

iUBT326 – Laser and light treatments for hair removal

URN – H/617/7671

Guided Learning Hours: 74

Learning outcome	Assessment criteria	Taught content to include
LO1 Be able to prepare for laser and light treatments for hair removal	1.1. Prepare self, client and work area for laser or light treatment for hair removal	• Preparation of working area • Illuminate controlled area • Warning signage • Maintenance and service history • Follow manufacturers guidelines • Equipment • Products • Work wear • Personal protective equipment (PPE) - client and therapist • Personal appearance and behaviour • Hygiene e.g. sterilising/ sanitising tools and equipment • Client for treatment • Client care and modesty • Removal of all jewellery (client and therapist)
	1.2. Use suitable consultation techniques to identify treatment objectives	• An example of a consultation form can be downloaded from: www.vtctskills.org.uk • Suitable area • Positive body language • Positioning of the client • Communication skills • Professionalism • Contra-indications and contra-actions • Treatment plan • Products used • Consent • Confidentiality

		Client's signature
	1.3. Carry out skin and hair analysis and any relevant tests to identify any influencing factors	- Overall skin type and characteristics - Skin condition - Hair colour and thickness - Hair density and anatomical site - Pigmentation and skin colour/phototypes (Fitzpatrick scale) - Ethnicity - Artificial tan - Skin texture - Skin imperfections - Skin tone - Skin temperature - Skin elasticity - Skin health - UV damage - Thermal and tactile safety test - Patch test for each area treated - Test shot
	1.4. Provide clear recommendations to the client based on outcomes of skin and hair analysis	- The outcome of the skin and hair analysis and relevant tests - Adverse reactions - Skin hydration levels - Skin healing - Skin health - Occupation - Lifestyle - Current regime - UV protection - Treatment duration - Aftercare advice - Treatment plan (interval between treatments)
	1.5. Select products, tools and equipment to suit client treatment needs, hair types, skin types and conditions	- Couch or chair - Trolley - Stool - Towels - Blanket - Additional support if appropriate

		• Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Coupling gel • Razor • Magnifying lamp • Woods lamp • Tissues • Cotton wool • Gloves • Scissors • Spatulas • Bowls • Eye shields according to current optical radiation legislation • Protective eye wear according to current optical radiation legislation • Aftercare soothing lotion • Cooling gel or spray • Mirror • Sterilising solution • UV cabinet • Chemical immersion equipment • Waste disposal • Type of laser • Intense pulsed light • Hand piece • Laser classifications • Camera
	1.6. Select personal protective equipment that should be worn by client and therapist during laser and light treatment for hair removal	• Eye shields according to current optical radiation legislation • Disposable gloves • Disposable surgical mask • Protective eye wear according to current optical radiation legislation
	1.7. Explain salon requirements for preparing self, the client and work area	• Any particular rights, restrictions and acts applicable to laser and light treatments for hair removal

		• Code of practice/ethics • Insurance and professional association membership guidelines • Record keeping in line with current data protection legislation • Laser protection advisor • Professional appearance • No metal contact • Removal of all jewellery • Non reflective surfaces • No flammable materials • Windows covered during treatments • Warning signs on equipment and door when in use • Follow protocols/ manufacturer's procedure manual • Secure environment • Controlled area
	1.8. Explain the environmental conditions suitable for laser and light treatments for hair removal	• Lighting • Heating • Ventilation • Noise levels • Available space • Music • General hygiene • Waste disposal • Décor • Equipment • Privacy • Reception areas • General use/treatment areas • Safety aspects • Secure environment • Local rules • Controlled area • No metal in area • No flammable materials • Non-reflective surfaces
	1.9. Explain the different consultation techniques used to identify treatment objectives	• Positive body language • Positioning of the client (no barriers between self and client)

