sallydurant
aesthetic education & training

THE CIBTAC / SALLY DURANT

LEVEL 4 QUALIFICATION PORTFOLIO

Unit One

Core Knowledge For Aesthetic Practice

UNIT ASSIGNMENT

UNIT ONE – CORE KNOWLEDGE FOR AESTHETIC PRACTICE - MODULAR TASK ASSIGNMENT BRIEF

Your written assessment schedule for this unit is comprised of:

- Your completion of your unit folder to include making additional notes from the audio commentary and answering short questions (marked by a blue question mark)
- Completion of the modular Multiple Choice Tests – 70% pass mark
- Completion of the Modular Assignment which consists of Blue and Yellow Box tasks and research exercises which are explained in your course folder and by the audio commentary.

You will be completing Unit One Assignment as an ongoing process as you progress through the e-learning programme.

The Blue, Yellow and White Box Tasks

Each of the tasks that make up the Assignment are presented in either **BLUE** or **YELLOW** or **WHITE** text boxes as below:

BLUE BOX = PORTFOLIO TASKS

The tasks within the blue boxes must completed as required and submitted to your course tutor digitally for marking. The marked work must then be placed within the relevant section of your course folder after the page where the task is set . Blue tasks will be checked by your examiner and unless otherwise stated, they must be written in your own words (ie not printed for the internet or copied from other sources)

YELLOW BOX = RESEARCH TASKS

The tasks in the yellow boxes require you to research the topic and either correlate information from the internet or make your own notes from other sources. Having gathered your information you can either store it digitally for your own reference or print it off and keep it in an additional folder or AT THE BACK of your course folder. Your examiner will not require to see this material

WHITE BOX = QUESTIONS / QUICK EXERCISES

The tasks in the white boxes require you to answer a question or complete a quick exercise within the space provided in your course folder. The answers to these questions will generally be provided within the audio commentary ion the e-learning presentations or relate to knowledge you should already have from previous learning.
Your White box questions and exercises will not need to be marked by your Course Tutor but their full completion will be checked by the CIBTAC Examiner

Blue Box Task Completion, Submission & Portfolio Presentation

The easiest and most convenient way of compiling and submitting your Unit One Blue Box Tasks is in digital form as this way you can simply email them to your course tutor for marking.

Complete each task in Word Format ensuring that you provide the Reference Code for each one. Your tutor will than mark your work and return it to you in PDF form . If you have additional work to do on the task to enable it to pass then you will need to resubmit your amended copy, again in Word Format.

Once passed, each Blue Box task must be printed and stored in hard copy in the relevant section of your Course Folder your course folder for your examiner to see.

Hard Copy Blue Box Assignment Folder

If you wish to submit your Core Knowledge assignment entirely in hard copy you will need to put together a file with dividers labeled by module and insert each of your Blue Box tasks in chronological order within the appropriate section.

All work completed in hard copy must be photocopied and sent by recorded delivery to your course tutor. You must also provide a stamped addressed envelope for the return postage, which should again be by recorded delivery.

Speak to your tutor for further guidance if required.

Why do you need to complete the Yellow Box tasks if they are not going to be marked or looked at by the examiner?

All Yellow Box tasks within Core Knowledge relate to the learning outcomes within the curriculum. Equally the need to complete your own research is aligned with the Ofqual requirement for student centred learning at Level 4.

You may be asked questions on the topics in the Yellow Box Tasks and so completing them and reviewing / revising this information prior to your exam is essential.

ALL TASKS ARE LISTED OVER THE FOLLOWING PAGES IN THEIR BLUE OR YELLOW FORMAT ……

(Please refer to your Course folder and the online presentation for the White Box questions / exercises)

IMPORTANT NOTE

These tasks were revised in January 2019 and it will take some time to amend the e-learning presentations and course folders to match the new format.

Some tasks have now been put in to Yellow boxes, some have been altered but remain as Blue Box tasks and some have deleted entirely.

Please complete the tasks as they are given over the following pages and do not worry if there are differences online or in your course notes.

CORE KNOWLEDGE – BLUE & YELLOW BOX TASKS

Listed in the following pages are the 'Blue and Yellow Box' tasks for each Module of Study as applicable. Each has been numbered for ease of recognition and cataloguing in your portfolio

MODULE 1- SECTION 1 PART 1

RESEARCH TASK
Task Ref CK001 – Module 1 Section 1

Visit some of the websites on Page 5 of your notes and see what job roles are currently available.

