

# VTCT Level 3 NVQ Award in Single Eyelash Extension Treatments

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Operational start date: **1 November 2011**  
Credit value: **5**  
Total Qualification Time (TQT): **50**  
Guided learning hours (GLH): **44**  
Qualification number: **600/3469/5**

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## Statement of unit achievement

By signing this statement of unit achievement you are confirming that all learning outcomes, assessment criteria and range statements (if/where applicable) have been achieved under specified conditions and that the evidence gathered is authentic.

This statement of unit achievement table must be completed prior to claiming certification.

Unit code	Date achieved	Learner signature	Assessor initials	IQA signature (if sampled)
Mandatory unit				
UB30B15				

# The qualification

## Introduction

The VTCT Level 3 NVQ Award in Single Eyelash Extensions has been specifically designed to develop your practical skills in applying individual permanent lashes. You will have a sound knowledge of health and safety practice in a salon environment.

The purpose of this qualification is to develop your skills in eyelash extension treatments and provide you with the foundation for further learning or progression into specialist employment or self employment.

## National Occupational Standards (NOS)

This qualification has been mapped to the relevant NOS, and is regulated on the Regulated Qualifications Framework.

This qualification is approved and supported by the Hairdressing and Beauty Industry Authority (HABIA), the standard setting body for hair, beauty, nails and spa qualifications.

## Prerequisites

There are no formal prerequisite qualifications that you must have prior to undertaking this qualification.

Your centre will have ensured that you have the required knowledge, understanding and skills to enrol and successfully achieve this qualification.



## Progression

On completion of this qualification you may choose to undertake further study; qualifications you could progress to include:

- VTCT Level 3 NVQ Diploma in Beauty Therapy Make-Up
- VTCT Level 3 NVQ Diploma in Beauty Therapy General
- VTCT Level 3 Diploma in Make-Up Artistry
- VTCT Level 3 Diploma in Theatrical, Special Effects and Media Hair and Make-Up
- VTCT Level 3 Certificate in Fashion and Photographic Make-Up

# Qualification structure

## Total credits required - 5

All mandatory units must be completed.

### Mandatory unit - 5 credits

VTCT unit code	Ofqual unit reference	Unit title	Credit value	GLH
UB30B15	D/600/9012	Provide single eyelash extension treatments	5	44

# Guidance on assessment

This book contains the mandatory units that make up this qualification. Optional units will be provided in additional booklets (if applicable). Where indicated, VTCT will provide assessment materials. Assessments may be internal or external. The method of assessment is indicated in each unit.

## Internal assessment

*(any requirements will be shown in the unit)*

Assessment is set, marked and internally quality assured by the centre to clearly demonstrate achievement of the learning outcomes. Assessment is sampled by VTCT external quality assurers.

## External assessment

*(any requirements will be shown in the unit)*

Externally assessed question papers completed electronically will be set and marked by VTCT.

Externally assessed hard-copy question papers will be set by VTCT, marked by centre staff and sampled by VTCT external quality assurers.

## Assessment explained

VTCT qualifications are assessed and verified by centre staff. Work will be set to improve your practical skills, knowledge and understanding. For practical elements, you will be observed by your assessor. All your work must be collected in a portfolio of evidence and cross-referenced to requirements listed in this record of assessment book.

Your centre will have an internal quality assurer whose role is to check that your assessment and evidence is valid and reliable and meets VTCT and regulatory requirements.

An external quality assurer, appointed by VTCT, will visit your centre to sample and quality-check assessments, the internal quality assurance process and the evidence gathered. You may be asked to attend on a different day from usual if requested by the external quality assurer.

This record of assessment book is your property and must be in your possession when you are being assessed or quality assured. It must be kept safe. In some cases your centre will be required to keep it in a secure place. You and your course assessor will together complete this book to show achievement of all learning outcomes, assessment criteria and ranges.



## Creating a portfolio of evidence

As part of this qualification you are required to produce a portfolio of evidence. A portfolio will confirm the knowledge, understanding and skills that have been learned. It may be in electronic or paper format.