		• Good communication skills (asking open and/or closed questions where appropriate) • Verbal and non-verbal communication
	1.10. Explain the importance of carrying out a detailed skin and hair analysis and relevant tests	• Identifying client's skin type, condition and hair characteristics as per consultation • Performance of test shot • Determination of treatment parameters and equipment use • Thermal test • Tactile test • Patch test • Artificial tan • Contra-indications • Scope of treatment(s) • Skin preparation • Photographs and legal significance • Agree treatment objective • Evaluate needs • Aftercare advice • Home care advice
	1.11. Explain how to select laser and light treatment equipment to suit client skin and hair types and conditions	• Selection of equipment to include: - Types of laser and IPL - Wavelengths and depth of penetration - Photons - Joules - Pulse repetition rate - Pulse duration - Pulse delay - Fluence - Size of treatment beam (spot size) - Types of light emitted from laser and IPL systems - Polychromatic - Monochromatic - Non-coherent - Coherent - Defocused light - Parallel light - Protocols (following manufacturers' instructions for parameter settings)

		- Target chromophores (melanin, haemoglobins) - Wavelengths (fluency) - Cooling methods - Treatment time and intervals - Thermal relaxation time - Treatment areas
	1.12. Identify the range of equipment used for laser and light treatment for hair removal	• Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Coupling gel • Magnifying lamp • Woods lamp • Tissues • Cotton wool • Gloves • Spatulas • Bowls • Eye shields according to current optical radiation legislation • Protective eye wear according to current optical radiation legislation • Mirror • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Intense pulsed light systems • Hand piece • Cooling method

		• Camera • Razors • Types of laser • Argon • Ruby • Carbon dioxide • Helium neon • Diode • Nd:YAG • Extraction device for plume
	1.13. Explain the contra-indications to laser and light treatment for hair removal	• Contra-indications requiring medical referral or the client to indemnify their condition in writing prior to treatment - Any condition already being treated by a GP, dermatologist or another skin therapist - Medical oedema - Osteoporosis - Arthritis - Nervous/psychotic conditions - Recent operations - Diabetes - Asthma - Bell's palsy - Trapped/pinched nerve - Inflamed nerve - Acute rheumatism - Undiagnosed skin lesions/dyschromia in treatment area • Contra-indications that restrict treatment - Fever - Contagious or infectious skin diseases - Under the influence of drugs or alcohol - Cancer - Pregnancy - Drugs or medication that cause photosensitisation or skin thinning effects - Herbal remedies that cause photosensitisation - Gold injections - Allergies to the products or materials used - Epilepsy

		- Cardiovascular conditions: ▪ Thrombosis ▪ Phlebitis ▪ Hypertension ▪ Hypotension ▪ Heart conditions - Connective tissue disorders (scleroderma) - Herpes - Skin types 4, 5 and 6 - Smoking within two hours of treatment for diffused redness - Skin diseases - Undiagnosed lumps and bumps - Cuts - Bruises - Abrasions - Sunburn - Suntanned skin - Artificial tan until the product has faded from the skin - Areas of undiagnosed pain - Skin pigment conditions ▪ Vitiligo ▪ Melasma moles ▪ Pigmented naevi ▪ Pigmented lesions - Keloid scars - Any metal pins or plates - Loss of skin sensitivity (test with tactile and thermal methods)
	1.14. Explain the required legislation for laser and light treatment and the importance of compliance with regulations	• Role of Care Quality Commission (CQC) • Health and Social Care Act 2008 • Current legislation specific to laser and Intense Pulsed Light treatments • Registration with Local Authority (LA) for health and safety and inspection purposes • Application of the Care Standards Act • Professional ethics and code of practice • Professional membership requirements • Laser protection officer • Illumination and signage for controlled area

		• Identification of optical radiation hazards • Refer to manufacturer's guidelines • Insurance requirements • Compliance with the Local Miscellaneous Provisions Act
LO2 Be able to provide laser and light treatments for hair removal	2.1. Communicate and behave in a professional manner	• Checking consultations and contra-indications • Explaining the treatment to the client • Benefits, limitations and co-operation required • Helping the client onto the couch prior to and off the couch after the treatment • Positioning the client correctly • Sanitising client's hands as appropriate • Sanitising own hands as appropriate throughout treatment • Protecting the client's modesty at all times • Ensuring that all parts of the client are covered except the area being treated • Ensuring that the client is comfortable • Using appropriate covered supports • Adapt the laser and light treatment to suit the needs of the client • Ensure client does not stand on floor with bare feet • Client care • Communication • Correct posture, hygiene and a professional approach to the client throughout treatment
	2.2. Follow health and safety working practices	• Fire Precautions Act • Health & Safety at Work Act • Health and Safety (first aid) Regulations • The Management of Health & Safety at Work Regulations • The Workplace (Health, Safety & Welfare) Regulations • The Manual Handling Operations Regulations • The Personal Protective Equipment at Work Regulations • The Provision and Use of Work Equipment Regulations • The Control of Substances Hazardous to Health Regulations (COSHH) • The Electricity at Work Regulations • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

