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors/assessors require a Level 3 Stone Therapy Massage qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Stone heater and selection of appropriate stones as detailed in syllabus/unit</p>

<b>Level</b>	<b>Category: Complementary Therapy</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
		<p>qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>specification as appropriate to class numbers, chairs/couches and trolleys to accommodate proposed learner numbers.</p>
<p>Level 3</p>	<p>Thai Massage</p>	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors require a Level 3 Thai Massage qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include:</p> <p>Chairs/couches and trolleys to accommodate proposed learner numbers.</p>



Level	Category: Stress Management	Staff requirements	Recommended Equipment Requirements
Level 4	Stress Management	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a Level 4 Stress Management qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	Access to relevant text books and resources to effectively cover the syllabus.

## 2.5. Hairdressing and Barbering

Level	Category: Barbering	Staff requirements	Recommended Equipment Requirements
Level 1	Men's Styling	Centres wishing to offer qualifications in this category will need to meet the individual requirements outlined below for the Level 2 Barbering category.	
Level 2	Barbering	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors/assessors require a Level 2 Barbering qualification. All</p>	<p>All service areas must have hand washing facilities with hot and cold running water.</p> <p>Access to relevant service equipment as detailed in syllabus, to include:</p> <p>Basins, working units with mirrors and back mirrors, Barbers chairs with head rest, hand-held hairdryers, and other sundry electrical styling equipment (refer to</p>

		<p>tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>unit content), Clippers and attachments and Steamer and electrical accelerator/heat developer to accommodate proposed learner numbers. Reception desk/area, telephone and till.</p> <p>Health and safety products, tools and equipment, to include:</p> <p>Personal protective equipment (PPE), towels, gowns, gloves, aprons and capes, sharps bin, cleaning equipment and bins with lids and disposable liners for disposing of waste, salon equipment to include: Brush/broom, pan and covered receptacle for disposing of hair cuttings, sterilising equipment, wipes and/or fluid – sharps box, Internet, books, magazines, service/treatment price lists, retail items. Chemical mixing area (that meets health and safety regulatory requirements), full range of shampooing, conditioning, tonics and treatment products, full range of salon products, sundry tools and equipment for all salon services including chemical services where appropriate. Full range of products tools and equipment to undertake additional (optional) units within the qualification.</p>
--	--	---	---

<b>Level</b>	<b>Category: Barbering</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 3	Barbering	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors/ assessors require a Level 3 Barbering qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All service areas must have hand washing facilities with hot and cold running water.</p> <p>Access to relevant service equipment as detailed in syllabus, to include:</p> <p>Basins, working units with mirrors and back mirrors, Barbers chairs with head rest, hand-held hairdryers, and other sundry electrical styling equipment (refer to unit content), Clippers and attachments and Steamer and electrical accelerator/heat developer to accommodate proposed learner numbers. Reception desk/area, telephone and till.</p> <p>Health and safety products, tools and equipment, to include:</p> <p>Personal protective equipment (PPE), towels, gowns, gloves, aprons and capes, sharps bin, cleaning equipment and bins with lids and disposable liners for disposing of waste, salon equipment to include: Brush/broom, pan and covered receptacle for disposing of hair cuttings, sterilising equipment, wipes and/or fluid – sharps box, Internet, books, magazines, service/treatment price lists, retail items. Chemical mixing area (that meets health and safety regulatory requirements), full range of shampooing, conditioning, tonics and treatment products, full range of salon products, sundry tools and equipment for all salon services including chemical services where appropriate. Full range of products tools and equipment to undertake additional (optional) units within the qualification.</p>
level 4	Barbering	Centres wishing to offer qualifications in this category will need to meet the individual requirements outlined above for the Level 3 Barbering category.	

<b>Level</b>	<b>Category: Hairdressing</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 1	Hairdressing	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors/ assessors require a Level 2 Hairdressing qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All service areas must have hand washing facilities with hot and cold running water.</p> <p>Access to relevant service equipment as detailed in syllabus, to include:</p> <p>Basins, working units with mirrors and back mirrors, hand-held hairdryers and other sundry electrical styling equipment (refer to unit content), Steamer, Hood Dryers, electrical accelerator/heat developer and clippers/neck trimmers to accommodate proposed learner numbers. Reception desk/area, telephone and till.</p> <p>Health and safety products, tools and equipment, to include:</p> <p>Personal protective equipment (PPE), towels, gowns, gloves, aprons and capes, sharps bin, cleaning equipment and bins with lids and disposable liners for disposing of waste, salon equipment to include: brush/broom, pan and covered receptacle for disposing of hair cuttings, Sterilising equipment, wipes and/or fluid – sharps box, Internet, books, magazines, service/treatment price lists, retail items, chemical mixing area (that meets health and safety regulatory requirements), full range of shampooing, conditioning, tonics and treatment products, full range of salon products, sundry tools and equipment for all salon services including chemical services where appropriate. Full range of products tools and equipment to undertake additional (optional) units within the qualification.</p>

Level	Category: Hairdressing	Staff requirements	Recommended Equipment Requirements
Level 2	Hairdressing	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors/ assessors require a Level 2 Hairdressing qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All service areas must have hand washing facilities with hot and cold running water.</p> <p>Access to relevant service equipment as detailed in syllabus, to include:</p> <p>Basins, working units with mirrors and back mirrors, hand-held hairdryers and other sundry electrical styling equipment (refer to unit content), Steamer, Hood Dryers, electrical accelerator/heat developer and clippers/neck trimmers to accommodate proposed learner numbers. Reception desk/area, telephone and till.</p> <p>Health and safety products, tools and equipment, to include:</p> <p>Personal protective equipment (PPE), towels, gowns, gloves, aprons and capes, sharps bin, Cleaning equipment and bins with lids and disposable liners for disposing of waste, salon equipment to include: brush/broom, pan and covered receptacle for disposing of hair cuttings, Sterilising equipment, wipes and/or fluid – sharps box, Internet, books, magazines, service/treatment price lists, retail items, chemical mixing area (that meets health and safety regulatory requirements), full range of shampooing, conditioning, tonics and treatment products, full range of salon products, sundry tools and equipment for all salon services including chemical services where appropriate. Full range of products tools and equipment to undertake additional (optional) units within the qualification.</p>

<b>Level</b>	<b>Category: Hairdressing</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 3	Hairdressing	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors/ assessors require a Level 3 Hairdressing qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All service areas must have hand washing facilities with hot and cold running water.</p> <p>Access to relevant service equipment as detailed in syllabus, to include: Basins, working units with mirrors and back mirrors, hand-held hairdryers and other sundry electrical styling equipment (refer to unit content), Steamer, Hood Dryers, electrical accelerator/heat developer and clippers/neck trimmers to accommodate proposed learner numbers. Reception desk/area, telephone and till.</p> <p>Health and safety products, tools and equipment, to include: Personal protective equipment (PPE), towels, gowns, gloves, aprons and capes, sharps bin, cleaning equipment and bins with lids and disposable liners for disposing of waste, salon equipment to include: brush/broom, pan and covered receptacle for disposing of hair cuttings, Sterilising equipment, wipes and/or fluid – sharps box, Internet, books, magazines, service/treatment price lists, retail items, chemical mixing area (that meets health and safety regulatory requirements), full range of shampooing, conditioning, tonics and treatment products, full range of salon products, sundry tools and equipment for all salon services including chemical services where appropriate. Full range of products tools and equipment to undertake additional (optional) units within the qualification.</p>
Level 4	Hairdressing	Centres wishing to offer qualifications in this category will need to meet the individual requirements outlined above for the Level 3 Hairdressing category.	

Level	Category: Combined Hairdressing & Barbering	Staff requirements	Recommended Equipment Requirements
Level 1-2	Hairdressing & Barbering	Centres wishing to offer qualifications in this category will need to meet the individual requirements outlined above for both the Barbering and Hairdressing categories at the appropriate level.	

## 2.6. Sports, Active Health and Fitness

Level	Category: Health and Fitness	Staff requirements	Recommended Equipment Requirements
Level 1	Leisure Studies	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a minimum of a L2 qualification in the Sport, Active Health and Fitness Sector.</p> <p>It is recommended that tutors/assessors hold or are working towards an assessor or teaching qualification.</p> <p>It is recommended that staff responsible for quality assurance within centres, hold an Internal Quality Assurance qualification, although this is not a formal requirement.</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Access to areas for planning and delivery of an activity session e.g. hall, sports hall. Various equipment to facilitate planning sessions that meet fitness component objectives e.g. mats, stop watches, resistance equipment, steps, balls, sports equipment.</p>

Level 2	Activity Leadership	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a minimum of a Level 2 qualification in the Sport, Active Health and Fitness Sector.</p> <p>It is recommended that tutors/assessors hold or are working towards an assessor or teaching qualification.</p> <p>It is recommended that staff responsible for quality assurance within centres, hold an Internal Quality Assurance qualification, although this is not a formal requirement.</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Access to areas for planning and delivery of an activity session e.g. hall, sports hall or appropriate to the activity being delivered. Various equipment to facilitate planning sessions that meet fitness component objectives e.g. mats, stop watches, resistance equipment, steps, balls, sports equipment.</p>
<b>Level</b>	<b>Category: Sports Studies</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2-3	Sports Studies	<p>All tutors/assessors and internal quality assurers must: be occupationally competent (as defined in the Approval Visit Criteria) and have subject area knowledge. This knowledge must be to the same level or higher than the qualification being delivered, have recent and relevant</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Centres must have access to the physical resources needed to support programme delivery and the assessment of knowledge and skills, which should be of industry standard. Where specific resources</p>



		<p>industry experience in the specific area they are assessing, hold or be working towards an appropriate teaching/training qualification, have recent and relevant industry experience in the specific area they are delivering, have credible experience of teaching and/or providing training, undertake activities which contribute to their continuing professional development (CPD).</p>	<p>are required these have been indicated in unit specifications.</p> <p>These may include: access to areas for planning and delivery of an activity session e.g. hall, sports hall or appropriate to the activity being delivered. Various equipment to facilitate planning sessions that meet fitness component objectives e.g. mats, stop watches, resistance equipment, steps, balls, sports equipment, measuring tapes.</p> <p>Fitness testing and health screening equipment: blood pressure monitors, heart rate monitors, body fat (Callipers), peak flow meters, Micro spirometer, weight, height, sit and reach, stop-watch and measuring tapes, Chester step test, Dynamometers relevant to muscular fitness testing. Equipment specific to optional units where required (see unit specifications).</p>
--	--	---	---

<b>Level</b>	<b>Category: Fitness Instruction and Group Exercise</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2	Fitness Instructing – Gym Based Exercise	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a minimum of a Level 2 qualification in Gym Based Exercise. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Centres must have access to the physical resources needed to support programme delivery and the assessment of knowledge and skills, which should be of industry standard. Where specific resources are required these have been indicated in unit specifications.</p> <p>These may include: access to areas for planning and delivery of an activity session e.g. hall, sports hall or appropriate to the activity being delivered. Various equipment to facilitate planning sessions that meet fitness component objectives e.g. mats, stop watches, resistance equipment, steps, balls, sports equipment, measuring tapes.</p> <p>Fitness testing and health screening equipment: blood pressure monitors, heart rate monitors, body fat (Callipers), peak flow meters, Micro spirometer, weight, height, sit and reach, stop-watch and measuring tapes, Chester step test, Dynamometers relevant to muscular fitness testing. Equipment specific to optional units where required (see unit specifications).</p>
Level 2	Exercise, Health and Fitness	All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit	All training areas must have close access to hand washing facilities with hot and cold running water.