Your assessor will provide guidance on how to prepare the portfolio of evidence and how to show practical achievement, and understanding of the knowledge required to successfully complete the qualification. It is this booklet along with the portfolio of evidence that will serve as the prime source of evidence for this qualification.

Evidence in the portfolio may take the following forms:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

All evidence should be documented in the portfolio and cross referenced to the outcomes. Constructing the portfolio of evidence should not be left to the end of the course.

# Unit assessment methods

This section provides an overview of the assessment methods that make up each unit in this qualification. Detailed information on assessment is provided in each unit.

Mandatory unit				
		External	Internal	
VTCT unit code	Unit title	Question paper(s)	Observations	Portfolio of Evidence
UB30B15	Provide single eyelash extension treatments	1	✓	✓

# Unit glossary

	Description
<b>VTCT product code</b>	All units are allocated a unique VTCT product code for identification purposes. This code should be quoted in all queries and correspondence to VTCT.
<b>Unit title</b>	The title clearly indicates the focus of the unit.
<b>National Occupational Standards (NOS)</b>	NOS describe the skills, knowledge and understanding needed to undertake a particular task or job to a nationally recognised level of competence.
<b>Level</b>	Level is an indication of the demand of the learning experience; the depth and/or complexity of achievement and independence in achieving the learning outcomes.
<b>Credit value</b>	This is the number of credits awarded upon successful achievement of all unit outcomes. Credit is a numerical value that represents a means of recognising, measuring, valuing and comparing achievement.
<b>Guided learning hours (GLH)</b>	The activity of a learner in being taught or instructed by - or otherwise participating in education or training under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
<b>Total qualification time (TQT)</b>	The number of hours an awarding organisation has assigned to a qualification for Guided Learning and an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study, or any other form of participation in education or training. This includes assessment, which takes place as directed - but, unlike Guided Learning, not under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.
<b>Observations</b>	This indicates the minimum number of competent observations, per outcome, required to achieve the unit.
<b>Learning outcomes</b>	The learning outcomes are the most important component of the unit; they set out what is expected in terms of knowing, understanding and practical ability as a result of the learning process. Learning outcomes are the results of learning.
<b>Evidence requirements</b>	This section provides guidelines on how evidence must be gathered.
<b>Observation outcome</b>	An observation outcome details the tasks that must be practically demonstrated to achieve the unit.
<b>Knowledge outcome</b>	A knowledge outcome details the theoretical requirements of a unit that must be evidenced through oral questioning, a mandatory written question paper, a portfolio of evidence or other forms of evidence.
<b>Assessment criteria</b>	Assessment criteria set out what is required, in terms of achievement, to meet a learning outcome. The assessment criteria and learning outcomes are the components that inform the learning and assessment that should take place. Assessment criteria define the standard expected to meet learning outcomes.
<b>Range</b>	The range indicates what must be covered. Ranges must be practically demonstrated in parallel with the unit's observation outcomes.



# UB30B15

## Provide single eyelash extension treatments

This unit is about providing eyelash extension treatments involving the use of single eyelashes. It covers the use of a variety of consultation techniques to establish the client's potential for treatment and to agree feasible outcomes acceptable to the client. The ability to attach, maintain and remove single lash systems is required as is the ability to give suitable aftercare advice to clients.

To carry out this unit you will need to maintain effective health, safety and hygiene throughout your work. You will also need to maintain your personal appearance and good communication with the client.

NOS

**B15**

Level

**3**

Credit value

**5**

GLH

**44**

Observations

**3**

External paper(s)

**1**



# Provide single eyelash extension treatments

## Learning outcomes

On completion of this unit you will:

1. Be able to maintain safe and effective methods of working when providing single eyelash extension treatments
2. Be able to consult, plan and prepare for eyelash extension treatments with clients
3. Be able to attach single lash systems
4. Be able to maintain and remove single lash systems
5. Understand organisational and legal requirements for providing eyelash extension treatments
6. Understand how to work safely and effectively when providing single lash system treatments
7. Understand how to use client consultation, treatment planning and preparation for eyelash treatments
8. Understand the contra-indications and contra-actions of eyelash extensions
9. Understand anatomy and physiology relevant to eyelash treatments
10. Understand the use of equipment and materials for single eyelash extension treatments
11. Understand how to attach, maintain and remove single lash systems
12. Understand how to provide aftercare advice following single eyelash extension treatments

