
MAP-IQ

MAPPING AESTHETIC PRACTICE TO INDUSTRY QUALIFICATIONS

COURSE INDUCTION HANDBOOK



ONLINE CONTINUED PROFESSIONAL DEVELOPMENT (CPD) COURSES

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1. INTRODUCTION

The purpose of this handbook is to serve as a comprehensive guide for learners enrolled in the Continued Professional Development (CPD) course. It outlines the course structure and delivery and provides essential information to facilitate a positive learning experience.

The will help learners to understand the significance of ongoing professional development and how this course will empower them to enhance their skills, knowledge, and career prospects.

Continued Professional Development (CPD) refers to the ongoing learning and development activities that professionals engage in throughout their careers. It encompasses various educational opportunities, such as workshops, seminars, online courses, and self-directed study, aimed at keeping skills current and relevant in an ever-evolving professional landscape.

By participating in this CPD course, you are taking an important step toward personal growth and fulfilling the legal requirements for professional revalidation.

How CPD Can Support You:

- **Keep Your Qualifications Current:** Continuously update your skills and knowledge to ensure your qualifications remain current and relevant in a rapidly evolving profession.
- **Stay Informed:** Access the latest evidence-based research and best practice standards, empowering you to implement effective and up-to-date practices.
- **Engage in Reflective Practice:** Assess and refine your methods based on empirical evidence to enhance clinical practice.
- **Unlock New Opportunities:** Position yourself for exciting new roles and responsibilities that can advance your career.
- **Enhance Your Professional Credibility:** Showcase your commitment to ongoing learning, boosting your recognition and reputation in the industry.

- **Demonstrate Adaptability:** Exhibit your dedication to excellence and flexibility in a competitive market.
- **Build Valuable Relationships:** Develop connections that can lead to collaboration, mentorship, new insights and opportunities.
- **Gain Insights to Enhance Your Practice:** Interact with peers and industry leaders to share knowledge and resources that will support your professional learning journey.

Engaging in CPD is not just about meeting requirements; it's a proactive step towards your personal and professional growth. Learners should embrace the opportunities it offers as it will elevate your professional journey and enrich your clinical practice.

2. OVERVIEW OF CPD COURSES

Continued Professional Development (CPD) courses offered by MAP-IQ are designed as theoretical programs, meaning they provide valuable educational and learning experiences, however, they do not result in formal qualifications, but the accreditation of CPD points.

MAP-IQ CPD courses are suitable for professionals looking to enhance their underpinning knowledge to inform their non-surgical cosmetic practice. They will also allow you to stay updated on the evidence-base and best practices within the sector. They are ideal for those who may already possess relevant qualifications but wish to deepen their understanding, refine their competencies, keep their competency updated and or fulfil regulatory requirements for ongoing CPD education and training.

By focusing on practical knowledge and peer interactions, these CPD courses offer a positive learning experience that supports professional growth and excellence.

3. MAP-IQ ONLINE CPD COURSES AVAILABLE

MAP-IQ offers a range of online Continued Professional Development (CPD) courses tailored for learners engaged in non-surgical cosmetic practice, as well as those involved in education and training within the field.

CPD Course Title	CPD Points
The Historical Context of Cosmetic Procedures	10
Legislation, Professional and Ethical Issues for NSC practice	10
Evidence-Based Practice and Literature Review Skills	10
Mental Health and Interconnection with Cosmetic Practice	10
Clinical Consultation and Assessment Skills	10
Facial Assessment for Non-Surgical Cosmetic Purposes	10
Responsible Prescribing in Non-Surgical Cosmetic Practice	10
The Integumentary System (Skin)	10
Key Medical and Cosmetic Dermatological Conditions	10
Facial Anatomy	10
Facial Aging	10
Infection Prevention, Control and Aseptic No Touch Technique	10
Botulinum Toxin Theoretical Aspects and Observational Practice	10
Botulinum Toxin- Adverse Events and Complications Management	10
Dermal Fillers: Theoretical Aspects and Observational Practice	10
Dermal Fillers: Adverse Events and Management	10
Clinical Governance in Non-Surgical Cosmetic Practice	10

You will find more information about the course we offer on our website. www.map-iq.org

3. COURSE STRUCTURE AND NAVIGATION

Flexibility: Our online CPD courses are designed with flexibility in mind, allowing learners to complete them at their own pace without impacting on their busy clinic and business commitments.