		<p>Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a minimum of a Level 2 qualification in Fitness Instruction Gym Based Exercise. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Access to relevant equipment as detailed in syllabus, to include:</p> <p>Minimum of three different types of Cardio Vascular machines from Treadmills, Cross trainers/Elliptical machines, Upright/Recumbent Bike, Wave or step machine, Rowing machine.</p> <p>Machine weights – Chest press, Lat pull down, leg press, leg extension, leg curl, shoulder press, pulley machines (bicep/triceps)</p> <p>Free weights – 2kg-20kg dumbbells, selection of Kettle bells (optional), adjustable roman/benches chairs, 2kg-15kg barbells, 5-6 stability balls (optional), selection of strength bands, selection of mats, E-Z curl bars, collars and selection of weight discs, Functional equipment (balance trainer ball, mats).</p> <p>Health/Fitness testing: equipment for testing blood pressure, heart rate monitors, weight, height.</p>
<b>Level</b>	<b>Category: Fitness Instruction and Group Exercise</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2	Fitness Instruction – Circuit Training	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a minimum of a Level 2 qualification in Fitness Instruction Gym Based Exercise</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Access to relevant equipment as detailed in syllabus, to include:</p> <p>5-10 x steps, selection of stretch bands, mats, stopwatch, whistle, strength bands, selection of functional barbells/dumbbells/Kettle</p>

		<p>or relevant circuit training qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>bells, to accommodate proposed learner numbers and a music system.</p>
<p>Level 2</p>	<p>Fitness Instructing –Exercise to Music</p>	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a minimum of a Level 2 qualification in Fitness Instruction Exercise to Music qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Access to relevant equipment as detailed in syllabus, to include:</p> <p>10 x steps, selection of stretch bands, mats, stopwatch, whistle, strength bands, selection of functional barbells/dumbbells/Kettle bells, to accommodate proposed learner numbers and a music system.</p>

		Assurance of Assessment Processes and Practice.	
<b>Level</b>	<b>Category: Fitness Instruction and Group Exercise</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2	Fitness Instructing – Studio Cycling	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a minimum of a Level 2 qualification in Fitness Instruction Gym Based Exercise or relevant studio cycling qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Access to relevant equipment as detailed in syllabus, to include: relevant treatment equipment as detailed in syllabus, to include:</p> <p>Upright Spinning bikes to accommodate proposed learner and a music system.</p>

<p>Level 2</p>	<p>Fitness Instructing – Water Based</p>	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a minimum of a Level 2 qualification in Fitness Instruction Water-based. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Access to relevant equipment as detailed in syllabus, to include:</p> <p>Selection of floats or dumbbell floats, woggles, aqua mitts, paddles, buoyancy belts, music system (optional).</p>
<p><b>Level</b></p>	<p><b>Category: Fitness Instruction and Group Exercise</b></p>	<p><b>Staff requirements</b></p>	<p><b>Recommended Equipment Requirements</b></p>
<p>Level 2</p>	<p>Fitness Instructing – Strength and Conditioning</p>	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Access to relevant treatment equipment as detailed in syllabus, to include:</p>

		<p>Tutors/assessors require a minimum of a Level 2 qualification in Fitness Instruction and relevant strength and conditioning qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Olympic barbells, squat stand, functional equipment (balance trainer ball, suspension equipment). Loose dumbbells, barbells, strength bands, Step equipment/plyo-box, mats, stability balls. Selection of kettle bells 2-20kg, slam balls. SAQ equipment (where required) e.g. agility ladders, mini hurdles Fitness testing equipment (where required) for testing weight, height, flexibility/ROM, stop-watch and measuring tapes, cycle ergometer test protocols, Chester step test, agility testing equipment (where required). Dynamometers relevant to muscular fitness testing.</p>
<b>Level</b>	<b>Category:</b> <b>Personal Training</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 3	Personal Training	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a minimum of a Level 3 qualification in Personal Training. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Access to relevant equipment as detailed in syllabus, to include:</p> <p>Access to CV and resistance equipment as per Gym Instruction and to accommodate proposed learner numbers, plus: Olympic barbell, functional equipment e.g. balance trainer ball, suspension equipment (optional). Loose dumbbells, bars, strength bands, Step equipment, mats, 3-4 stability</p>

		<p>assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>balls. Selection of kettle bells 2-15kg.</p> <p>Fitness testing: equipment for testing blood pressure, heart rate monitors, body fat (Callipers), peak flow meters, Micro spirometer, weight, height, sit and reach, stop-watch and measuring tapes, Chester step test, Dynamometers relevant to muscular fitness testing.</p>
<b>Level</b>	<b>Category: Specialist Exercise Instructor</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
All levels	Suitable sterilising and sanitising equipment in each room.		
Level 2	Kettlebell Training	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a minimum of a Level 2 qualification in Kettlebell Training, relevant Kettlebell qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Access to relevant treatment equipment as detailed in syllabus, to include:</p> <p>2kg-20kg kettle bells, Selection of kettle bells of the same weight x 2-4</p>



		individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.	
Level 2	Chair-based Exercise	<p>Relevant expertise and experience in all areas of the qualification being delivered; this should include the following as a minimum: A relevant higher level qualification in the specialist area e.g. Level 3 Older Adults, Level 3 Disabled Adults, Level 4 Postural Stability Specialist Instructor in Falls Prevention, Physiotherapists and Occupational Therapists.</p> <p>Current knowledge informed by best practice standards/guidance through regular continued professional development (CPD). Practical expertise and experience in delivering seated recreational physical activity interventions/exercise programmes to frailer older adults and/or disabled adults.</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Centres must have access to the physical resources needed to support programme delivery and the assessment of knowledge and skills, which should be of industry standard. Where specific resources are required these have been indicated in unit specifications.</p> <p>These may include: chairs, resistance bands, hand weights (where appropriate) accommodate proposed learner numbers.</p>

<b>Level</b>	<b>Category: Specialist Exercise Instructor</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 3	Fitness Instructing – Special Populations	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a qualification in the relevant Special Population's qualification and a Level 3 Certificate in Assessing Vocational Achievement.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Access to relevant equipment as detailed in syllabus and to accommodate proposed learner numbers, to include: different types of Cardio Vascular machines from: Treadmills, Cross trainers/ Elliptical machines, Upright/Recumbent Bike, Wave or step machine, Rowing machine.</p> <p>Fixed resistance machines (where specified) from: Chest press, Lat pull down, leg press, leg extension, leg curl, shoulder press, pulley machines (bicep/triceps).</p> <p>Free weights: 2kg-20kg dumbbells, selection of Kettle bells (optional), adjustable roman/benches chairs, 2kg-15kg barbells with collars and weight discs, 3-4 stability balls (optional), selection of strength bands, selection of mats, E-Z curl bars (optional), Functional equipment (optional), 8-10 steps, music system.</p> <p>Health/Fitness testing: equipment for testing blood pressure, heart rate monitors, weight, height.</p>
Level 3	Exercise Referral	<p>All tutors/assessments and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Access to relevant equipment as detailed in syllabus and to accommodate proposed learner</p>

		<p>Tutors/assessors require a minimum of a Level 3 qualification in Exercise Referral (or equivalent). All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>numbers, to include: minimum of three different types of Cardio Vascular machines from Treadmills, Cross trainers/Elliptical machines, Upright/Recumbent Bike, Wave or step machine, Rowing machine.</p> <p>Machine weights – Chest press, Lat pull down, leg press, leg extension, leg curl, shoulder press, pulley machines (bicep/triceps).</p> <p>Free weights: 2kg-20kg dumbbells, selection of Kettle bells (optional), adjustable roman/benches chairs, 2kg-15kg barbells, 5-6 stability balls (optional), selection of strength bands, selection of mats, E-Z curl bars, collars and selection of weight discs, Functional equipment (balance trainer ball, mats).</p> <p>Health/Fitness testing: equipment for testing blood pressure, heart rate monitors, weight, height.</p>
<b>Level</b>	<b>Category: Specialist Exercise Instructor</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 4	Strength and Conditioning	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessor require a minimum of a Level 3 qualification Personal Training and relevant strength and conditioning qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Access to relevant equipment as detailed in syllabus and to accommodate proposed learner numbers, to include:</p> <p>Olympic barbells, squat stand, functional equipment (balance trainer ball, suspension equipment). Loose dumbbells, barbells, strength bands, Step equipment/plyo-box, mats, stability balls. Selection of</p>

		<p>Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>kettle bells 2-20kg, slam balls. SAQ equipment (where required) e.g. agility ladders, mini hurdles. Fitness testing equipment (where required) for testing weight, height, flexibility/ROM, stop-watch and measuring tapes, cycle ergometer test protocols, Chester step test, agility testing equipment (where required). Dynamometers relevant to muscular fitness testing.</p>
<p>Level 4</p>	<p>Management of Low Back Pain</p>	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessor require a minimum of a Level 4 qualification in Exercise for Management of Low Back Pain. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Access to relevant equipment as detailed in the syllabus and to accommodate proposed learner numbers, to include:</p> <p>Access to a minimum of three different types of Cardio Vascular machines from: Treadmills, Cross trainers/Elliptical machines, Upright/Recumbent Bike, Wave or step machine, Rowing machine.</p> <p>Minimum of 4 machine weights from: Chest press, Lat pull down, leg press, leg extension, leg curl, shoulder press, pulley machines (bicep/triceps).</p> <p>Free weights: 2kg-20kg dumbbells, selection of Kettle bells (optional), adjustable roman/benches chairs, 2kg-15kg barbells with collars and weight discs, 3-4 stability balls (optional), selection of strength bands, selection of mats, E-Z curl bars (optional), Functional equipment (optional).</p>

<b>Level</b>	<b>Category: Sport Massage and Therapies</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
All levels	Suitable sterilising and sanitising equipment in each room.		
Level 3	Taping and Strapping	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a minimum of Level 3 qualification in Taping and Strapping (or equivalent). It is recommended that teachers/assessors hold or are working towards an assessor or teaching qualification, although this is not a formal requirement.</p> <p>It is recommended that staff responsible for quality assurance within centres, hold an Internal Quality Assurance qualification, although this is not a formal requirement.</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Access to relevant equipment as detailed in syllabus and to accommodate proposed learner numbers, to include:</p> <p>Underlay, Zinc Oxide tapes of different widths, 5-inch, 1-inch, 1.5-inch, 2-inch, scissors, adherent sprays, EAB tape, Kinesiology tape, co-adhesive tapes (optional).</p>
Level 3	Preventing Injuries	All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit	All training areas must have close access to hand washing facilities with hot and cold running water.

