



**VTCT**

# *Assessment Record*

Learner name:

Learner number:

**BT4C2**

*VTCT Level 4 Certificate in  
Enhancing Eyebrows with  
Microblading Techniques*

603/1305/5

BT4C2F\_v1



# Qualification at a glance

This is an Assessment Record which should be used to record the achievement of units and the external examination. The Assessment Record should be completed by assessors to confirm that the learner has achieved all mandatory units.

**This Assessment Record must be used alongside the Qualification Specification for BT4C2 - VTCT Level 4 Certificate in Enhancing Eyebrows with Microblading Techniques, which outlines the full qualification requirements and content.**

**This can be located under the documents tab on the VTCT Level 4 Certificate in Enhancing Eyebrows with Microblading Techniques webpage on [www.vtct.org.uk](http://www.vtct.org.uk).**

<b>Qualification title</b>	VTCT Level 4 Certificate in Enhancing Eyebrows with Microblading Techniques
<b>Qualification number</b>	603/1305/5
<b>VTCT product code</b>	BT4C2
<b>First registration date</b>	1st April 2017
<b>Age range</b>	18+
<b>Total qualification time (TQT)</b>	187
<b>Guided learning (GL) hours</b>	165
<b>Assessment</b>	This qualification will be assessed by an internally assessed portfolio of evidence (including case studies) and an externally set overarching examination (pass mark 70% and top up required). All assessment criteria in the five mandatory units must be evidenced to achieve this qualification.
<b>Entry requirements</b>	There are no formal entry requirements for this qualification set by VTCT; it is recommended that learners have an interest and or additional qualifications in this sphere of beauty treatments. Centres should conduct initial assessments to ensure learners are capable of producing evidence to the required standard.

# Qualification structure



To be awarded the VTCT Level 4 Certificate in Enhancing Eyebrows with Microblading Techniques learners must achieve all mandatory units and pass the overarching external examination.

The minimum TQT required to achieve this qualification is 187.

## Qualification structure

VTCT product code	Unit title	Level	GL	Unit number
<b>Mandatory units</b>				
UCO35	Health and safety in the salon	3	30	A/615/6163
UBT247	Client care and consultation	3	20	F/615/6164
UBT248	Enhance appearance using microblading techniques	4	75	J/615/6165
UBT249	Anatomy and physiology for microblading techniques	4	20	L/615/6166
UBT250	Eyebrow shaping services	2	20	R/615/6167
<b>External examination</b>				
BT4C2.EX1	External examination			



# Achievement record

This should be completed by assessors to confirm that the learner has achieved a Pass in all mandatory units. Completion of additional qualification requirements including the external examination should also be confirmed here.

## Achievement record

Unit code	Date achieved	Learner signature	Assessor initials	IQA signature (if sampled)
<b>Mandatory units</b>				
UCO35				
UBT247				
UBT248				
UBT249				
UBT250				
BT4C2.EX1				



**VTCT**

# **SAFETY COMPLIANCE**

**UCO35**

*Health and safety in the salon*

**A/615/6163**

UCO35\_v



# Knowledge criteria

Learners must produce a portfolio of evidence covering all the assessment criteria in this unit.

## Knowledge assessment criteria

**In order to Pass this unit, learners must achieve all Pass criteria.**

Pass Criteria	
<b>LO1 Know the principles of health and safety</b>	<b>Portfolio reference</b>
<b>P1</b> - Define the three main influences on health and safety	
<b>P2</b> - Explain the key vocabulary connected with health and safety	
<b>P3</b> - Define the relevant health and safety laws and regulations	
<b>P4</b> - Describe the importance of legislation	
<b>P5</b> - Explain the legislation required for salon services	
<b>P6</b> - Describe ways to achieve high standards of health and safety	
<b>P7</b> - Explain the link between welfare and health and safety	
<b>P8</b> - Describe the key vocabulary connected with welfare	
<b>P9</b> - Describe the key factors that can affect a person's welfare	
<b>LO2 Know health and safety requirements within the salon</b>	<b>Portfolio reference</b>
<b>P10</b> - Describe the purpose of health and safety requirements within the salon	
<b>P11</b> - Describe the importance of working safely and hygienically within a salon	
<b>P12</b> - Explain the procedure for risk assessments	
<b>P13</b> - Explain how to complete a risk assessment	
<b>P14</b> - Define the difference between hazards and risks within a salon	
<b>P15</b> - Describe the types of accidents and emergencies that can happen in the salon environment	
<b>P16</b> - Explain the roles of staff and external services when dealing with accidents and emergencies	



