



**BEAUTY THERAPIST AND AESTHETICIAN (BTaA)
CERTIFICATION SCHEME
(SCOPE OF BEAUTY SCIENCE)**



Your Professional & International Recognition



Disclaimer

IPEC shall ensure that the assessments for applications of certification are effective. Certified Personnel shall indemnify IPEC, its Board, Stakeholders, and Employees and assume all liability for the performance and services conducted.

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Certification : Your Way to Success

Overview

This Beauty Therapist and Aesthetician Certification Scheme (**BTaA**) has been developed under the scope of Beauty Science by IPEC Certification Bureau (IPEC) in liaison with Industry representatives.

BTaA provides international recognition for therapist and/ or aesthetic professional using national and international standards and normative and industry references, recognized by IPEC.

BTaA consists comprehensive certification scopes for personnel to extent their personal competency towards the increasing demand for the Beauty Science Industry requiring the combination of Personal Qualification, Professional Recognition and Skill Competency.



Certification Scheme Objective

BTaA has been developed to meet the following key objectives:

- Compliance to requirements of the International Organization for Standardization (ISO) and International Electrotechnical Commission (IEC) for personnel certification;
- To ensure that beauticians, beauty professionals and aestheticians meet or exceed their related competencies defined by IPEC Scheme Committee against national and international guidelines;
- To assist organisations in selecting appropriately qualified beauticians, beauty professionals and aestheticians.
- To enhance the professional recognition of IPEC Certified Personnel.



What is QUALIFICATION BASED (Q-Based) & INDUSTRY EXPERIENCE BASED (iE-Based)

The aim of these methods is to quantify the vice versa of the qualifications and years of industry experience that justify the applicant's assessment process.

Q-Based is for applicants with recognised evidence of related qualifications or evidence of professional training. Recognised Continuing Professional Development (CPD) training evidence is required for specific conditions. Applicants shall be assessed according to Qualification-Based Assessment Procedures.

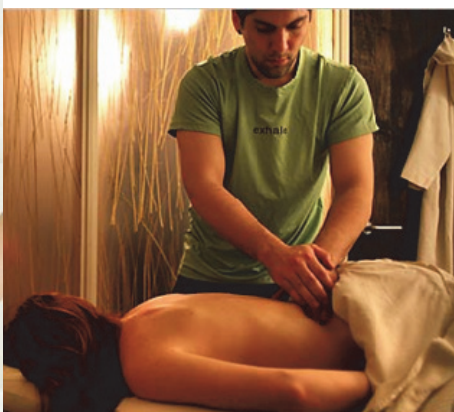
iE-Based is for applicants that meet required years of industry experience with records of achievement. Recognised Continuing Professional Development (CPD) training evidence is required. Applicant shall be assessed according to Industry Experience-Based Assessment Procedures.



Summary of Beauty Therapist And Aesthetician (BTaA) Certification Scheme Requirements

 - Based
Qualification Based

Q - BASED			
Field	Education Background	Technical Background	Years of Experience
BSC 112131 Beauty Face Therapist	1. Secondary school or equivalent 2. National vocational School or equivalent; or Recognised Certificate in Beauty Face Therapy or equivalent.	Industry Practical/ Internship in related beauty field	Not required
BSC 112132 Beauty Body Therapist	1. Secondary school or equivalent 2. National vocational School or equivalent; or Recognised Certificate in Beauty Body Therapy or equivalent.	Industry Practical/ Internship in related beauty field	Not required
BSC 112133 Professional Aesthetician	1. Secondary school or equivalent 2. National vocational School or equivalent; or Recognised Diploma in Beauty Therapy or equivalent.	Industry Practical/ Internship in related aesthetic field	Not required



iE - Based

Industry Experience Based

IE - BASED			
Field	Training Background	Professional/ Technical Background	Years of Experience
BSC 112131 Beauty Face Therapist	<ol style="list-style-type: none"> 1. Recognised Professional/Technical Training in related beauty field; or Recognised Vocational Training in related beauty field 2. Recognised relevant CPD Training 	Proven evidence of current profession status in related beauty field	3 years and above industry experience
BSC 112132 Beauty Body Therapist	<ol style="list-style-type: none"> 1. Recognised Professional/Technical Training in related beauty field; or Recognised Vocational Training in related beauty field 2. Recognised relevant CPD Training 	Proven evidence of current profession status in related beauty field	3 years and above industry experience
BSC 112133 Professional Aesthetician	<ol style="list-style-type: none"> 1. Recognised Professional/Technical Training in related aesthetic field; or Recognised Vocational Training in related aesthetic field 2. Recognised relevant CPD Training 	Proven evidence of current profession status in related aesthetic field.	5 years and above industry experience