		<p>Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a minimum of Level 3 qualification in Sports Massage (or equivalent). All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Access to relevant equipment as detailed in syllabus and to accommodate proposed learner numbers, to include: treatment equipment as specified in the syllabus/unit specification, 8-10 couches, 8-10 trolleys. Taping and strapping equipment (where required): Underlay, Zinc Oxide tapes of different widths, 5-inch, 1-inch, 1.5-inch, 2-inch, scissors, adherent sprays, EAB tape, Kinesiology tape, co-adhesive tapes (optional).</p> <p>Fitness testing and health screening equipment: blood pressure monitors, heart rate monitors, body fat (Callipers), peak flow meters, Micro spirometer, weight, height, sit and reach, stop-watch and measuring tapes, Chester step test, Dynamometers relevant to muscular fitness testing. Cryotherapy and thermotherapy equipment (where required).</p>
--	--	--	--

<b>Level</b>	<b>Category: Sport Massage and Therapies</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Levels 3-4-5	Sports Massage	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a minimum of Level 3, Level 4 or Level 5 qualification in Sports Massage (or equivalent) depending on the level of qualification being delivered. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Access to relevant equipment as detailed in syllabus and to accommodate proposed learner numbers/unit specification, 8-10 couches, 8-10 trolleys.</p>
Level 3	Hot and Cold Techniques	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Access to relevant equipment as detailed in syllabus and to accommodate proposed learner numbers, to include:</p>

		<p>Tutors/assessors require a minimum of a Level 3 qualification in hot and cold (cryotherapy/thermotherapy) treatments (or equivalent). It is recommended that teachers or assessors hold or are working towards an assessor or teaching qualification, although this is not a formal requirement.</p> <p>It is recommended that staff responsible for quality assurance within centres, hold an Internal Quality Assurance qualification, although this is not a formal requirement.</p>	Heat packs, cold packs, sprays, ice, other hot and cold modalities.
<b>Level</b>	<b>Category:</b> <b>Mind and Body Training</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
All levels	Suitable sterilising and sanitising equipment in each room.		
Level 3	Pilates Teaching	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a minimum of a Level 3 qualification in Pilates Teaching. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Access to relevant equipment as detailed in syllabus and to accommodate proposed learner numbers, to include:</p> <p>10-12 Pilates Mats, other equipment where required such as fitness/stability balls stability discs (optional).</p>



		<p>assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	
Level 3	Yoga Teaching	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors require a minimum of a Level 3 qualification in Pilates Teaching. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Access to relevant equipment as detailed in syllabus and to accommodate proposed learner numbers, to include:</p> <p>10-12 Yoga Mats.</p>

<b>Level</b>	<b>Category: Nutrition</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 3	Nutrition	All tutors/assessors and internal quality assurers must: be occupationally competent (as defined in the Approval Visit Criteria) and have subject area knowledge in Nutrition. This knowledge must be to the same level or higher than the qualification being delivered, have recent and relevant industry experience in the specific area they are assessing, hold or be working towards an appropriate teaching/training qualification, have recent and relevant industry experience in the specific area they are delivering, have credible experience of teaching and/or providing training, undertake activities which contribute to their continuing professional development (CPD).	This qualification may be delivered in the traditional classroom setting or remotely online.
<b>Level</b>	<b>Category: Sports Science</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 3	Sports Science	All tutors/assessors and internal quality assurers must: be occupationally competent (as defined in the Approval Visit Criteria) and have subject area knowledge. This knowledge must be to the same level or higher than the qualification being delivered, have recent and relevant industry experience in the specific area they are assessing, hold or be working towards an appropriate	All training areas must have close access to hand washing facilities with hot and cold running water.  Centres must have access to the physical resources needed to support programme delivery and the assessment of knowledge and skills, which should be of industry standard. Where specific resources are required these have been indicated in unit specifications.

		<p>teaching/training qualification, have recent and relevant industry experience in the specific area they are delivering, have credible experience of teaching and/or providing training, undertake activities which contribute to their continuing professional development (CPD).</p>	<p>These may include: access to areas for planning and delivery of an activity session e.g. hall, sports hall or appropriate to the activity being delivered. Various equipment to facilitate planning sessions that meet fitness component objectives e.g. mats, stop watches, resistance equipment, steps, balls, sports equipment, measuring tapes.</p> <p>Fitness testing and health screening equipment: blood pressure monitors, heart rate monitors, body fat (Callipers), peak flow meters, Micro spirometer, weight, height, sit and reach, stop-watch and measuring tapes, Chester step test, Dynamometers relevant to muscular fitness testing. Equipment specific to optional units where required (see unit specifications).</p>
<b>Level</b>	<b>Category: Sports Specialist (end examined)</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 4	Dry Needling.	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records. Tutors/assessors must be an experienced dry needling practitioner. Tutors/assessors must hold a minimum of a L4 Sports Massage qualification (or equivalent) and a dry needling or acupuncture qualification. In order to internally quality assure learners working towards</p>	<p>All treatment areas must have hand-washing facilities with hot and cold running water.</p> <p>Adequate/sufficient professional products to carry out treatments, to include, anti-bacterial sprays / wipes for avoidance of possible cross infection of treatment surfaces.</p> <p>Single-use, pre-sterilized, disposable solid puncture needles, Antiseptic swabs (optional) access to a compliant disposable sharps box, First Aid kit, couches and couch roll.</p>

		<p>this qualification, internal quality assurers (IQAs) must:</p> <ul style="list-style-type: none"> <li>• be occupationally competent (as defined in the Approval Visit Criteria) in the area they are quality assuring,</li> <li>• understand the assessment and internal quality assurance processes,</li> <li>• have recent and relevant industry experience in the specific area they are quality assuring,</li> <li>• have credible experience of assessment and internal quality assurance within a teaching and/or training environment</li> <li>• undertake activities which contribute to their continuing professional development (CPD)</li> </ul>	
--	--	--	--

## 2.7. Hospitality and Catering

Level	Category: Foundation tier- Bar/ Restaurant/Kitchen	Staff requirements	Recommended Equipment Requirements
Entry level	Hospitality and Catering Industry – Bar	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records, (ideally, within the last 36 months).</p> <p>Tutors/assessors require a Level 2 qualification in Hospitality and Catering or equivalent. It is highly recommended that tutors/assessors hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement.</p> <p>It is highly recommended that the qualification delivery be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Functioning bar unit or RWE to accommodate proposed learner numbers and a sufficient number of tools, equipment and/or items required, dependent on the number of learners subject to assessment and the assessment requirements stated within the record of assessment handbook.</p> <p><b>Large equipment</b></p> <p>Fridge (for storing cold bottled drinks), Barista machine (shared across learners) – depending on whether this is situated in the bar or restaurant area.</p> <p><b>Small equipment</b></p> <p>Selection of drinking glasses of various sizes, writing pads, pens, pencils, calculators, tills (as required for food and drink service qualifications), PDQ electronic devices, cocktail shaker, stirrers (selection per learner), straws (selection per learner), various measuring jiggers (selection, per learner), pourers, mixers/blenders, squeezers/strainers (selection per learner), various knives (and sharpening tools/equipment) (selection per learner), chopping boards (various), mixing jugs (selection per learner), ice bucket, linen (napkins, serviettes) as required per learner for setting up and closing down duties, Cruet sets (and other accompaniment containers) as required for setting up and replenishing during service, serving trays/salvers/chafing dishes (as required for service), bottle openers,</p> <p>Menus (as required per service session), wine coolers, serving cutlery, service trollies, tea/coffee pots, drinking utensils (various, as required, per service session).</p>

<b>Level</b>	<b>Category: Foundation tier- Bar/ Restaurant/Kitchen</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Entry level	Hospitality and Catering Industry – Restaurant	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records, (ideally, within the last 36 months).</p> <p>Tutors/assessors require a Level 2 qualification in Hospitality and Catering or equivalent. It is highly recommended that tutors/assessors hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement.</p> <p>It is highly recommended that the qualification delivery be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Functioning bar unit or RWE to accommodate proposed learner numbers and a sufficient number of tools, equipment and/or items required, dependent on the number of learners subject to assessment and the assessment requirements stated within the record of assessment handbook.</p> <p>Suitable sterilising and sanitising equipment in each room. Waste disposal units, waste bins – food waste and recycling, as required.</p> <p><b>Large equipment</b></p> <p>Fridge (for storing cold bottled drinks), Barista machine (shared across learners) – depending on whether this is situated in the bar or restaurant area.</p> <p><b>Small equipment</b></p> <p>Selection of drinking glasses of various sizes, writing pads, pens, pencils, calculators, tills (as required for food and drink service qualifications), PDQ electronic devices, cocktail shakers, stirrers (selection per learner), straws (selection per learner), various measuring jiggers (selection, per learner), pourers, mixers/blenders, squeezers/strainers (selection per learner), various knives (and sharpening tools/equipment) (selection per learner), chopping boards (various), mixing jugs (selection per learner), ice buckets, linen (napkins, serviettes) as required per learner for setting up and closing down duties, Cruet sets (and other accompaniment containers) as required for setting up and replenishing during service, serving trays/salvers/chafing dishes (as required for service), 10 bottle openers.</p>

Level	Category: Foundation tier- Bar/ Restaurant/Kitchen	Staff requirements	Recommended Equipment Requirements
Entry Level	Hospitality and Catering Industry – Kitchen	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records, (ideally, within the last 36 months).</p> <p>Tutors/assessors require a Level 2 qualification in Hospitality and Catering or equivalent. It is highly recommended that tutors/assessors hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement.</p> <p>It is highly recommended that the qualification delivery be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p><b>Large equipment</b></p> <p>Cookers/ovens – large combine (combi) or single ovens, 1 oven to be shared with 2 learners, depending on the requirements of an assessment. This may include griddles or hot plates. Steamers: 1 steamer to be shared with 2 learners, depending on the requirements of an assessment, large fryers, 1 fryer to be shared with 2 learners, depending on the requirements of an assessment, fridge and freezer – walk in fridges and freezers, salamanders – small to medium sized salamanders, vacuum packing machine (where required), Bain Marie.</p> <p><b>Small equipment</b></p> <p>Temperature probes, selection of knives (and sharpening tools/equipment), mixing bowls along with attachments, electric blenders (hand-held or electronic) sets of saucepans, colanders, wooden spoons (various sized spoons, as required for the assessment), potato mashers, garlic presses, chopping boards various colours, spatulas, serving dishes (various sizes, as required for the assessment), serving spoons (large, medium and small spoon per learner). Chopping equipment – mixers/blenders, ladles, palette knives, vegetable peeler, graters/mandolins, moulds, grill trays, oven trays, whisks (balloon whisks, hand-whisks), slotted spoons, piping bags and nozzles, pastry scrapers, pastry brushes, blowtorches, sets of measuring equipment/tools/scales, sieves/chinois.</p>

