Beauty Therapy

Technical Description

worldskills

WorldSkills International, by a resolution of the Competitions Committee and in accordance with the Constitution, the Standing Orders, and the Competition Rules, has adopted the following minimum requirements for this skill for the WorldSkills Competition.

The Technical Description consists of the following:

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1 Introduction

1.1 Name and description of the skill competition

1.1.1 The name of the skill competition is

Beauty Therapy

1.1.2 Description of the associated work role(s) or occupation(s).

A beauty therapist generally works in the commercial sector, offering specialist services, treatments and advice for the skin, body care, massage, and make-up of individual clients. There is a direct relationship between the nature and quality of the service required, and the payment made by the client. Therefore, the beauty therapist has a continuing responsibility to work professionally and interactively with the client in order to give satisfaction and thus maintain and grow the business. Beauty therapy is closely associated with other parts of the service sector, such as hairdressing, fashion, and media and with the many products and services that support it, normally for commercial purposes.

Beauty therapy also has an important therapeutic role in supporting individual's self-esteem and confidence. It may help to ameliorate the effects of illness and can aid recovery.

The beauty therapist works in diverse environments, including large or small salons within leisure and health related organizations. The specialist services and treatments offered by the beauty therapist relate to the face, body, feet, hands, and nails. The beauty therapist may specialize, for example in manicure, pedicure, or skin care. Irrespective of this, work organization and management, professional attitude, client care and relationships are the universal attributes of the outstanding beauty therapist.

The beauty therapist works in a 1:1 relationship with clients and can be part of a wider team. Whatever the structure of the work, the trained and experienced beauty therapist takes on a high level of personal responsibility and autonomy. From safeguarding the health and wellbeing of the client through scrupulous attention to safe working, to achieving exceptional make-up effects for special occasions, every treatment and client matters.

With the growing worldwide demand for beauty therapy services and associated products, and the international mobility of people, the beauty therapist faces rapidly expanding opportunities and challenges. For the talented beauty therapist there are many commercial and international opportunities; however, these carry with them the need to understand and work with diverse cultures and trends. The diversity of skills associated with beauty therapy is therefore likely to expand.

1.1.3 Number of Competitors per team

Beauty Therapy is a single Competitor skill competition.

1.1.4 Age limit of Competitors

The Competitors must not be older than 22 years in the year of the Competition.

1.2 The relevance and significance of this document

This document contains information about the standards required to compete in this skill competition, and the assessment principles, methods and procedures that govern the competition.

Every Expert and Competitor must know and understand this Technical Description.

In the event of any conflict within the different languages of the Technical Descriptions, the English version takes precedence.

1.3 Associated documents

Since this Technical Description contains only skill-specific information it must be used in association with the following:

- WSI – Code of Ethics and Conduct
- WSI – Competition Rules
- WSI – WorldSkills Occupational Standards framework
- WSI – WorldSkills Assessment Strategy
- WSI online resources as indicated in this document
- WorldSkills Health, Safety, and Environment Policy and Regulations.

2 The WorldSkills Occupational Standards (WSOS)

2.1 General notes on the WSOS

The WSOS specifies the knowledge, understanding, and specific skills that underpin international best practice in technical and vocational performance. It should reflect a shared global understanding of what the associated work role(s) or occupation(s) represent for industry and business (www.worldskills.org/WSOS).

The skill competition is intended to reflect international best practice as described by the WSOS, and to the extent that it is able to. The Standard is therefore a guide to the required training and preparation for the skill competition.

In the skill competition the assessment of knowledge and understanding will take place through the assessment of performance. There will only be separate tests of knowledge and understanding where there is an overwhelming reason for these.

The Standard is divided into distinct sections with headings and reference numbers added.

Each section is assigned a percentage of the total marks to indicate its relative importance within the Standards. This is often referred to as the "weighting". The sum of all the percentage marks is 100. The weightings determine the distribution of marks within the Marking Scheme.

Through the Test Project, the Marking Scheme will assess only those skills that are set out in the Standards Specification. They will reflect the Standards as comprehensively as possible within the constraints of the skill competition.

The Marking Scheme will follow the allocation of marks within the Standards to the extent practically possible. A variation of up to five percent is allowed, provided that this does not distort the weightings assigned by the Standards.

2.2 **WorldSkills Occupational Standards**

Section	Relative importance (%)
1 **Work organization and management**	**8**

The individual needs to know and understand:

- Health, safety and hygiene legislation, rules, and regulations as they apply to the Beauty Therapy industry
- The range and purposes of tools, equipment and electrical instruments used for each of the various beauty treatments and how to use, maintain and store them safely and securely
- The purposes, uses, care and potential risks associated with products, cosmetics, and their ingredients
- The importance of always following manufacturers' instructions
- Professional ethics when dealing with referrals from medical specialists
- Principles of ergonomics
- The time required for each beauty therapy treatment
- How a business works, including the role of targets
- The role of the individual in maintaining a successful business
- The value of managing own continuing professional development
- Awareness of the need to adapt to the rules and regulations of different countries, for health, safety, and hygiene, including the use of high technology, invasive equipment, and advanced product formulations
- The importance of maintaining environmentally sustainable practices

The individual shall be able to:

- Prepare treatment areas according to health, safety and hygiene requirements
- Set up equipment and prepare tools and materials
- Provide smooth and effective services and in compliance with manufacturers' instructions
- Prepare treatment areas to promote maximum efficiency
- Create inviting and relaxing ambiences to provide client safety and comfort
- Complete treatments within commercially acceptable timeframes
- Clean and tidy workstations after completing treatments
- Recommend and advise on products
- Provide after-care and retail advice
- Keep up-to-date with industry trends, technologies, advanced product formulations, and fashions, and maintain professional development in these areas
- Carry out treatments by adopting environmentally sustainable practices

Section	Relative importance (%)
2 **Professional demeanour**	**6**

The individual needs to know and understand:

- How professional demeanour and presentation is essential for building positive client and colleague relationships
- The significance of self-management and presentation for the comfort and reassurance of the client
- The importance of posture in creating a professional image

The individual shall be able to:

- Create and sustain excellent client and colleague relationships
- Practise a professional image and manner with regard to uniforms, personal grooming and interpersonal skills
- Show respect for colleagues and clients
- Manage own stress effectively
- Maintain a balanced lifestyle with regular exercise

Section	Relative importance (%)
3 **Client care and relationships**	**6**

The individual needs to know and understand:

- The requirement to keep records relating to clients, products and other relevant matters
- Data protection requirements
- The importance of client comfort, modesty, and discretion
- The relationship between client expectations and meeting their actual needs, taking into consideration clients' age, gender, culture, and ethnicity
- Professional procedures when working with referrals from medical services
- The significance of listening carefully to clients and questioning closely to aid analysis and accurate interpretation of client wishes
- Contra-indications and the reasons why a beauty therapist would not undertake a treatment
- The circumstances and reasons for referral onto medical advice
- Contra-actions which can occur during a treatment and how they should be managed
- Appropriate forms and styles for communicating with clients of different cultures, ages, expectations, and preferences
- The need to review clients holistically to ensure correct treatment plans are designed
- The importance of attention to detail in all areas
- The basis of effective and sustained client relationships
- Nutritional science, the importance of exercise, skin conditions and hygiene
- The common types of problem which can occur and how to resolve independently

Section	Relative importance (%)

The individual shall be able to:

- Provide client services in a professional, safe, and hygienic manner
- Meet, greet and settle clients in a professional and welcoming manner
- Provide clients with relaxing and memorable services which meet their managed expectations
- Accurately read and interpret body language
- Respect cultural differences, age, and gender, and adapt to client needs
- Protect and maintain client dignity
- Undertake visual and manual examinations
- Recognize contra indications during the consultation and respond to them
- Refer for medical advice as required
- Identify precautionary conditions and formulate treatment adaptations accordingly
- Clarify clients' expectations and requirements during 'consultations
- Provide advice on colours, style, products and how to care for skin and body
- Provide advice on all treatments
- Maintain positive contact with clients throughout their treatments
- Identify any contra actions during treatments and respond to them appropriately
- Seek feedback from clients before concluding treatments
- Recognize and understand problems swiftly and follow a self-managed process for resolving
- Ensure positive departures for clients
- Carry out post-treatment follow-up consultations to determine client satisfaction or to provide information to mitigate any reactions

4	Temporary hair removal	10

The individual needs to know and understand:

- Hair and skin types and structures
- Skin and hair condition
- Products and equipment required to undertake waxing/sugaring procedures
- The importance of practising correct hygienic procedures when dealing with blood and bodily fluid

Section	Relative importance (%)

The individual shall be able to:

- Prepare and test wax/sugar to hygiene specifications
- Accurately assess clients' hair/skin type and tolerance levels
- Understand and follow manufacturers' instructions
- Test wax/sugar temperatures before wax services
- apply and remove wax/sugar, using soothing products, according to clients' needs and following health and safety guidelines
- Minimize waste throughout the entire process
- Carry out hot wax, warm strip waxing, or sugaring techniques on a variety of areas
- Apply and remove wax, sugar, with minimum trauma to skin
- Deal with any blood and bodily fluids safely and hygienically to eliminate infection to others
- Apply tweezers to shape and define eyebrows
- Offer after-care and retail advice

5	Face	30

The individual needs to know and understand:

- The methods of client and station preparation for all facial treatments
- The anatomy and physiology of the face and head
- Contra indications and actions, plus how to modify treatments
- The importance of following safety procedures in using and maintaining electrical instruments
- Different skin types and conditions and how they should be treated
- The problems relating to the use of chemicals near the eyes
- The different face, eye, and lip shapes
- The different types and colours of make-up products needed to achieve desired outcomes
- Current trends and fashions in make-up
- The importance of being able to solve problems independently

Section	Relative importance (%)

The individual shall be able to:

- Provide client services in a professional, safe, and hygienic manner
- Understand and follow manufacturers' instructions
- Identify correct methods of client preparation for facial treatments, taking into consideration client comfort and modesty
- Complete pre-treatment consultations to determine clients' needs, indications, contra-indications, precautionary conditions, and current skincare routines
- Identify the correct methods of client and area preparation for electrical Facial Treatments
- Carry out full facial skin analyses
- Utilise the information provided during consultations and skin analyses to formulate suitable treatment procedures
- Select products for each skin type, age, gender, and client's needs
- Complete full facial treatments including the use of specialist skin care products and electrical equipment to meet clients' needs
- Carry out a range of eyebrow and eyelash tinting and eyebrow shaping treatments to meet clients' requirements
- Apply make-up for a range of occasions including fantasy styles
- Apply a range of false eyelashes (strip, cluster, and individual)
- Offer after-care and retail advice
- Recommend follow-up salon treatments
- Avoid product wastage to maintain environmentally sustainable work practices

6	**Body**	**25**

The individual needs to know and understand:

- The methods of client and station preparation for body treatments
- The anatomy and physiology of body systems
- Body types, muscle tone, skin structure, and related medical conditions
- The importance of following safety procedures in using and maintaining electrical instruments
- The range of body massage treatments
- The range of mechanical massage techniques and electrical equipment
- Cultural differences and requirements
- The nature, purposes, and use of essential oils

Section	Relative importance (%)

The individual shall be able to:

- Carry out consultations and body analyses to develop body treatment plans to meet the identified needs of clients
- Identify precautionary conditions and contra-indications for the various treatments and determine adaptations accordingly.
- Identify correct methods of client preparation for body treatment, taking into consideration clients' comfort and modesty
- Understand and follow manufacturers' instructions
- Select the correct products for clients' needs
- Select, apply, and remove body scrub products based on clients' needs
- Select, apply, and remove body wrap products based on clients' needs
- Perform massages with appropriate rhythm, speed, pressure, and range of movements
- Use a range of mechanical treatments
- Use a range of electrical body therapy treatments to suit clients' specific needs
- Apply electrotherapy treatment precautions and safety measures throughout
- Use a range of aromatherapy oils and make synergistic blends for individual client's requirements
- Avoid product wastage to maintain environmentally sustainable work practices
- Recommend homecare advice and retail advice
- Offer follow-up salon treatments

7	Feet, hands, and nails	15

The individual needs to know and understand:

- Nail and skin infections and problems, including the hands and feet overall
- The anatomy of the hand, feet, and nails
- Healthy and safe use of chemical products.
- Manicure and pedicure procedures and treatments
- The maintenance and repair of natural and artificial nails
- Artificial nail applications
- A range of nail art designs and fashions.
- Current trends and fashions in all nail services

Section	Relative importance (%)
The individual shall be able to: • Prepare areas for nail treatments with appropriate products and ergonomic design • Carry out spa manicures and pedicure treatments using a full range of treatments and products to meet client needs • Carry out treatments to include exfoliation, cuticle, massage, mask, and varnish applications • Apply a range of nail art designs • Apply Gel Polish cured by the Blue UV curing light • Apply artificial nail tips • Apply a range of nail systems • Offer after-care and retail advice • Avoid product wastage to maintain environmentally sustainable work practices	
Total	**100**

3 The Assessment Strategy and Specification

3.1 General guidance

Assessment is governed by the WorldSkills Assessment Strategy. The Strategy establishes the principles and techniques to which WorldSkills assessment and marking must conform.