LO2 Know health and safety requirements within the salon (continued)	Portfolio reference
<b>P17</b> - Define ergonomics to prevent work related complaints	
<b>P18</b> - Describe the importance of personal protective equipment	
<b>P19</b> - Explain the importance of good personal presentation	
<b>P20</b> - Describe the importance of preventing cross-infection and cross-infestation	
<b>P21</b> - Describe sterilisation and disinfecting methods used in salons	
LO3 Understand the role of a health and safety supervisor	Portfolio reference
<b>P22</b> - Describe the importance of how to present self and monitor others in accordance with health and safety presentation requirements	
<b>P23</b> - Explain how to respond to hazards and risks ensuring working practices meet legal requirements	
<b>P24</b> - Describe how to maintain a safe salon, monitoring and supporting others in a supervisory role	
<b>P25</b> - Explain the salon policy for security of staff, clients and visitors	

<i><b>Assessor</b></i>	<i><b>Learner</b></i>
Signature	Signature
Date	Date
<i><b>IQA (if sampled)</b></i>	<i><b>EQA (if sampled)</b></i>
Signature	Signature
Date	Date



*Notes - Please use this space if required*

A large, empty rectangular box with a thin black border, intended for taking notes.



**VTCT**



**UBT247**

*Client care and consultation*

**F/615/6164**

UBT247\_v1



# Portfolio of evidence

## Learners must:

Produce a portfolio which contains assessed evidence covering all the practical and theory assessment criteria in the unit. The portfolio is an evidence requirement which must be completed prior to learners undertaking the practical assessment.

## Portfolio of evidence

The portfolio should contain evidence that learners have:

<b>Carried out a minimum of 4 consultations on different clients or treatments</b>	<b>Portfolio reference</b>
New clients	
Existing clients	
Male or female	
<b>Used all consultation techniques</b>	<b>Portfolio reference</b>
Verbal	
Non-verbal	
Written	
<b>Considered all implications</b>	<b>Portfolio reference</b>
Cost of maintenance	
Frequency of maintenance (if applicable)	
Advice on further or additional treatments	
Benefits	
Effects of and limitations to other services	
Changes to existing care routine	
<b>Considered all factors limiting or affecting services</b>	<b>Portfolio reference</b>
Adverse hair, skin or nail conditions (if applicable)	
Results of previous services and products used	
Client's lifestyle	
Thermal, tactile or sensitivity test results	
<b>Taken all courses of action</b>	<b>Portfolio reference</b>
Offering information	
Advice and guidance	
Referral to sources of support in line with salon's procedures	



Given all types of advice	Portfolio reference
Relating to client expectations/realistic outcomes	
Possible contra-actions	
Aftercare	
Specific additional products and treatments	

<b><i>Assessor</i></b>	<b><i>Learner</i></b>
Signature	Signature
Date	Date
<b><i>IQA (if sampled)</i></b>	<b><i>EQA (if sampled)</i></b>
Signature	Signature
Date	Date



# Practical assessment

## Practical assessment criteria

In order to Pass this unit, learners must achieve all Pass criteria.

Pass Criteria	✓
<b>LO4 Be able to conduct a client consultation</b>	
<b>P17</b> - Prepare self and work area for consultation	<input type="radio"/>
<b>P18</b> - Prepare and utilise client records	<input type="radio"/>
<b>P19</b> - Demonstrate consultation techniques	<input type="radio"/>
<b>P20</b> - Identify factors which may limit or affect the desired outcome	<input type="radio"/>
<b>P21</b> - Communicate a treatment/service plan to the client	<input type="radio"/>
<b>P22</b> - Gain signatures to evidence client approval and consent	<input type="radio"/>
<b>P23</b> - Provide recommendations and aftercare advice	<input type="radio"/>
<b>P24</b> - Update the client's treatment records	<input type="radio"/>
<b>P25</b> - Complete the consultation within the commercially specified time	<input type="radio"/>

<b>Date achieved</b>	
<b>Portfolio reference</b>	

<b>Assessor</b>	<b>Learner</b>
Signature	Signature
Date	Date
<b>IQA (if sampled)</b>	<b>EQA (if sampled)</b>
Signature	Signature
Date	Date



# Knowledge criteria

## Knowledge assessment criteria

In order to Pass this unit, learners must achieve all Pass criteria below.

