



Qualification Specification

ProQual Level 5 Certificate in Scar Camouflage Micropigmentation

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This qualification is part of ProQual's broad offer of qualifications in the Hair and Beauty Sector.

To find out more about other qualifications in this, or any other sector, or for our latest fees; check our Fees Schedule via the QR code below:



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Introduction

The ProQual Level 5 Certificate in Scar Camouflage Micropigmentation provides a nationally recognised qualification and progression pathway for those working in the beauty/aesthetics industry, who are already experienced and qualified to carry out a range of aesthetic techniques and wish to progress to more providing more advanced treatments.

The aims of this qualification are:

- To develop an understanding of scar camouflage micropigmentation.
- To demonstrate competence at carrying out scar camouflage micropigmentation.
- To provide a progression route within the beauty industry, for those interested in providing advanced aesthetic treatments.

The awarding body for this qualification is ProQual AB. This qualification has been approved for delivery in England and Northern Ireland. The regulatory body for this qualification is Ofqual, and this qualification has been accredited onto the Regulated Qualification Framework (RQF), and has been published in Ofqual's Register of Qualifications.

Qualification Profile

Qualification Title:	ProQual Level 5 Certificate in Scar Camouflage Micropigmentation
Qualification Number:	610/4907/4
Level:	Level 5
Total Qualification Time (TQT):	225 Hours 22 Credits
Guided Learning Hours (GLH):	170 Hours
Assessment:	Pass / Fail
	Internally assessed and verified by centre staff
	External quality assured by ProQual Verifiers
Qualification Start Date:	06/01/2025
Qualification Review Date:	06/01/2028

Learner Profile

Candidates for this qualification **must**:

- Hold the ProQual Level 4 Certificate in Micropigmentation.

Candidates for this qualification should either:

- Be employed in a role where they will have the opportunity to carry out a number of advanced aesthetic treatments on a range of clients.

OR

- Be enrolled with a training provider, which will enable them to carry out a number of advanced aesthetic treatments on a range of simulated or real clients.

Candidates who complete this qualification, and who wish to further develop their knowledge and skills in the beauty sector, could progress to study the ProQual Level 6 Diploma in Aesthetic Practice.

Qualification Structure

This qualification consists of **four** mandatory units. Candidates must complete all mandatory units to complete this qualification.

Unit Number	Unit Title	Level	TQT	GLH
Mandatory Units – Candidates must complete all units in this group.				
J/651/2395	Health and Safety in a Salon Environment	2	10	10
L/651/2397	Infection Control and Prevention for Cosmetic, Aesthetic and Needle Related Treatments	2	25	20
Y/651/2444	Professional Practice for Aesthetic Practitioners	6	90	50
Y/651/3868	Principles and Practice of Scar Camouflage Micropigmentation	5	100	90

Centre Requirements

Centres must be approved to deliver this qualification. If your centre is not approved to deliver this qualification, please complete and submit the **ProQual Additional Qualification Approval Form**.

Materials produced by centres to support candidates should:

- Enable them to track their achievements as they progress through the learning outcomes and assessment criteria.
- Provide information on where ProQual's policies and procedures can be viewed.
- Provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence.

Centres must have the appropriate equipment to enable candidates to carry out the practical requirements of this qualification.

Certification

Candidates who achieve the requirements for this qualification will be awarded:

- A certificate listing all units achieved, and
- A certificate giving the full qualification title:

ProQual Level 5 Certificate in Scar Camouflage Micropigmentation

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the qualification. All certificates will be issued to the centre for successful candidates.

Unit certificates

If a candidate does not achieve all of the units required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units achieved.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement.

Assessment Requirements

Each candidate is required to produce a portfolio of evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- Observation report by assessor.
- Assignments/projects/reports.
- Professional discussion.
- Witness testimony.
- Candidate product.
- Worksheets.
- Record of oral and written questioning.
- Recognition of Prior Learning.

Candidates must demonstrate the level of competence described in the units. Assessment is the process of measuring a candidate's skill, knowledge and understanding against the standards set in the qualification.

Centre staff assessing this qualification must be **occupationally competent** and qualified to make assessment decisions. Assessors who are suitably qualified may hold a qualification such as, but not limited to:

- ProQual Level 3 Certificate in Teaching, Training and Assessment.
- ProQual Level 3 Award in Education and Training.
- ProQual Level 3 Award in Assessing Competence in the Work Environment.
(Suitable for assessment taking place in a working salon only.)
- ProQual Level 3 Award in Assessing Vocational Achievement.
(Suitable for assessment taking place in a simulated training environment only.)