## Evidence requirements

1. Simulation is not allowed for any performance evidence within this unit.
2. You must practically demonstrate in your everyday work that you have met the standard for providing single eyelash extension treatments.
3. Your assessor will observe your performance on **at least 3 occasions, each involving a different client, which must include:**
  - a full set of single lash extensions
  - a partial set of single lash extensions.
4. From the range statement, you must practically demonstrate that you:
  - have used all consultation techniques
  - have carried out **at least 1\*** of the necessary actions
  - have provided all types of advice.

*\* However, you must prove to your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all the items in these ranges.*
5. It is likely most evidence of your performance will be gathered from the observations made by your assessor, but you may be required to produce other evidence to support your performance if your assessor has not been present.
6. Knowledge and understanding in this unit will be assessed by an external paper. The criteria that make up this paper are highlighted in white throughout this unit. **There is one external paper that must be achieved.**

# Achieving observations and range

## Achieving observation outcomes

Your assessor will observe your performance of practical tasks. The minimum number of observations required is indicated in the evidence requirements section of this unit.

Criteria may not always naturally occur during a practical observation. In such instances you will be asked questions to demonstrate your competence in this area. Your assessor will document the criteria that have been achieved through oral questioning.

Your assessor will sign off an outcome when all criteria have been competently achieved in a single client service.

## Maximum service times

The following maximum service times apply to this unit:

Full set of single eyelash extensions	120 minutes
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## Achieving range

The range section indicates what must be covered. Ranges must be practically demonstrated as part of an observation. Your assessor will document the portfolio reference once a range has been competently achieved.



# Observations

## Outcome 1

### Be able to maintain safe and effective methods of working when providing single eyelash extension treatments

You can:

- a. Prepare the work area according to legal, hygiene and treatment requirements
- b. Maintain personal standards of hygiene, protection and appearance, according to industry and organisational requirements
- c. Clean all equipment using suitable methods
- d. Position equipment and materials for safety and ease of use
- e. Position the client and yourself to minimise fatigue and risk of injury to meet the needs of the service
- f. Position the client to respect modesty, privacy and sensitivities to personal appearance
- g. Dispose of waste materials
- h. Complete the treatment within a commercially viable time
- i. Leave the treatment area in a suitable condition for further treatments
- j. Keep records up to date, accurate, easy to read and signed

*\* May be assessed through oral questioning.*

Observation	1	2	3
Criteria questioned orally			
Date achieved			
Portfolio reference			
Learner signature			
Assessor initials			





## Outcome 2

### Be able to consult, plan and prepare for eyelash extension treatments with clients

You can:

- a. Use client questioning to identify contra-indications to treatments, recording the client's responses
- b. Provide advice to the client without causing concern or referring to specific medical conditions\*
- c. Refer clients with contra-indications to make-up\*
- d. Obtain signed, written, informed consent from the client or parent/guardian if the client is a minor prior to carrying out the treatment\*
- e. Check that a parent or guardian is present throughout the treatment for minors\*
- f. Use consultation techniques to identify the client's treatment needs
- g. Encourage clients to ask questions to clarify any points
- h. Examine the eyes to identify any factors that may affect the service
- i. Perform a skin sensitivity test on the client according to manufacturers' instructions and organisational requirements, recording the results
- j. Inform the client of skin test results, cancelling the treatment if there is an adverse skin reaction\*
- k. Assess the clients eyelashes and the potential to achieve the required look, making recommendations
- l. Confirm the treatment and outcomes to meet the client's needs
- m. Select and use single lash systems which are:
  - suitable in colour
  - suitable in curvature
  - custom blended
  - suitable in length
  - suitable in thickness
- n. Prepare the single lash extensions to avoid wastage, tangling and to meet the manufacturer's instructions
- o. Protect the client's clothing and position hair away from the face prior to treatment
- p. Secure and protect lashes not to be treated
- q. Leave the client's eye area free of all make-up and oil prior to treatment

\*May be assessed through oral questioning.