Delivery: All CPD courses are delivered online, allowing accessibility for learners both nationally and internationally, regardless of their geographical location. Learners will have access to their own online space through an online personal account. Once a course is purchased it will be available in the learners personal online account under the ‘Qualification Tap’ in the account landing page). You should click this tab to access purchased courses.

Navigation: Once the course is accessed you will find a placeholder for the course/s purchased. You should click on the course placeholder to access a course. Here you will find additional placeholders for the key learning resources. Learners can access these learning

resources by clicking on relevant placeholder section. Learners will then also have access to a navigation bar in the left-hand side of the course platform to progress through the course in logical order. You can go back and forth between each section as often as you like.

Duration: Learners will have access to their E-Learning account for 8 weeks from their enrolment and registration date, providing ample time to engage with the course materials and enhance their learning experience.

4. CONTENT & CURRICULUM

Course Details: Each course has its own specific aims, objectives and content relevant to the course title.

Learning Materials and Resources: MAP-IQ offers a curated online platform for delivering course content. Each CPD course includes a _

- **Training Manual:** Written detailed content information and references.
- **Video Presentation:** A narrated video presentation on key topics.
- **E-Library:** Evidence-based publications. links and or additional videos relevant to the subject matter.
- **End-of-Unit Quiz:** Online quiz to enhance the learning experience and test your acquisition of skills.
- **Reflective Practice Template:** A template to complete a piece of reflective practice based on you learning experience and to support professional revalidation.

Private Networking Forum: Learners will also have access to a private online forum, providing an opportunity to network and engage with fellow learners who are also undertaking CPD courses. You can apply to join the forum by clicking the 'Join Forum' link on you account home page.

5. ASSESSMENT & EVALUATION

Assessment: As this is a CPD course, there are no formal formative or summative assessment processes. However, learners will complete an end-of-module quiz and engage in reflective practice to evaluate their acquisition of knowledge and understanding.

Feedback: Learners will have access to an online end-of-module feedback form, which can be found in the navigation bar at the end of the learning resources. We encourage you to complete this form to assist us in our continuous quality improvement efforts. We also encourage learners to review our learning courses on [TrustPilot](#).

6. COMPLETION AND CERTIFICATION

Completion: Upon completing a CPD course in non-surgical cosmetic practice, learners will gain:

- **Updated Theoretical Knowledge :** A thorough understanding of essential concepts relevant to the area of practice to keep existing qualifications current.
- **Critical Analysis Skills:** The ability to critically assess various topics presented, enabling effective navigation through the complex legal, professional, and ethical standards governing a range of areas within non-surgical cosmetic practice.
- **Enhanced Skill Application:** Learners will acquire updated skills in specific areas, ensuring their existing qualifications remain current.
- **Personalised Action Plans:** The capability to develop tailored plans for ongoing professional development.

This holistic approach is designed to enhance clinical practice across a range of subjects.

Certification: On completion of end of module quiz, reflective practice and the feedback form, learners will receive an automated MAP-IQ accredited E-Certificate indicating the name of course completed and the number of CPD points achieved. Hard copies of certificates can be ordered through MAP-IQ for a nominal fee.

7. POLICIES AND PROCEDURES

Learners will find relevant operational policies and procedures in the E-Library on the Learning Platform. These include (but not exclusive) :

- CPD Course Prospectus
- Complaints and Concerns Policy
- Equality and Diversity Policy
- Data Protection Policy
- Health and Safety Policy (Online)
- Malpractice Policy
- Non-Disclosure Policy

8. FURTHER SUPPORT AND RESOURCES

Learners can access support services or request resources by contacting the MAP-IQ office directly, visiting our website and or through the private networking forum.

Web: www.map-iq.org

Email: admin@map-iq.org

Tel: 02921 690226

You can also follow us on social meda:

https://www.instagram.com/map_iquk/

<https://www.facebook.com/mapiqUK>

<https://www.linkedin.com/company/75874988/admin/dashboard/>

REFLECTION TEMPLATE

DESCRIPTION:

What happened?, Why did it happen?, What did you do?, Who was present? What was the outcome?

YOUR FEELINGS

How did you feel?, what did you feel? Whys did you feel this way? What internal and external factors made you feel this way?

EVALUATION:

What worked well? What didn't work so well? What did others contribute? What was missing?
What did you contribute?

ANALYSIS:

Why do you think things worked out well or didn't work out so well? What is the exact meaning of the situation?

CONCLUSION:

What did you learn? What could you have done differently? What skills do you need to gain? (knowledge and practical skills)

ACTION PLAN:

How will you deal with this situation in the future? How will you go about developing your future knowledge and skills? How will you act differently next time?