<b>Level</b>	<b>Category: Bar/Restaurant</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 1	Food and Beverage Service – Bar	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records, (ideally, within the last 36 months).</p> <p>Tutors/assessors require a Level 2 qualification in Food and Beverage Service or equivalent. It is highly recommended that tutors/assessors hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement.</p> <p>It is highly recommended that the qualification delivery be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Functioning bar unit or RWE to accommodate proposed learner numbers and a sufficient number of tools, equipment and/or items required, dependent on the number of learners subject to assessment and the assessment requirements stated within the record of assessment handbook.</p> <p>Suitable sterilising and sanitising equipment in each room. Waste disposal units, waste bins – food waste and recycling, as required.</p> <p><b>Large equipment</b></p> <p>Fridge (for storing cold bottled drinks), Barista machine (shared across learners) – depending on whether this is situated in the bar or restaurant area.</p> <p><b>Small equipment</b></p> <p>Selection of drinking glasses of various sizes, writing pads, pens, pencils, calculators, tills (as required for food and drink service qualifications), PDQ electronic devices, cocktail shakers, stirrers (selection per learner), straws (selection per learner), various measuring jiggers (selection, per learner), pourers, mixers/blenders, squeezers/strainers, various knives, chopping boards, mixing jugs, ice buckets, linen (napkins, serviettes) as required per learner for setting up and closing down duties.</p> <p>Cruet sets (and other accompaniment containers) as required for setting up and replenishing during service, serving trays/salvers/chafing dishes (as required for service), bottle openers.</p> <p>Menus (as required per service session), wine coolers, sets of serving cutlery, service trollies, tea/coffee pots, drinking utensils (various, as required, per service session).</p>



<b>Level</b>	<b>Category: Bar/Restaurant</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 1	Food and Beverage Service – Restaurant	<p>All tutor/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records, (ideally, within the last 36 months).</p> <p>Tutors/assessors require a Level 2 qualification in Food and Beverage Service or equivalent. It is highly recommended that tutors/assessors hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement.</p> <p>It is highly recommended that the qualification delivery be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Dining area to accommodate proposed learner numbers and a sufficient number of tools, equipment and/or items required, dependent on the number of learners subject to assessment and the assessment requirements stated within the record of assessment handbook. RWE is acceptable but it must be fully functioning and sufficiently diverse to take account of various customer dining requirements.</p> <p><b>Large equipment</b></p> <p>Barista machine (shared across learners) – dependent on whether the machine is situated in the bar or kitchen area.</p> <p><b>Small equipment</b></p> <p>Selection of drinking glasses of various sizes, writing pads, pens, pencils, calculators, tills (as required for food and drink service qualifications), PDQ electronic devices, cocktail shakers, stirrers (selection per learner), straws (selection per learner), various measuring jiggers (selection, per learner), pourers, mixers/blenders, Squeezers/strainers, Various knives (and sharpening tools/equipment), chopping boards (various), mixing jugs (selection per learner), ice buckets, linen (napkins, serviettes) as required per learner for setting up and closing down duties, Cruet sets (and other accompaniment containers) as required for setting up and replenishing during service, serving trays/salvers/chafing dishes (as required for service), bottle openers, Menus (as required per service session), wine coolers, serving cutlery, service trolleys, tea/coffee pots, drinking utensils (various, as required, per service session).</p>

Level	Category: Bar/Restaurant	Staff requirements	Recommended Equipment Requirements
Level 2	Professional Food and Beverage Service – Bar	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records, (ideally, within the last 36 months).</p> <p>Tutors/assessors require a Level 2 qualification in Professional Food and Beverage Service or equivalent. It is highly recommended that tutors/assessors hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement.</p> <p>It is highly recommended that the qualification delivery be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Functioning bar unit or RWE to accommodate proposed learner numbers and a sufficient number of tools, equipment and/or items required, dependent on the number of learners subject to assessment and the assessment requirements stated within the record of assessment handbook.</p> <p>Suitable sterilising and sanitising equipment in each room. Waste disposal units, waste bins – food waste and recycling, as required.</p> <p><b>Large equipment</b></p> <p>Fridge (for storing cold bottled drinks), Barista machine (shared across learners) – depending on whether this is situated in the bar or restaurant area. Barista skills is set as part of this level.</p> <p>However, Barista machine can be small (domestic) or large (industrial) depending no expected number of customers.</p> <p><b>Small equipment</b></p> <p>Selection of drinking glasses of various sizes, writing pads, pens, pencils, calculators, tills (as required for food and drink service qualifications), PDQ electronic devices, cocktail shakers, stirrers (selection per learner), straws (selection per learner), various measuring jiggers (selection, per learner), pourers, mixers/blenders, squeezers/strainers, various knives (and sharpening tools/equipment), chopping boards (various), mixing jugs (selection per learner), ice buckets, linen (napkins, serviettes) as required per learner for setting up and closing down duties, Cruet sets (and other accompaniment containers) as required for setting up and replenishing during service, serving trays/salvers/chafing dishes (as required for service), bottle openers, Menus (as required per service session), wine coolers, serving cutlery, service trolleys, tea/coffee pots, drinking</p>

			utensils (various, as required, per service session).
<b>Level</b>	<b>Category: Bar/Restaurant</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2	Professional Food and Beverage Service – Restaurant	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records, (ideally, within the last 36 months).</p> <p>Tutors/assessors require a Level 2 qualification in Professional Food and Beverage Service or equivalent. It is highly recommended that tutors/assessors hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement.</p> <p>It is highly recommended that the qualification delivery be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Functioning Dining area or RWE to accommodate proposed learner numbers and a sufficient number of tools, equipment and/or items required, dependent on the number of learners subject to assessment and the assessment requirements stated within the record of assessment handbook. RWE is acceptable but it must be fully functioning and sufficiently diverse to take account of various customer dining requirements.</p> <p><b>Large equipment</b></p> <p>Barista machine (shared across learners) – dependent on whether the machine is situated in the bar or kitchen area.</p> <p><b>Small equipment</b></p> <p>Selection of drinking glasses of various sizes, writing pads, pens, pencils, calculators, tills (as required for food and drink service qualifications), PDQ electronic devices, cocktail shakers, stirrers (selection per learner), straws (selection per learner), various measuring jiggers (selection, per learner), pourers, mixers/blenders, squeezers/strainers, various knives (and sharpening tools/equipment), chopping boards (various), mixing jugs (selection per learner), ice buckets, linen (napkins, serviettes) as required per learner for setting up and closing down duties, Cruet sets (and other accompaniment containers) as required for setting up and replenishing during service, serving trays/salvers/chafing dishes (as required for service), bottle openers, Menus (as required per service session), wine coolers, serving cutlery, service</p>

Level	Category: Bar/Restaurant	Staff requirements	Recommended Equipment Requirements
Level 3	Hospitality, Food and Beverage Supervision and leadership – Bar	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records, (ideally, within the last 36 months).</p> <p>Tutors/assessors require a Level 3 qualification in a Supervising/Managing Restaurant Operations. It is highly recommended that tutors/assessors hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement.</p> <p>It is highly recommended that the qualification delivery be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>trolleys, tea/coffee pots, drinking utensils (various, as required, per service session).</p> <p>Functioning bar unit or RWE to accommodate proposed learner numbers and a sufficient number of tools, equipment and/or items required, dependent on the number of learners subject to assessment and the assessment requirements stated within the record of assessment handbook.</p> <p><b>Large equipment</b></p> <p>Fridge (for storing cold bottled drinks), Barista machine (shared across learners) – depending on whether this is situated in the bar or restaurant area.</p> <p><b>Small equipment</b></p> <p>Selection of drinking glasses of various sizes, writing pads, pens, pencils, calculators, tills (as required for food and drink service qualifications), PDQ electronic devices, cocktail shakers, stirrers (selection per learner), straws (selection per learner), various measuring jiggers (selection, per learner), pourers, mixers/blenders, squeezers/strainers, various knives (and sharpening tools/equipment), chopping boards (various), Mixing jugs (selection per learner), ice buckets, linen (napkins, serviettes) as required per learner for setting up and closing down duties, Cruet sets (and other accompaniment containers) as required for setting up and replenishing during service, serving trays/salvers/chafing dishes (as required for service), bottle openers, Menus (as required per service session), wine coolers, serving cutlery, service trolleys, tea/coffee pots, drinking utensils (various, as required, per service session).</p>

Level	Category: Bar/Restaurant	Staff requirements	Recommended Equipment Requirements
Level 3	Hospitality, Food and Beverage Supervision and Leadership – Restaurant	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records, (ideally, within the last 36 months).</p> <p>Tutors/assessors require a Level 3 qualification in Supervising/Managing Restaurant Operations Qualification. It is high recommended that tutors/assessors hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement.</p> <p>It is highly recommended that the qualification delivery be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Functioning Dining area or RWE to accommodate proposed learner numbers and a sufficient number of tools, equipment and/or items required, dependent on the number of learners subject to assessment and the assessment requirements stated within the record of assessment handbook. RWE is acceptable but it must be fully functioning and sufficiently diverse to take account of various customer dining requirements.</p> <p><b>Large equipment</b></p> <p>Barista machine (shared across learners) – dependent on whether the machine is situated in the bar or kitchen area.</p> <p><b>Small equipment</b></p> <p>Selection of drinking glasses of various sizes, writing pads, pens, pencils, calculators, tills (as required for food and drink service qualifications), PDQ electronic devices, cocktail shakers, stirrers (selection per learner), straws (selection per learner), various measuring jiggers (selection, per learner), pourers, mixers/blenders, squeezers/strainers, various knives (and sharpening tools/equipment), chopping boards (various), mixing jugs (selection per learner), ice buckets, linen (napkins, serviettes) as required per learner for setting up and closing down duties, Cruet sets (and other accompaniment containers) as required for setting up and replenishing during service, serving trays/salvers/chafing dishes (as required for service), bottle openers, Menus (as required per service session), wine coolers, serving cutlery, service trolleys, tea/coffee pots, drinking utensils (various, as required, per service session).</p>