Observation	1	2	3
Criteria questioned orally			
Date achieved			
Portfolio reference			
Learner signature			
Assessor initials			



## Outcome 3

### Be able to attach single lash systems

You can:

- a. Isolate single lashes to meet the requirements of the systems used
- b. Place and secure the single lash systems to lie in the direction required, taking account of influencing factors
- c. Secure lash extensions into the client's lashes with an even application of adhesive
- d. Ensure a gap is left between the eyelash extensions and the eyelid to meet manufacturer's instructions
- e. Remove any excess adhesive and debris throughout the attachment process, minimising discomfort to the client
- f. Check the comfort of the client at regular intervals throughout the treatment, providing reassurance if needed
- g. Identify and resolve problems occurring during the service\*
- h. Seal the eyelashes following manufacturer's instructions
- i. Confirm that the finished single lash systems are balanced and proportioned to meet the client's needs

\*May be assessed through oral questioning.

Observation	1	2	3
Criteria questioned orally			
Date achieved			
Portfolio reference			
Learner signature			
Assessor initials			



## Outcome 4

### Be able to maintain and remove single lash systems

You can:

- a. Maintain and remove single lash systems following manufacturer's instructions
- b. Use the suitable tools and products, minimising damage to the client's natural eyelashes and injury to the eye area
- c. Clean the client's natural eyelashes so they are even and left free of product build-up and debris
- d. Provide suitable aftercare advice to the client

\* May be assessed through oral questioning.

Observation	1	2	3
Criteria questioned orally			
Date achieved			
Portfolio reference			
Learner signature			
Assessor initials			





# Range

You must practically demonstrate that you have:

Used <b>all</b> consultation techniques	Portfolio reference
Questioning	
Visual	
Manual	
Reference to client records	
Carried out <b>at least 1</b> of the necessary actions	Portfolio reference
Encouraging the client to seek medical attention	
Explaining why the treatment cannot be carried out	
Modification of treatment	
Covered <b>all</b> of the factors	Portfolio reference
Thickness of natural lash	
Length of the natural lash	
Direction of growth	
Colour of the natural lash	
Curvature of the natural lash	
Eye shape	
Previous eyelash perming	
Density of eyelashes	
Evident eyelash damage	
Lifestyle	



You must practically demonstrate that you have:

Provided <b>all</b> types of advice	Portfolio reference
Avoidance of activities which may cause contra-actions	
Longevity of single lash system treatments	
Suitable home care products and their use	
Home care maintenance routines	
The importance of professional removal	

# Developing knowledge

## Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below:

- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

Where possible your assessor will integrate knowledge outcomes into practical observations through oral questioning.

## Achieving the external paper

The external paper will test your knowledge of the criteria highlighted in white. **A pass mark of 70% must be achieved.** Criteria not achieved will be identified to your tutor/assessor. You will then be orally questioned or asked to produce other forms of evidence as **all unit criteria must be achieved.**

Your assessor will complete the table below when the 70% pass mark has been achieved.

Paper	Date achieved	Assessor initials
1 of 1		

# Knowledge



## Outcome 5

### Understand organisational and legal requirements for providing eyelash extension treatments

You can:	Portfolio reference / Assessor initials*
a. Explain personal responsibilities under relevant health and safety legislation	
b. Explain the importance of the Disability Discrimination Act	
c. Explain why minors should not be given services without informed consent and presence of a parent or guardian	
d. State the age at which an individual is classed as a minor and how this differs nationally	
e. Explain the legal significance of gaining signed, informed consent	
f. Explain your responsibilities and reasons for maintaining personal hygiene, protection and appearance according to industry and organisational requirements	
g. Explain how to maintain the client's records in the salon and its importance	
h. Explain the importance of storing client records in accordance with the Data Protection Act	
i. Clarify the salon's expected service times and pricing structures for completing eye services	
j. Explain the importance of completing the service in a commercially viable time	

\* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external written paper.



