



sallydurant
aesthetic education & training

The CIBTAC / SALLY DURANT
Level 4 Qualifications in Advanced Skin
Studies and Aesthetic Practice

LEVEL 4

GUIDE TO
PRACTICAL PORTFOLIO
BUILDING

Student Name

Candidate Number

INSTRUCTION FOR COMPLETING YOUR PORTFOLIO OF EVIDENCE

PRACTICAL COMPETENCIES

WHICH DOCUMENTS MUST BE INCLUDED IN YOUR PORTFOLIO?

For each practical procedure you complete, whether in the training environment or as part of your case study completion, you must complete the following documents as applicable and follow the guide overleaf for their storage:

Please note that you must adhere to the terms of GDPR at all times.

FOR CLIENTS TREATED DURING TRAINING DAYS:

Documents to be retained by your training provider:

- GDPR Policy Statement and Consent
- Client Consultation Form
- Client Informed Consent to Treatment
- Client Photograph Consent
- Pre and Post Procedure Photographs (fully labeled with the date, client's name, practitioner name, before / after notation
- Post treatment review
- Client feedback and signed confirmation.

Documents to be placed in your portfolio:

- Your client assessment for suitability for treatment and skin health.
- Your treatment plan
- Your treatment records
- Your client's feedback
- Your Competency Assessment including Reflective Practice
- Your review of tutor feedback.

NB: Pre and post procedural photographs taken within the training facility are the express property of the training organisation.

If you wish to include photographs of the clients you have treated in your training centre within your portfolio then you must gain specific consent from your client to do so. This consent is a separate contract between you and your client and you will be personally responsible for the storage and privacy of such data in accordance with the Data Protection Act

FOR CLIENTS TREATED DURING CASE STUDIES (IN YOUR OWN WORK ENVIRONMENT)

- GDPR Policy Statement and Consent
NB Your own practices for storage of client data must be GDPR compliant
- Client Consultation Form
- Client Informed Consent to Treatment
- Client Photograph Consent
- Pre and Post Procedure Photographs (fully labeled with the date, client's name, practitioner name, before / after notation)
- Post treatment review
- Client feedback and signed confirmation.
- Your client assessment for suitability for treatment and skin health.
- Your treatment plan
- Your treatment records
- Your reflective learning document
- Your client's feedback

RANGE STATEMENT DOCUMENTS

The Range Statements for each treatment modality are designed to ensure that your formative practice of the procedures you have learned covers the main skin conditions and techniques that you will be called upon to treat in your examination and beyond. This system underpins your attainment of competency and enables you to provide a comprehensive Portfolio of Evidence of your work towards your examination

There are two Range Statement documents for each modality of treatment:

- A **Range Statement Reference List** of how many treatments are to be evidenced for each procedure, technique or treatment indication. Note that the numbers of treatment are the **MINIMUM** only and you are well advised to complete as many 'practice' procedures as possible to ensure your full competency at the time of your examinations
- A **Range Statement Overview** document in which you must record all the procedures you complete with a page referencing system indicating where the accompanying paperwork for each client or treatment. This evidencing system forms an essential part of your portfolio and will guide your CIBTAC examiner when assessing your completion of the work required.

PLEASE NOTE

Failure to provide clear, easily located evidence within your portfolio with ALL the Range Statements covered, will adversely affect your examination result and indeed your examiner has the right to refuse your entry into the examination

If the coverage of any range statements are omitted due to not having access to a specific product or genuine difficulty in finding the appropriate clients your tutor will assess you either by giving you a written exercise or through oral questioning. However this facility will only be offered for a minimal number of omitted Range Statements and only in exceptional circumstances.

COMPLETION OF RANGE STATEMENT OVERVIEW AND CROSS-REFERENCING OF PORTFOLIO LOCATIONS

See example overleaf ...