<b>Level</b>	<b>Category: Kitchen</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 1	General and Professional Cookery in the Hospitality Industry	<p>All tutors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records, (ideally, within the last 36 months).</p> <p>Tutors require a Level 2 qualification in General or Professional Cookery or equivalent. It is highly recommended that tutors/assessors hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement.</p> <p>It is highly recommended that the qualification delivery be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Functioning kitchen unit or RWE to accommodate proposed learner numbers and a sufficient number of tools, equipment and/or items required, dependent on the number of learners subject to assessment and the assessment requirements stated within the record of assessment handbook. At this level, the kitchen must be sufficient to ensure learner has access to a suitable learning environment.</p> <p>Suitable sterilising and sanitising equipment in each room. Waste disposal units, waste bins – food waste and recycling, as required.</p> <p><b>Large equipment</b></p> <p>Cookers/ovens – Large combine (combi) or single ovens, depending on the requirements of an assessment. This may include griddles or hot plates, steamers, depending on the requirements of an assessment, large fryers, fridge and freezer – walk in fridges and freezers, salamanders, vacuum packing machine, Bain Marie.</p> <p><b>Small equipment</b></p> <p>Temperature probes, selection of knives (and sharpening tools/equipment), mixing bowls along with attachments, electric blenders (hand-held or electronic) sets of saucepans, colanders, wooden spoons (various sized spoons, as required for the assessment), potato mashers, garlic presses, chopping boards (various colours), spatulas, serving dishes (various sizes), serving spoons (large, medium and small spoons). Chopping equipment – mixers/blenders, ladles, palette knives, vegetable peelers, grater/mandolin, moulds, grill trays, oven trays, whisks (balloon whisks, hand-whisks), slotted spoons, piping bags and nozzles, pastry scraper, pastry brush, blowtorches, measuring equipment/tools/scales, sieves/chinois</p>

<b>Level</b>	<b>Category: Kitchen</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2	Professional Cookery Bakery and Patisserie	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records, (ideally, within the last 36 months).</p> <p>Tutors/assessor require a Level 2 qualification in Professional Cookery, Bakery or Patisserie or equivalent. It is highly recommended that tutors/assessors hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement.</p> <p>It is highly recommended that the qualification delivery be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Functioning kitchen unit or RWE to accommodate proposed learner numbers and a sufficient number of tools, equipment and/or items required, dependent on the number of learners subject to assessment and the assessment requirements stated within the record of assessment handbook. At this level, the kitchen must be sufficient to ensure learner has access to a suitable learning environment.</p> <p>Employment/work experience can be used, at this level, to supplement RWE or centre based activities.</p> <p>Suitable sterilising and sanitising equipment in each room. Waste disposal units, waste bins – food waste and recycling, as required.</p> <p><b>Large equipment</b></p> <p>Cookers/ovens – large combine (combi) or single ovens. This may include: griddles or hot plates.</p> <p>Steamers, large fryers, fridge and freezer – walk in fridges and freezers, salamanders – small to medium sized salamanders, vacuum packing machine, Bain Marie.</p> <p><b>Small equipment</b></p> <p>Temperature probes, selection of knives (and sharpening tools/equipment), mixing bowls along with attachments, electric blenders (hand-held or electronic) sets of saucepans, colanders, wooden spoons (various sized spoons, as required for the assessment), potato mashers, garlic press, chopping boards, spatulas, serving dishes (various sizes, as required for the assessment), serving spoons.</p> <p>Chopping equipment – Mixers/blenders, ladles, palette knives, vegetable peelers, grater/mandolin, moulds, grill trays, oven trays.</p>

			Whisks – balloon whisk, hand-whisk, slotted spoons, piping bags and nozzle, pastry scraper, pastry brushes, blowtorches, measuring equipment/tools/scales, sieves/chinois.
--	--	--	--

Level	Category: Kitchen	Staff requirements	Recommended Equipment Requirements
Level 3	Professional Cookery Patisserie and Confectionery	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records, (ideally, within the last 36 months).</p> <p>Tutors/assessors require a Level 3 qualification in Professional Cookery, Patisserie or Confectionery or equivalent. It is highly recommended that tutors/assessors hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement.</p> <p>It is highly recommended that the qualification delivery be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Functioning kitchen unit or RWE to accommodate proposed learner numbers and a sufficient number of tools, equipment and/or items required, dependent on the number of learners subject to assessment and the assessment requirements stated within the record of assessment handbook. Suitable sterilising and sanitising equipment in each room. Waste disposal units, waste bins – food waste and recycling, as required.</p> <p><b>Large equipment</b></p> <p>Cookers/ovens – large combine (combi) or single ovens. This may include griddles or hot plates.</p> <p>Steamers, large fryers, fridge and freezer – walk in fridges and freezers, salamanders – small to medium sized salamanders, vacuum packing machine, Bain Marie.</p> <p><b>Small equipment</b></p> <p>Temperature probes, selection of knives (and sharpening tools/equipment), mixing bowls along with attachments, electric blenders (hand-held or electronic) sets of saucepans, colanders, wooden spoons (various sized spoons, as required for the assessment), potato mashers, garlic press, chopping boards, spatulas, serving dishes (various sizes, as required for the assessment), serving spoons.</p> <p>Chopping equipment – mixers/blenders, ladles, palette knives, vegetable peelers,</p>



			<p>grater/mandolin, moulds, grill trays, oven trays.</p> <p>Whisks – balloon whisk, hand-whisk, slotted spoons, piping bags and nozzle, pastry scraper, pastry brushes, blowtorches, measuring equipment/tools/scales, sieves/chinois.</p>
<b>Level</b>	<b>Category: Customer Service/Housekeeping</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2	Customer Service	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria).</p> <p>Tutors/assessors and IQAs must have a comparable customer service qualification. This must be supplemented by relevant by appropriate CPD. It is highly recommended that tutors/assessors hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement.</p> <p>It is highly recommended that the qualification delivery be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	Access to suitable classroom and delivery resources.
Level 2	Housekeeping	All tutors/assessors and internal quality	Cleaning supplies to accommodate proposed learner numbers (managed

		<p>assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records, (ideally, within the last 36 months).</p> <p>Tutors/assessors require a Level 3 qualification in Professional Cookery, Patisserie or Confectionery or equivalent. It is highly recommended that tutors/assessors hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement.</p> <p>It is highly recommended that the qualification delivery be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>in line with COSHH requirements). Learners are required to prepare a portfolio of evidence to supplement their observations. Mandatory observations (x2) are required for one unit from this qualification (UV21145). It is necessary for centres to have access to specific items of cleaning equipment and chemicals. These must be used under supervision and assessment must be in line with centre health and safety procedures.</p> <p>Cleaning equipment required: Mops, buckets, toilet brushes, colour-coded cloths, dusters, sponges, abrasive and non-abrasive pads, brush and dustpans, electrical (vacuum cleaners, polishers and scrubbers, spray extractors).</p> <p>Suitable warning signs when operating equipment. It is also necessary for centres to provide learners with suitable and sufficient items of personal and protective equipment (PPE) including aprons, hats, face mask, shoe covers, clothing gloves, overalls and goggles.</p> <p>In terms of areas to be cleaned, including bedrooms, bathrooms, public areas and kitchens. Cleaning chemicals required to include a range – polish, toilet cleaner, glass cleaner, sanitiser, multi-surface cleaner, detergent, air freshener, carpet shampoo, degreasers, stain removers, bleach, washing-up liquid and floor strippers.</p>
<b>Level</b>	<b>Category: Catering General</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2	Food Safety	All tutors/assessors and internal quality assessors must be occupationally competent (as defined in the Approval Visit Criteria). Assessors and IQAs must be qualified to a	Access to suitable classroom and delivery resources.

		<p>minimum of Food Safety (Level 2).</p> <p>It is highly recommended that the qualification delivery be underpinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	
--	--	---	--

## 2.8. Health and Social Care

Level	Category: Children & Young People	Staff requirements	Recommended Equipment Requirements
Level 1	Children and Young People	While the Assessor and the Internal Quality Assurance (TAQA) units are valued as qualifications for centre staff, they are not currently a requirement for this qualification. It is strongly recommended, however, that staff must be able to show occupational competence, through mapping their competences and knowledge against the relevant NOS and the assessor and verifier requirements.	Access to suitable classroom and delivery resources.
Level 2 - 5	Children and Young People	Assessors and internal quality assurers must hold the relevant qualifications (D32, D33, A1, A2 or Level 3 TAQA for assessors and D34, V1 or Level 4 TAQA for internal verifiers), or be working towards an appropriate TAQA qualification. Centre staff should have verifiable relevant experience and current knowledge of the occupational working area at, or above, the level they are assessing or verifying.	Centres must possess the physical resources needed to support the delivery of the programme and the assessment of knowledge and skills, which should therefore be of industry standard.

Level	Category: Health and Social Care	Staff requirements	Recommended Equipment Requirements
Level 1	Health and Social Care	While the Assessor and Internal Quality Assurance (TAQA) units are valued as qualifications for centre staff, they are not currently a requirement for this qualification. It is strongly recommended, however, that staff must be able to show occupational competence, through mapping their competences and knowledge against the relevant NOS and the assessor and verifier requirements.	Access to suitable classroom and delivery resources.
Level 2 - 5	Health and Social Care	Assessors and internal quality assurers (IQA's) must hold the relevant qualifications (D32, D33, A1, A2 or Level 3 TAQA for assessors and D34, V1 or Level 4 TAQA for internal verifiers), or be working towards an appropriate TAQA qualification. Centre staff should have verifiable relevant experience and current knowledge of the occupational working area at, or above, the level they are assessing or verifying.	Centres must possess the physical resources needed to support the delivery of the programme and the assessment of knowledge and skills, which should therefore be of industry standard.

## 2.9. Business and Customer Service

Level	Category: Business and Customer Service	Staff requirements	Recommended Equipment Requirements
Level 1	Customer Service	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4</p>	Office equipment: has to be a real working office environment.

		Award in the Internal Quality Assurance of Assessment Processes and Practice.	
Level 2	Business	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Office equipment: has to be a real working office environment. If in retail: storage, shop front, retail displays. Real working retail environment. Access to suitable classroom.</p>
Level 2	Customer Service	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Office equipment: has to be a real working office environment. If in retail: storage, shop front, retail displays. Real working retail environment. Access to suitable classroom.</p>
<b>Level</b>	<b>Category: Business and Customer Service</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2 - 4	Business	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p>	<p>Office equipment: has to be a real working office environment. If in retail: storage, shop front, retail displays. Real working retail environment. Access to suitable classroom.</p>

		The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.	
Level 2- 3	Customer Service	<p>All tutors/assessor and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Office equipment: has to be a real working office environment. If in retail: storage, shop front, retail displays. Real working retail environment. Access to suitable classroom.</p>
<b>Level</b>	<b>Category: Financial</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 1	Personal Finance	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	Access to suitable classroom.
<b>Level</b>	<b>Category: Financial</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2	Personal Finance	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a</p>	The unit can be delivered in a classroom setting.