Candidate portfolios must be internally verified by centre staff who are **occupationally knowledgeable** and qualified to make quality assurance decisions. Internal verifiers who are suitably qualified may hold a qualification such as:

- ProQual Level 4 Award in the Internal QA of Assessment Processes and Practice.
- ProQual Level 4 Certificate in Leading the Internal QA of Assessment Processes and Practice.

Occupationally competent means capable of carrying out the full requirements contained within a unit. **Occupationally knowledgeable** means possessing relevant knowledge and understanding.

Enquiries, Appeals and Adjustments

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Units – Learning Outcomes and Assessment Criteria

Title:		Health and Safety in a Salon Environment		Level:		2	
Unit Number:		J/651/2395		TQT:		10	
				GLH:		10	
Learning Outcomes <i>The learner will be able to:</i>		Assessment Criteria <i>The learner can:</i>					
1	Prepare salon areas for treatment.	1.1	Identify common hazards and risks in a salon environment.				
		1.2	State the health and safety requirements for practitioners carrying out beauty treatments, including but not limited to: <ul style="list-style-type: none"> • Health and Safety at Work Act. • The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). • Manual Handling Operations Regulations. • Control of Substances Hazardous to Health Regulations (COSHH). 				
		1.3	Describe how to clean, disinfect and sterilise different types of tools and equipment.				
		1.4	Explain the difference between sterilisation and disinfection.				
		1.5	Explain why it is important to follow salon procedures and any given instructions when setting up tools and equipment for a given treatment.				
		1.6	Describe the required environmental conditions for a given treatment, including: <ul style="list-style-type: none"> • Lighting. • Heating. • Ventilation. • General Comfort. 				

1	<i>Continued</i>	1.7	Explain why it is important that the above environmental conditions are provided.
		1.8	Explain why it is important to maintain personal hygiene, protection and appearance according to accepted industry and organisational standards.
		1.9	Explain the reasons and importance of keeping records of treatments.
2	Maintain salon treatment areas.	2.1	Explain how to safely dispose of waste materials and products from beauty treatments.
		2.2	Explain the requirements for re-stocking products and other items.
		2.3	Describe own responsibilities in relation to the storage of: <ul style="list-style-type: none"> • Equipment. • Products. • Client records.
		2.4	Describe how the work area should be left after a treatment.
		2.5	Explain why it is important to leave the work area in the condition described above.

Additional Assessment Information

This unit is **knowledge based**. This means that evidence is expected to take the form of candidate's written work and/or records of appropriate professional discussions.

Centres may use the appropriate ProQual Candidate Workbook, or their own, centre devised, assignments.

This unit is a **common unit**. Centres should be aware that candidates may have completed this unit as part of another ProQual Hair and Beauty qualification and may be eligible for recognition of prior learning.

Title:		Infection Control and Prevention for Cosmetic, Aesthetic and Needle Related Treatments		Level:		2	
Unit Number:		L/651/2397		TQT:		25	
				GLH:		20	
Learning Outcomes <i>The learner will be able to:</i>			Assessment Criteria <i>The learner can:</i>				
1	Understand non-infectious and infectious hazards that are associated with cosmetic, aesthetic and needle treatments.	1.1	Describe the cell structure and key features of: <ul style="list-style-type: none"> • Bacteria. • Fungi. • Viruses. 				
		1.2	Describe the ideal conditions for the growth of micro-organisms.				
		1.3	Define the term "pathogen".				
		1.4	List five common illness caused by: <ul style="list-style-type: none"> • Bacteria. • Fungi. • Viruses. 				
		1.5	Define the term "parasite".				
		1.6	Explain the difference between an endoparasite and an ectoparasite.				
		1.7	Identify three common ectoparasites that colonise humans.				
		1.8	Explain the difference between infection and colonisation.				
		1.9	Describe what is meant by: <ul style="list-style-type: none"> • Localised infection. • Systemic infection. 				
		1.10	Describe what is meant by: <ul style="list-style-type: none"> • Direct transmission. • Indirect transmission. • Vector transmission. 				