Expert assessment practice lies at the heart of the WorldSkills Competition. For this reason, it is the subject of continuing professional development and scrutiny. The growth of expertise in assessment will inform the future use and direction of the main assessment instruments used by the WorldSkills Competition: the Marking Scheme, Test Project, and Competition Information System (CIS).

Assessment at the WorldSkills Competition falls into two broad types: measurement and judgement. For both types of assessment, the use of explicit benchmarks against which to assess each Aspect is essential to guarantee quality.

The Marking Scheme must follow the weightings within the Standards. The Test Project is the assessment vehicle for the skill competition, and therefore also follows the Standards. The CIS enables the timely and accurate recording of marks; its capacity for scrutiny, support, and feedback is continuously expanding.

The Marking Scheme, in outline, will lead the process of Test Project design. After this, the Marking Scheme and Test Project will be designed, developed, and verified through an iterative process, to ensure that both together optimize their relationship with the Standards and the Assessment Strategy. They will be agreed by the Experts and submitted to WSI for approval together, in order to demonstrate their quality and conformity with the Standards.

Prior to submission for approval to WSI, the Marking Scheme and Test Project will liaise with the WSI Skill Advisors for quality assurance and to benefit from the capabilities of the CIS.

4 The Marking Scheme

4.1 General guidance

This section describes the role and place of the Marking Scheme, how the Experts will assess Competitors' work as demonstrated through the Test Project, and the procedures and requirements for marking.

The Marking Scheme is the pivotal instrument of the WorldSkills Competition, in that it ties assessment to the standard that represents each skill competition, which itself represents a global occupation. It is designed to allocate marks for each assessed aspect of performance in accordance with the weightings in the Standards.

By reflecting the weightings in the Standards, the Marking Scheme establishes the parameters for the design of the Test Project. Depending on the nature of the skill competition and its assessment needs, it may initially be appropriate to develop the Marking Scheme in more detail as a guide for Test Project design. Alternatively, initial Test Project design can be based on the outline Marking Scheme. From this point onwards the Marking Scheme and Test Project should be developed together.

Section 2.1 above indicates the extent to which the Marking Scheme and Test Project may diverge from the weightings given in the Standards, if there is no practicable alternative.

For integrity and fairness, the Marking Scheme and Test Project are increasingly designed and developed by one or more independent people with relevant expertise. In these instances, the Marking Scheme and Test Project are unseen by Experts until immediately before the start of the skill competition, or competition module. Where the detailed and final Marking Scheme and Test Project are designed by Experts, they must be approved by the whole Expert group prior to submission for independent validation and quality assurance. Please see the Rules for further details.

Experts and Independent Assessors are required to submit their Marking Schemes and Test Projects for review, verification, and validation well in advance of completion. They are also expected to work with their Skill Advisor, reviewers, and verifiers, throughout the design and development process, for quality assurance and in order to take full advantage of the CIS's features.

In all cases a draft Marking Scheme must be entered into the CIS at least eight weeks prior to the Competition. Skill Advisors actively facilitate this process.

4.2 Assessment Criteria

The main headings of the Marking Scheme are the Assessment Criteria. These headings are derived before, or in conjunction with, the Test Project. In some skill competitions the Assessment Criteria may be similar to the section headings in the Standards; in others they may be different. There will normally be between five and nine Assessment Criteria. Whether or not the headings match, the Marking Scheme as a whole must reflect the weightings in the Standards.

Assessment Criteria are created by the person or people developing the Marking Scheme, who are free to define the Criteria that they consider most suited to the assessment and marking of the Test Project. Each Assessment Criterion is defined by a letter (A-I). *The Assessment Criteria, the allocation of marks, and the assessment methods, should <u>not</u> be set out within this Technical Description. This is because the Criteria, allocation of marks, and assessment methods all depend on the nature of the Marking Scheme and Test Project, which is decided after this Technical Description is published.*

The Mark Summary Form generated by the CIS will comprise a list of the Assessment Criteria and Sub Criteria.

The marks allocated to each Criterion will be calculated by the CIS. These will be the cumulative sum of marks given to each Aspect within that Assessment Criterion.

4.3 Sub Criteria

Each Assessment Criterion is divided into one or more Sub Criteria. Each Sub Criterion becomes the heading for a WorldSkills marking form. Each marking form (Sub Criterion) contains Aspects to be assessed and marked by measurement or judgement, or both measurement and judgement.

Each marking form (Sub Criterion) specifies both the day on which it will be marked, and the identity of the marking team.

4.4 Aspects

Each Aspect defines, in detail, a single item to be assessed and marked, together with the marks, and detailed descriptors or instructions as a guide to marking. Each Aspect is assessed either by measurement or by judgement.

The marking form lists, in detail, every Aspect to be marked together with the mark allocated to it. The sum of the marks allocated to each Aspect must fall within the range of marks specified for that section of the Standards. This will be displayed in the Mark Allocation Table of the CIS, in the following format, when the Marking Scheme is reviewed from C-8 weeks. (Section 4.1 refers.)

		CRITERIA								TOTAL MARKS PER SECTION	WSSS MARKS PER SECTION	VARIANCE
		A	B	C	D	E	F	G	H			
STANDARDS SPECIFICATION SECTION	1	5.00								5.00	5.00	0.00
	2		2.00					7.50		9.50	10.00	0.50
	3								11.00	11.00	10.00	1.00
	4			5.00						5.00	5.00	0.00
	5				10.00	10.00	10.00			30.00	30.00	0.00
	6		8.00	5.00				2.50	9.00	24.50	25.00	0.50
	7			10.00				5.00		15.00	15.00	0.00
TOTAL MARKS		5.00	10.00	20.00	10.00	10.00	10.00	15.00	20.00	100.00	100.00	2.00

4.5 Assessment and marking

There is to be one marking team for each Sub Criterion, whether it is assessed and marked by judgement, measurement, or both. The same marking team must assess and mark all Competitors. Where this is impracticable (for example where an action must be done by every Competitor simultaneously, and must be observed doing so), a second tier of assessment and marking will be put in place, with the approval of the Competitions Committee Management Team. The marking teams must be organized to ensure that there is no compatriot marking in any circumstances. (Section 4.6 refers.)

