



# Independent Evaluation Report on an Application for Validation of a Microcredential Programme

## Part 1. Provider details

|                       |   |
|-----------------------|---|
| <b>Provider name</b>  | Kerry Education and Training Board (KETB) |
| <b>Date of report</b> | 08/10/2024                                |

## Section A. Overall recommendations

|                  |   |   |
|------------------|---|---|
| <b>Programme</b> | <b>Title</b>  | Level 5 Specific Purpose Certificate in Eyelash and Eyebrow Beauty Treatments |
|                  | <b>Award</b>  | Special Purpose Award   |
|                  | <b>Credit</b>   | 15 FET Credits  |
|                  | <b>NFQ Level</b>  | Level 5   |
|                  | <b>Recommendation</b><br><i>Satisfactory OR<br/>Satisfactory subject to<br/>proposed conditions<br/>OR Not Satisfactory</i> | Satisfactory  |

## Section B. Expert Panel

| <b>Name</b>      | <b>Role</b>           | <b>Affiliation</b>   |
|------------------|-----------------------|--|
| Kevin Devine     | Chair and Secretary   | Consultant, former Deputy Principal CDET<br>CFE Ballyfermot                              |
| Elaine McParland | Subject Matter Expert | Salon Owner and Trainer, Up to My Eyes Salon<br>and Academy Ltd, Greystones, Co. Wicklow |
| Serena Duffy     | Subject Matter Expert | BTEI Co-ordinator, Louth & Meath ETB   |

Section C. Programme Profile Information (as supplied by provider)

|  |
|--|
| <b>Brief synopsis of the programme</b>   |
| <p><b><u>Retrieved from the Programme Descriptor</u></b></p> <p>This is a 16-week part-time programme designed for holders of existing Beauty Therapy qualifications, who would benefit from additional skills in eyelash and eyebrow beauty treatments as an adjunct to their existing qualification.</p> <p>The design of the programme focused on the industry need and value to professionals to upgrade their qualification and skill in the areas of eyebrow and eyelash treatments which are traditionally not included in the full time Beauty Therapy course. Graduates and employers agreed that the addition of this often-costly series of skill areas would benefit both the learner and employer economically and reduce the requirement for in house training, travel costs and training costs.</p> <p>The programme targets those with experience of Beauty Therapy- specifically holders of one of the following qualifications:</p> <ul style="list-style-type: none"> <li>• QQI Level 5 Award 5M3471 Beauty Therapy</li> <li>• City and Guilds Level 2 Diploma in Beauty Therapy Qualification Code 500/9076/9,</li> <li>• ITEC<sup>1</sup> Level 2 Diploma for Beauty Specialists Qualification Code 603/4034/4</li> <li>• CIBTAC<sup>2</sup> Level 2 Diploma in Beauty Therapy Services Qualification Code 603/2234/2</li> <li>• CIDESCO<sup>3</sup> Diploma for Beauty Therapy.</li> </ul> <p>This programme focuses on the techniques used in eyelash extension, brow lamination, eyebrow waxing, threading and tweezing, eyelash and eyebrow tinting and eyelash perming and brow lamination. The programme leads to a Special Purpose Certificate at Level 5.</p> |
| <b>Target learner groups</b>   |
| <p><b><u>Retrieved from the Programme Descriptor</u></b></p> <p>The target group for this programme are those with existing beauty therapy qualifications who are seeking an adjunct qualification in the area of eyelash and eyebrow treatments which will enhance their employability.</p> <p>KETB delivers a range of ITEC, CIBTAC and CIDESCO qualifications as part of its full time Beauty Therapy course. This planned programme will serve as an additional qualification to graduates of KETB and will be delivered 2 evenings a week over 16 weeks</p>   |
| <b>Rationale for Programme</b>   |
| <p><b><u>Retrieved from the Programme Descriptor</u></b></p> <p>The proposed programme offers a broad spectrum of skills training meeting the industry needs in the skill areas of eyelash and eyebrow treatments and offering professionals a high value additional qualification as an Eyebrow and Eyelash Technician that can be engaged with on a part time basis allowing for work continuity for those in employment. Kerry ETB is proposing a new QQI Special Purpose Certificate as part of this application which will:</p>   |

<sup>1</sup> ITEC is a working name of Education & Media Services Ltd. (UK)

<sup>2</sup> CIBTAC - Confederation of International Beauty Therapy and Cosmetology (UK)