Pass Criteria	
<b>LO1 Know the salon requirements related to client care and consultations</b>	<b>Portfolio reference</b>
<b>P1</b> - Describe how to prepare and set up the work area	
<b>P2</b> - Describe how professional technicians and therapists present themselves	
<b>P3</b> - Explain the salon requirements for record keeping	
<b>P4</b> - Describe the types of information recorded on record cards	
<b>P5</b> - Define the roles and responsibilities of specialist service providers	
<b>P6</b> - Explain the insurance and legislation implications when carrying out client consultations	
<b>P7</b> - Explain the legal requirements for providing treatments to minors	
<b>P8</b> - Describe the salon standards for communicating with clients	
<b>P9</b> - Describe how to deal with client complaints	
<b>P10</b> - Explain the importance of meeting salon standards with regard to communication skills	
<b>LO2 Know the principles of client care</b>	<b>Portfolio reference</b>
<b>P11</b> - Describe the important factors related to client care	
<b>P12</b> - Describe the impact of poor client care on both the therapist or nail technician and the business	
<b>P13</b> - Explain the factors that can reduce the effectiveness of client care	



<b>LO3 Know the principles of consultation</b>	<b>Portfolio reference</b>
<b>P14</b> - Describe the reasons for carrying out a consultation with a client	
<b>P15</b> - List the methods of gaining relevant information during consultation	
<b>P16</b> - Describe when communicating how to adapt to different cultural needs	

<b><i>Assessor</i></b>		<b><i>Learner</i></b>	
Signature		Signature	
Date		Date	
<b><i>IQA (if sampled)</i></b>		<b><i>EQA (if sampled)</i></b>	
Signature		Signature	
Date		Date	



**VTCT**



**UBT248**

*Enhance appearance using  
microblading techniques*

J/615/6165

UBT248\_v1



# Portfolio of evidence

## Learners must:

Produce a portfolio which contains assessed evidence covering all the practical and theory assessment criteria in the unit. The portfolio is an evidence requirement which must be completed prior to learners undertaking the practical assessment.

## Portfolio of evidence

The portfolio should contain evidence that learners have:

<b>Carried out a minimum of 4 treatments on different clients</b>	<b>Portfolio reference</b>
New clients	
Existing clients	
Male or female	
<b>Used all consultation techniques</b>	<b>Portfolio reference</b>
Verbal	
Non-verbal	
Written	
Visual and manual	
<b>Carried out both types of sensitivity tests</b>	<b>Portfolio reference</b>
Pigment	
Topical anaesthetic (if insured and qualified to do so)	
<b>Met all the treatment objectives</b>	<b>Portfolio reference</b>
Colouring	
Defining natural features	
Improving and shaping features	
<b>Treated all the areas</b>	<b>Portfolio reference</b>
Eyebrows with existing hair	
Eyebrows without existing hair	
<b>Used both types of pigment</b>	<b>Portfolio reference</b>
Organic	
Inorganic	
<b>Used a minimum of 2 types of blade</b>	<b>Portfolio reference</b>
U Blade	
Straight blade	
Sloped blade	
Flexi blade	



<b>Considered all implications</b>	<b>Portfolio reference</b>
Cost of maintenance	
Frequency of maintenance	
Advice on further or additional treatments	
Benefits	
Effects of and limitations to other services	
Changes to existing care routine	
<b>Considered all factors limiting or affecting services</b>	<b>Portfolio reference</b>
Adverse hair or skin conditions (if applicable)	
Results of previous services and products used	
Clients' lifestyles	
Thermal, tactile or sensitivity test results	
<b>Treated all courses of action</b>	<b>Portfolio reference</b>
Offering information	
Advice and guidance	
Referral to sources of support in line with salon's procedures	
<b>Given all types of advice</b>	<b>Portfolio reference</b>
Relating to client expectations/realistic outcomes	
Possible contra-actions	
Aftercare	
Specific additional products and treatments	

<b><i>Assessor</i></b>	<b><i>Learner</i></b>
Signature	Signature
Date	Date
<b><i>IQA (if sampled)</i></b>	<b><i>EQA (if sampled)</i></b>
Signature	Signature
Date	Date



# Practical assessment

## Practical assessment criteria

In order to Pass this unit, learners must achieve all Pass criteria.