4.6 Assessment and marking using judgement

Judgement uses a scale of 0-3. To apply the scale with rigour and consistency, judgement must be conducted using:

- benchmarks (criteria) for detailed guidance for each Aspect (in words, images, artefacts or separate guidance notes)
- the 0-3 scale to indicate:
  - 0: performance below industry standard
  - 1: performance meets industry standard
  - 2: performance meets and, in specific respects, exceeds industry standard
  - 3: performance wholly exceeds industry standard and is judged as excellent

Three Experts will judge each Aspect, normally simultaneously, and record their scores. A fourth Expert coordinates and supervises the scoring, and checks their validity. They also act as a judge when required to prevent compatriot marking.

4.7 Assessment and marking using measurement

Normally three Experts will be used to assess each aspect, with a fourth Expert supervising. In some circumstances the team may organize itself as two pairs, for dual marking. Unless otherwise stated, only the maximum mark or zero will be awarded. Where they are used, the benchmarks for awarding partial marks will be clearly defined within the Aspect. To avoid errors in calculation or transmission, the CIS provides a large number of automated calculation options, the use of which is mandated.

4.8 The use of measurement and judgement

Decisions regarding the choice of criteria and assessment methods will be made during the design of the competition through the Marking Scheme and Test Project.

4.9 Skill assessment strategy

WorldSkills is committed to continuous improvement. This particularly applies to assessment. The SMT is expected to learn from past and alternative practice and build on the validity and quality of assessment and marking.

Professional Attitude: The Competitor must demonstrate professionalism to industry specification which will include a clean, neat appropriate uniform, no watch, necklace, rings, bracelet, the only exception being permitted are a wedding band. The Competitor must have clean short fingernails without false nails or nail varnish (only clear nail varnish and gel are allowed). The hair is to be groomed neatly, tied up off the face and neck with no loose strands. Closed-in shoes appropriate to suit the beauty therapy uniform. The Competitor must be conscience of the cleanliness of their hands at all time during the treatment.

Client preparation: The Competitor must prepare the client to suit the treatment; this is executed by positioning the client which for the Competitor to work and comfortable for the client. The draping of towels is neat and orderly; the client is secure with all jewellery removed. In a situation where the client is unable or not willing to remove jewellery the Experts judging must be informed by the Competitor.

Preparation and cleaning of workstation: The Competitor will prepare her/his workstation to suit the treatment using the designated towels and preparation materials. All products etc. are positioned ergonomically without causing disorder or confusion. The workstation will remain in order for the duration of the treatment by cleaning away used material while working. At the completion of the treatment the Competitor must clean the workstation by disposing of all rubbish and relining the bin with a clean bin liner. The dirty towels must be put in the selected laundry basket, the products and bowls washed and disinfected and place back on the product table, the bed, trolley, stool, lamp, machine, basin and waste bin must be wiped with disinfectant cleaner. Metal tools such as foot rasp and cuticle nipper should be sanitized in disinfectant or sterilizer. Alcohol should be used if no sterilizer provided. The clean towels and blankets must be placed on the bed. The workstation is left as it was before the treatment was started.

Treatment execution: The Competitor will perform each treatment as they would in their own country using the standard adopted by the Competitor's own country. Client's dignity, comfort as well as safety and hygiene should be maintained throughout the treatment. Each judging Expert is responsible for the information of treatment execution for all countries being judged by them. The judging Experts will inquire if they are unsure of a technique being used by a Competitor to ensure marks are not deducted without cause. It is possible that the assessment criteria may be changed, added to or removed according to the Test Project development team to suit the supply of products, equipment, implements and model requirements according.

4.10 Skill assessment procedures

Assessment and marking are an intense process that depends upon skilful leadership, management, and scrutiny.

The Chief Expert and Deputy Chief Expert do not judge the modules.

Timekeepers are drawn from the Experts available who are not judging for each module, with additional independent volunteer timekeeper. For blind marking all judges will remain in the Experts room during the module and only the Chief Expert and Deputy Chief Expert and scrutineers are allowed on the competition floor.

Experts must have a complete understanding and be briefed on the terminology and outcomes required of for individual modules.

* Competitor's couch numbers are drawn by ballot at familiarization and the Competitors will move on one working area with each module;
* Models are checked by the WM prior to each module and balloted for;
* Experts in the jury and the scrutineers must minimize conversation on the floor whilst the Competition is underway – this distracts Competitors.

Scrutineers will ensure that the Competitors are not disadvantaged in any way. Reporting directly to the Chief Expert.

Marking

* Experts are divided into groups and rotate between timekeeper, scrutineers' measurement jurors, and judgement jurors;
* The Experts that are not judging are scrutineers or timekeepers to oversee and make sure that Competitors are following the rules and the competition runs smoothly;
* Scrutineers will consist of a team. Scrutineers should remain on the competition floor at all times and take photos as evidence for marking.
* When marking is finished, the Expert and Competitor may come in to take photos;
* Photos may be taken from outside the barrier or by the official media Expert;
* When all Experts has finished marking, the Experts must go to the Chief Expert with the marking sheets;

- Administrator is to work on the TD and Test Projects and not to go on the Competition floor unless requested by the CE or DCE;
- Free Experts must leave the Competition floor or stay in the administration room unless requested by CE or DCE.

Measurement and Judgement marking scale

Each project will have individual criteria. Only the Mark Summary Form are provided to the Competitors.

Each module is judged by three or four Experts using the same marking criteria for each Competitor to validate the correct treatment routine and procedure have been performed by the Competitor.

The three or more Experts judging will then mark the Competitor on the performance and presentation of the completed module.

All modules and marking criteria are supervised by the Chief Expert.

A. Professional ethic

Follow work arrangement of SMT, cooperate with SMT and other Experts.

Ensure fair and justified marking.

B. Warning and penalty

Warnings or mark deduction is given in case of following situations:

1. Do not follow work arrangement or management and cause negative effect.
2. Wilfully make trouble or spread rumours about competition and management.
3. Personal or jointed artificially lower or heighten competitor's marks, or with the compatriot Expert during competition or other behaviour's against professional ethnic.