1	<i>Continued</i>	1.11	Describe how, within the salon environment, an infective agent could: <ul style="list-style-type: none"> • Enter the body. • Be transmitted from person to person.
		1.12	Identify common non-infectious hazards that might arise as part of cosmetic, aesthetic or needle treatments.
		1.13	Explain how an injury to the skin can be a risk to an individual.
		1.14	Identify treatments within the salon that would require the use of infection control procedures.
2	Understand how to control non-infectious and infectious risk.	2.1	Explain the roles and responsibilities of the employer and employee in the prevention and control of infection.
		2.2	Explain how the skin acts as a defence against infection.
		2.3	Describe the procedures that would be followed, in relation to infection prevention and control, for: <ul style="list-style-type: none"> • Consultation. • Aftercare. • Hand hygiene. • Environment management. • Equipment management. • Cleaning, disinfecting and sterilisation. • Personal protective equipment. • Management of body fluids. • Needle stick injuries. • Waste disposal and collection. • Management of occupational exposure.

Additional Assessment Information

This unit is **knowledge based**. This means that evidence is expected to take the form of candidate's written work and/or records of appropriate professional discussions.

Centres may use the ProQual Level 2 Award in Infection Control and Prevention in Aesthetic Practice Candidate Workbook, or their own, centre devised, assignments.

This unit is a **common unit**. Centres should be aware that candidates may have completed this unit as part of another ProQual Hair and Beauty qualification and may be eligible for recognition of prior learning.

Title:		Professional Practice for Aesthetic Practitioners		Level:	6	
Unit Number:		Y/651/2444	TQT:	80	GLH:	50
Learning Outcomes <i>The learner will be able to:</i>			Assessment Criteria <i>The learner can:</i>			
1	Understand the professional standards in place for aesthetic practitioners.	1.1	Explain the role of the JCCP and CPSA.			
		1.2	Explain the difference between “you must”, “you shall” and “you should” when used in professional guidance.			
		1.3	Explain the importance of always seeking informed consent from a client before undertaking a procedure.			
		1.4	Explain why the practitioner should always obtain consent themselves rather than delegating the responsibility.			
		1.5	Explain why it is important to provide the following to clients, before they give their informed consent: <ul style="list-style-type: none"> • Sufficient time. • Evidence-based information about the products and equipment to be used. • The benefits and risks of the proposed procedure. • Information on the practitioner's qualifications and training. • Clear information on treatment fees. 			
		1.6	Discuss the importance of considering the client's psychological and emotional needs, and whether a referral to a professional colleague is appropriate.			

1	<i>Continued</i>	1.7	<p>Explain why you must:</p> <ul style="list-style-type: none"> • Refuse to perform treatments if you deem it not to be in the client's best interest. • Refuse to perform treatments if you have grounds to believe it has potential to cause physical, psychological or emotional harm. • Refuse to perform treatment if you believe the client's presentation is coercive and/or the procedure is not requested under their own volition.
		1.8	<p>Discuss how cosmetic and aesthetic procedures can be marketed responsibly, including:</p> <ul style="list-style-type: none"> • Not making unjustifiable claims about a treatment, your qualifications, training or experience. • Not trivialising the risks involved. • Not using promotional tactics that might encourage uninformed or ill-considered decisions. • Not targeting, or marketing in a way that might target, people under the age of 18.
		1.9	<p>Discuss the importance of carrying out an annual appraisal of own practice and competency, including seeking feedback from clients.</p>
		1.10	<p>Explain the indemnity and liability insurance requirements or aesthetic practices.</p>
		1.11	<p>Explain the importance of regular and relevant continuous professional development.</p>
		1.12	<p>Describe the "Safe Premises Standards".</p>
		1.13	<p>Describe the appropriate procedures for reporting adverse effects.</p>
		1.14	<p>Discuss what is meant by a "duty of candour".</p>

1	<i>Continued</i>	1.15	Explain the appropriate procedures for whistle blowing if concerns about client safety arise which are not taken seriously.
		1.16	Explain the legislative requirements for taking and storing visual media of a client's treatment area.
		1.17	Explain the legislative requirements for storing and processing client's personal data.
2	Understand how to promote diversity and inclusion as an aesthetic practitioner.	2.1	Discuss personal and organisational responsibilities and liabilities under equality, diversity and inclusion legislation.
		2.2	Discuss the different forms in which discrimination and harassment might take place.
		2.3	Explain the importance of an organisation's leaders making a commitment to promoting equality of opportunity, diversity and inclusion.
		2.4	Explain why it is important to lead by example in terms of own behaviour, words and actions to support a commitment to equality of opportunity, diversity and inclusion.
		2.5	Discuss how to recognise when the behaviour, words and actions of colleagues and clients does, and does not, support a commitment to equality of opportunity, diversity and inclusion and the actions that can be taken to correct behaviours.
		2.6	Discuss the importance of reviewing the diversity and needs of an organisation's current and potential clients to identify areas for improvement and how to review.
		2.7	Explain how to develop a written equality, diversity and inclusion policy and what it should cover.
		2.8	Discuss how to communicate the organisation's equality, diversity and inclusion policy to all people who work for the organisation and other relevant parties.