		• Disability Discrimination Act • Data Protection Act/General Data Protection Regulations (GDPR) • Adhere to all safety precautions and manufacturers' instructions e.g. standby mode to ensure safety • Current legislation specific to laser and light treatments • Registration with Local Authority (LA) for health and safety and inspection purposes • Care Standards Act • Compliance with the Local Miscellaneous Provisions Act
	2.3. Position self and client correctly throughout the treatment	• Positioning of the client (minimising discomfort) • Client comfort • Application of the treatments (ensuring that light is discharged in the correct manner) • Therapist self-care – maintaining correct working posture throughout treatment
	2.4. Use products, tools, equipment and techniques to suit clients treatment needs	• Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Coupling gel • Magnifying lamp • Woods lamp • Tissues • Cotton wool • Sponges • Gloves • Face mask • Scissors • Spatulas • Bowls

		• Mask brushes • Gauze • Eye shields according to current optical radiation legislation • Protective eye wear according to current optical radiation legislation • Aftercare soothing lotion • Cooling gel or spray • Mirror • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Type of laser • Intense Pulsed Light device • Hand piece • Laser classifications • Camera • Razors • Select and adjust parameters • Shot test
	2.5. Adapt treatment to suit client needs and skin and hair conditions	• Protocols (following manufacturers' instructions for parameter settings) • Target chromophores (melanin, haemoglobins) • Wavelengths (fluency) • Treatment time and intervals • Hair colour and thickness • Hair density and anatomical site • Artificial tan • Skin disorders • Skin types • Skin texture • Skin imperfections • Skin temperature • Types of laser • Wavelengths and depth of penetration • Photons

		• Joules • Pulse repetition rate • Pulse duration • Pulse delay • Fluence • Size of treatment beam (spot size) • Electromagnetic spectrum • Types of light emitted from IPL systems • Polychromatic • Monochromatic • Non-coherent • Coherent • Defocused light • Parallel light • Protocols (following manufacturers' instructions for parameter settings) • Select and adjust parameters • Shot test • Patch test • Target chromophores (melanin and haemoglobins) • Cooling methods • Treatment time and intervals • Thermal Relaxation Time • Treatment areas • Monitor the skin • Check wellbeing • Gain client feedback • Identify Hazards
	2.6. Complete the treatment to the satisfaction of the client	• Conclusion of treatment in appropriate manner to meet client's needs • Secure standby mode • Conclude treatment
	2.7. Record and evaluate the results of the treatment	• Collate, summarise, record and evaluate feedback • Treatment recommendations • Homecare advice • Photographic evidence (before and after)

		• Store client records in accordance with current data protection legislation
	2.8. Provide suitable aftercare advice	• Recommendations for immediate aftercare and application of make-up without irritating the skin • Compatible skin care products/regime • Use of sun protection (minimum SPF 30) • Lifestyle • Future treatment evaluation • Appropriate interval between treatments • Avoid the following for the next 48 hours: - Heat - Friction - UV Light - Trauma to the area - Swimming in chlorinated pools - Vigorous exercise - Hot showers or baths • Avoid use of self-tanning products, perfumed products or aftershave for 4-5 days after treatment • In the event of crusting or blistering, do not pick or scratch the area • Hair growth management at home (use of razors or scissors only) • Discussing and providing an aftercare advice leaflet
	2.9. Explain how to communicate and behave in a professional manner	• Consultation • Treatment explanation • Client care • Hygiene • Good communication skills
	2.10. Explain health and safety working practices	• Fire Precautions Act • Health and Safety at Work Act • Health and Safety (first aid) Regulations • The Management of Health & Safety at Work Regulations • The Workplace (Health, Safety & Welfare) Regulations • The Manual Handling Operations Regulations • The Personal Protective Equipment at Work Regulations • The Provision and Use of Work Equipment Regulations