C. Marking Procedure and Specifications:

1. Marking procedure covers tablet and paper marking forms record and CIS entry.

Paper marking forms include Landscape Marking Form, Marking Process Record (Comment forms) and Timekeeper Record. Marking procedure and specifications are as follows:

- During competition, Experts should carefully observe Competitor's performance to avoid omission or mis-mark.
- While marking, Experts should clearly record competitor' performance and mark deduction reasons on Marking Process Record according to marking criteria and enter marks on marking forms in the Experts' room after module completion.
- Experts should record mark deduction reasons fairly and correctly to ensure there is sufficient proof when difference appears in marking discussion.
- All the records are kept for audit trail.
- Marks shall not be deducted arbitrarily if not required in marking forms or marking specification.

2. If marking criteria shall be adjusted in special cases, group leader should ask for Chief Expert's and Competition skill managers permission. The adjustment should be known to all Experts and Competitors before competition to ensure same criteria applied to all Competitors.

3. Experts should remain independent in marking. When difference appears in Experts marking, majority rules shall be applied in general. If disputes remain, proof for mark addition or deduction should be presented to reach consensus in marking result. For major dispute, Chief Expert and /or Competition Manager shall be involved.

4. Measurement.

- Experts record marks in Landscape Marking Forms with pencil during competition and group leaders organize mark discussion after each module.
- When the result of each marking item is settled, Experts use pen to clearly cover original pencil record and no more changes shall be made.
- After all results agreed, Experts sign on the group leader's marking forms to ensure the marking results.
- Where tablets are used for marking the Experts agree to the result and then the team leader shall enter the marks into the tablet
- In facial treatment module, the marks for makeup removal and cleansing and eyelash and eyebrow tint removal shall be decided by Experts based on the check display immediately. Timekeeping measurement marks shall be given based on timekeeper's record.

5. Judgement.

- Experts record marks in Landscape Marking Forms with pencil during competition, if no tablets were provided by competition committee, group leaders shall be responsible for mark discussion.
- Experts display their scores at the same time as directed by the group leader. Where the range of scores for an aspect is less than 1, Experts use pen to clearly cover original pencil record and no more changes shall be made.
- Where the range of scores for an Aspect is greater than 1, Experts must remark that aspect with brief discussion and proof presentation.
- If tablets were provided by the WorldSkills Competition Committee, marks are entered directly into the CIS via a tablet by the Expert awarding the mark. Where the range of scores for an aspect is greater than 1 Skill Competition Manager shall communicate with group leader directly.

6. Experts should carefully keep Landscape Marking Form, Marking Process Record and Timekeeper Record and other records and penalty is given if any of those documents were lost.

7. Group members' marking documents shall be submitted to Deputy Chief Expert and Chief Expert to audit and sign after each module by group leaders and entered into the CIS.

8. Competitor's final mark consists of 156 Marking Aspects and are marked by 28 Experts. Mark re-examination shall not be necessary for all experts have signed their marking results. The Experts are given an opportunity to review the CIS results for their compatriot Competitor against the handwritten marks for the specific competition day. In cases where an Expert does not sign shall be deemed to be a waiver.

Expert Marking Specification

- Minimum conversations during competition to avoid any disturbance to competitors.
- Experts should keep away from compatriot competitor's workstation during the competition.
- Experts should not participate compatriot competitor's mark discussion.
- Makeup, pedicure, and manicure process marking should emphasis on skills instead of model's natural condition.
- All process marking should be made after Competitor's operation except some check points specified in the Test Project.
- Experts should finish process marking in two minutes.
- If process marking lasts more than two minutes, extra time should be given to the competitor.
- If Competitors are waiting to be marked, timers to be stopped and started again after marking, Timekeepers to check and make notes.
- If several competitors need to be checked at the same time, experts can work in pairs and share their check results.
- All Experts should not leave workplace in process marking.
- Experts without marking work should not enter work

5 The Test Project

5.1 General notes

Sections 3 and 4 govern the development of the Test Project. These notes are supplementary.

Whether it is a single entity, or a series of stand-alone or connected modules, the Test Project will enable the assessment of the applied knowledge, skills, and behaviours set out in each section of the WSOS.

The purpose of the Test Project is to provide full, balanced, and authentic opportunities for assessment and marking across the Standards, in conjunction with the Marking Scheme. The relationship between the Test Project, Marking Scheme, and Standards will be a key indicator of quality, as will be its relationship with actual work performance.

The Test Project will not cover areas outside the Standards, or affect the balance of marks within the Standards other than in the circumstances indicated by Section 2. This Technical Description will note any issues that affect the Test Project's capacity to support the full range of assessment relative to the Standards. Section 2.1 refers.

The Test Project will enable knowledge and understanding to be assessed solely through their applications within practical work. The Test Project will not assess knowledge of WorldSkills rules and regulations.

Most Test Projects (and Marking Schemes) are now designed and developed independently of the Experts. They are designed and developed either by the Skill Competition Manager, or an Independent Test Project Developer, normally from C-12 months. They are subject to independent review, verification, and validation. (Section 4.1 refers.)

The information provided below will be subject to what is known at the time of completing this Technical Description, and the requirement for confidentiality.

Please refer to the current version of the Competition Rules for further details.

5.2 Format/structure of the Test Project

The Test Project is a series of standalone modules.

5.3 Test Project design requirements

The Test Project is designed from the following six criteria:

Section	Criterion	Marks		
		Judgement	Measurement	Total
A	Facial Treatments	10	20	30
B	Body Treatments	15	10	25
C	Hands, feet, and nails	7	8	15
D	Eye treatments	4	6	10
E	Temporary hair removal	5	5	10
F	Make up	8	2	10
	Total	32	68	100

5.4 Test Project development

The Test Project MUST be submitted using the templates provided by WorldSkills International (www.worldskills.org/expertcentre). Use the Word template for text documents and DWG template for drawings.

5.4.1 Who develops the Test Project or modules

The Test Project/modules are developed by an Independent Test Project Designer in collaboration with the Skill Competition Manager.

5.4.2 When is the Test Project developed

The Test Project/modules are developed according to the following timeline:

Time	Activity
Prior to the Competition	The Test Project/modules are developed.
No later than one (1) month prior to the Competition	The Test Project documents are sent to the WorldSkills International Skills Competitions Administration Manager.
At the Competition on C-5	The Test Project/modules are presented to Experts for translation.
At the Competition on C-2	The Test Project/modules are presented to Competitors.

