



# LEVEL 7 DIPLOMA YOUR RPL GUIDE

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## WELCOME TO YOUR DIPLOMA

Firstly, congratulations on signing up to the Level 7 Diploma, we're delighted to have you on board and excited to get your training underway. We understand it can be overwhelming being thrown a huge amount of information, so please reach out if you are unsure, at any point, we are here to help and support you.

Please read through this guide on your RPL journey.

## THE LEVEL 7 DASHBOARD

In your welcome email you will have a link to the Level 7 Dashboard. This is your portal for everything Level 7 related, take a look around, you will be able to find the following:-

- Arrange a support meeting
- Payment area
- Level 7 E-Learning
- Coursework and submission portal
- Diploma sessions (you can watch all previous sessions and register for upcoming sessions)
- Support documents
- RPL Area

## PAYMENTS

If you have paid in full - fantastic, we will arrange your access to all areas, including E-Learning and coursework. You will be sent an email with all of your login details and passwords.

If you have opted to pay monthly, this acts like a 'piggy bank' and only when the payments have been made up to the amount of the course/coursework aspect, will you be granted access. You are able to 'top-up' your payments at any point to gain access to an area.



# TREATMENTS

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## RECORDING TREATMENTS

As an RPL Delegate you will need to provide evidence of your treatments, in the form of a 'logbook'. You will need to provide:-

- 10 performed toxin treatments
- 10 performed filler treatments

These treatments must be provided to patients **outside** of any training facility.

Please fill out this proforma, per treatment (also found on the Level 7 Dashboard).

- It is best to download the proforma
- Open with Adobe Acrobat Reader
- Insert all documents/photos
- Save as PDF
- Name EG - 'DELEGATE NAME - PERFORMED TOXIN - PATIENT INITIALS'
- You are also required to fill in this treatment logbook, to keep updated with how many treatments you have provided and recorded, this will form an 'index' for ease of marking and moderation.

## OBSERVATION OF TREATMENTS

In order to assess the competency of treatments, we are required to observe you treating a patient. This is via a recorded video.

You must demonstrate the following in separate videos:-

- 2 toxin treatments
- 2 dermal filler treatments
- 1 hyperhidrosis treatment

Video guidance can be found [here](#)

An Example video can be found [here](#)



# TREATMENTS CONTINUED



The video must be:-

- Filmed in real time, no editing
- Demonstrate that a full consent and treatment plan has been made prior to treatment
- Emla application/ removal
- Cleansing of skin
- PPE and clean working environment
- Patient comfort
- Discussion of product choice
- Demonstration of marking up injection sites on the patient
- Providing treatment to the patient
- Safe management of sharps
- Management of bleeding spots
- Aftercare massage
- Aftercare instructions

Per treatment recorded via video, there must be a proforma sheet filled in (as above)

## SAVING VIDEO GUIDANCE

- The video(s) will need to be compressed
- Guidance on how to do this can be found here
- If you struggle with this, you can create a Google Drive folder to share with the Level 7 Team:
- Google account
- Google Drive
- 'Create Folder'
- Name folder: RPL Videos
- Insert Videos into folder
- Name Videos: 'DELEGATE NAME: RPL VIDEO 1'

When it is time to submit for formal marking the link to the Google folder can then be shared

- In the Google Drive right click on the folder needing to be shared
- Share
- Go to the bottom and change restrictions to 'anyone with link can access'
- Copy Link
- This can then be emailed to Level 7 team at time of formal submission
- Email title: Google Link to RPL Videos: Delegate Name



# COURSEWORK

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## COURSEWORK 1 - E-LEARNING AND SAQS

When you are ready (and as long as payment history allows) we can grant access to coursework 1. This includes your E-Learning and Short Answer Questions (SAQs).

As part of the E-Learning you will cover the following modules:-

- Unit 1 - Anatomy, Pathology and Dermatology for Aesthetic Injectable Therapies
- Unit 2 - Medical Assessment, Consultation and Image Recording
- Unit 3 - Aesthetic Injectable Therapies for Facial Treatments
- Unit 4 - Aesthetic Injectable Therapies for Non-Facial treatments
- Unit 5 - Clinical Health, Safety and Welfare.
- Unit 6 - Critical Literature Review
- Unit 7 - Values, Ethics and Professionalism in Clinical Practice

The E-Learning modules are interactive and you can work through these at your own pace.

References are often provided on the lower right-hand side in a 'bookshelf' icon.