Pass Criteria	✓
<b>LO3 Be able to prepare for microblading treatments</b>	
<b>P35</b> - Prepare the client for treatment	<input type="radio"/>
<b>P36</b> - Select products, tools and equipment to suit client's treatment needs, skin types and conditions	<input type="radio"/>
<b>P37</b> - Complete consultation, agree treatment outcomes and check for contra-indications	<input type="radio"/>
<b>P38</b> - Perform a skin analysis and any relevant tests to identify any influencing factors	<input type="radio"/>
<b>P39</b> - Explain the treatment procedure to the client	<input type="radio"/>
<b>LO4 Be able to provide microblading treatments</b>	
<b>P40</b> - Prepare the client's skin for microblading	<input type="radio"/>
<b>P41</b> - Select products, tools and equipment for microblading	<input type="radio"/>
<b>P42</b> - Carry out the microblading treatment using safe and hygienic working practices	<input type="radio"/>
<b>P43</b> - Complete treatment within an acceptable time frame	<input type="radio"/>
<b>P44</b> - Record and evaluate the results of the treatment	<input type="radio"/>
<b>P45</b> - Schedule a post procedure assessment	<input type="radio"/>
<b>P46</b> - Provide aftercare advice	<input type="radio"/>

Date achieved	
Portfolio reference	

<i>Assessor</i>	<i>Learner</i>
Signature	Signature
Date	Date
<i>IQA (if sampled)</i>	<i>EQA (if sampled)</i>
Signature	Signature
Date	Date



## Summative case study

In addition to the four observed treatments required, learners will be required to produce evidence of an additional **10 case studies**. The case studies must include **at least one client** with no or very sparse hair and one infill of hairs in an existing eyebrow. All case studies must be completed **within three months** of registering on the qualification. Case studies **must not include** 'top up' clients.

<i><b>Assessor</b></i>	<i><b>Learner</b></i>
Signature	Signature
Date	Date
<i><b>IQA (if sampled)</b></i>	<i><b>EQA (if sampled)</b></i>
Signature	Signature
Date	Date



# Knowledge criteria

## Knowledge assessment criteria

**In order to pass this unit, learners must achieve all pass criteria.**

Learning outcomes 1 and 2 will be evidenced by either an external examination or portfolio of evidence. The purple criteria will be tested by an external examination. The remaining criteria must be included in the portfolio of evidence.

Learners must achieve a pass mark of 70%, criteria not achieved will be identified to the tutpr/assessor who will then orally question or ask learners to produce other forms of evidence as all unit criteria must be achieved.

Pass Criteria	
LO1 Know the salon requirements for microblading treatments	Portfolio reference
<b>P1</b> - Evaluate how to set up the work area	
<b>P2</b> - Describe how to safely dispose of waste	
<b>P3</b> - Identify how to position themselves for treatment	
<b>P4</b> - Outline the optimal environmental conditions suitable for microblading treatments	
<b>P5</b> - Appraise how professional technicians or therapists present themselves	
<b>P6</b> - Describe the salon requirements for record keeping	
<b>P7</b> - Explain responsibilities for reporting of injuries, diseases or dangerous occurrences	
<b>P8</b> - Summarise the relevant requirements, legislations and regulations and how they impact on working practices	
<b>P9</b> - Analyse the importance, purpose and methods of sensitivity tests	
<b>P10</b> - Identify the correct procedure to take when a contra-action occurs	
<b>P11</b> - Describe the insurance requirements for the delivery of microblading treatments	
<b>P12</b> - Recall the legal requirements for providing microblading treatments to minors	