## Outcome 6

### Understand how to work safely and effectively when providing single lash system treatments

You can:	Portfolio reference / Assessor initials*
a. Explain how to safely prepare the work area, equipment and materials for single lash system treatments	
b. Explain the environmental conditions needed for single lash system treatments and their importance	
c. Explain how to position tools and materials for single lash system services	
d. Critically compare the different methods of disinfecting, sterilising and maintaining hygiene of tools and equipment	
e. Explain how to prepare and position yourself and the client for single lash system services, avoiding potential discomfort and injury	
f. Explain the principles of avoiding cross-infection and the importance of maintaining standards of general hygiene	
g. Explain the safety considerations which must be taken into account when using single lash systems	
h. Explain how to minimise and dispose of waste from treatments	
i. Explain the condition in which to leave the work area and its importance	

\* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external written paper.



## Outcome 7

### Understand how to use client consultation, treatment planning and preparation for eyelash treatments

You can:	Portfolio reference / Assessor initials*
a. Explain how to use consultation techniques to meet the needs of different client groups	
b. Explain the questioning and listening skills used to gather information	
c. Explain how to give advice and recommendations to clients	
d. Explain how to interpret negative and positive body language	
e. Justify the importance and legal significance of questioning clients and recording responses about contra-indications to services	
f. Explain the reasons for not naming specific contra-indications and the importance of encouraging clients to seek medical advice	
g. Explain how and why a skin sensitivity test should be carried out and interpret the results	
h. Justify the importance of the skin sensitivity test	
i. Explain how to conduct an examination of natural eyelashes and the eye area to identify influencing factors	
j. Justify the importance of assessing the client for pre-treatment requirements	
k. Explain how to estimate the duration of the single lash system service	
l. Explain how to cleanse the area to be treated	
m. Justify why it is important to maintain the client's modesty and privacy	

\* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external written paper.



## Outcome 8

### Understand the contra-indications and contra-actions of eyelash extensions

You can:	Portfolio reference / Assessor initials*
a. Clarify contra-indications requiring medical referral and why	
b. Clarify contra-indications which prevent treatment and why	
c. Clarify contra-indications which restrict treatment and why	
d. Explain the signs and causes of erythema	
e. Explain the potential contra-actions resulting from single lash system treatments and how to resolve them	

\* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external written paper.



## Outcome 9

### Understand anatomy and physiology relevant to eyelash treatments

You can:	Portfolio reference / Assessor initials*
a. Explain the structure and cycle of hair growth	
b. Explain the basic function of the eye	
c. Explain the physical effects of the eyelash extension process on the eye	

\* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external written paper.





## Outcome 10

### Understand the use of equipment and materials for single eyelash extension treatments

You can:	Portfolio reference / Assessor initials*
a. Critically compare types of single lash systems	
b. Explain the principles of blending single eyelashes	
c. Explain how to prepare single lash systems according to manufacturers' instructions	
d. Explain how to prepare the client's natural eyelashes for different single lash systems	
e. Explain the types and use of specialist equipment needed for single lash system treatments	
f. Explain the types and use of products for applying, maintaining and removing single lash systems	

\* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external written paper.



## Outcome 11

### Understand how to attach, maintain and remove single lash systems

You can:	Portfolio reference / Assessor initials*
a. Explain how to judge the quantity of eyelashes to be added to achieve a balanced and well - proportioned look	
b. Critically compare the different working methods for single lash systems	
c. Summarise the accepted sequence of working for single lash systems	
d. Explain how to maintain and remove single lash systems	
e. Justify why it is important to remove product build-up and debris throughout the application and removal process	

*\* Assessor initials to be inserted if orally questioned.*

*Requirements highlighted in white are assessed in the external written paper.*



## Outcome 12

### Understand how to provide aftercare advice following single eyelash extension treatments

You can:	Portfolio reference / Assessor initials*
a. Clarify the contra-actions that may occur after single lash system treatments and the associated client advice	
b. Explain the expected longevity of single lash system treatments	
c. Explain beneficial and unsuitable products for the client's home use	
d. Explain how to comb lashes	
e. Explain how to maintain and protect eyelash bonds and the importance of professional removal	

\* Assessor initials to be inserted if orally questioned.

Requirements highlighted in white are assessed in the external written paper.

# Notes

Use this area for making notes and drawing diagrams



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