

### KFE Guidance Note – KFE4Skills21 Hybrid Online Event:

This document provides the KFE competition specification outline for the 2021 hybrid format competition round detailed below. It sets out the expected elements of each industry round's competition. It is designed to ensure each competition within **KFE4Skills 2021** is similarly framed and that essential information is uniformly provided.

As every industry round differs, where such differences require amendments to the overall Competition Rules & Guidance, relevant specifications will include such details (for example entry criteria, pre-qualification submissions and competitor or team numbers for some industry rounds).

Registration for the competition rounds must be completed by the closing date by college staff via the KFE website's Skills Competitions Page:

<https://www.kentfurthereducation.org/skills-competitions-1>

Competition Rules & Guidance and all other information about KFE4Skills can also be found here. The overall Competition Rules & Guidance must be read in conjunction with this specification document.

2021 is a hybrid event whereby competition skills are demonstrated at local colleges and linked to others through digital tools and an event platform Arrivals and sign-in for each round may vary slightly. Competition day is from 9am-5pm with most industry rounds commencing from 9:30am following local sign-in and event launch on the main event platform.

Familiarisation time and health and safety briefings may be necessary and will be included in relevant rounds' schedule. All competitions should be completed by 4pm and all awards and the event overall by 5pm.

Good luck if you are competing and thank you if you are supporting delivery of, or entering this competition! Further information about KFE4Skills: [www.kentfurthereducation.org](http://www.kentfurthereducation.org) or email: [kentfurthereducation@gmail.com](mailto:kentfurthereducation@gmail.com)

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### Competition Outline – Beauty Therapy Face & Hands – Level 2

This **KFE4Skills** competition is designed to prepare competitors for real life scenarios in the industry. It is also intended to hone and improve skills and the ability to make decisions and resolve challenges which could be faced in a typical day or in exceptional circumstances.

Participants will benefit from gaining not only an exciting competition experience that stretches and challenges them, but also a chance to enhance CVs and a greater opportunity to find work in the industry of their choice.

This outline provides the general guidance including entry criteria and competitor numbers for this industry skill.

## KFE Competition Specification #KFE4Skills 2021

For 2021 the competition challenges will take place at the home college organisation of the students and in line with any Covid-19 Safe measures required at the time of the event. Each local college will be able to link to the main event online platform at key points in the day.

During the competition stages each college will communicate with their other college counterparts using video conferencing tools such as MS Teams. Sharing of competition evidence, general observations and judging will be completed using this method.

Where appropriate any pre-event evidence submissions will be shared to all college leads in accordance with the brief issued and the rules pertaining to the brief and judging. This may also be adopted as an approach should Covid restrictions preclude challenge elements of the round.

### Criteria for entry

Entrants must be in education and/or employment with training, at one of the KFE college organisations (EKC Group, MidKent College and North Kent College (including West Kent College and Hadlow College), and/or have completed or be undertaking a relevant Level 2 or 3 or above programme within the last 12 months. Note: NKC/WKC are not competing in 2021.

At the time of entry the entrants must have been challenged at the level of the competition. This means that entry is only possible through a selection process at the entrants local college and with the endorsement and verification of the lead staff from that college.

Each college organisation (not campus) may enter 4 competitors. This means this industry competition may have up to 8 KFE4Skills finalists participating on the day (4 per KFE college organisation (MKC & EKC)).

## KFE Competition Specification for Beauty Therapy Hands & Face – Level 2

### Preparatory Brief

Beauty Therapy is a dynamic and exciting industry which is a highly innovative sector industry which is constantly evolving its skills and practices. Professional beauty therapists must be competent in a wide range of skills and techniques as well as effective communicators with excellent transferable skills such as customer service.

- Before the day of the competition all competitors should choose a client that will be suitable to be a model for the competition.
- The chosen model cannot be contra indicated to any of the treatments, the patch tests need to be completed prior to the day of the competition.
- All models will need to be registered with supporting staff from the participant college.
- A consultation card/ record sheet will be provided on the day of the competition.
- The skills competition activity duration will be approximately 2 hours. Additional time for familiarisation, health and Safety and general event briefings, judging and awards should be added to this time.
- Awards will be in gold, silver and bronze medal form only. There can be no tied placings. All participants will receive finalist certificates. Placings may be given in the competition's setting initially with medal confirmations starting as per the finalised event schedule.
- The medal confirmations will take place via the main event platform.