		• The Control of Substances Hazardous to Health Regulations (COSHH) • The Electricity at Work Regulations • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) • Disability Discrimination Act • Data Protection Act/General Data Protection Regulations (GDPR) • Adhere to all safety precautions and manufacturers' instructions • Current legislation specific to laser and light treatments • Registration with Local Authority (LA) for health and safety and inspection purposes • Care Standards Act • Compliance with the Local Miscellaneous Provisions Act • Personal Protective Equipment (PPE) • Role of Laser Protection Officer
	2.11. Explain the importance of positioning self and the client correctly throughout the treatment	• Ensuring the client is comfortable and correctly supported (minimising discomfort) • Application of the treatments (ensuring that light is discharged in the correct manner) • Applying the treatments as appropriate to the client's needs • Therapist maintaining correct working posture/stance throughout treatment
	2.12. Explain the importance of using products, tools, equipment and techniques to suit client's treatment needs, skin types and conditions	• Couch or chair • Trolley • Stool • Towels • Blanket • Additional support if appropriate • Razors • Headband • Bedroll • Robe • Disposable slippers • Disinfecting fluid • Coupling gel • Magnifying lamp • Woods lamp

		• Tissues • Cotton wool • Sponges • Gloves • Face mask • Scissors • Spatulas • Bowls • Mask brushes • Gauze • Eye shields according to current optical radiation legislation • Protective eye wear according to current optical radiation legislation • Aftercare soothing lotion • Cooling gel or spray • Mirror • Sterilising solution • UV cabinet • Autoclave • Chemical immersion equipment • Waste disposal • Determination of treatment parameters • Protocols • Appropriate selection and use of equipment (Laser/ intense pulsed light) • Hand piece • Camera
	2.13. Explain the principles of electrical currents and basic electricity	• Protons • Neutrons • Electrons • Nucleus • Volts • Watts and amperes • Ohms and Ohm's law and their relevance • Insulator • Conductor • Transformer

		• Rectifier • Fuses • Direct current • Alternating current • Wiring of a plug • The types of light used by lasers and intense pulsed light • The wavelengths and depth of penetration • Photons • Joules • Pulse repetition rate • Pulse duration • Fluence • The size of the treatment beam (spot size) • Selective photothermolysis • Electromagnetic spectrum • Principals of light tissue interaction • Benefits of IPL/Laser • Interaction with Chromophores • Infrared wavelength used in hair reduction
	2.14. Explain the consequences of inaccurate identification of skin type/labouring according to Fitzpatrick Scale	• Skin types 1-6 • Skin phototypes • Skin and eye colour • Pigmentation response • Adjustment of treatment parameters to accommodate all variable factors • Adverse reactions • Identifying hazards • Burning • Blistering • Hyper/hypopigmentation • Hazards when treating hair sites that contain pigmented lesions
	2.15. Describe how treatments can be adapted to suit client treatment needs and skin and hair conditions	• Restrictions • Client preferences and commitment • Product availability • Costs • Protocols (following manufacturers' instructions for adjusting parameter settings)

		• Target chromophores (melanin and haemoglobins) • Wavelengths (fluency) • Joules • Treatment time scales and intervals • Adjustments to speed of pulses, pulse duration and thermal relaxation time
	2.16. Explain the contra-actions that may occur during and following treatments	• Excessive erythema • Burning • Increased pigmentation • Herpes simplex (cold sore) outbreak • Blistering • Bruising • Perifollicular erythema • Perifollicular oedema • Paradoxical hair growth
	2.17. Explain the methods of evaluating the effectiveness of the treatment	• Maintaining records for accurate future treatment • Aftercare • Home care • Product advice • Lifestyle advice • Compliance with current legislation • Concluding the treatment in the correct manner to meet client's requirements • The treatment should be performed for the required amount of time efficiently and professionally ensuring the working area remains clean and tidy throughout • Normal and close up photographic evidence (before and after) of skin condition, for progression and suitability of treatment • Recording and monitoring adverse reactions
	2.18. Summarise the aftercare advice that should be provided to prevent post-treatment damage	• Recommendations for immediate aftercare and up to 72 hours after treatment • Suitable skin care regime • Skin management throughout course of treatments • Lifestyle advice • Use of sun protection (minimum SPF 30) • Future treatment recommendations

