



**LEVEL 4 UNIT SDP02**

**PROVIDE MICRONEEDLING TREATMENT**

**ASSESSMENT WORKBOOK**

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| **DELEGATE NAME** |
| **CIBTAC REGISTRATION NUMBER -** |



**CONTENTS**

* **Introduction -** page 3
* **Declaration of own work -** page 3
* **Your assessment evidence –** pages 4 & 5

This section provides important course information. Please read it thoroughly before starting the assessment questions.

* **MCQ Log**- For you to fill in –page 10
* **Assessment Questions-** Page 11 onwards

These are the questions you must complete to demonstrate your knowledge and understanding.

**INTRODUCTION**

**Please read all the information at the beginning of this assessment booklet before beginning your work**

Having gone through the audio-visual presentations, made your notes in your portfolio and taken the on line multiple choice questions, you should now be well prepared to answer the assessment questions in this booklet.

It will be important for you to remember that Assessment of the knowledge comes from the multiple-choice questions and the questions in this workbook. Please answer them as fully as you can but do not feel that you have to regurgitate the whole course.

**You will see all the assessment questions listed. As you word process your answers in the spaces provided the boxes will move down to allow as much space as you wish for your answers.**

When you have completed the assessment booklet you will need to email it to your tutor.

**YOUR ASSESSMENT BOOKLET**

It is imperative that the work you submit is your own work and is not copied from other sources. Copy and pasting from the Internet or any other sources is not permitted.

We do of course accept that you will want to use many of the phrases and explanations you have learned from the audio-visual presentations in your written answers.

We do reserve the right to ask all delegates suspected of copying to repeat the assessment book ensuring that it is your own work.

Please insert your name or electronic signature & date the declaration below to verify that the work you are submitting is your own work.

Name or signature Date

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**YOUR ASSESSMENT EVIDENCE**

Please read the instructions below carefully and ensure that you complete all elements of the assessment requirement and evidence documentation. We cannot process your work for verification and certification if any element is incomplete.

**Note- Not all elements will be relevant for your course.**

Assessment Evidence for your course could come from a combination of modular multiple-choice questions, the assessment workbook, assignments, internal practical assessment, skill-specific case studies, mock exams and final exams that will test your knowledge and practical skill competency. **Note- Not all elements will be relevant for your course.**

**OVERVIEW**

**For all courses you must:**

1. Go through the audio-visual presentations with your course manual, make notes and complete the exercises. This will ensure you can complete the assessment elements successfully. You will be able to access each module presentation as you progress through the course – you cannot jump ahead until you have competed the multiple-choice (MCQ) test at the end of each module

Note - the course manual is your learning resource and it will not be marked, although you will be required to present it at your final CIBTAC examination for inspection by the CIBTAC examiner so its full completion is vital.

1. Complete the multiple-choice questions at the end of each module of the course. Make a note of the date and your score for each and every MCQ test. You must then record this information on the MCQ mapping log on page 6 of the workbook. (You need 70% to pass)
2. Complete the questions in the assessment workbook for each course unit. Your workbooks are provided for you either on your Sally Durant memory stick or via email. This will be marked so you will need to complete it as fully as possible.
3. Complete the external examination/s

For Unit 1 - Core of Knowledge for Aesthetic Practice. (This may not be relevant for your course).

This unit does not have course workbook. For this unit you will complete the 5000-word assignment- See Assignment brief.

For all practical units:

You must also:

1. Complete the internal practical assessments at your delivering centre

2. Complete the course case studies (see case study briefs)

3. Complete the mock exams

4. Complete the final exams- (both knowledge and skill competency will be examined)

For Unit 7 – The Principles & Practices of the Medispa Sector- (This may not be relevant for your course).

There is no assessment workbook for Unit 7 but you will be required to complete two assignments of 2,000 words each in your chosen area of study.

**INFORMATION ON EACH ASPECT OF THE ASSESSMENT STRATEGY**

**1. YOUR LEARNING AND INITIAL INTERNAL MODULAR MULTIPLE-CHOICE ASSESSMENT QUESTIONS**

You will go through the audio-visual presentations for your course and at the end of each course module there is a set of multiple-choice questions that you must pass.

You may take these tests in two ways, to suit your preference.