Download and save or print some of these that interest you, or write a description of them. Printed copies can be placed at the back of your Course Folder for reference if you wish

MODULE 1 – SECTION 1 PART 2

RESEARCH TASK
Task Ref – CK002 – Module1 Section 1 Part 2

Research and gather information on three different brands of COSMECEUTICAL product range and either store this digitally for your reference or print it off and insert this information into the back your course folder. Write some brief notes on each brand explaining their principle scientific concepts, active ingredients and formulations

PORFOLIO TASK
Task Ref – CK003 – Module1 Section 1 Part 2

Using the resources and information you have collated from TASK CK002 above, write some brief notes on each brand explaining their principle scientific concepts, active ingredients and formulations.
Word Count Guide 500 words per brand

RESEARCH TASK
Task Ref – CK004 – Module 1 Section 1 Part 2

Research and gather information on different brands of nutritional supplements designed specifically for the skin and insert this information into your course notes for reference.

PORFOLIO TASK
Task Ref – CK005 – Module1 Section 1 Part 2

Using the resources and information you have collated from TASK CK004 above, write some brief notes on each brand explaining their principle scientific concepts, active ingredients and formulations.
Word Count Guide 500 words per brand

MODULE 1 SECTION 2

RESEARCH TASK
Task REF – CK006 - Module 1 Section 2

Do some background reading on the principles of clinical audit using the internet and / or resources on the Sally Durant Student Learning Zone (if available to you.

As this is complex topic and much of the information you will find will refer to more medical and surgical environments, you can choose to make your own supplementary notes of how this practice should be approached in an aesthetic clinic if you feel this would be a more helpful reference for your revision than a detailed document for general healthcare use.

PORTFOLIO TASK
Task REF – CK007 - Module 1 Section 2

Research the organisations below and write brief notes on the principle, activities and relevance to the aesthetics sector of each one. Insert your notes into the relevant section of your course folder. Word count guide 250 words per organistation

BACN - BAAPS - BABTAC - BAD - BAPRAS - BMLA - CPSA - GMC - HABIA - JCCP – MHRA

RESEARCH TASK
Task REF – CK008 - Module 1 Section 2

Go to the NICE website : https://www.nice.org.uk/guidance

Research the function of the NICE Guidelines and the areas of your practice which they will influence. Store this information digitally OR make your own notes either digitally or printed and placed in the back of your folder

PORTFOLIO TASK
Task Ref – CK009 - Mod 1 Section 2

Again using the NICE website make your own notes on the NICE guidelines relating to sun damage, sun protection and the prevention and recognition of skin cancers by searching the reference numbers quoted on the chart you have just completed.

Save and submit this work digitally and then insert the hard copy in this section of your Course Folder

https://www.nice.org.uk/guidance

RESEARCH TASK

Task Ref – CK010 – Module 1 Section 2

Research aesthetic conferences that take place either in your country of residence or worldwide. Note down the name, date and location of each one below and then either save this information digitally or print it from the internet and place in the back into your course folder.

MODULE 2 - SECTION 1

RESEARCH TASK
Task REF – CK011 - Module 2 Section 1

Visit the HSE website at **www.hse.gov.uk** and research their activities and guidance tools.

Download and review information on the key issues relevant to you as an aesthetic practitioner relating specifically on:

- A Safe Place of Work
- Managing the risks of Skin Exposure to Hazardous Substances
- Risks within a Clinical Work Environment and the use of PPE

Either store this information digitally OR make your own brief notes OR print the information from the internet and place in the back of your course folder

RESEARCH TASK
Task Ref – CK012 Module 2 Section 1

At Level 3 you will have learned about key legislation which are equally important to aesthetic practice. You may therefore be asked about this in your Level 4 examinations.

You must now review your previous learning of the legal requirements laid down by the acts of legislation and government regulations which fall under the umbrella of The Health and Safety at Work Act. These laws are listed in your course notes but if you are studying outside the UK you must research the equivalent legislation laid down by your own country's government.