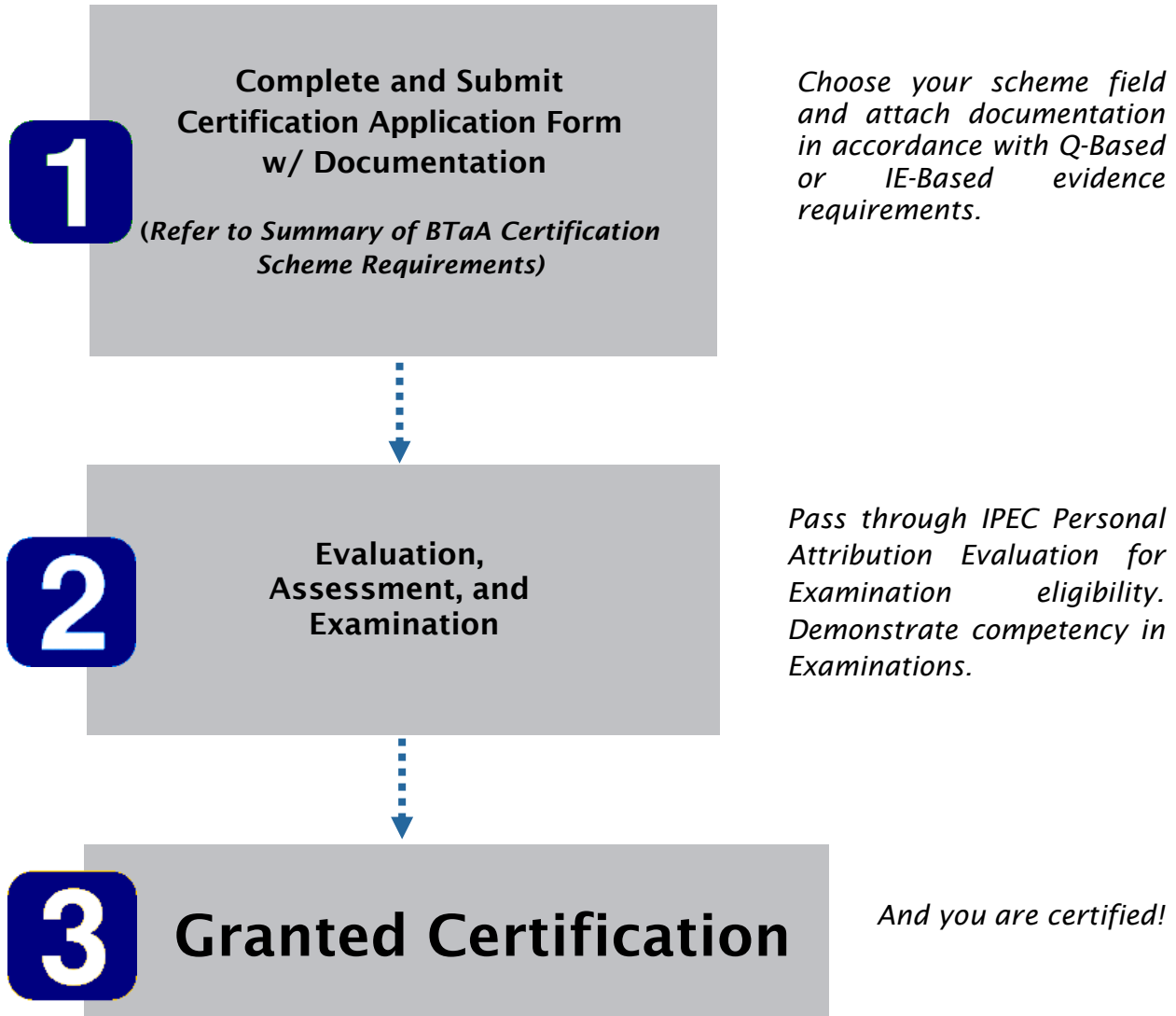
....are you
Certified?