* Using your learning materials for reference for any questions you are unsure about. This ‘open book’ method helps to consolidate your learning and makes the pass mark easy to achieve. What it will not do though is prepare you as well for the external MCQ examination.
* Alternatively, you may consider taking the modular MCQ tests ‘blind’, without using your learning materials for reference, as a way of testing your learning and preparing for the end of course external MCQ examination. If you do not pass any particular exam you will be able to take the test again.

NB: The tests are not timed**.** However, the external exam MCQ papers will allow you 1½ minutes per question.

The MCQ tests are automatically marked by the on-line delivery system and you will receive an immediate % pass mark. **The pass grade for each of these tests is 70%.**

**2. THE COURSE WORKBOOK/S-**

Please remember every course is comprised of units and each unit will have an accompanying workbook.

**Obtaining your workbook**

* These workbooks have been sent to you with your course folder/s as a word document or on your course memory card
* All the workbooks requiring completion will usually be sent to you when you first enrol on the course in line with any payment plan you may have opted for.

**Completing your workbook/s for marking**

Completing your workbook in an electronic form will allow you full flexibility to enter as much information as you feel is necessary to answer the question fully and to save your work safely. As you input your information the answer box will expand to accommodate the text and image information you include.

Your workbook/s will be marked so you will need to complete as fully as possible. The workbook is not graded but full completion is required as it is presented to the CIBTAC examiner as part of your course portfolio. If it is initially deemed not sufficient enough for a pass mark to be achieved, it will be returned to you for additions until it is deemed sufficient to pass the unit.

You can complete your assessment workbook in a way that suits your learning. Eg:

* You may prefer to go through the course in full and then go back to complete the assessment workbook questions. You should refer to your course manual and all notes taken to ensure you can complete the workbook fully.
* Alternatively, you may prefer to complete the manual and assessment workbook as you listen to the audio-visual presentations and proceed through the course. This method is more time effective but for some courses you will have to re-visit the workbook questions as your knowledge builds throughout the course.

**Saving your workbook**

* When you have the assessment workbook/s completed you must ensure you save it securely on your computer and course memory card – plus another back-up device.

**Returning your assessment workbook/s for marking**

* You must email your completed workbook as an attachment to your tutor for marking. This must be a Word document to allow your tutor to mark and add comments.
* You should ask your tutor to acknowledge the receipt of your workbook by email.

**3. YOUR ASSIGNMENTS & CASE STUDIES**- Not all courses have assignment and case study components- See assessment map for details

**The Assignment For Core Knowledge for Aesthetic Practice**

* The unit ‘Core of Knowledge for Aesthetic Practice’ has a 5000-word assignment. This assignment at level 4 will not be graded but they are an integral part of the assessment requirements and must be passed.
* You will submit this work via email in the same way as for the course workbooks. Please ensure you have a back-up copy of your original work and the marked PDF with marking documents and ensure it can be presented to the external examiner at the designated exam date. See Assignment Brief for full details.
* All practical courses require the submission of case studies evidencing further practical treatments. Case Studies at level 4 will not be graded but they are an integral part of the assessment requirement and must be passed. Please refer to the Case Study Briefs for full instruction on how these pieces of work should be completed.

**Case Studies For Practical Units**

All practical courses require the submission of case studies evidencing further practical treatments. Case Studies at level 4 will not be graded but they are an integral part of the assessment requirement and must be passed. Please refer to the Case Study Briefs for full instruction on how these pieces of work should be completed.

**4. PRACTICAL TRAINING AND ASSESSMENT FOR CLINICAL SKILLS COURSES**

You will not be able to take part in the practical element of your course until you have completed the modular MCQs and assessment workbook.

Please note that you cannot take part in any practical training if you fail to comply with the protocols for your personal presentation and professional attire. You will be required to reschedule an alternative date for the completion of your practical training which will incur an additional fee payable to your training provider.

Throughout your practical training you will learn and be assessed on the skill competency elements of the practical courses at your delivering centre.

* All assessment evidence for the practical element of your course will be collated at the practical skill sessions.
* You must ensure all aspects have been completed in full and are ready for presentation at the external examination.
* This process will be explained in full at the practical session/s

**Mock Exams**

If you are taking a practical course/s you must attend the mock exam designed to ensure you are ready and prepared for the final exam. If the internal assessor does not feel you are ready to take the final exam you will be offered additional support. If you require additional practical support this will carry additional costs.

**Final External Exams: Knowledge & Practical Skills**

You will not be able to take the final practical exam until you have completed all aspects of the course including assignments and case studies.