5.5 Test Project initial review and verification

The purpose of a Test Project is to create a challenge for Competitors which authentically represents working life for an outstanding practitioner in an identified occupation. By doing this, the Test Project will apply the Marking Scheme and fully represent the WSOS. In this way it is unique in its context, purpose, activities, and expectations,

To support Test Project design and development, a rigorous quality assurance and design process is in place (Competition Rules sections 10.6-10.7 refer.) Once approved by WorldSkills, the Independent Test Project Designer is expected to identify one or more independent, expert, and trusted individuals initially to review the Designer's ideas and plans, and subsequently to verify the Test Project, prior to validation.

A Skill Advisor will ensure and coordinate this arrangement, to guarantee the timeliness and thoroughness of both initial review, and verification, based on the risk analysis that underpins Section 10.7 of the Competition Rules.

5.6 Test Project validation

The Skill Competition Manager coordinates the validation and will ensure that the Test Project/modules can be completed within the material, equipment, knowledge, and time constraints of Competitors. The Skill Management Team will be responsible for ensuring that.

5.7 Test Project selection

The Test Project/modules are selected by the Independent Test Project Designer in collaboration with the Skill Competition Manager.

5.8 Test Project circulation

The Test Project is circulated via the website as follows:

The Test Project/modules are not circulated prior to the Competition. The Test Project/modules are presented to Experts on C-5 and to Competitors on C-2.

Pre-competition information of the Test Project/modules are circulated three (3) months prior to the competition.

5.9 Test Project coordination (preparation for Competition)

Coordination of the Test Project/modules is undertaken by the Skill Competition Manager.

5.10 Test Project change

There is no 30% change required to be made to the Test Project/modules at the Competition.

5.11 Material or manufacturer specifications

Specific material and/or manufacturer specifications required to allow the Competitor to complete the Test Project will be supplied by the Competition Organizer and are available from www.worldskills.org/infrastructure located in the Expert Centre. However, note that in some cases details of specific materials and/or manufacturer specifications may remain secret and will not be released prior to the Competition. These such items may include those for fault finding modules or modules not circulated.

A Competitor material list is attached to the pre-competition information available three (3) months prior to the Competition.

6 Skill management and communication

6.1 Discussion Forum

Prior to the Competition, all discussion, communication, collaboration, and decision making regarding the skill competition must take place on the skill specific Discussion Forum (http://forums.worldskills.org). Skill related decisions and communication are only valid if they take place on the forum. The Chief Expert (or an Expert nominated by the Chief Expert) will be the moderator for this Forum. Refer to Competition Rules for the timeline of communication and competition development requirements.

6.2 Competitor information

All information for registered Competitors is available from the Competitor Centre (www.worldskills.org/competitorcentre).

This information includes:

- Competition Rules
- Technical Descriptions
- Mark Summary Form (where applicable)
- Test Projects (where applicable)
- Infrastructure List
- WorldSkills Health, Safety, and Environment Policy and Regulations
- Other Competition-related information

6.3 Test Projects [and Marking Schemes]

Circulated Test Projects will be available from www.worldskills.org/testprojects and the Competitor Centre (www.worldskills.org/competitorcentre).

6.4 Day-to-day management

The day-to-day management of the skill during the Competition is defined in the Skill Management Plan that is created by the Skill Management Team led by the Skill Competition Manager. The Skill Management Team comprises the Skill Competition Manager, Chief Expert, and Deputy Chief Expert. The Skill Management Plan is progressively developed in the six months prior to the Competition and finalized at the Competition by agreement of the Experts. The Skill Management Plan can be viewed in the Expert Centre (www.worldskills.org/expertcentre).

6.5 **General best practice procedures**

General best practice procedures clearly delineate the difference between what is a best practice procedure and skill-specific rules (section 9). General best practice procedures are those where Experts and Competitors CANNOT be held accountable as a breach to the Competition Rules or skill-specific rules which would have a penalty applied as part of the Issue and Dispute Resolution procedure including the Code of Ethics and Conduct Penalty System. In some cases, general best practice procedures for Competitors may be reflected in the Marking Scheme.

Topic/task	Best practice procedure
Test Project	• The Test Project is uncirculated however pre-competition information of the Test Project modules is circulated three (3) months prior to the competition. This will provide a broad outline of the topics in the Test Project. • The Test Project modules shall be circulated at the competition to Experts on C-4 • The Test Project modules are presented to the Competitors on C-2.
Translation of the Test Project	• The Test Project modules shall be translated immediately after the Test project has been circulated to the Experts. • Interpreters can use any tool required to translate the Test Project that they want, e.g. dictionary, online translation, other digital means. • Translation shall be completed in the competition work area.
Marking Teams	• Marking teams shall be allocated according to their expertise and experience. • The Chief Expert and Deputy Chief Expert shall not mark.

Group team leaders	• Are selected according to their experience
	• Will manage each module marking team
	• Will assist DCE in marking form distribution and collection.
	• Will participate in discussion after the competition and other assistance work as delegated
	• Convene group members to prepare
	• Report to Chief Expert if any Expert comes late.
	• Organize Experts to check infrastructure in each area.
	• Take tablets, marking forms, documents and, stationery from Deputy Chief Expert
	• Organize Experts to check Competitor's tools and materials.
	• Ensure Competitors and models are at the correct workstation.
	• Observe models and change the model if necessary.
	• Ensure spare models do not leave the workplace.
	• Report to the Chief Expert when preparation is finished.
	• Post-competition
	
	    • Collect Skin Analysis Form, Timekeeping Record, Measurement Check Results Display, and other documents.
	    • Finish marking work in 40 minutes after each module and submit tablets and marking forms to Deputy Chief Expert.