IE - BASED

Field	Training Background	Professional/ Technical Background	Years of Experience
BSC 112134 Associate Entrepreneur Aesthetician	1. Recognised Professional/Technical Training in related aesthetic field; or Recognised Vocational Training in related aesthetic field 2. Recognised relevant CPD Training	<p><u>For Business Owner</u> :-</p> <ol style="list-style-type: none"> 1. Operate at least 2 chain stores; 2. Minimum human resources per chain stores <ol style="list-style-type: none"> a. 1 manager b. 1 consultant/supervisor c. 4 beauticians 3. Generate trade record of minimum business revenue of USD150, 000/= for each chain store annually. <p><u>For Executive Manager</u> or and above :</p> <ol style="list-style-type: none"> 1. Contribution to employed organisation on cash –flow minimum of USD300,000/= with proven documents and testimony by employed organization 2. Proven records of quality leadership management 3. Minimum of 1 (One) proven trade record of successful project involvement 	6 years and above industry experience
BSC 112135 Industry Fellowship Aesthetician	1. Recognised Professional/Technical Training in related aesthetic field; or Recognised Vocational Training in related aesthetic field 2. Recognised relevant CPD Training	<ol style="list-style-type: none"> 1. Records of achievement in developing business networks and empire of organisation 2. Documented records of profitable innovative and creative output on research/ system/ method/business model/products/ technologies 3. Proven records of contribution to the economic, environmental, social, health or cultural benefits to the communalities and country 4. Holding positions of high honour or awarded on industry or social status recognition 5. Awarded on national/ international Nobel invention 	10 years and above industry experience

Steps for Certification - Easy as 1 - 2 - 3



Keeping Up-To-Date



Choose Your Certification Field

Upon choosing a certification field, applicants are advised to apply based on current competencies and scheme requirements. Applicants shall be required to provide evidence of their educational background, professional or technical training, and defined work experience.

BTaA presents five (5) fields of certification:

Certification Scheme Field Title	Description
BSC 112131 Beauty Face Therapist	Beauty Face Therapists play a vital role in the beauty industry by demonstrating beauty facial skills and adequate knowledge of beauty science.
BSC 112132 Beauty Body Therapist	The Beauty Body Therapists specialise in beauty body wellness and massage therapy, providing the client with sensation and relaxation throughout the therapy treatment. These specialists relate the knowledge of beauty science such as human anatomy and apply it through practical use of beauty body therapy skills.
BSC 112133 Professional Aesthetician	Professional Aestheticians comprise up one of today's fastest-growing segments in the beauty industry. They perform facials, make up, and body treatments, such as massages. In addition, they possess a thorough understanding of underlying scientific principles involved in the performance of beauty therapy skills.
BSC 112134 Associate Entrepreneur Aesthetician (AEA)	AEAs have the important role of creating opportunities and innovating throughout the industry, as well as contributing to the national economy.
BSC 112135 Industry Fellowship Aesthetician (IFA)	IFAs play the important role of creating opportunities, contributing to the national society and economy, advancing the fields of science and technology, and leading efforts in research and innovation throughout the industry.

Pre - Assessment

After the submission of an application to IPEC, application forms and evidence shall be further reviewed. Once the requirements of evidence have been fulfilled, candidates shall be contacted for Pre-Assessment.

Candidate shall be evaluated on their Personal Attribution through;

- (1) Face to Face interview; or
- (2) Telephone interview.

Examination

After Pre-Assessment, candidates can be made eligible for Examination. Candidates shall be informed on Examination details and shall be assessed on the Competency Aspects of the field applied. Find below:

Certification Scheme Field Title	Competency Aspects
BSC 112131 Beauty Face Therapist	<ul style="list-style-type: none"> • Manual Facial Therapy Treatment • Mechanical Facial Therapy Treatment • Electrical Facial Therapy Treatment • Manual Facial Massage Therapy Treatment • Facial Therapy Treatment Consultation
BSC 112132 Beauty Body Therapist	<ul style="list-style-type: none"> • Body Massage Therapy Treatment • Effects of Body Massage • Body Therapy Treatment Consultation • Anatomy in Beauty Therapy
BSC 112133 Professional Aesthetician	<ul style="list-style-type: none"> • Facial Therapy Treatment • Body Massage Therapy Treatment • Nail, Hands and Feet Treatments • Makeup Applications • Eyelash/eyebrow Treatment • Body and Facial Hair Treatment • Treatments Consultation
BSC 112134 Associate Entrepreneur Aesthetician	<ul style="list-style-type: none"> • Formation, Management and dissolution of business and services operations • Funding and Income Generation • Conduct review of business focus and Develop plans sources of advice • Evaluate and Develop Skills • Analyse own potential as a business owner/ executive manager or and above • Roles and Responsibilities of the business owner/ executive manager or and above • Explore opportunities for career development
BSC 112135 Industry Fellowship Aesthetician	<ul style="list-style-type: none"> • Justify the chosen methodology in creating opportunities for career development • Present research and development of patent, product or process towards productivity • Demonstrate strong leadership and principles of management • The capacity to build collaborations across industry • Exhibiting pre-eminence in research and making significant contributions to Beauty Science or the art of Aesthetic industry

Now You're Certified - What's Next?

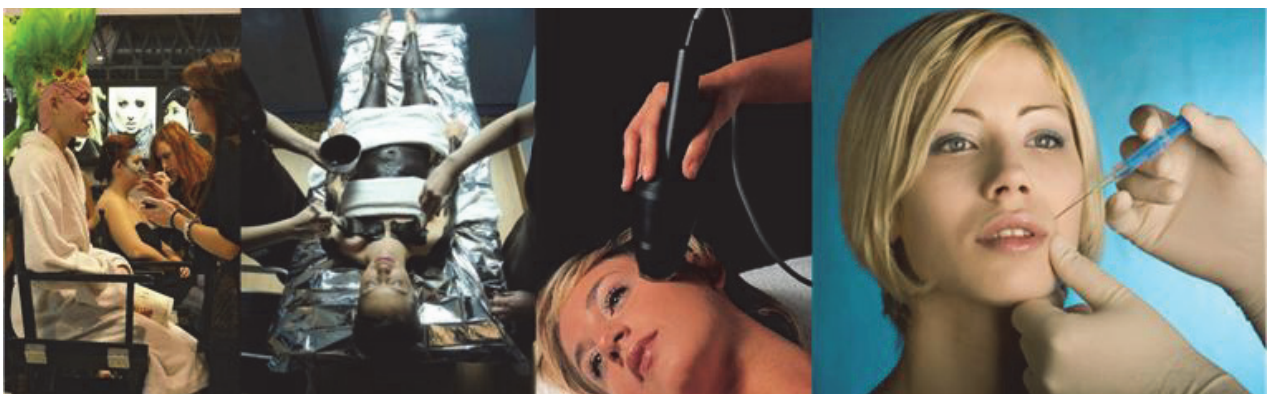
Successful candidates shall be granted a License Card and Certificate. The BTaA Certification title for Certified Personnel is in accordance to the table below:

Certified Personnel Certification Title		Validity
Q-Based	IE-Based	
Provisional Beauty Face Therapist (Fully certified upon successful of first annual surveillance)	Certified Beauty Face Therapist	2 years
Provisional Beauty Body Therapist (Fully certified upon successful of first annual surveillance)	Certified Beauty Body Therapist	2 years
Certified Professional Aesthetician	Certified Professional Aesthetician	2 years
	Certified Associate Entrepreneur Aesthetician	3 years
	Certified Industry Fellowship Aesthetician	3 years

*Personnel with provisional status shall be granted License Certificate only. License Card shall be granted once fully certified.

License Card and Certificate shall both remain property of IPEC and must be returned if certification status is suspended or withdrawn. Certified Personnel are required to notify IPEC immediately if License Card or Certificate become lost or stolen.

The Recognition you Deserve



Keeping Up-To-Date: Personnel Certification

Surveillance

To maintain certification, all Certified Personnel are required to demonstrate continuing competence and compliance against certification requirements. Surveillance shall be conducted **annually**.