### Models

- All competitors should choose an appropriate model that is aged 16 or above.
- The model will need to be suitable for competition and not be contra indicated to any services.
- This and any patch tests need to be completed and checked prior to the day of the competition.
- All models will need to be confirmed before the event to the organisers and will be required to sign-in on event day.
- Models should arrive with make-up pre-applied, including foundation, mascara and lipstick.
- Models will be required to give permission for photographs and filming related to the event taking place on the day (note that video and photographic permission is a criteria for participating in the event as outlined in the Competition Guidance and Rules).

### Core Competences

Competitors taking part in this competition should be able to demonstrate:

- Professional demeanor
- Safe working practices
- Professional attitude
- Effective interaction with the client
- High level of skill and dexterity
- Management of time allocation
- Ergonomic working methods

### Overall Competition Timings

KFE4Skills 2021 will be undertaken in a hybrid format. This requires competitors from each college organisation to participate from their respective college campus sites. An overall online event platform will be used to support the day and for engagement with each industry competition at key points during the day. Individual industry competitions will link participating colleges using other online conferencing tools.

Competitors should arrive on the day at their colleges as detailed below from **9am to 9:15am when competitors will sign-in at their college's industry round desks or work stations.**

Competitions will commence from 9:30am including any familiarisation period required by all competitors. All competitions should be completed by 5pm including all judging announcements of winners and awards ceremonies.

**Note:** A free lunch voucher option will be available to competitors. The venue's commercial food outlets and the event's rest areas may be used additionally if required and if open in accordance with any Covid-19 safe requirements in place at the time. The event lunch period will be between 12 noon and 2pm and competitors should be given time during that window for lunch and relaxation up to maximum of 1 hour. For practical reasons how this is undertaken is at the discretion of the industry skills competition organisers.

### The Skills Competition

This competition includes; A half leg wax including the knee and a mini Manicure with a Crème red polish to one hand and a French to the other.

Check points (CP) will be used, to allow the judges to mark work at various stages during the competition, these are clearly marked below. Time checks are also used to inform the judges when a competitor has started and finished certain tasks (TC). Competitors will be required to indicate these to the judges by raising their hand. Each college's staff team will need to communicate to ensure fairness and to confirm competitor timings.

To allow for technical communications online each competition task has been given additional time for organisational reasons. However, timing for competitors undertaking the skill test should be kept to the allotted task timing.

#### Pamper day 1 hour

The competitor will take control of their own timings, there will be no breaks between treatments. The treatments must be performed in the following order;

#### Task 1: half leg wax, ankle to knee including knee. Total Time: 30 minutes.

Important note: The model must have an appropriate amount of hair.

- Half a leg wax on both legs from ankle to knee (including knee).
- Spatula method must be used, and gloves must be worn at all times.
- The model must have visible dark hairs of an appropriate length beforehand to enable judges to judge competitors effectively.

#### Task 2: Mini Manicure Total Time: 30 minutes

This treatment should include:

- File CP
- Cuticle work to include the use of cuticle knife and cuticle nippers CP
- Creme red polish on the right hand. CP
- French polish on the left hand CP

### Order of Competition

These timings are provisional and will be reflected by the overall event schedule.\*

- 9:00-9:15am - Arrival and event registration at local home college
- 9:15-9:30am - Competitors (and staff) log in to REMO Event hosting platform
- 9:30-9:40am – Event Welcome and Launch via REMO
- 9:40-9:50am – Local colleges link using online conferencing tools (Zoom or Teams TBC)
- 10:00-10:30am - **Competition Task 1**
- 10:35-10:50am - Refreshment and Comfort Break
- 11:00-11:40pm - **Competition Task 2**
- 11:40-12:15pm – Judging Panel
- 12:00-12:45pm – Lunch break
- 12:45-1.00pm – Judging confirmation – Link to REMO
- 1.05pm – REMO winner announcements
- 1.30pm – Industry Round Closes

### Marking & Assessment

Each competition module will be assessed and marked independently of any other competition activity, using objective and judgement criteria or a combination of both during each task.