2	Continued	2.9	Discuss how to establish systems for monitoring, reviewing and reporting on progress in relation to equality of opportunity, diversity and inclusion within an organisation.
		2.10	Discuss how a client's culture, gender identity, sexuality, religious belief or other characteristics can affect their requirement in relation to aesthetic treatments.
3	Understand how to work with healthcare professionals as an aesthetic practitioner.	3.1	Discuss how aesthetic practitioners can work with healthcare providers to ensure best outcomes for clients.
		3.2	Explain the role of the prescriber.
		3.3	Evaluate methods used to communicate with healthcare professionals as an aesthetic practitioner.
		3.4	Explain the impact of poor communication between professionals on client outcomes.
		3.5	Discuss how and why conflict might arise between professionals and how this can be resolved.
4	Understand an aesthetic practitioner's safeguarding duties.	4.1	Describe how to obtain safeguarding information and guidance from the local authority.
		4.2	Define the following types of abuse: <ul style="list-style-type: none"> • Physical. • Psychological. • Sexual. • Financial. • Material. • Discriminatory. • Neglect.
		4.3	Explain the signs of the following types of abuse: <ul style="list-style-type: none"> • Physical. • Psychological. • Sexual. • Financial. • Material. • Discriminatory. • Neglect.

4	<i>Continued</i>	4.4	Explain the appropriate action to take if, during the course of your practice, you suspect a client or another vulnerable person has suffered abuse.
		4.5	Explain the circumstances in which you can share confidential information without consent.
		4.6	Discuss how proper professional boundaries keep a client psychologically safe.
		4.7	Discuss good practice with regards to boundary setting.
		4.8	Describe five examples of crossing a professional boundary, and the detrimental effects this might have.
		4.9	Explain why it is not appropriate to provide non-surgical cosmetic interventions to children under 16 years of age.
		4.10	Explain how to determine if a child aged 16 or 17 has the competency to give consent.
		4.11	Discuss how and why to encourage a child aged 16 or 17 to involve their parents in any decision about non-surgical cosmetic treatments.

Additional Assessment Information

This unit is **knowledge based**. This means that evidence is expected to take the form of candidate's written work and/or records of appropriate professional discussions.

Centres may use the appropriate ProQual Candidate Workbook, or their own, centre devised, assignments.

Title:		Principles and Practice of Scar Camouflage Micropigmentation		Level:	5	
Unit Number:		Y/651/3868	TQT:	100	GLH:	90
Learning Outcomes <i>The learner will be able to:</i>			Assessment Criteria <i>The learner can:</i>			
1	Understand how to perform advanced micropigmentation techniques.	1.1	Explain the importance of only working within own competence when carrying out advanced micropigmentation techniques.			
		1.2	Describe the absolute and relative contraindications for a micropigmentation procedure, including: <ul style="list-style-type: none"> • Conditions that require medical referral prior to treatment. • The risks associated with performing micropigmentation on vitiligo. • How to recognise the different forms of scar tissue. • The precautions to performing micropigmentation over atrophy, hypertrophic and keloid scarring. 			
		1.3	Explain the importance of agreeing the design template with the client.			
		1.4	Discuss the factors that need to be considered when creating a design template.			
		1.5	Discuss the options for pain management and the potential associated risks.			
		1.6	Describe the legal requirements and restrictions for sourcing, storing and using topical anaesthetics licensed in the UK.			
		1.7	Explain why the treatment area must be magnified and illuminated.			