Maintenance of Certified Personnel Title	Conditions of Surveillance
Certified Beauty Face Therapist	Submission of continuing professional development evidence. Evidence of Surveillance: <ul style="list-style-type: none">• Attending recognised training / seminar / forum; or Participate in exhibition/ congress; and• Customer satisfaction testimonial.• Evidence of employer appointment letter if the candidate had changed job (If any).
Certified Beauty Body Therapist	
Certified Professional Aesthetician	
Certified Associate Entrepreneur Aesthetician	
Certified Industry Fellowship Aesthetician	

Re-Certification

All Certified Personnel shall require Re-certification carried out in the year of the expiry date of the License Card in order to renew certification for a further defined period.

All Certified Personnel are required to renew their certification upon the expiry of the License Card and Certificate. A new License Card and Certificate will be issued with each Re-certification.

Upgrade & Expansion of Certification

All Certified Personnel are encouraged to upgrade or expand their scope of certification, which is best for demonstrating commitment in continuous personal development.

Certified Personnel can expand their scope of certification by request to IPEC.

Additional competencies required for the scope & field applied, as defined in this document, must be demonstrated in addition to providing corresponding evidence for the application.

Reduction of Certification

Certified Personnel can reduce their scope of certification by applying in writing. Reduction in certification shall be advised to Certified Personnel by IPEC after evaluation of the application.

IPEC does not refund fees to any Certified Personnel while reducing certification.

Suspension

IPEC reserves the right to suspend certification as a result of investigations into the conduct or performance of Certified Personnel. Refer to the complaints process for details. IPEC does not refund fees to any Certified Personnel while suspending certification. Certified Personnel are required to return affected License Card(s) and Certificate(s) to IPEC.

Withdrawal

IPEC reserves the right to withdraw certification as a result of investigations into conduct or performance of certified persons. Refer to the complaints process for details. IPEC remains the sole owner of any License Card and Certificate issued to Certified Personnel. In the event of a withdrawal of certification, the License Card and Certificate issued must be returned to IPEC. In addition, Certified Personnel are to cease use of the Certification Mark as well as any other indications that can otherwise be interpreted as having an active certification status. Certified Personnel can withdraw their certification by applying in writing to IPEC. IPEC does not refund fees to any Certified Personnel while withdrawing certification.

Complaints

Complaints shall be submitted in writing to IPEC.

1. Complaints against Certified Personnel:

Complaints will be reviewed and investigated by IPEC using documented procedures. A valid substantiated complaint may result in cancellation of certification.

2. Complaints against IPEC Certification:

Complaints against IPEC may be submitted in writing to IPEC. Each complaint will be reviewed, investigated, and resolved in a timely manner through a formal documented process. IPEC Certification Scheme Committee will investigate complaints against IPEC.

Appeals

An appeal against adverse certification decisions or withdrawal of certification must be submitted in writing. The written appeal will be reviewed, investigated, and resolved in a timely manner through a formal documented process. Appeals may be made on the following decisions:

- Refusal to grant initial certification;
- Refusal to grant continuation of certification;
- Refusal to grant an expansion of certification;
- Reduction in certification;
- Suspension

All appeals shall be submitted in writing to their corresponding national IPEC office. Certified Personnel shall submit an appeal to IPEC no later than 30 days after notification of the decision.

Rights of Applicants/Certified Personnel

1. An Applicant who applies for certification as an IPEC Certified Personnel who fails to obtain such certification from IPEC, or in the event IPEC revokes, or refuses to renew, the existing certification of a Certified Personnel, IPEC shall furnish a written notice of such adverse action to the Applicant / Certified Personnel (at his/her address set forth in this application or at such other address as may be subsequently provided to IPEC).
2. The notice sent to the Applicant/Certified Personnel shall express the reason(s) on why such action was taken and will also disclose to the Applicant/Certified Personnel that he/she can request reconsideration of IPEC's action whereby, the Applicant/Certified Personnel can express in writing to IPEC the reason(s) why he/she believes the action taken by IPEC was not appropriate, and request that IPEC reconsider its action.
3. The Applicant/Certified Personnel must submit its written request to IPEC no later than thirty (30) days after the Applicant/Certified Personnel receives the notice from IPEC. If the Applicant / Certified Personnel fails to provide a response in writing within such thirty (30) days, it will thereby relinquish all rights to a reconsideration as mentioned above, and the decision of IPEC shall be final and binding upon both parties.
4. If the Applicant/Certified Personnel submit its written request to IPEC for reconsideration, then IPEC shall evaluate the reason(s) and/or argument(s) expressed by the Applicant / Certified Personnel in writing within 60 days after receipt of written request. The CEO of IPEC which acts on behalf of IPEC shall write the final decision concerning the Applicant / Certified Personnel's certification status, which thereby shall be final and binding upon both parties.