For all objective criteria, the following measurement will be used:

Objective assessment will be used whenever the process or product is correct or incorrect, complete or incomplete, against a given benchmark that the judges can agree on (0/1). It is used whenever it is possible to take a measurement of some kind.

Assessment will be through:

- Observation
- Inspection of completed tasks

**The criteria for marking and the allocation of marks for each criterion are set out on the marking schedule below:**

#### **Health, Safety, Consultation & working practices: 06**

- **Waxing: 12**
- **Manicure: 17**
- **Total marks: 35**

Each competition module will be assessed and marked independently of any other competition activity. Once marks have been awarded by each of the judges, they will be averaged to obtain the final mark. The panel of judges has been selected from a range of industry, college and training provider representatives. The judges' decisions will be moderated and quality assured.

**Note:** Selection and entry for WSUK will be via each main college and not KFE.

## KFE Competition Specification #KFE4Skills 2021

Assessment / Judgement - Description	Max Mark
<b>Presentation</b>	
Competitor is well presented ( hair tied back, uniform pressed, no jewellery, no polish, short nails etc. )	2
<b>Presence and Demeanour</b>	
Competitor is professional and well-mannered throughout	2
<b>Health &amp; Safety</b>	
Infection control / Work station set up / Safe working practice	2
<b>Waxing</b>	
Preparation of client is appropriate for treatment	1
Wax is pre tested on therapist and client close to the area being waxed	1
Wax is applied neatly and thin, in the correct direction of hair growth	3
Wax is removed quickly and smoothly	2
Wax is removed in the correct direction	1
All wax and hairs removed	2
Afterwax is applied	1
Finished within time	1
<b>Manicure</b>	
Filing technique is correct	2
Cuticle knife and nippers are used correctly and effectively	2
Red polish is smooth and even with neat edges	2
white polish is smooth and even with a neat smile line matching on all 10 nails	2
Pink polish is smooth and even with neat edges	2
No polish on the skin	2
Overall neatness of nails, shape, smoothness and neatness	5
<b>TOTAL MARKS</b>	<b>35</b>

### Resources

Competitors are responsible for providing all consumable products and equipment needed for the competition. Towels and couch covers will be provided, along with stools, chairs and trolleys. Storage boxes are to be stored neatly under couches during the competition.

Any processes and equipment or resources used must be undertaken in accordance with overall applicable Covid-safe requirements at the time of the event and in line with each college's own risk plan requirements.

### Judges Marking Sheets

The KFE competition will use marking guides best suited to the industry event. An example scoring sheet is below. During the judging phase of the schedule judges will need to communicate using online communication platforms such as MS Teams, Zoom or Google Meet. Evidence should be shared between each college participating during the day at relevant stages in the competition's schedule.

Judges will be selected from the expert KFE staff drawn from various colleges as available. Panels will normally number three to five judges and in some cases may include an external judge from the industry sector or an awarding body. Ideally where college staff act as judges each participating college should contribute a staff judge. Judges will be objective. There can be no tied results. Judges' decisions are final in all instances, although scoring will be open and transparent.

### Competition Awards

Each industry competition will select three overall winners with judging scores defining the overall first, second and third places as gold, silver and bronze. Medals will be provided to the three winners and a participation certificate of commendation will be provided to all that take part.

### Local College Contacts

The following names staff are the identified leads at each college for this industry competition. They may be contacted in the first instance for information pertaining to each colleges' entry, selection process and preparations for their students:

- EKC Group – Sara-Lee Jones / Katrina Hobbs
- MKC – Helen Henderson / Rebecca Dunmore
- NKC – Stacie Collings
- WKC – Stacie Collings

### Event Contact

For general information about the competition please contact KFE via the 'contact' form on the KFE site at [www.kentfurthereducation.org](http://www.kentfurthereducation.org) or speak to your college's local competition lead.

Event information and specification updates are available at [www.kentfurthereducation.org](http://www.kentfurthereducation.org). It is recommended that the Skills Competitions page is checked regularly as specifications may be modified up to a week before the event.