The SAQs are set out by OTHM. Each answer should be between 100 - 800 words (with 10% leeway)

- You are encouraged to relate your answers to the E-Learning modules, as references are provided.
- For the purpose of informal marking, you can answer in bullet point form to be bulked out prior to formal marking
- References should be provided at the end of each answer; Harvard referencing is preferred.
- For Formal marking, you must have each answer written to the word count.
- Your name and page number must be entered as a footer on each page.
- Once completed the SAQS must be saved as a PDF and title following the format of: NAME: SAQS



# COURSEWORK CONTINUED



## COURSEWORK 2 - CRITICAL APPRAISAL AND CASE STUDIES

When you are ready (and as long as payment history allows) we can grant access to coursework 2. This includes your Critical Appraisal and Case Studies

The Critical Appraisal involves a paper that is provided by Acquisition Aesthetics:-

- There needs to be a 1500 word essay produced
- The paper to be assessed can be found on the dashboard [here](#)
- Guidance set by OTHM can be found [here](#)
- Informal marking: suitable for bullet points and roughly written
- Formal marking: full writing and reference
- To be saved as a PDF 'DELEGATE NAME: CRITICAL APPRAISAL'

You must also complete 2 case studies:-

- One must be on toxin
- One must be on dermal filler.
- [Template](#) format
- Open using adobe acrobat reader dc and photos can be inserted

### **Toxin Case Study**

- Photos must show before and after 2 weeks
- Could be reviewing one area of treatment

### **Dermal Filler Case Study**

- Photos must show before and after on the same day
- One area of treatment to be studied
- Consent form and photography consent form for treatment must have patient details redacted.
- Cases performed on the mentoring/ courses will not be allowed as you must complete the treatment from start to finish yourself.
- Case studies saved as PDF and 'DELEGATE NAME: TOXIN CASE STUDY' and 'DELEGATE NAME: DERMAL FILLER CASE STUDY'



# INFORMAL MARKING

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## INFORMAL SUBMISSION

You are able to submit your work for informal submission

Informal submission is provided as a way to ensure their work is of high enough standard to pass for formal submission

- Work must be 75% completed:
- All coursework to be provided together
- 75% of logbook completed

## SUBMISSION DATES

- A submission goal is provided roughly once every 3 months
- Delegates are made aware of the dates on the Coursework 2 page and on the main page
- Coursework is allowed to be submitted up to 2 weeks prior to the submission goal.
- If work is submitted after the submission goal you must wait till the next goal

## SUBMISSION PROCESS

- Delegate checks submission guidance
- Delegate fills out submission form
- Drags and drops PDF of work into each load box.
- Logbook and Treatment records: the system should allow for multiple folders and files to be uploaded into the box
- Click submit
- Informal marking takes approximately 8 weeks
- You will receive an email from the marking team which will include your informal marking feedback sheet
- You are then able to make changes if necessary



# FORMAL MARKING

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## FORMAL SUBMISSION

Once you have completed 100% of your coursework and treatments you then will be suitable for access to coursework 3

Coursework 3 includes:

- Marking and moderation
- Internal Verification
- OTHM External Verification
- Certification

## SUBMISSION DATES

- A submission goal is provided roughly once every 3 months
- Delegates are made aware of the dates on the Coursework 3 page and on the main page
- Coursework is allowed to be submitted up to 2 weeks prior to the submission goal.
- If work is submitted after the submission goal you must wait till the next goal

## SUBMISSION PROCESS

- Delegate checks [submission guidance](#)

Delegate must download and fill out the following documents

- Statement of authenticity
- SAQ front cover
- Portfolio Front cover
- Portfolio Checklist

All must be saved as PDF with Delegate name alongside document name eg 'SAQ FRONT COVER: DELEGATE NAME.

- Drags and drops PDF of work into each load box.
- Logbook and Treatment records: the system should allow for multiple folders and files to be uploaded into the box
- Click submit





# ASSESSMENT AND CERTIFICATION



## FORMAL SUBMISSION

Once you have formally submitted your work, our marking team will formally assess your work; this then gets sent to internal verification. Following this your work is submitted to OTHM for external verification and certification, please see approximate timescale below:

- Formal Marking team : 4 weeks
- Internal Verification: 4 weeks
- External Verification: 2 weeks
- Certification: 2 weeks

OTHM will then send your results directly to you via email and we will follow up.

We hope the above information is useful but please do reach out at any point should you have any questions.

Good luck!