Your course will not be completed until you have taken the final CIBTAC Examination/s. This will take place at your delivering centre. You will be notified of exam procedures and dates approximately 6 weeks before the date.

**5. CERTIFICATION**

**CIBTAC Certification**

The marking and examination procedures will give rise to your certification and certification is usually gained approximately eight weeks after the final examination.

Your certification will be graded at pass, merit or distinction; determined by the aggregate percentage mark of all the component elements of your examinations. The marking levels for the CIBTAC grading system are:

Pass - 60% - 74%

Merit - 75% - 84%

Distinction – 85% - 100%

**SALLY DURANT / IISHCA Certification**

If you have been trained directly by Sally Durant and her team through the education faculty of The International Institute for Skin Health and Clinical Aesthetics you will also receive SD / IISHCA certification.

**CIBTAC / SALLY DURANT Partner Centres**

Your chosen training provider may provide you with their own certification at the completion of your course – ask your course tutor for details.

**ASSESSMENT MAPPING LOG**

**Please insert your MCQ test marks, test date you, your name and candidate registration number.**

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| **CIBTAC LEVEL 4 AWARD IN THE PHYSIOLOGY AND PRACTICE MICRO-NEEDLING**  **ASSESSMENT LOG** | | | | | | |
| Candidate name | | CIBTAC Registration number | | | Date | |
| Assessment - Multiple choice questions | % Grade | | Date test passed | | | Number of test sittings |
| Module 1 Section 1 |  | |  | | |  |
| Module 1 Section 2 |  | |  | | |  |
| Module 1 Section 3 |  | |  | | |  |
| Module 2 |  | |  | | |  |
| Module 3 |  | |  | | |  |
| Module 4 section 1 |  | |  | | |  |
| Module 4 section 2 |  | |  | | |  |
| Module 5 |  | |  | | |  |
| Assessment – Workbook | Number of submissions | | | Pass date | | |
| Assessment other (if required) | Oral Questions | | Written Questions | | | Case study |
| Pass dates |  | |  | | |  |
| Tutor / marker name | | | Check date | | | |