### Additional Competition Specific Rules & Requirements

The following is in addition to the overall KFE4Skills General Rules & Guidance. A completed registration is a confirmation that a competitor has agreed to the following:

- Competition Rules
- Terms and Conditions
- Covid-19 Safe Compliance

Conduct for competitors during live competitions:

1. Competitors must set up and participate in the competition on their own. At no point should accompanying tutors, colleagues or others be in the competition area before or during the competition. Models will enter the room at the start time of the competition.
2. Where there are a number of competitors from a different campus attached to the same organisation, the competitor's work stations will be placed around the competition area at the discretion of the judges.
3. Competitors must not bring any ornaments to decorate their work area e.g. flowers, vases, etc.
4. Competitors must ensure that they keep to timings set by judges at the beginning of the competition, extra time will not be allocated to those who are not ready for each task.
5. Appropriate change over times will be given between treatments.
6. Competitors should be dressed in beauty therapy attire and present themselves in a manner which would be acceptable within commercial enterprises.
7. No jewellery or piercings to be worn.
8. Competitors may cover all logos and other items that identify their colleges or other organisations of origin. **However, due to the online nature of the 2021 event this is not required.**
9. Competitors who arrive late will not receive additional time.
10. Competitors will start and finish work as instructed by the attending staff or judges.
11. During the competition, competitors should not disturb other students/teams or speak to members of the public.
12. Any competitor who wishes to leave the area during the competition must seek the permission of the attending staff or judges.
13. If there is a power stoppage, breakdown of machinery or accident, the competitors must act according to the instructions of the attending staff or judges.
14. Competitors who break or damage their own equipment during the competition will not receive additional time.
15. Competitors will be required to bring a model on the day. The models must not be contra-indicated to any of the treatments, they must also have previous experience of a back massage and exfoliation.
16. Models will be checked prior to the competitions; any found to be unsuitable will incur penalties for the competitor. Models must not aid the competitor in any way as this may affect the competitor's marks.
17. Competitors are responsible for supplying all products and equipment, including towels (**subject to Covid-19 requirements**). Host college sites will however provide a couch, magnification lamp, stool and trolley. Only trolleys or competitor's own storage boxes, under the couch, should be used for products and equipment. Any items placed on sinks, shelves and cupboards in the work area will be asked to be removed.
18. Where a competitor is observed working in an unsafe manner, they will be stopped and not permitted to continue unless willing to follow the attending staff and judges' directions.

All electrical equipment must be PAT tested and labelled before using at the competition and all the supporting equipment must be fit for purpose.



MARKING SHEET		Max Mark	MARKS AWARDED
Assessment / Judgement - Description			
<b>Presentation</b>			
Competitor is well presented ( hair tied back, uniform pressed, no jewellery, no polish, short nails etc. )	2		
<b>Presence and Demeanour</b>			
Competitor is professional and well-mannered throughout	2		
<b>Health &amp; safety</b>			
Infection control / Work station set up / Safe working practice	2		
<b>Waxing</b>			
Preparation of client is appropriate for treatment	1		
Wax is pre tested on therapist and client close to the area being waxed	1		
Wax is applied neatly and thin, in the correct direction of hair growth	3		
Wax is removed quickly and smoothly	2		
Wax is removed in the correct direction	1		
All wax and hairs removed	2		
Afterwax is applied	1		
Finished within time	1		
<b>Manicure</b>			
Filing technique is correct	2		
Cuticle knife and nippers are used correctly and effectively	2		
Red polish is smooth and even with neat edges	2		
white polish is smooth and even with a neat smile line matching on all 10 nails	2		
Pink polish is smooth and even with neat edges	2		
No polish on the skin	2		
Overall neatness of nails, shape, smoothness and neatness	5		
<b>TOTAL MARKS</b>		<b>35</b>	

## KFE Competition Specification #KFE4Skills 2021

### JUDGE MARKING SHEET (Beauty Therapy Level 2)

Competitor Name	Total Score
1	
2	
3	
4	
5	
6	
7	
8	

Instructions and advice to judges, do not discuss the grades you award to a candidate. A maximum of 35 marks may be achieved by each candidate; calculate your score and indicate the following:

First

Second

Third