		<p>qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	
Level 2	Financial	<p>Tutors/assessors must have recent and relevant industry experience in the area they are delivering, alongside a minimum of 3 years' experience within the relevant industry.</p> <p>It is recommended that tutors/assessors hold or are working towards an assessor or teaching qualification, although this is not a formal requirement.</p> <p>It is recommended that staff responsible for quality assurance within centres, hold an Internal Quality Assurance qualification, although this is not a formal requirement.</p>	The qualification can be delivered in a suitable classroom setting.
Level 3	Financial	<p>Tutors/assessors must have recent and relevant industry experience in the area they are delivering, alongside a minimum of 3 years' experience within the relevant industry.</p> <p>It is recommended that tutors/assessors hold or are working towards an assessor or teaching qualification, although this is not a formal requirement.</p> <p>It is recommended that staff responsible for quality assurance within centres, hold an Internal Quality Assurance qualification, although this is not a formal requirement.</p>	The qualification can be delivered in a suitable classroom setting.
Level 1	Finance & Payroll	<p>Deliverers, assessors and internal quality assurers (IQA's) are appointed by the recognised centre and approved by VTCT through the external quality assurer (EQA).</p> <p>While the Training, Assessment and Quality Assurance (TAQA) units and the assessor/quality assurance units are valued as qualifications for centre staff, they are not currently a requirement for</p>	The qualification can be delivered in a suitable classroom setting.

		<p>this qualification. However, staff should hold, or be working towards, teaching/training qualifications and have sufficient experience and/or qualifications for competent delivery.</p>	
Level 2 - 3	Finance & Payroll	<p>Staff must be occupationally competent to make assessment judgements about the broad use of computerised payroll techniques either in the workplace or in Realistic Working environments.</p> <p>Assessors and internal quality assurers must hold the relevant and equivalent qualifications (such as D32, D33, A1, A2 or Level 3 TAQA for assessors and D34, V1 or Level 4 TAQA for internal verifiers), or be working towards an appropriate TAQA or equivalent qualification.</p>	The qualification can be delivered in a suitable classroom setting.
<b>Level</b>	<b>Category: Financial</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2	Financial Trading	<p>Tutors/assessors must have recent and relevant industry experience in the area they are delivering, alongside a minimum of 3 years' experience within the financial trading industry.</p> <p>It is recommended that tutors/assessors hold or are working towards an assessor or teaching qualification, although this is not a formal requirement.</p> <p>It is recommended that staff responsible for quality assurance within centres, hold an Internal Quality Assurance qualification, although this is not a formal requirement.</p>	Industry standard professional trading platform software. Have access to up to the minute economic news releases. Access to suitable classroom.
Level 3	Financial Trading	<p>Tutors/assessors must have recent and relevant industry experience in the area they are delivering, alongside a minimum of 3 years' experience within the financial trading industry.</p> <p>It is recommended that tutors/assessors hold or are working towards an assessor or teaching</p>	Industry standard professional trading platform software. Have access to up to the minute economic news releases. Access to suitable classroom.



		<p>qualification, although this is not a formal requirement.</p> <p>It is recommended that staff responsible for quality assurance within centres, hold an Internal Quality Assurance qualification, although this is not a formal requirement.</p>	
Level 5	Financial Trading	<p>Tutors/assessors must have recent and relevant industry experience in the area they are delivering, alongside a minimum of 3 years' experience within the financial trading industry.</p> <p>It is recommended that tutors/assessors hold or are working towards an assessor or teaching qualification, although this is not a formal requirement.</p> <p>It is recommended that staff responsible for quality assurance within centres, hold an Internal Quality Assurance qualification, although this is not a formal requirement.</p>	<p>Industry standard professional trading platform software. Have access to up to the minute economic news releases. Access to suitable classroom.</p>

<b>Level</b>	<b>Category: Financial</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 7	Financial Trading	<p>Tutors/assessors must be occupational experts and have knowledge and understanding in the area for which they are delivering the training. This knowledge must be at the same level as or higher than the training being delivered or attained through demonstrable practitioner experience of at least five years. Have credible experience of teaching and/or providing training and have full understanding of the practical implementation of the learning modules.</p> <p>It is recommended that tutors/assessors hold or are working towards an assessor or teaching qualification, although this is not a formal requirement.</p> <p>It is recommended that staff responsible for quality assurance within centres, hold an Internal Quality Assurance qualification, although this is not a formal requirement.</p>	Industry standard professional trading platform software. Have access to up to the minute economic news releases. Access to suitable classroom.
<b>Level</b>	<b>Category: Retail</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 1	Retail	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	Can be delivered in a classroom setting or a real working learning environment.
Level 2	Retail	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working</p>	<p>Office equipment: Has to be a real working office environment. If in retail: storage, shop front, retail displays. Real working retail environment.</p>

		<p>towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	Access to suitable classroom.
<b>Level</b>	<b>Category: Management</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2	Starting a Business	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	Has to be a real working environment.
Level 3	Starting a Business	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	Has to be a real working environment.
Level 2	Employee Rights	All tutors/assessors must hold a Level 3 Certificate in Assessing Vocational Achievement. The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.	The qualification can be delivered in a classroom setting.

Level 3	Management and Leadership	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Office equipment: Has to be a real working office environment. Access to suitable classroom.</p>
---------	---------------------------	--	---

## 2.10. Education and Training, Assessment and Quality Assurance

Level	Category: Education and Training	Staff requirements	Recommended Equipment Requirements
Level 3	Education and Training	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. It is recommended that tutors hold a Level 3 Award in Education and Training Qualification.</p>	<p>Real teaching and learning environment. Access to suitable classroom.</p>
Level 4	Education and Training	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification</p>	<p>Real teaching and learning environment. Access to suitable classroom.</p>

		<p>a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. It is recommended that tutors hold a Level 4 Education and Training Qualification.</p>	
Level 5	Education and Training	<p>All tutors/assessor and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. It is recommended that tutors hold a Level 5 Education and Training Qualification.</p>	<p>Real teaching and learning environment. Access to suitable classroom.</p>
<b>Level</b>	<b>Category: Education and Training</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 3	Additional Teaching Qualifications	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a Level 3 qualification in the related sector (computing/IT). Tutors require a Level 3 Certificate in Assessing Vocational Achievement.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Real teaching and learning environment. Access to suitable classroom. Access to computers with internet access.</p>
<b>Level</b>	<b>Category: Assessor</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 3	Assessor Qualifications	All tutors/assessors and internal quality assurers must be occupationally competent	Real working environment.

		(as defined in the Approval Visit Criteria) and maintain active CPD records.  Tutors/assessors require a Level 3 Certificate in Assessing Vocational Achievement.	Access to suitable classroom.
<b>Level</b>	<b>Category: Quality Assurance</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 3	Quality Assurance Qualifications	All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.  Tutors/assessors require a Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice.	Real working environment. Access to suitable classroom.
Level 4	Quality Assurance Qualifications	All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.  Tutors require a Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice.	Real working environment. Access to suitable classroom.

## 2.11. Other

<b>Level</b>	<b>Category: First Aid</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 3	First Aid	The trainer/assessor must maintain a portfolio of first aid evidence containing appropriate qualifications to their role: <ul style="list-style-type: none"> <li>- A current and valid First Aid at Work certificate</li> <li>- Evidence of first aid training/assessment</li> </ul>	All training areas must have close access to hand washing facilities with hot and cold running water.  Resuscitation manikins: should be provided at a minimum ratio of one manikin per four

		<ul style="list-style-type: none"> <li>- Annual observation of first aid practice/evidence of continuous professional development</li> </ul> <p>Trainer, assessor, internal verifier, external verifier — Individuals undertaking these roles must have occupational knowledge and competence in first aid and appropriate/associated training experience conversant with their role.</p> <p>Occupational knowledge and competence in first aid, evidenced by:</p> <p>A current and valid First Aid at Work certificate issued by a recognised Awarding Organisation or other first aid training certificate as accepted by the First Aid Awarding Organisation Forum.</p> <p>Trainers who also assess learner competence must hold a qualification (or separate qualifications) to enable them to perform both functions (e.g. a suitable assessors award).</p>	<p>learners (adult, child, junior as appropriate).</p> <p>Training AED’s (where applicable): Should be provided at a minimum ratio of one training AED per four learners. Where fewer training AEDs are provided, learning hours/lesson plans should be adjusted accordingly to ensure learners are not disadvantaged.</p> <p>Bandages and dressings: Sufficient clean bandages, dressings and other items commonly found in a first aid kit must be available to facilitate training and assessment.</p> <p>Learning materials: Learning materials must meet current first aid standards as identified by Resuscitation Council (UK) and other acceptable sources.</p>
<b>Level</b>	<b>Category: Personal Development</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Entry level - Level 1	Employability	Please refer to relevant qualification handbook specification	<p>Real working environment.</p> <p>Access to suitable classroom.</p>

			Access to computers with internet.
<b>Level</b>	<b>Category: Personal Development</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2	Employability	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement.</p>	<p>Real working environment.</p> <p>Access to suitable classroom.</p> <p>Access to computers with internet.</p>
Level 3	Employability	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement.</p>	<p>Real working environment.</p> <p>Access to suitable classroom.</p> <p>Access to computers with internet.</p>
Entry level - Level 3	Personal Development	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement</p>	<p>Real working environment.</p> <p>Access to suitable classroom.</p>
Level 1	Equality and Diversity	Please refer to relevant qualification handbook specification	Can be delivered in a classroom setting or a real working learning environment.
Level 2	Equality and Diversity	All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.	The qualification can be delivered in a classroom setting or a real working learning environment.



		<p>All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessors must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	
--	--	--	--

<b>Level</b>	<b>Category: Personal Development</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 1	Mental Health Awareness	<p>In order to deliver this qualification, teaching staff must:</p> <ul style="list-style-type: none"> <li>- be occupational experts within their discipline and have knowledge and understanding in the area for which they are delivering training. This knowledge must be at the same level as or higher than the training being delivered</li> <li>- hold an appropriate qualification or accredited training in the subject to be taught. In the absence of a regulated qualification, staff members will be required to agree to update their training to a full qualification within 18 months of being approved to deliver. If for any reason the member of staff fails to achieve the qualification, the centre would be required to find another member of staff to deliver the program or forfeit the right to deliver the qualification</li> <li>- understand the qualification’s structure and content, and the learning outcomes they are delivering</li> </ul>	The qualification can be delivered in a classroom setting.