LO2 Understand how to provide microblading treatments	Portfolio reference
P13 - Describe how to perform Pre-treatment assessments	
P14 - Evaluate how to conduct an effective consultation	
P15 - Compare and contrast consultation techniques to identify treatment objectives	
P16 - Analyse how to use and adapt communication techniques to ensure customer understanding	
P17 - Evaluate how to carry out a detailed skin analysis and relevant tests before microblading treatment	
P18 - Define the recommendations for treatment safety	
<b>P19 - Describe the use of Topical Anaesthetic</b>	
<b>P20 - Explain the contra-indications that require medical approval</b>	
<b>P21 - Explain the contra-indications that may restrict microblading treatment</b>	
<b>P22 - Describe hygiene and infection control</b>	
P23 - Categorise the features, benefits and use of pigments	
P24 - Explain how to provide clear recommendations to the client based on outcomes of skin analysis	
<b>P25 - Describe how to adapt microblading treatment to suit client needs and skin conditions</b>	
P26 - Evaluate how to complete the treatment to the satisfaction of the client	
P27 - Assess the range of equipment used for microblading treatment	
P28 - Define how to record and provide aftercare advice for microblading	
P29 - Describe how to advise on 'top-up' treatments	
<b>P30 - Explain how to recognise and advise on possible contra-actions</b>	