Language

All Certification process and procedures shall be communicated in either English, or Bahasa Melayu or Chinese Mandarin only.

- End of Beauty Therapist and Aesthetician Certification Requirements -



CERTIFICATION APPLICATION

Certification Scheme Apply : 所选认证名称
Field Apply : 所选认证级别
Scope Apply : 认证范围

Please affix
 Passport
 photograph
 请贴上个人护照

Please attach the following 请附上以下文件: (Tick ✓ if attached 请打钩如附上)

- | | |
|---|---|
| <input type="checkbox"/> 2 pieces of NRIC/Passport photograph 个人护照 | <input type="checkbox"/> Curriculum vitae / Resume 个人简历 |
| <input type="checkbox"/> Photocopy of NRIC or Passport 身份证/护照拷贝 | <input type="checkbox"/> Employment testimonials 雇主证明函 |
| <input type="checkbox"/> Name card / Business card (if any) 名片(如有) | <input type="checkbox"/> Payment 付款 RM _____ |
| <input type="checkbox"/> Photocopy of Education & Skill Certificates 学历文凭 | <input type="checkbox"/> Others 其它: |

APPLICANT'S DATA 个人资料

Full Name 姓名(英) :	Chinese Name 姓名(中):
NRIC/ Passport No. 身份证号/护照号 :	Gender 性别: Male 男 / Female 女
Nationality 国籍:	Date of Birth 出生日期 :
Marital Status 婚姻状况 :	Contact no. 联络号码(Mobile 手提) :
Correspondence Address 通信地址:	Contact no. 联络号码(Office 公司) :
	Contact no. 联络号码(Home 屋) :
	Contact no. 联络号码(Fax 传真) :
	Email 电子邮件 :

EDUCATION BACKGROUND 教育背景

Name of University / College / Institution / School (Fill the highest education first) 大学/学院/学校名称 (依据顺序排列)	Years attended from – to 年份	Title 学历 (eg. PhD / Degree / Diploma / SPM / SPR / PMR / etc)

SKILL BACKGROUND 技能背景

Name of College / Institution (Fill the highest skill first) 学院名称 (依据顺序排列)	Major of field / area 专科 / 学科范围	Period attended from – to 年份	Title 学历 (eg. Degree / Diploma / Certificate / CPD / etc)

EMPLOYMENT RECORD 工作经验

A. CURRENT EMPLOYMENT 在任职业	B. PREVIOUS EMPLOYMENT 前任职业
Current Position 在任职位:	Previous Position 前任职位:
Years of service (from – to) 年份:	Years of service (from – to) 年份:
Name of company and address 公司名称与地址:	Name of company and address 公司名称与地址:

LANGUANCE PREFERENCE & PROFICIENCY 语言 选择

Language 语言	Preference Rank 1, 2 & 3 请依据喜好排列	Proficiency Ranking 请依据以下程度填写: A = Excellent 很好 B = Good 好 C = Fair 还好			
		Listening 听试	Speaking 口语	Writing 书写	Reading 阅读
English 英文					
Bahasa Melayu 国文					
Chinese Mandarin 中文					

DECLARATION:

(In English Only)

I confirm that my above details are true, complete and correct to the best of my knowledge and belief.

I fully understand the procedures and fees as required and as stated by IPEC Bureau.

I fully understand the fees are not refundable once application procedures implemented.

I fully understand the application is only valid 3 months from the date of application otherwise application are considered as forfeited.

I also fully understand that if I am granted IPEC Certification, it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause as determined by IPEC.

Signature of applicant : _____

Name of applicant : _____

Date : _____

For Authorised Corporate Commisary /TEP/Agent Used Only	For IPEC Used Only	
	Certification Application No.: CA	
Code no:	Checked by :	Approved by :
Payment ref:	Signature :	Signature :
Date:	Date :	Date :