		<ul style="list-style-type: none"> <li>- have credible experience of teaching and/or providing training</li> <li>- undertake activities which contribute to their continuing professional development (CPD)</li> </ul>	
Level 2	Mental Health Awareness	<p>In order to deliver this qualification, teaching staff must:</p> <ul style="list-style-type: none"> <li>- be occupational experts within their discipline and have knowledge and understanding in the area for which they are delivering training. This knowledge must be at the same level as or higher than the training being delivered</li> <li>- hold an appropriate qualification or accredited training in the subject to be taught. In the absence of a regulated qualification, staff members will be required to agree to update their training to a full qualification within 18 months of being approved to deliver. If for any reason the member of staff fails to achieve the qualification, the centre would be required to find another member of staff to deliver the program or forfeit the right to deliver the qualification</li> <li>- understand the qualification’s structure and content, and the learning outcomes they are delivering</li> <li>- have credible experience of teaching and/or providing training</li> <li>- undertake activities which contribute to their continuing professional development (CPD)</li> </ul>	The qualification can be delivered in a classroom setting.

<b>Level</b>	<b>Category: Infection Prevention</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2	Infection Prevention	<p>In order to deliver this qualification, teaching staff must:</p> <ul style="list-style-type: none"> <li>- be occupational experts within their discipline and have knowledge and understanding in the area for which they are delivering training. This knowledge must be at the same level as or higher than the training being delivered</li> <li>- hold an appropriate qualification or accredited training in the subject to be taught. In the absence of a regulated qualification, staff members will be required to agree to update their training to a full qualification within 18 months of being approved to deliver. If for any reason the member of staff fails to achieve the qualification, the centre would be required to find another member of staff to deliver the program or forfeit the right to deliver the qualification</li> <li>- understand the qualification's structure and content, and the learning outcomes they are delivering</li> <li>- have credible experience of teaching and/or providing training</li> <li>- undertake activities which contribute to their continuing professional development (CPD)</li> </ul>	The qualification can be delivered in a classroom setting.

<b>Level</b>	<b>Category: Scottish Core Skills</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Entry Level 3	Core Skills	<p>In order to deliver this qualification, teaching staff must:</p> <ul style="list-style-type: none"> <li>- be occupational experts within their discipline and have knowledge and understanding in the area for which they are delivering training. This knowledge must be at the same level as or higher than the training being delivered</li> <li>- hold an appropriate qualification or accredited training in the subject to be taught. In the absence of a regulated qualification, staff members will be required to agree to update their training to a full qualification within 18 months of being approved to deliver. If for any reason the member of staff fails to achieve the qualification, the centre would be required to find another member of staff to deliver the program or forfeit the right to deliver the qualification</li> <li>- understand the qualification’s structure and content, and the learning outcomes they are delivering</li> <li>- have credible experience of teaching and/or providing training</li> <li>- undertake activities which contribute to their continuing professional development (CPD)</li> </ul>	The qualification can be delivered in a classroom setting.

<b>Level</b>	<b>Category: Scottish Core Skills</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 1	Core Skills	<p>In order to deliver this qualification, teaching staff must:</p> <ul style="list-style-type: none"> <li>- be occupational experts within their discipline and have knowledge and understanding in the area for which they are delivering training. This knowledge must be at the same level as or higher than the training being delivered</li> <li>- hold an appropriate qualification or accredited training in the subject to be taught. In the absence of a regulated qualification, staff members will be required to agree to update their training to a full qualification within 18 months of being approved to deliver. If for any reason the member of staff fails to achieve the qualification, the centre would be required to find another member of staff to deliver the program or forfeit the right to deliver the qualification</li> <li>- understand the qualification's structure and content, and the learning outcomes they are delivering</li> <li>- have credible experience of teaching and/or providing training</li> <li>- undertake activities which contribute to their continuing professional development (CPD)</li> </ul>	The qualification can be delivered in a classroom setting.
Level 2	Core Skills	<p>In order to deliver this qualification, teaching staff must:</p> <ul style="list-style-type: none"> <li>- be occupational experts within their discipline and have knowledge and</li> </ul>	The qualification can be delivered in a classroom setting.

		<p>understanding in the area for which they are delivering training. This knowledge must be at the same level as or higher than the training being delivered</p> <ul style="list-style-type: none"> <li>- hold an appropriate qualification or accredited training in the subject to be taught. In the absence of a regulated qualification, staff members will be required to agree to update their training to a full qualification within 18 months of being approved to deliver. If for any reason the member of staff fails to achieve the qualification, the centre would be required to find another member of staff to deliver the program or forfeit the right to deliver the qualification</li> <li>- understand the qualification’s structure and content, and the learning outcomes they are delivering</li> <li>- have credible experience of teaching and/or providing training</li> <li>- undertake activities which contribute to their continuing professional development (CPD)</li> </ul>	
<b>Level</b>	<b>Category: Scottish Core Skills</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 3	Core Skills	<p>In order to deliver this qualification, teaching staff must:</p> <ul style="list-style-type: none"> <li>- be occupational experts within their discipline and have knowledge and understanding in the area for which they are delivering training. This knowledge must be at the same level</li> </ul>	The qualification can be delivered in a classroom setting.

		<p>as or higher than the training being delivered</p> <ul style="list-style-type: none"> <li>- hold an appropriate qualification or accredited training in the subject to be taught. In the absence of a regulated qualification, staff members will be required to agree to update their training to a full qualification within 18 months of being approved to deliver. If for any reason the member of staff fails to achieve the qualification, the centre would be required to find another member of staff to deliver the program or forfeit the right to deliver the qualification</li> <li>- understand the qualification’s structure and content, and the learning outcomes they are delivering</li> <li>- have credible experience of teaching and/or providing training</li> <li>- undertake activities which contribute to their continuing professional development (CPD)</li> </ul>	
<b>Level</b>	<b>Category:</b> <b>Justice</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
3	Justice	<p>Deliverers, assessors and internal quality assurers (IQAs) are appointed by the recognised centre and approved by Skillsfirst Awards through the external quality assurer (EQA).</p> <p>While the Training, Assessment and Quality Assurance (TAQA) units and the assessor/quality assurance units are valued as qualifications for centre staff, they are not currently a requirement for these qualifications.</p>	N/A

		However, staff should hold, or be working towards, teaching/training qualifications and have sufficient experience and/or qualifications for competent delivery and assessment of the unit.	
<b>Level</b>	<b>Category:</b> <b>LGBT</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
2	LGBT	<p>The centre must demonstrate that they have deliverers/assessors/IQAs with current LGBT knowledge and understanding and can provide evidence of inclusive practice. In addition to this, the centre will need to provide evidence that deliverers/assessors have completed a learning/delivery programme.</p> <p>While the Training, Assessment and Quality Assurance (TAQA) units and the assessor/quality assurance units are valued as qualifications for centre staff, they are not currently a requirement for these qualifications. However, staff should hold, or be working towards, teaching/training qualifications and have sufficient experience and/or qualifications for competent delivery and assessment of the unit.</p>	N/A
2	LGBT – Health and Social Care	<p>Deliverers, assessors and internal quality assurers (IQA’s) are appointed by the recognised centre and approved by VTCT through the external Quality Assurer (EQA).</p> <p>The centre must demonstrate that they have deliverers/assessors/IQA’s with current Care and LGBT knowledge and understanding and can provide evidence of inclusive practice. In addition to this, the centre will need to provide evidence that deliverers/assessors have completed a learning/delivery programme.</p>	N/A



		While the Training, Assessment and Quality Assurance (TAQA) units and the assessor/quality assurance units are valued as qualifications for centre staff, they are not currently a requirement for these qualifications. However, staff should hold, or be working towards, teaching/training qualifications and have sufficient experience and/or qualifications for competent delivery and assessment of the unit.	
<b>Level</b>	<b>Category: Sustainability</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 1 - 2	Sustainability	While the Training, Assessment and Quality Assurance (TAQA) units and the assessor/quality assurance units are valued as qualifications for centre staff, they are not currently a requirement for these qualifications. However, staff should hold, or be working towards, teaching/training qualifications and have sufficient experience and/or qualifications for competent delivery and assessment of the unit.	N/A

## 2.12. Management & Team Leading

<b>Level</b>	<b>Category: Management</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 3-5	Management	<p>All assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>All assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessors must be employed to counter sign the assessments.</p>	N/A

		The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.	
<b>Level</b>	<b>Category: Team Leading</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2-3	Team Leading	<p>All assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>All assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessors must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	N/A

### 2.13. Recruitment

<b>Level</b>	<b>Category: Recruitment</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2	Recruitment	<p>Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:</p> <ul style="list-style-type: none"> <li>• be technically competent in the areas for which they are delivering training and/or have experience of providing training. This knowledge must be at least to the same level as the training being delivered</li> </ul>	N/A

		<ul style="list-style-type: none"> <li>• have recent relevant experience in the specific area they will be assessing Assessors must be occupationally competent to make assessment judgments about the level and scope of individual learner skills and understanding in recruitment practice and, occupationally competent to make assessment judgments about the quality of assessment and the assessment process.</li> </ul> <p>IQAs must be occupationally competent to make recruitment moderation and verification judgments about the quality of assessment and the assessment process. For assessors and IVs, this could be verified by:</p> <ul style="list-style-type: none"> <li>• curriculum vitae and references</li> <li>• possession of a relevant qualification</li> <li>• corporate membership of a relevant professional institution</li> </ul>	
<p>Level 3 - 4</p>	<p>Recruitment</p>	<p>Assessors and IQA's should:</p> <ul style="list-style-type: none"> <li>• have verifiable relevant experience and current knowledge of the occupational working area at, or above, the level they are assessing or verifying. This experience and knowledge must be of sufficient depth to be effective and reliable when judging learner competence or verifying assessment processes and decisions. This could be verified by: – curriculum vitae and references – possession of a relevant qualification – corporate membership of a relevant professional institution.</li> <li>• have sufficient occupational expertise so they have up to date knowledge and experience of the particular aspects of work they are assessing or verifying. This could be confirmed by records of continuing professional development (CPD) achievements.</li> </ul>	<p>N/A</p>

		<ul style="list-style-type: none"> <li>• be prepared to participate in training activities for their CPD</li> <li>• have a sound in-depth knowledge of, and uphold the integrity of, the National Occupational Standards (NOS), units of assessment and the people1st assessment principles.</li> </ul>	
--	--	---	--