	2.19. Explain the suitable methods of dealing with reappearance of hair condition between treatments	• Following aftercare advice/guidance information carefully • Hair growth management
	2.20. Explain different skin and hair types, conditions, diseases and disorders	• Skin types - Fitzpatrick skin type 1 to 6 - Skin phototypes - Dry - Oily - Combination - Hair types - Lanugo - Vellus - Terminal • Skin conditions/characteristics - Mature skin - Young skin - Sensitive - Dehydrated - Lack of elasticity - Lack of muscle tone - Blemishes/dyschromia - Age - Crows' feet - Broken/dilated capillaries - Rosacea - Open pores - Milia - Comedones - Pustules - Papules - Hyperpigmentation - Hypopigmentation - Dermatitis papulosa nigra - Psuedo folliculitis - Keloids - Ingrowing hairs - Scarring - Thin skin - Small moles - Actinic keratosis

		• Diseases and disorders - Infestations ▪ Scabies ▪ Pediculosis - Congenital ▪ Atopic eczema ▪ Atopic dermatitis ▪ Psoriasis - Bacterial ▪ Acne vulgaris ▪ Impetigo ▪ Boils ▪ Folliculitis - Viral ▪ Warts ▪ Herpes simplex ▪ Herpes zoster ▪ Fungal ▪ Tinea (ringworm) - Pigmentation disorders ▪ Vitiligo ▪ Albinism ▪ Chloasma ▪ Ephelides ▪ Lentigo ▪ Moles (papilloma) ▪ Naevae ▪ Port wine stain ▪ Leucoderma - General disorders ▪ UV damage ▪ Urticaria ▪ Allergic reaction ▪ Hyperkeratosis - Cancers ▪ Basal cell carcinoma ▪ Squamous cell carcinoma ▪ Malignant melanoma
	2.21. Explain the structure and functions of the skin	• Epidermis

		- Stratum corneum - Stratum lucidum - Stratum granulosum - Stratum spinosum/malphigian layer - Stratum germinativum/basal layer - Melanocytes - Langerhans cells • Dermis - Blood supply - Lymphatic supply - Hair follicle - Hair - Sebaceous gland - Sweat ducts: eccrine and apocrine - Sensory nerve endings - Dermal papilla - Collagen - Elastin - Glycosaminoglycan - Histeocytes - Mast cells - Fibroblasts - Erector pili muscle and • Hypodermis/subcutaneous layer - Sweat glands: ▪ Eccrine ▪ Apocrine - Adipose tissue • Functions • Secretion • Heat regulation • Absorption • Protection (acid mantle composition and formation) • Elimination • Sensation • Vitamin D formation (7-dehydro-cholesterol/ergosterol) • Keratinisation • Melanin formation
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		• Microbiomes
	2.22. Explain the principles of skin healing	• Mitosis • The blood clotting process • Immune response • Stages of wound healing
	2.23. Explain the structure and function of the endocrine system and its effect on hair growth	• Pituitary - Oxytocin - Antidiuretic hormone (ADH) (Vasopressin) - Prolactin - Human Growth Hormone (HGH) - Thyroid Stimulating Hormone (TSH) - Adrenocorticotrophic Hormone (ACTH) - Luteinising Hormone (LH) - Follicle Stimulating Hormone (FSH) - Melanin Stimulating Hormone (MSH) • Thyroid gland - Thyroxin - Triiodothyronine - Calcitonin • Parathyroid glands - Parathormone • Thymus - T lymphocytes • Pineal - Regulates the pituitary and releases serotonin • Islets of Langerhans - Insulin • Adrenal glands - Adrenal medulla - Adrenalin - Noradrenalin • Adrenal cortex - Corticosteroids - Mineralcorticoids – Aldosterone - Glucocorticoids • Ovaries - Oestrogen - Progesterone