Topic/task	Best practice procedure
Timekeeping	• Timekeepers are drawn from the Experts who are not judging for each module, with an additional independent volunteer timekeeper. • Will assist scrutineers to oversee and make sure that Competitors are following the rules and the competition runs smoothly • Shall conduct the ballots and will record workstations for Competitors • Organize Competitors and models to randomly ballot and record their workstation numbers. • Submit Competitor and model workstation number record to Deputy Chief Expert. • Take Timekeeper Record from Deputy Chief Expert. • If the process of marking lasts more than two minutes, record and ensure that extra time is given to the Competitor. • Execute "start" and "stop" instruction of competition. • Countdown reminder of 1 hour, 30 minutes, 15 minutes, and 5 minutes. • Record Competitors' time checks in every module. • Submit all timekeeping records to group leaders for marking after each module.
Scrutineering	• Scrutineers will consist of a team and are drawn from the Experts who are not judging for each module • Will ensure that the Competitors are not disadvantaged in any way. • Reporting directly to the Chief Expert. • Shall remain on the competition floor at all times • Will take photos as evidence for marking.
Allocation of couches	• Competitor's couch numbers are drawn by ballot at familiarization and the Competitors will move on one working area with each module.
Models	• Models are checked and selected for the various modules to ensure suitability by the WM and ESR from C-4 to C-2 • Models are prepared for each module by ESR and team of Experts prior to the commencement of each module • Models shall be given numbers and are allocated via ballot prior to the start of each module • Spare models shall be made available in case problems arise during the competition • The WM shall ensure spare models do not leave the workplace.
Equipment failure	• Competitors are allocated extra time as required in the case of equipment failure or lost time while transferring to a substitute piece of equipment.
Sustainability	• Competitors must work economically with products, producing no waste. And must be economically and commercially aware.
Dress code	• Wear appropriate attire representing the industry. Closed shoes must be worn at all times during competition.

7 Skill-specific safety requirements

Refer to WorldSkills Health, Safety, and Environment Policy and Regulations for Host country or region regulations.

Task	Safety glasses with side protection	Dust mask	Cut protection gloves/finger cots	Sturdy closed toe shoes with rubber soles	Tight fitting work clothes (long trousers)	Plastic apron
General PPE for safe areas	Optional	Optional		√	√	
Waxing			√			√

8 Materials and equipment

8.1 Infrastructure List

The Infrastructure List details all equipment, materials, and facilities provided by the Competition Organizer.

The Infrastructure List is available at www.worldskills.org/infrastructure.

The Infrastructure List specifies the items and quantities requested by the Skill Management Team for the next Competition. The Competition Organizer will progressively update the Infrastructure List specifying the actual quantity, type, brand, and model of the items. Note that in some cases details of specific materials and/or manufacturer specifications may remain secret and will not be released prior to the Competition. These such items may include those for fault finding modules or modules not circulated.

At each Competition, the Skill Management Team must review and update the Infrastructure List in preparation for the next Competition. The Skill Competition Manager must advise the Director of Skills Competitions of any increases in space and/or equipment.

At each Competition, the Technical Observer must audit the Infrastructure List that was used at that Competition.

The Infrastructure List does not include items that Competitors and/or Experts are required to bring and items that Competitors are not allowed to bring – they are specified below.

8.2 Competitors toolbox

Competitors are not allowed to send a toolbox to the Competition. All tools are provided by the Competition Organizer.

8.3 Materials, equipment, and tools supplied by Competitors

It is not applicable for the Beauty Therapy skill competition for Competitors to bring materials, equipment, and tools to the Competition. However, Competitors are allowed to bring a personal tool kit in the morning of C-2 (Familiarization Day) as defined in the table below.

The total external volume of the toolkit must not exceed 1.0 m³.

(Volume = Length x Height x Width, or V = L x H x W)

Furthermore, Competitors are required to supply their own Personal Protective Equipment as specified in section 7 skill-specific safety requirements.

Following items are allowed to be carried in the toolkit:

Description	Quantity	Photo
Make-up products, make-up pallet, make up sponges		
Eyebrow pencil and sharpeners		
Powder puffs		
Nail art brushes – Competitors can bring their own choice of brushes used to practice for competition		
Nail art colours, gems, etc. for nail design on tips, no stencils		
Nail tips, glue, files, etc. to apply onto models' natural nails or mannequin		
Lint free nail wipes		
Eyebrow tweezers, no blades allowed		

Description	Quantity	Photo
Pedicure and manicure metal tools. No Pedi blades allowed		
Makeup brushes, eyebrow brush		
Tool belt, brush holders		
Individual eyelash tweezers/forceps		
Individual eyelash tiles, lash mirrors, puffer, glue for eye lash extensions, fan, magnifying eye glass		
Nail scissors		

Description	Quantity	Photo
Fob watches		
Three individual timers		

- The Competitors personal tool kit is checked by the Experts on C-2 and prior to each module. Any item not listed in this section is to be removed.
- All materials from the Infrastructure List will have to be available during familiarization for the Competitors to test;

8.4 Materials, equipment, and tools supplied by Experts

Experts are not required to bring materials, equipment, or tools. All is supplied by the Competition Organizer.

## 8.5 Materials and equipment prohibited in the skill area

Competitors must use only the materials provided unless specified in the pre-competition information.

If a Competitor uses material, implements, or products not on the list they could potentially be disqualification during the Competition.

8.6 Proposed workshop and workstation layouts

Workshop layouts from previous competitions are available at www.worldskills.org/sitelayout.