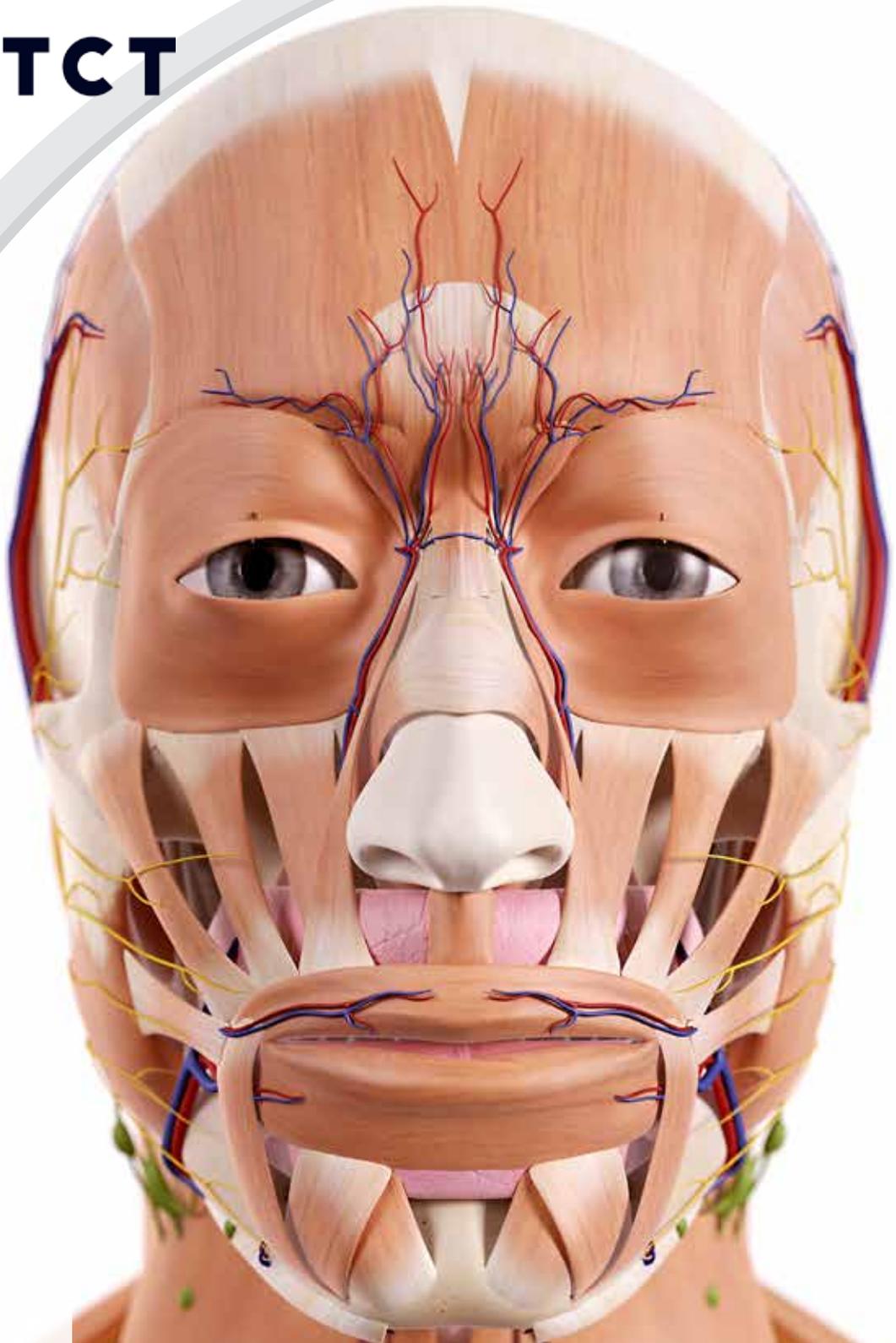


LO2 Understand how to provide microblading treatments (continued)	Portfolio reference
<b>P31</b> - Describe aftercare advice	
<b>P32</b> - Describe intrinsic environmental effects on the skin	
<b>P33</b> - Describe extrinsic environmental effects on the skin	
<b>P34</b> - Summarise the ageing process in cells and tissues	

<i><b>Assessor</b></i>	<i><b>Learner</b></i>
Signature	Signature
Date	Date
<i><b>IQA (if sampled)</b></i>	<i><b>EQA (if sampled)</b></i>
Signature	Signature
Date	Date



**VTCT**



**UBT249**

*Anatomy and physiology for  
microblading techniques*

L/615/6166

UBT249\_v1



# Knowledge criteria

This unit will be tested by an external examination at the end of the period of learning. The external examination will test knowledge and understanding from across two units, UBT248 Enhance appearance using microblading techniques and UBT249 Anatomy and physiology for microblading techniques.

The overarching external examination will be set and marked by VTCT. Learners must achieve a pass mark of 70%. Criteria not achieved will be identified to the tutor/assessor who will then orally question or ask learners to produce other forms of evidence as all unit criteria must be achieved.

## Knowledge assessment criteria

**In order to pass this unit, learners must achieve all pass criteria. The purple criteria will be tested by an external examination.**

Pass Criteria	
LO1 Know the relevant anatomy and physiology for microblading services	Portfolio reference
<b>P1 - Define the structure and functions of the skin</b>	
<b>P2 - Define the processes of wound healing</b>	
<b>P3 - Define the structure and function of the endocrine system and its effect on skin conditions which may affect the client receiving microblading treatment</b>	
<b>P4 - Define the structure and function of the circulatory system</b>	
<b>P5 - Define the structure and function of the lymphatic system</b>	
<b>P6 - Define the structure and function of nerves of the face</b>	

<b>LO2 Understand the common pathologies associated with the systems</b>	<b>Portfolio reference</b>
<b>P7 - Define and describe the associated pathologies of the integumentary system</b>	
<b>P8 - Define and describe the associated pathologies of the circulatory system</b>	
<b>P9 - Define and describe the associated pathologies of the lymphatic system</b>	
<b>P10 - Define and describe the associated pathologies of the nervous system</b>	

<b><i>Assessor</i></b>		<b><i>Learner</i></b>	
Signature		Signature	
Date		Date	
<b><i>IQA (if sampled)</i></b>		<b><i>EQA (if sampled)</i></b>	
Signature		Signature	
Date		Date	



*Notes - Please use this space if required*

A large, empty rectangular box with a thin black border, intended for taking notes.



**VTCT**



**UBT250**

*Eyebrow shaping services*

**R/615/6167**

UBT250\_v1



# Portfolio of evidence

## Learners must:

Produce a portfolio which contains assessed evidence covering all the practical and theory assessment criteria in the unit. The portfolio is an evidence requirement which must be completed prior to learners undertaking the practical assessment.