You can refer to your previous notes on these laws, source and digitally store information for the internet, make your own notes or print off information and store it at the back of your course folder

RESEARCH TASK
Task Ref – CK013 Module 2 Section 1

When you are in your workplace check the list of FIRST AID requirements against the contents of the First Aid Box provided within the premises . Is there anything missing?

Are all items within the 'Use By' date?

PORFOLIO TASK
Task REF – CK014 Module 2 Section 1

Copy the fire evacuation plan for your workplace and insert it into your digital or hard copy Place a copy in assignment folder.
If you do not have one you will need to draw one up using the guideline in your course notes

RESEARCH TASK
Task Ref – CK015 - Module 2 Section 1

Find out from your local government authority if you need to register or gain a license for yourself or your business for any of the treatments you wish to provide?

Research the procedure to register your clinical practices with your local authority - you will normally be able to download an application form or apply to register on line.

PORTFOLIO TASK
Task Ref CK016 - Module 2 Section 1

Produce a set of guidelines on the requirements and processes required by your local authority to register a business to offer laser or IPL treatments, chemical skin peeling, micro-needling and the use of topical 4% lidocaine anaesthetic(eg LMX 4 or Emla Cream)

Include in your work:

- The cost of registration
- A downloaded application form (which must be printed and inserted in to your folder with this piece of course work) or your

RESEARCH TASK
Task Ref – CK017 - Module 2 Section 1

Visit the CQC website for more information and registration updates:
http://www.cqc.org.uk/
Store this research in the usual way

RESEARCH TASK
Task Ref – CK018 - Module 2 Section 1

Source 3 clinical waste providers that operate in your area.

Download / print information on the services they offer that will required or relevant within an aesthetic clinic

Store this information in the normal way, either digitally or in hard copy at the back of your course folder

PORTFOLIO TASK
Task Ref - CK019 - Module 2 Section 1

Complete in the chart in your folder

Look around a clinical treatment room and list down 6 risks you can see. Decide whether the identified risks would have mild or severe consequences and how likely they are to happen and use the empty chart in your course notes to categorise these risks

(If you are not currently working in clinical practice you can complete this task when you attend our training centre)

PORTFOLIO TASK
Task Ref – CK 020 - Module 2 Section 1

Using the risk assessment you did in the previous task, enter the risks you recognised and their classification in to the template provided digitally in the Student Zone on www.sallydurant.com or in hard copy within your course notes.

When you have done this complete the rest of the form to expand on the implications of each hazard, how they can be reduced and a target date for the completion of the action plan

RESEARCH TASK
Task REF – CK021 - Module 2 Section 1

You should now check that your workplace has a Health and Safety Policy in place and use the HSE website to ensure it complies with regulations.

MODULE 2 SECTION 2

RESEARCH TASK
Task REF – CK022 - Module 2 Section 2

Research the requirements of the Data Protection Act 2018 and the legal obligations of GDPR for sole traders and small businesses

Visit the ICO website and use other resources available to you such as business or legal internet sites, professional journal publications or professionals who deal with GDPR as part of their job role

https://ico.org.uk/for-organisations/guide-to-data-protection

PORTFOLIO TASK
Task Ref – CK023 – Module 2 Section 2

Make notes in answer to the following questions (include the question as a title to each answer for reference)

1.What type of information is protected by the Data protection Act of 2018?

2.What is personal data?

3.What activities are regulated by GDPR?

4.Who has rights and obligations under the act?

5.What is data processing?

6.What is a Controller

7.What is Processor

8.How long do data protection rights and duties last?

9.What is meant by 'accountability in respect of GDPR?

10.What are the potential consequences on non-compliance with GDPR

PORTFOLIO TASK

Task Ref – CK024 - Module 2 Section 2

In aesthetic practice compliance with GDPR is part of everyday life.

Explain what precautions and procedures you need to employ to ensure GDPR compliance in respect of the following:

1.Client consultation and treatment records

2.Photographs taken for clinical monitoring, marketing or training purposes

3.Database collection and group emails sent for marketing purposes

Word Count Guide - 250 – 300 words per section

RESEARCH TASK

Task Ref – CK025 - Module 2 Section 2

You are now required to research the legal requirements laid down by the acts of legislation and government regulations listed in your course notes which relate to commercial practices and employment.