Example workshop layout

BEAUTY THERAPY
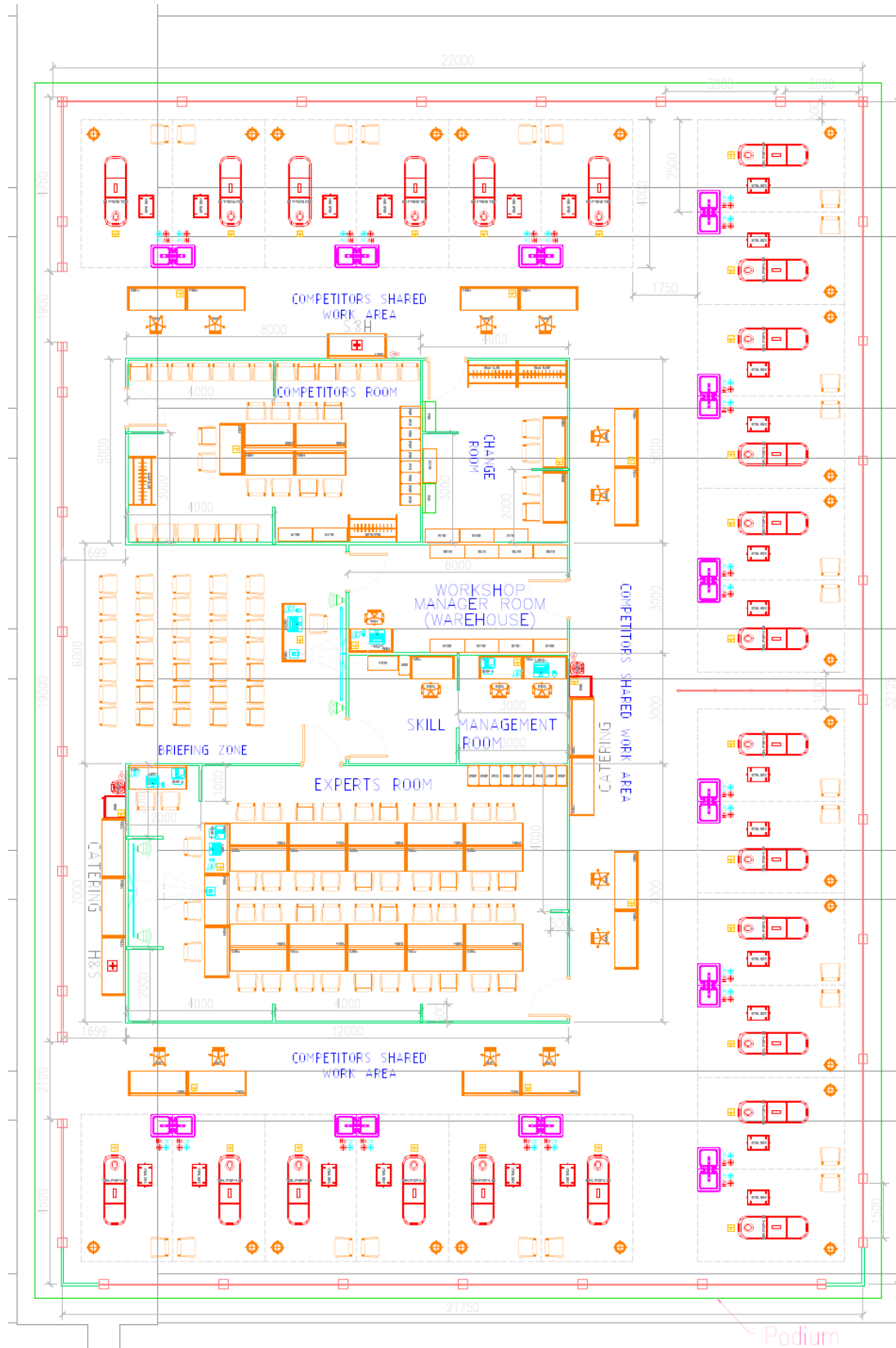
9 Skill-specific rules

Skill-specific rules cannot contradict or take priority over the Competition Rules. They do provide specific details and clarity in areas that may vary from skill competition to skill competition. This includes but is not limited to personal IT equipment, data storage devices, Internet access, procedures and workflow, and documentation management and distribution. Breaches of these rules will be solved according to the Issue and Dispute Resolution procedure including the Code of Ethics and Conduct Penalty System.

Topic/task	Skill-specific rules
Use of technology – USB, memory sticks	• Competitors, Experts, and Interpreters are allowed to bring memory sticks into the workshop however they must remain in the locker until the end of C4. • The Skill Competition Manager, Chief Expert, and Deputy Chief Expert are exempt from this rule.
Use of technology – personal laptops, tablets, and mobile phones	• Competitors, Experts, and Interpreters are not allowed to bring personal laptops and tablets into the workshop however if these items are brought in they must remain in the locker until the end of C4. • The Skill Competition Manager, Chief Expert, and Deputy Chief Expert are allowed to bring and use personal laptops and tablets in the workshop. • Experts, Competitors, and Interpreters are allowed to bring their mobile phone into the workshop however it must be locked in the personal locker and can only be taken out at lunchtime and at the end of each day. • Skill Competition Manager, Chief Expert, Deputy Chief Expert are allowed to bring and use their mobile phone as required for competition specific reasons.
Use of technology – personal photo and video taking devices	• Competitors, Experts, and Interpreters are allowed to use personal photo and video taking devices in the workshop at the conclusion of the competition on C4 only. • Photo taking devices designated by the Chief Expert may be used during the competition for judging purposes only. In this case the photo taking device must not be taken out of the workshop until the end of C4. • The Skill Competition Manager, Chief Expert, and Deputy Chief Expert are exempt from this rule.
Templates, aids, etc.	• Competitors may not use any templates or aids unless specified in the Test Project. Free hand work only.
Drawings, recording information	• Chief Expert, Deputy Chief Expert, Experts, Competitors, and Interpreters cannot remove notes, drawings, and recordings from the workshop until the end of C4. • The Skill Competition Manager is exempt from this rule.

10 Visitor and media engagement

Following is a list of possible ways to maximize visitor and media engagement:

- Try-a-Skill;
- Display screens;
- Test Project descriptions;
- Enhanced understanding of Competitor activity;
- Competitor profiles;
- Career opportunities;
- Daily reporting of Competition status;
- Spectator and non-judging beauty personal interaction.

11 Sustainability

This skill competition will focus on the sustainable practices below:

- Recycling;
- Use of "green" materials;
- Use of completed Test Projects after Competition.

12 **References for industry consultation**

WorldSkills is committed to ensuring that the WorldSkills Occupational Standards fully reflect the dynamism of internationally recognized best practice in industry and business. To do this WorldSkills approaches a number of organizations across the world that can offer feedback on the draft Description of the Associated Role and WorldSkills Occupational Standards on a two-yearly cycle.

In parallel to this, WSI consults three international occupational classifications and databases:

- ISCO-08: (http://www.ilo.org/public/english/bureau/stat/isco/isco08/) ILO 5142
- ESCO: (https://ec.europa.eu/esco/portal/home)
- O*NET OnLine (www.onetonline.org/)

This WSOS (Section 2) appears to relate to *Beauticians and Related Services*: http://data.europa.eu/esco/isco/C5142,

and *Hairdressers, Hairstylists, and Cosmetologists*: https://www.onetonline.org/link/summary/39-5012.00

This and adjacent occupations can be explored through these links.

The following table indicates which organizations were approached and provided valuable feedback for the Description of the Associated Role and WorldSkills Occupational Standards in place for WorldSkills Shanghai 2021.

Organization	Contact name
CIDESCO International (Global)	Pamela Adkins, Education Development Director
Dermalogica (Australia)	Dennille Ludenau, Corporate Training Manager
Epiderma Pte Ltd (Singapore)	Jeannie Sim, Training consultant
iTEC/VTCT (awarding body) (Global)	Elaine Willemse and Runa McNamara, International Business Development Manager and International Commercial Director
South African Association of Health and Skincare Professionals (SAAHSP)	Elna Hagen, President/Director