## Portfolio of evidence

The portfolio should contain evidence that learners have:

<b>Provided a minimum of 4 eyebrow shaping services to include</b>	<b>Portfolio reference</b>
Eye brow tidy	
Eye brow shape	
<b>Covered both types of eyebrow shaping</b>	<b>Portfolio reference</b>
Total reshape of the eyebrow	
Maintenance of original eyebrow shape	
<b>Used all tools and equipment</b>	<b>Portfolio reference</b>
Manual tweezers	
Automatic tweezers	
Eye brow brush	
Orangewood stick for measuring	
Consultation card/treatment plan	
<b>Used all products</b>	<b>Portfolio reference</b>
Pre-cleansing product	
Anti-bacterial wipes	
Soothing lotion	
<b>Provided all types of aftercare advice</b>	<b>Portfolio reference</b>
Avoidance of activities which may cause contra-actions	
Recommended time intervals between services	
Suitable homecare products and their use	
Present and future services and products	



<b><i>Assessor</i></b>	<b><i>Learner</i></b>
Signature	Signature
Date	Date
<b><i>IQA (if sampled)</i></b>	<b><i>EQA (if sampled)</i></b>
Signature	Signature
Date	Date



# Practical assessment

## Practical assessment criteria

In order to Pass this unit, learners must achieve all Pass criteria.

Pass Criteria	✓
<b>LO3 Be able to prepare for eyebrow shaping services</b>	
<b>P13</b> - Prepare and check the client, work area, equipment and products prior to eyebrow shaping services	<input type="radio"/>
<b>P14</b> - Agree the service with the client and check for contra-indications	<input type="radio"/>
<b>P15</b> - Explain the service procedure to the client	<input type="radio"/>
<b>P16</b> - Instruct the client on clothing removal and positioning for eyebrow shaping services	<input type="radio"/>
<b>LO4 Be able to provide eyebrow shaping services</b>	
<b>P17</b> - Prepare the client's skin for eyebrow shaping	<input type="radio"/>
<b>P18</b> - Perform an eyebrow shaping safely and effectively	<input type="radio"/>
<b>P19</b> - Complete the service to the client's satisfaction and in a commercially acceptable time	<input type="radio"/>
<b>P20</b> - Provide suitable aftercare advice to the client	<input type="radio"/>
<b>P21</b> - Maintain accurate client records	<input type="radio"/>
<b>P22</b> - Prepare the area for the next service	<input type="radio"/>

<b>Date achieved</b>	
<b>Portfolio reference</b>	

<b>Assessor</b>	<b>Learner</b>
Signature	Signature
Date	Date
<b>IQA (if sampled)</b>	<b>EQA (if sampled)</b>
Signature	Signature
Date	Date



# Knowledge criteria

## Knowledge assessment criteria

In order to Pass this unit, learners must achieve all Pass criteria below.

Pass Criteria	
<b>LO1 Know the salon requirements for providing eyebrow shaping services</b>	<b>Portfolio reference</b>
<b>P1</b> - Describe how to set up the work area	
<b>P2</b> - Describe how professional therapists present themselves	
<b>P3</b> - Explain the salon requirements for record keeping	
<b>P4</b> - Explain the legal requirements for providing services to minors	
<b>LO2 Understand the effects and influencing factors of eyebrow shaping services</b>	<b>Portfolio reference</b>
<b>P5</b> - Describe the contra-indications that may either require GP referral, restrict or prevent eyebrow shaping services	
<b>P6</b> - Explain how to refer the client to a health practitioner and why	
<b>P7</b> - Describe the factors to take into consideration when choosing an eyebrow shape	
<b>P8</b> - Describe how to assess the eyebrow shape and proportions in relation to facial features	
<b>P9</b> - Describe the types of equipment and products used for eyebrow shaping	
<b>P10</b> - List the benefits and effects of eyebrow shaping services	
<b>P11</b> - Describe the possible contra-actions to eyebrow shaping services and how to respond effectively	
<b>P12</b> - Explain types of additional products or services to recommend in order to enhance the finished results	

<b>Assessor</b>	<b>Learner</b>
Signature	Signature
Date	Date
<b>IQA (if sampled)</b>	<b>EQA (if sampled)</b>
Signature	Signature
Date	Date



*Notes - Please use this space if required*

A large, empty rectangular box with a thin black border, intended for handwritten notes.