If you already have this information from previous studies you do not need to complete this task and you can insert your existing notes into the back of you course folder.

If you are studying outside the UK you will need to research the equivalent laws within your country of residence

RESEARCH TASK

Task Ref – CK026 - Module 2 Section 2

Go to the website below and research the Work Based Pensions Scheme. You can place any supplementary information you find of interest into your folder

https://www.gov.uk/workplace-pensions

If you are not based in the UK you should find out what pension provision, if any employers are obliged to provide to their employees in your country of residence

RESEARCH TASK

Task Ref – CK027 - Module 2 Section 2

Refer to the website given in your course notes and research good practice in compiling an Employee Handbook.

Do you have an Employee Handbook in your place of work?

RESEARCH TASK

Task Ref – CK028 - Module 2 Section 2

Go to the websites below and research the European Cosmetic Regulations in detail.

Make notes or print off any information you feel relevant to aesthetic practice and store it either digitally or insert it into the back your folder in the usual way.

https://www.cosmeticseurope.eu/cosmetics-industry/understanding-cosmetics-regulation

https://ec.europa.eu/growth/sectors/cosmetics/legislation_en

www. http://effci.com/

PORTFOLIO TASK

Task Ref – CK029 - Module 2 Section 2

Visit **www.babtac.com** and research their Professional Indemnity insurance policies for aesthetic practice covering the treatment modalities you are currently offering or those which you intend to offer once you have finished your training.

Enter this information into the chart provided in your folder together with detail on what the policy will cover Eg types and strength of chemical peel / depth of micro-needling

If you have any difficulty obtaining this information from BABTAC please let your course tutor know

MODULE 3 SECTION 1

RESEARCH TASK
Task REF – CK030 - Module 3 Section 1

Research and catalogue details of the main **systemic** bacterial, viral, fungal and parasitic illnesses which affect the **human body as a whole**.
Some of these infections have already been mentioned but there are many others you need to be aware of.
Your research should include the principle signs and symptoms of each illness and a brief indication of how it may be treated by a doctor

Use the checklists in your course notes to ensure you cover the most pertinent systemic infections

RESEARCH TASK
Task REF – CK031 - Module 3 Section 1

Research and catalogue the most common bacterial, viral, fungal and parasitic **skin diseases**. Some of these infections are listed in your course notes but you will find others which you may also like to include in your research.

For this task, in addition to the symptomatic detail you should also include a wide diversity of photo images of each skin condition as this will be vital for your future skills in recognising variances of difference skin infections

FOLDER EXERCISE
Task Ref CK032 - Module 3 Section 1

You must identify each of the conditions shown in the chart provided in your course notes giving their full name and stating what type of micro-organism causes the infection.

As you will be given the answers to this exercise within the e-learning presentation, you should manually check your own work and there is no need to submit this task to your course tutor for marking

MODULE 3 SECTION 2

PORTFOLIO TASK

Task Ref – CK033 – Module 3 Section 2

Define the terms:

Sepsis - Asepsis - Sterile - Sterilant - Disinfectant - Decontamination - Antispetic

Detergent - Bacteriostasis - Bacteriocidal

PORTFOLIO TASK

Task Ref – CK034 - Module 3 Section 2

Essay Question : Discuss the physical methods of disinfection and sterilisation that are most relevant, applicable and effective within an aesthetic clinic.

Word Count Guide – 300 - 500 words

Task Ref – CK035 - Module 3 Section 2

Essay Question : Discuss the chemical methods of disinfection and sterilisation that are most relevant, applicable and effective within an aesthetic clinic.

Word Count Guide – 300 - 500 words

SUBMITTING YOUR CORE KNOWLEDGE ASSIGNMENT FOR MARKING

You must submit all of the blue portfolio tasks to your course tutor for marking unless otherwise instructed in each task brief. You should submit you work in soft copy form via email, Dropbox, You Transfer, Google Drive or other secure means in WORD Format. Ensure that each task is labeled correctly.

Your tutor will email your work back to you in PDF firm and if any amends need to be made you must provide these in WORD format again and highlighted so that it is clear where the amend were made

Once marked and confirmed as having passed, you must print off your marked work and inset it into your course folder in the relevant section for your CIBTAC examiner to inspect.