## 2.14. Teaching and Learning

<b>Level</b>	<b>Category: Teaching and Learning</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2 - 3	Teaching and Learning	<p>Assessors must demonstrate that they are capable of carrying out the full requirements within the competency units they are assessing. Being occupationally competent means they are also occupationally knowledgeable. This occupational competence should be maintained annually through clearly demonstrable continuing learning and professional development. Assessors must also have the relevant knowledge and understanding, and be able to assess this in those units:</p> <ul style="list-style-type: none"> <li>• designed to test specific knowledge and understanding, or</li> <li>• where knowledge and understanding are components of competency This occupational knowledge should be maintained annually through clearly demonstrable continuing learning and professional development.</li> </ul> <p>Those carrying out internal quality assurance must be occupationally knowledgeable in the area they are assuring. They must ensure that</p>	N/A

		the assessment of evidence for units is of a consistent and appropriate quality	
--	--	---	--

## 2.15. Warehousing and Storage

<b>Level</b>	<b>Category: Warehousing and Storage</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2	Warehousing and Storage	In the case of qualifications titled Warehousing and Storage, where the candidate uses equipment that requires specific training, or a 'licence' (certificate), for example lift trucks, assessors must have undertaken the specific training, or hold the 'licence' for the type of equipment on which the assessment is to take place.	Learners must be working in a Warehouse setting

## 2.16. Functional Skills

Level	Category: Functional Skills	Staff requirements
Level 1 - 2	English	<p>Teaching staff must:</p> <p>Have 2 years experience in teaching/training</p> <p>Or</p> <p>Are working towards an appropriate teaching/training qualification (Cert Ed or Learning &amp; Development trainer units)</p> <p>Or</p> <p>Hold an appropriate teaching/training qualification (Cert Ed or Learning &amp; Development trainer units)</p> <p>And</p> <p>Have knowledge and experience in the subject being taught to be able to judge the learner's performance against the Functional Skills Standards and to be able to justify their teaching practices</p> <p>And</p> <p>As a minimum hold the same level of the qualification being taught – but preferably hold a higher level</p> <p>Assessors and internal verifiers of the Speaking, Listening and Communication element of Functional Skills English must:</p> <p>Have an understanding of the assessment or verification process.</p> <p>This experience and knowledge must be of sufficient depth to be effective and reliable when judging learner competence or verifying assessment processes and decisions.</p>
Level 1 - 2	Mathematics	Teaching staff must:

		<p>Have 2 years experience in teaching/training</p> <p>Or</p> <p>Are working towards an appropriate teaching/training qualification (Cert Ed or Learning &amp; Development trainer units)</p> <p>Or</p> <p>Hold an appropriate teaching/training qualification (Cert Ed or Learning &amp; Development trainer units)</p> <p>And</p> <p>Have knowledge and experience in the subject being taught to be able to judge the learner’s performance against the Functional Skills Standards and to be able to justify their teaching practices</p> <p>And</p> <p>As a minimum hold the same level of the qualification being taught – but preferably hold a higher level</p>
--	--	---

## 2.17. Apprenticeships

Level	Category: Hair Apprenticeship	Staff requirements	Recommended Equipment Requirements
Level 2	Hairdressing	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a Level 3 Hairdressing Qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in</p>	<p>For training Hairdressing Apprentices the equipment requirements are identified in the Level 2 Hair Sector.</p> <p>For centres wishing to deliver the End Point Assessment see below.</p> <p>The End-point Assessment can take place at either the employer’s or training provider’s salon. As far as reasonably practicable the location of the End-point Assessment should match the conditions of a realistic working environment. The training</p>

		<p>Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>provider is responsible for meeting this requirement.</p> <p>The assessment centre must provide the following resources and requirements:</p> <p>Health and Safety information for visitors, designated waiting area for clients, Exam assistant, refreshment facilities, adequate lighting and heating, access to WC, First aid kit, sharps bin, work space for the Apprentice, 8 Hairdressing stations with mirror, access to electric points, 8 Hairdressing chair trolley, back/forward wash facilities, hood dryers, towels and gowns, professional products.</p> <p>In addition, the assessment venue will provide salon consumables (disposables), PPE (gloves, apron etc.), product data sheets (COSHH) and manufacturers’ instructions for all products. The centre will declare any conflict of interest.</p>
--	--	---	--

<b>Level</b>	<b>Category: Hair Apprenticeship</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 3	Hairdressing	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a Level 3 Hairdressing</p>	<p>For training Hairdressing Apprentices the equipment requirements are identified in the Level 3 Hair Sector.</p> <p>For centres wishing to deliver the End Point Assessment see below.</p> <p>The End-point Assessment can take place at either the employer’s or training provider’s salon. As far as reasonably practicable the location of</p>



		<p>Qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>the End-point Assessment should match the conditions of a realistic working environment. The training provider is responsible for meeting this requirement.</p> <p>The assessment centre must provide the following resources and requirements:</p> <p>Health and Safety information for visitors, designated waiting area for clients, Exam assistant, refreshment facilities, adequate lighting and heating, access to WC, First aid kit, sharps bin, work space for the Apprentice, 8 Hairdressing stations with mirror, access to electric points, 8 Hairdressing chair trolley, back/forward wash facilities, hood dryers, towels and gowns, professional products.</p> <p>In addition, the assessment venue will provide salon consumables (disposables), PPE (gloves, apron etc.), product data sheets (COSHH) and manufacturers’ instructions for all products. The centre will declare any conflict of interest.</p>
--	--	--	--

<b>Level</b>	<b>Category: Hair Apprenticeship</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2	Barbering	All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria)	<p>For training Barbering Apprentices the equipment requirements are identified in the Level 2 Barbering Sector.</p> <p>For centres wishing to deliver the End Point Assessment see below.</p>

		<p>and maintain active CPD records.</p> <p>Tutors/assessors require a Level 3 Barbering Qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>The End-point Assessment can take place at either the employer’s or training provider’s salon. As far as reasonably practicable the location of the End-point Assessment should match the conditions of a realistic working environment. The training provider is responsible for meeting this requirement.</p> <p>The assessment centre must provide the following resources and requirements:</p> <p>Health and Safety information for visitors, designated waiting area for clients, Exam assistant, refreshment facilities, adequate lighting and heating, access to WC, First aid kit, sharps bin, work space for the Apprentice, 8 Barbering stations with mirror, access to electric points, Barber’s chair, back/forward wash facilities, hood dryer, towels and gowns, hot towel cabinet, professional products.</p> <p>In addition, the assessment venue will provide salon consumables (disposables), PPE (gloves, apron etc.), product data sheets (COSHH) and manufacturers’ instructions for all products. The centre will declare any conflict of interest.</p>
--	--	---	---

<b>Level</b>	<b>Category: Beauty Apprenticeship</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2	Beauty Therapist	All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria)	All treatment areas must have hand washing facilities with hot and cold running water.

		<p>and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors/assessors require a Level 2 Beauty Therapy Qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>Access to relevant treatment equipment as detailed in syllabus, to include:</p> <p>Magnifying lamps (1 between 2 learners), steamers (1 between 2 learners), brush cleanse (1 between 2 learners), wax pots (1 between 2 learners), 50% hot wax and 50% warm/cool wax), couches, trolleys to accommodate proposed learner numbers.</p> <p>End-point Assessment should match the conditions of a realistic working environment. The training provider is responsible for meeting this requirement.</p> <p>The assessment centre must provide the following resources and requirements:</p> <p>Health and Safety information for visitors, designated waiting area for clients, Exam assistant, refreshment facilities, adequate lighting and heating, access to WC, First aid kit.</p>
<p>Level 2</p>	<p>Nails Services Technician</p>	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>For continuously assessed qualifications, tutors/assessors require a Level 2 Nail Technology Qualification. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the</p>	<p>All treatment areas must have hand washing facilities with hot and cold running water.</p> <p>Access to relevant treatment equipment as detailed in syllabus, to include:</p> <p>UV lamps (1 between 2 learners), couches/nail stations, trolleys to accommodate proposed learner numbers.</p> <p>End-point Assessment should match the conditions of a realistic working environment. The training provider is responsible for meeting this requirement.</p>

		<p>assessor is working towards the assessing qualification a qualified assessor must be employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>The assessment centre must provide the following resources and requirements:</p> <p>Health and Safety information for visitors, designated waiting area for clients, Exam assistant, refreshment facilities, adequate lighting and heating, access to WC, First aid kit.</p>
<b>Level</b>	<b>Category: Beauty Apprenticeship</b>	<b>Staff requirements</b>	<b>Recommended Equipment Requirements</b>
Level 2	Beauty and Make-up Consultant	<p>All tutors/assessors and internal quality assurers must be occupationally competent (as defined in the Approval Visit Criteria) and maintain active CPD records.</p> <p>Tutors/assessors require a Level 2 qualification in Beauty Therapy or related industry qualification and a minimum of 5 years' current, hands-on experience of working as a Beauty and Make-up Consultant in a retail environment. All tutors/assessors must hold or be working towards a Level 3 Certificate in Assessing Vocational Achievement, if the assessor is working towards the assessing qualification a qualified assessor must be</p>	<p>All training areas must have close access to hand washing facilities with hot and cold running water.</p> <p>Access to relevant treatment equipment/products as detailed in syllabus, to include:</p> <p>Professional skincare/make-up products, specialist retail products available for;</p> <ul style="list-style-type: none"> <li>a) Skin care</li> <li>b) Eyes and eyebrows</li> <li>c) Nail care</li> <li>d) Perfumery</li> </ul> <p>End-point Assessment should match the conditions of a realistic working environment. The training provider is responsible for meeting this requirement.</p>

		<p>employed to counter sign the assessments.</p> <p>The qualification delivery must be under pinned by an individual with a Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice.</p>	<p>The assessment centre must provide the following resources and requirements:</p> <p>Health and Safety information for visitors, designated waiting area for clients, refreshment facilities, adequate lighting and heating, access to WC, First aid kit.</p>
--	--	---	---

### 3. Related documents

- Centre Approval Application Form
- Approval Visit Criteria
- Site Approval Application
- Qualification Category Approval Application (Sectors)
- End-point Assessment Organisation Application Form

## Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
v0.1	Head of Standards	13/07/2021	First draft for internal consultation	Partnership Planning Manager
v0.2	Head of Standards	15/07/2021	Proof	Qualification Administrator
v0.3	Head of Standards	19/07/2021	Formatting	Qualification Administrator
V1	Head of Standards	19/08/2021	First publication	Quality Administrator
V2	Head of Standards	07/11/2022	New qualifications added	Quality Administrator
V3	Head of Standards	31/03/2023	New qualifications added	Quality Administrator
V4	Head of Standards	17/07/2023	New qualifications added	Quality Administrator
V5	Head of Standards	25/10/2024	Rebranding and adding of Skillsfirst qualifications	Quality Assurance Supervisor

## Document Review

Role	Review Status
Head of Standards	Reviewed and agreed

## Document Owner

Document Owner	Document shared with
Head of Standards	Quality Assurance Administrator

## Document Sign-off

Role	Sign-off Date
Head of Standards	24/10/2024