<sup>3</sup> CIDESCO - Comité International d'Esthétique et de Cosmétologie (Switzerland)

| <p>a) Offer a single QQI qualification placed on the NFQ for occupational expertise in eyelash and eyebrow beauty services</p> <p>b) Offer a QQI micro qualification to holders of current beauty therapy qualifications for their continued professional development.</p>   |                   |                   |                             |                                    |         |
|--|-------------------|-------------------|-----------------------------|------------------------------------|---------|
| <p><b>Evidence of learner demand</b></p>   |                   |                   |                             |                                    |         |
| <p><b>Retrieved from the Programme Descriptor</b></p> <p>16 current learners on the KETB Beauty Therapy Course responded to an online survey in November 2023. Respondents expressed the view that the proposed programme would strengthen their employability as there is an increasing emphasis on this area of service in Beauty Therapy as a whole</p> |                   |                   |                             |                                    |         |
| <p><b>Duration and Enrolment</b></p>   |                   |                   |                             |                                    |         |
|  | First Intake Date | Duration (months) | Cohorts / Intakes per Annum | Enrolment i.e. learners per Intake |         |
|  |                   |                   | Maximum                     | Minimum                            | Maximum |
| <b>Full-Time</b>   | N/A               | N/A               | N/A                         | N/A                                | N/A     |
| <b>Part-Time</b>   | Q1 2025           | 16 weeks          | 2                           | 12                                 | 16      |

### **Panel Commentary on Section C: Programme Profile Information**

*This should set out the panel's views on the adequacy of the case made by the provider for the approval of this programme as a viable, stand alone offering for the target learner group. The panel should take into account the proposed rationale, evidence of market demand, learner numbers, entry criteria, and marketing information. The information on objectives, MIPLO's and marketing information, rationale, should also be checked.*

***Where the proposed award is at a different NFQ level to that of its parent programme e.g. where the programme is taken from Stage 1 of a validated Level 8 programme, the panel should check the MIPLO to Level Indicator mapping for consistency.***

*The following Validation Criteria as they apply to this programme should be applied.*

***Criterion 3.*** *The programme concept, implementation strategy, and its interpretation of QQI awards standards are well informed and soundly based (considering social, cultural, educational, professional and employment objectives)*

***Criterion 2:*** *The programme objectives and outcomes are clear and consistent with the QQI awards sought*

***Criterion 11:*** *Learners enrolled on the programme are well informed, guided and cared for.*

***Criterion 12:*** *The programme is well managed*

***The headings below are indicative only and can be removed***

#### **Rationale, Learner Demand, Viability:**

This programme offers a specialist qualification for those already working in the beauty industry. The provider has developed the programme as a result of demand from existing and past learners who are taking or have taken general courses in beauty therapy in KETB.

**Proposed Award - consistency with NFQ:** *(refer to the mapping of the programme MIPLOs to the relevant NFQ standards)*

This is a new PDAS programme proposed to cater for a demand from an identified cohort of learners. The programme consists of a single module. The panel is satisfied that the MIPLOs are explicitly specified and are consistent with the NFQ Level 5 awards standards.

#### **Learner Interests: - (Information, QA, Supports, Benefits / Skills accruing from programme):**

Based on a review of the programme documentation the panel is satisfied that there is a well-established culture of supporting learners. The documentation includes many examples of policies, procedures and checklists designed to help, support and inform learners.

The panel is satisfied that the programme will enable learners to gain practical skills at an appropriate level.

## Section D. Programme Content, Delivery and Assessment

| <b>Summary of specifications for programme staff</b> <i>e.g. Lecturer, instructional designer, learning technologist, and others involved in design / delivery / assessment of programme.</i> |   |            |
|---|---|------------|
| <b>Role</b>   | <b>Profile</b>  | <b>WTE</b> |
| Instructor  | <p>The instructor will hold <u>one</u> of the following qualifications in Beauty Therapy:</p> <ul style="list-style-type: none"> <li>• QQI Award in Beauty Therapy 5M3471</li> <li>• City and Guilds Level 2 Diploma in Beauty Therapy Qualification Code 500/9076/9</li> <li>• CIBTAC Level 2 Diploma in Beauty Therapy (QAN 603/2234/2)</li> <li>• ITEC Level 2 Diploma for Beauty Specialists (QAN 603/4034/4)</li> <li>• CIDESCO Diploma for Beauty Therapy</li> </ul> <p>PLUS, minimum <u>one</u> of the following beauty specialist certificates or comparative qualifications:</p> <ul style="list-style-type: none"> <li>• ITEC Level 3 Certificate in Eyelash Extensions (QAN 603/4050/2)</li> <li>• CIBTAC Level 2 Diploma in Eyebrow and Eyelash Specialist Treatments (QAN 610/1437/0)</li> </ul> <p>PLUS, minimum <u>one</u> of the following training specialist certificates or comparative qualification:</p> <ul style="list-style-type: none"> <li>• ITEC Level 4 Certificate in Education and Training (QAN 601/2764/8)</li> <li>• QQI Level 6 Training Delivery and Evaluation 6N3326</li> </ul> <p>PLUS<br/>2 years working as a Beauty Therapist- including providing specialist eyebrow and eyelash treatments</p> | 1          |
| Night Class Manager   | The Night Class Manager is responsible for the day-to-day running of the programme and overseeing the academic management of the programme.   | 0.25       |
| Quality Assurance Manager   | The Quality Assurance Manager is appropriately qualified and has been appointed by Kerry ETB.   | 0.25       |

| <b>Mode(s) of Delivery</b>   |
|------------------------------|
| 100% Classroom Face-to-face. |