		• Testes - Testosterone • Effects of the following on hair growth • Addison's syndrome • Cushing's syndrome • Polycystic Ovarian Syndrome • Stress • Puberty • Pregnancy • Menopause
	2.24. Explain growth patterns and causes of hair growth	• Congenital • Topical • Drugs/medication • Systemic • Stress (adrenalin production) • Anorexia • Polycystic ovaries • Hirsutism • Anagen • Catagen • Telogen • Cuticle • Cortex • Medulla • Inner root sheath • Huxley's layer • Henle's layer • Outer root sheath • Vitreous membrane • Connective tissue • Dermal papilla • Richard-Meharg hair growth table • Puberty • Pregnancy • Menopause
	2.25. Explain the structure and function of the circulatory and lymphatic systems	• Content of blood • Blood plasma

		• Erythrocytes • Leucocytes • Platelets • Thrombocytes • Arteries • Arterioles • Veins • Venules • Capillaries • Transportation of substances • Protection by fighting infection • Blood clotting • Regulation of body temperature • Main arteries of the head and neck - Thyroid - Facial - Temporal - Lingual - Occipital - Maxillary - Main veins of the head and neck - Middle temporal - Superficial temporal - Maxillary - Anterior facial - Common facial - Internal jugular - External jugular • Main arteries of the body - Descending aorta - Left common carotid - Left subclavian - Right common carotid - Right subclavian - Pulmonary - Right hepatic - Splenic - Right renal
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		- Superior mesenteric - Right Iliac - Inferior mesenteric - Left Iliac - Vertebral - Axillary - Brachial - Right ulnar - Left ulnar - Right radial - Left radial - Right deep palmar arch - Left deep palmar arch - Right superficial palmar arch - Left superficial palmar arch - External Iliac - Left femoral - Right femoral - Left popliteal - Right popliteal - Left anterior tibial - Right anterior tibial - Plantar arch • Main veins of the body - Inferior vena cava - 4 Pulmonary - Right hepatic - Splenic - Right renal - Right Iliac - Left Iliac - Right axillary - Left axillary - Right brachial - Left brachial - Right basilica - Left basilica - Right cephalic - Left cephalic
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		- Right subclavian - Long saphenous - Left short saphenous - Right short saphenous - Dorsal venous arch - Left femoral - Right femoral - Left popliteal - Right popliteal - Right posterior tibial - Left posterior tibial - Right anterior tibial - Left anterior tibial • Content of lymph • Transports waste • Purifies toxins • Adds antibodies, antitoxins and lymphocytes • Part of the immune system • Secondary circulation • Lymphocyte • Lymphatic capillary • Lymphatic vessel • Lymph node • Right lymphatic duct • Thoracic duct • Lymph nodes of the head and neck - Superficial and deep cervical - Submandibular - Anterior and posterior auricular - Occipital - Buccal - Sub-mental • Lymph nodes of the body - Axillary - Supra trochlear - Inguinal - Popliteal • Lymphatic tissue
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		- Peyer's patches - Tonsils - Spleen - Appendix
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Assessment	
Portfolio of evidence containing: • Treatment evidence (4 treatments) Practical examination MCQ	These treatment evidence are internally assessed by the college lecturer and verified by the external examiner to include: • Consultation including medical history • Treatment details • Reaction during treatment (include photographs of before and after treatment) • After/Home care advice • Learners and client signature • Treatment date Treatments must be evidenced through the use of signed and dated treatment evidence forms. See www.vtctskills.org.uk for sample form. All learners will be examined via a practical examination of their technical skills and treatments techniques. Practical assessment forms and marking criteria may be downloaded from www.vtctskills.org.uk

Guide to taught content
The content contained within the unit specification is not prescriptive or exhaustive but is intended to provide helpful guidance to teachers and learners with the key areas that will be covered within the unit, and, relating to the kinds of evidence that should be provided for each assessment objective specific to the unit learning outcomes.

Document History

Version	Issue Date	Changes	Role
v1	17/09/2019	First published	Qualifications and Regulation Co-ordinator
v2	24/01/2020	Corrected unit code	Qualifications and Regulation Co-ordinator
v3	27/01/2019	Clarified taught content in AC 1.13	Qualifications and Regulation Co-ordinator
v4	04/02/2020	Correct typographical errors	Product and Regulation Manager
v5	16/06/2026	Rebranding	Development Administrator