**WRITTEN QUESTION ASSESSMENT WORKBOOK**.

**Answer all the questions below. Put your answers into the white boxed section.**

**As you type, the section will expand to ensure sufficient space for your answers.**

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| **QUESTION**  **1. UNDERSTAND CURRENT LEGISLATION, INSURANCE REQUIREMENTS AND PROCEDURES RELATING TO DERMAL ROLLERING TREATMENTS -You will find this information in Practical Skills Module One, Section One.**  **Already completed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| 1.1 Explain current legal and insurance requirements related to the preparation and provision of Micro-Needling treatments.  **Include** - Health and Safety at work including, duties of the employee and employer, hazards and risks assessment, fire precautions, electricity at work, COSHH (storage, use and disposal of products) and local authority requirements. Data protection regulations. Equality and diversity. Miscellaneous provisions and any relevant local by laws; Registration and insurance requirements for all sectors. EU regulations and legality of products. |  |
| **ANSWER** | **TUTOR COMMENT** |
|  |  |
| 1.2 Explain the importance of working in line with organisational procedures. |  |
| **ANSWER** | **TUTOR COMMENT** |
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| **QUESTION**  **2. UNDERSTAND THE CAUSES AND CONTROL OF COMMON SKIN INFECTIONS, SKIN DISORDERS AND OTHER CONDITIONS - You will find this information in Practical Skills Module One, Section One.**  **Already completed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| 2.1 List the causes of common skin infections. |  |
| **ANSWER** | **TUTOR COMMENT** |
|  |  |
| 2.2 Describe characteristics of common skin infections, disorders and conditions. You will find this information in module one, section two.  **Include** - Bacterial - Impetigo, Folliculitis, Conjunctivitis, and Sties. Viral – Herpes Simplex, Common Warts, Veruccas. Fungal- Tinea / ringworm. Parasitic infections – Head Lice, Scabies. |  |
| **ANSWER** | **TUTOR COMMENT** |
|  |  |
| 2.3 Explain methods of control for common infections. |  |
| **ANSWER** | **TUTOR COMMENT** |
| 2.4 Explain how to select methods for the control of micro-organisms. |  |
| **ANSWER** | **TUTOR COMMENT** |
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| **QUESTION**  **3. UNDERSTAND THE CAUSES AND CHARACTERISTICS OF CONDITIONS THAT CAN BE TREATED - You will find this information in practical skills module one and in the skill specific modules** | |
| 3.1 Explain the causes and characterises of conditions to be treated.  **Include** - intrinsic and extrinsic causes with an overview of recognition characteristics and a brief overview of how this affects treatment parameters.  Bullet point and explain. - Mature skin, Mild Acne conditions -Acne grades, Mild and inactive Rosacea conditions, Pigmentation conditions- Melasma and Photo induced conditions - The Fitzpatrick scale and skin types 111 – V1 pigmentation and Keloid history. General skin revitalisation for all skin types. Treatment parameters will be determined by the skin being treated- products used, roller choice, length of treatment, working patterns, responses to treatment, further appointment schedule. |  |
| **ANSWER** | **TUTOR COMMENT** |
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| **QUESTION**  **4. UNDERSTAND CONTRAINDICATED CONDITIONS** | |
| 4.1 Know and recognise contraindicated conditions.  Outline the characteristics of the main contraindicated conditions.  Bullet point and Outline the characteristics of the main contraindicated conditions.    **Include** - contraindications that prevent treatment or that require GP approval and those that restrict treatment and require adaptations. (Do not include contagious skin disorders as this has already been covered) |  |
| **ANSWER** | **TUTOR COMMENT** |
|  |  |
| 4.2 Explain the consequences of treating contraindicated conditions. |  |
| **ANSWER** | **TUTOR COMMENT** |
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| **QUESTION**  **5. UNDERSTAND DERMAL ROLLERING AND COMPARISONS WITH ABLATIVE AND NON-ABLATIVE CLINICAL TREATMENTS** | |
| 5.1 Explain the effects of Micro-Needling.  **Include-** methods of treatment and an overview of variances, an overview of the principle by which the treatment works to improve skin condition. |  |
| **ANSWER** | **TUTOR COMMENT** |
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| 5.2 Explain the comparative advantages of Micro-Needling with other common clinical treatments- | |
| **ANSWER** | **TUTOR COMMENT** |
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| **QUESTION**  **6. Understand the characteristics and effects of equipment and products required for Micro-Needling treatments.** | |
| 6.1 Explain the characteristics and effects of the equipment required for Micro-Needling treatment.  **Include** - Rollers and needle sizes, couches, illuminating lamps, sundry items. Importance of establishing compliance with insurable usage for varying sector practitioners. Importance of disposables. Types and sizes of Micro Needling rollers. Manufacturers sterilisation methods- Gamma irradiation. New rollers for every treatment. Other practices (keeping a roller for each client no x) |  |
| **ANSWER** | **TUTOR COMMENT** |
|  |  |
| 6.2 Explain the characteristics and effects of the products required for Micro-Needling treatment.  **Include**- Products for pre and post treatment home usage- Growth factors, antioxidants, retinoids, hydrators and SPF products. The importance of skin priming and the importance of post treatment product usage- effects of the actives in the recommended products. |  |
| **ANSWER** | **TUTOR COMMENT** |
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| **QUESTION**  **7. Understand anatomy and physiology as it relates to Micro-Needling-**  **(Note if you have already completed this section in any other Sally Durant level 4 practical skill courses, you can copy and paste the information into this section, making additions to make it relevant to Micro-Needling)** | |
| 7.1 Explain the anatomy and physiology of the skin as relevant to Micro-Needling treatment.  **Include-** Skin Structure- Epidermis, Dermis and Hypodermis; cells and tissue types, keratinisation, Papillary and Reticular layers. The process of desquamation, exfoliation and skin resurfacing. Skin functions, sensory receptors and relevance for treatment. |  |
| **ANSWER** | **TUTOR COMMENT** |
|  |  |
| 7.2 Explain the intrinsic and extrinsic influences on the wound healing responses.  Note – If you have already completed another Level 4 Sally Durant practical course you may copy and paste into this section- making additions to make it relevant to Micro-Needling  Include- The ageing process and the effects of lifestyle and environment. Factors compromising the healing process. |  |
| **ANSWER** | **TUTOR COMMENT** |
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| **Learning outcomes 8 - 11 are assessed in the practical environment** |

**Well done - you have now completed the assessment workbook for the**

**Level 4 Micro-Needling**

**Please ensure you back-up this document and then email a copy to your tutor for marking.**