### Assessment Strategy

Written Exam – 20% in Week 3

Practical Exam – 80% in Week 15

### Panel Commentary on Section D: Programme Content, Delivery and Assessment

*This should set out the panel's views on the programme content, mode(s) of delivery and assessment, human and ICT resources. If the parent programme is more than a year old, the currency of module content and supporting technology should be checked.*

*The following Validation Criteria as they apply to this programme should be borne in mind, while also recognising that the programme of which this microcredential is a module, has already been deemed to have met these criteria.*

**Criterion 5:** *The programme's written curriculum is well structured and fit-for-purpose.*

**Criterion 6:** *There are sufficient qualified and capable programme staff available to implement the programme as planned*

**Criterion 7:** *There are sufficient physical resources to implement the programme as planned*

**Criterion 8:** *The learning environment is consistent with the needs of the programme's learners*

**Criterion 10:** *There are sound assessment strategies*

#### Programme Content/Curriculum

Following discussion with the panel the provider has revised the programme content in a number of areas. Some hours have been re-allocated between units and specific reference has been made to certain topics not originally included.

The panel welcomes these revisions and is satisfied that the revised curriculum is fit for purpose.

#### Delivery

The programme is to be delivered entirely in the classroom (face to face) over 16 weeks. The panel is satisfied that this is an appropriate form of delivery at this level for this group of target learners.

#### Resources

The panel is satisfied that KETB has sufficient resources to deliver this programme. The panel are making a recommendation that KETB should consider increasing the required industry experience for trainers from 2 years to 3 years.

***Recommendation 1 – The provider should review the industry experience requirement for trainers and consider increasing the requirement to 3 years if this is practicable.***

#### Teaching and Learning Strategies

The panel is satisfied that the teaching strategies are appropriate to the level and learner cohort

#### Assessment

Following discussion with the panel the provider has made some minor revisions to each of the assessments. The panel are satisfied that the revised assessments are appropriate to this level and to this cohort.

**Panel Commentary on Quality Assurance of the Programme**

*This should set out the panel's views on (1) how the provider has quality assured the programme development process and (ii) how it proposes to quality assure the programme when validated*

*The following Validation Criteria as they apply to this programme should be borne in mind.:*

**Criterion 12:** *The programme is well managed.*

**Criterion 6:** *There are sufficient qualified and capable programme staff available to implement the programme as planned.*

**Criterion 7:** *There are sufficient physical resources to implement the programme as planned.*

**Criterion 8:** *The learning environment is consistent with the needs of the programme's learners*

**Criterion 10:** *There are sound assessment strategies*

*The headings below are indicative only and can be removed*

**QA of programme development process:**

The panel is satisfied that KETB have a well-developed system of programme development which is well described in the programme documentation. The system incorporates regular approval procedures at the various stages and includes an external element.

**QA of Programme Resourcing (Human and ICT) and Resilience:**

The panel is satisfied that KETB have well-developed systems for the recruitment, training and professional development of appropriately qualified staff. The provider has set out clear criteria for the resources needed in centres before central ETB approval to deliver the programme is granted.

**QA of Assessment:**

KETB's standard policies and procedures for assessment are based on the principles of fairness, consistency, authenticity and transparency and apply to the programme. There is an external examining system in place to ensure that assessments standards are met.

The provider has established sound procedures for the moderation of assessment and the reliable certification of results. Reasonable accommodations are made available to those learners who need them

## Part 2. Overall recommendation to QQI

### 2.1 Programme:

| Select one   |   |
|--------------|---|
| Satisfactory | <b>Satisfactory</b> (meaning that it recommends that QQI can be satisfied in the context of unit 2.3) of Core policies and criteria for the validation by QQI of programmes of education and training;  |
|              | <b>Satisfactory subject to proposed special conditions</b> (specified with timescale for compliance for each condition; these may include proposed pre-validation conditions i.e. proposed ( <b>minor</b> ) things to be done to a programme that almost fully meets the validation criteria before QQI makes a determination); |
|              | <b>Not satisfactory.</b>  |

#### Reasons for the overall recommendation

This is a well-established provider and a programme for which there is evidence of a demand. The programme documentation demonstrates that the programme is well designed and the resources needed are in place. The provider has made some changes to the programme in light of discussions with the panel.

On that basis the panel is recommending that QQI validate the programme without conditions.

#### Any other observations:

KETB are to be commended for the open engagement and discussion with the panel.

#### Special Conditions of Validation (directive and with timescale for compliance)

There are no conditions

#### Summary of Recommendations

*Recommendation 1 – The provider should review the industry experience requirement for trainers and consider increasing the requirement to 3 years if this is practicable*



## Declarations of Evaluators' Interests

This report has been agreed by the evaluation panel and is signed on their behalf by the chairperson.

All members of the panel have declared that they have no conflict of interest in carrying out this validation.

Panel chairperson: Kevin Devine

Date: 08/10/2024

A handwritten signature in black ink, appearing to read 'K Devine', is centered below the text 'Panel chairperson: Kevin Devine'.

Signed:

## 2.2 Disclaimer

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