1	Continued	1.8	<p>Compare the different types of needle used for micropigmentation, including:</p> <ul style="list-style-type: none"> • Flat. • Magnum. • Round. • Single point. • Sloped. • Micro. • Shaders and liners.
		1.9	<p>Describe when and how to use different implantation techniques, including:</p> <ul style="list-style-type: none"> • Pointillism. • Pendulum. • Shading. • Obovoid. • Cross-hatching.
		1.10	<p>Explain how to select, mix and test colour pigments, taking into account different treatment objectives, including:</p> <ul style="list-style-type: none"> • Defining natural features. • Creating features. • Correcting features. • Improving and balancing features. • Introducing skin colouring.
		1.11	<p>Explain how skin classification and characteristics affects the choice of equipment, technique and colour.</p>
		1.12	<p>Explain the types, formulations, uses and limitations of pigments when mixed and diluted.</p>
		1.13	<p>Discuss the safety requirements for pigments, including:</p> <ul style="list-style-type: none"> • Recording pigment batches. • Storage. • Material data sheets. • Expiry date.

1	Continued	<p>1.14 Discuss the principles of colour theory, and how these impact:</p> <ul style="list-style-type: none"> • Pigment selection. • How colour theory can be applied to change undesirable colour results after the healing process.
		<p>1.15 Describe how colour pigments change throughout the healing process and post-healing.</p>
		<p>1.16 Explain how and why the skin is manipulated to ensure effective pigment implantation.</p>
		<p>1.17 Describe the different types and causes of hypopigmentation conditions that can benefit from micropigmentation.</p>
		<p>1.18 Explain how skin rejuvenation treatments can be used in conjunction with micropigmentation to maximise treatment results.</p>
		<p>1.19 Describe the signs and symptoms of the following adverse reactions:</p> <ul style="list-style-type: none"> • Hyperaemia. • Migration of pigment. • Excessive discomfort. • Oedema. • Bruising. • Dizziness. • Fainting. • Stinging. • Nausea. • Anaphylaxis. • Pain. • Hypertrophic or keloid scars.

1	<i>Continued</i>	1.20	<p>Explain how micropigmentation can cause, and how to respond to, the following adverse reactions:</p> <ul style="list-style-type: none"> • Hyperaemia. • Migration of pigment. • Excessive discomfort. • Oedema. • Bruising. • Dizziness. • Fainting. • Stinging. • Nausea. • Anaphylaxis. • Pain. • Hypertrophic or keloid scars.
2	Provide micropigmentation services for a skin camouflage effect.	2.1	<p>Carry out a client consultation to discuss and establish:</p> <ul style="list-style-type: none"> • Treatment objectives. • Design template. • Pain management strategy. • Any contra-indications. • Skin classification and condition. • Treatment history. • Fees and procedure timescales.
		2.2	<p>Prepare for the micropigmentation procedure, including:</p> <ul style="list-style-type: none"> • Ensuring work area is clean and safe. • Selecting and using appropriate PPE. • Selecting an appropriate type and size of needle. • Selecting other equipment as appropriate for the procedure. • Selecting and mixing colour pigments in accordance with the treatment objectives.

2	Continued	2.3	<p>Use appropriate implantation techniques to achieve the skin camouflage effect, selecting from:</p> <ul style="list-style-type: none"> • Pointillism. • Pendulum. • Shading. • Obovoid. • Cross-hatching.
		2.4	<p>Use appropriate treatment techniques to achieve the skin camouflage effect, including:</p> <ul style="list-style-type: none"> • Three way stretch. • Needle depth. • Speed. • Pressure. • Angle. • Pigment dipping. • Wrist support. • Posture and positioning. • Treatment passes.
		2.5	<p>Maintain health and safety requirements throughout the procedure, including:</p> <ul style="list-style-type: none"> • Monitoring the client's health and wellbeing. • Adapting the procedure to meet the client's needs. • Implementing the correct course of action in the event of an adverse reaction.

2	Continued	2.6	<p>Conclude the procedure, including:</p> <ul style="list-style-type: none"> • Confirm the finished effect meets the treatment plan. • Confirm the client is satisfied with the result of the treatment. • Take photographic evidence of the treatment area, following legislative and organisational requirements. • Complete the client's treatment records and store in accordance with data legislation. • Provide appropriate post-procedure advice and recommendations to the client.
		2.7	<p>Evaluate the service provided, including:</p> <ul style="list-style-type: none"> • Areas of strength. • Areas for improvement. • Actions to be taken to implement improvements.
3	Provide micropigmentation services for a scar relaxation effect.	3.1	<p>Carry out a client consultation to discuss and establish:</p> <ul style="list-style-type: none"> • Treatment objectives. • Design template. • Pain management strategy. • Any contra-indications. • Skin classification and condition. • Treatment history. • Fees and procedure timescales.
		3.2	<p>Prepare for the micropigmentation procedure, including:</p> <ul style="list-style-type: none"> • Ensuring work area is clean and safe. • Selecting and using appropriate PPE. • Selecting an appropriate type and size of needle. • Selecting other equipment as appropriate for the procedure. • Selecting and mixing colour pigments in accordance with the treatment objectives.

3	Continued	3.3	<p>Use appropriate implantation techniques to achieve the scar relaxation effect, selecting from:</p> <ul style="list-style-type: none"> • Pointillism. • Pendulum. • Shading. • Obovoid. • Cross-hatching.
		3.4	<p>Use appropriate treatment techniques to achieve the scar relaxation effect, including:</p> <ul style="list-style-type: none"> • Three way stretch. • Needle depth. • Speed. • Pressure. • Angle. • Pigment dipping. • Wrist support. • Posture and positioning. • Treatment passes.
		3.5	<p>Maintain health and safety requirements throughout the procedure, including:</p> <ul style="list-style-type: none"> • Monitoring the client's health and wellbeing. • Adapting the procedure to meet the client's needs. • Implementing the correct course of action in the event of an adverse reaction.

3	Continued	3.6	<p>Conclude the procedure, including:</p> <ul style="list-style-type: none"> • Confirm the finished effect meets the treatment plan. • Confirm the client is satisfied with the result of the treatment. • Take photographic evidence of the treatment area, following legislative and organisational requirements. • Complete the client's treatment records and store in accordance with data legislation. • Provide appropriate post-procedure advice and recommendations to the client.
		3.7	<p>Evaluate the service provided, including:</p> <ul style="list-style-type: none"> • Areas of strength. • Areas for improvement. • Actions to be taken to implement improvements.

Additional Assessment Information

Learning Outcome 1 is **knowledge based**. This means that evidence is expected to take the form of candidate's written work and/or records of appropriate professional discussions.

Learning Outcome 2 and 3 are **competency based**. This means that the candidate is expected to perform the tasks, and demonstrate the level of competence, outlined in the assessment criteria. It is expected that evidence will be a combination following:

- Photographic and/or video evidence of the candidate's practical work.
- Assessor's observation report.
- Expert witness testimony.
- Candidate reflection on own practical work.

An observation report and witness testimony are differentiated as follows:

- An **assessor's report** is completed by a qualified assessor who observes the candidate carrying out practical work. The assessor will make assessment decisions as they observe and record these in the report, alongside a commentary of what they observe.
- A **witness statement** is completed by a suitably qualified or experienced expert who observes the candidate carrying out practical work. The witness statement will contain **only** a commentary of what has been observed. An assessor must then use the witness statement, alongside any additional evidence to make assessment decisions.
- In all cases, an assessor's report is preferred as evidence over a witness statement; as it is always better for an assessor to observe a candidate live.

Assessors may wish use to use a checklist or evidence matrix to organise and track the assessment outcomes that have been achieved, but these **do not**, in themselves, constitute evidence of achievement.

An assessor's report or witness statement alone is unlikely to be sufficient evidence of achievement. Reports and statements should always be accompanied by photographic and/or video evidence.

Centres may use the appropriate ProQual Candidate Workbook to organise candidate evidence or may use their own portfolio templates.

It is expected that competence of each assessment criteria will be observed **at least twice, across six treatments** before it is awarded.

Evidence of practical skills **may** be simulated, provided:

- The simulated environment matches, as close as possible, the real-world working environment.
- The candidate performs any assessed treatment on a live model.

Appendix One – Command Verb Definitions

The table below explains what is expected from each **command verb** used in an assessment objective. Not all verbs are used in this specification

Apply	Use existing knowledge or skills in a new or different context.
Analyse	Break a larger subject into smaller parts, examine them in detail and show how these parts are related to each other. This may be supported by reference to current research or theories.
Classify	Organise information according to specific criteria.
Compare	Examine subjects in detail, giving the similarities and differences.
Critically Compare	As with compare, but extended to include pros and cons of the subject. There may or may not be a conclusion or recommendation as appropriate.
Describe	Provide detailed, factual information about a subject.
Discuss	Give a detailed account of a subject, including a range of contrasting views and opinions.
Explain	As with describe, but extended to include causation and reasoning.
Identify	Select or ascertain appropriate information and details from a broader range of information or data.
Interpret	Use information or data to clarify or explain something.
Produce	Make or create something.
State	Give short, factual information about something.
Specify	State a fact or requirement clearly and in precise detail.



ProQual Awarding Body

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