



VTCT
EPA SERVICES

End-point Assessment Guidance during COVID-19

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Aims of the webinar

- Provide Training Providers and employers with guidance in preparation for future End-point Assessments during COVID-19
- Introduce new and updated documentation to support all End-point Assessment participants
- Outline the requirements of the new VTCT (ITEC) Level 2 Award in Infection Prevention Qualifications (COVID-19)
- Update on new procedures and processes for Gateway



Collaborative working groups

- VTCT are working with City & Guilds and Training Qualifications UK to provide a standardised approach to the delivery of End-point Assessments during COVID-19
- All End-point Assessments Organisations released a joint statement on 24 April to confirm the mitigation of 'Delay' for End-point Assessments



Joint Statement Rationale

- Practical observation
- Adhering to Government guidelines to support public health
- Closure of hairdressing and beauty salons and barbershops



Journey to re-opening of Hairdressing and Beauty salons or Barbershops

- Re-opening of personal care service sector
- Provisional date - 4 July 2020
- VTCT are now scheduling End-point Assessments from 29 July 2020



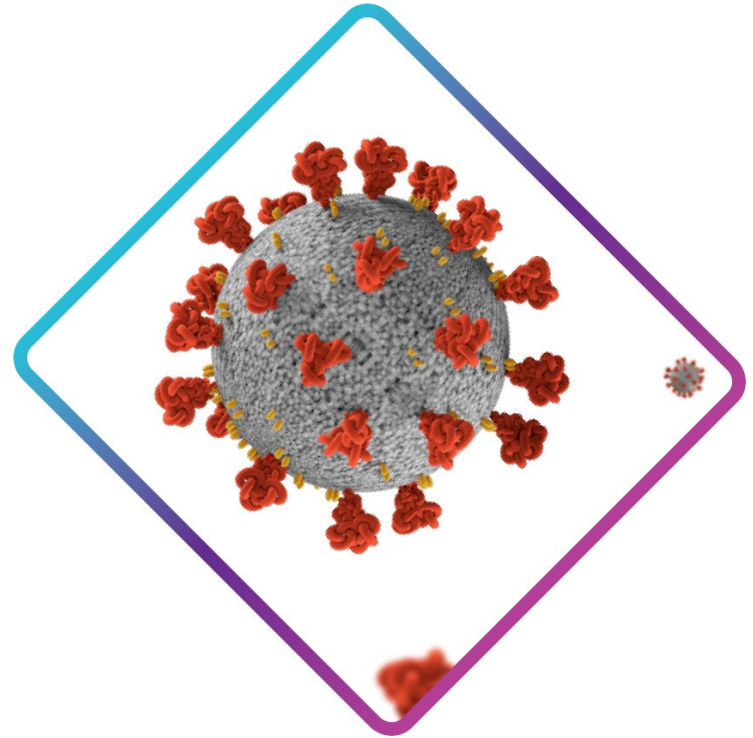
Future End-point Assessments

- Adaptions of working methods and environment
- Social responsibility to protect public health



What is Coronavirus disease?

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered Coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment.



NHS Symptoms of Coronavirus

- A high temperature
- A new continuous cough
- Loss or change to your sense of smell or taste



Reducing the risk of transmission of Coronavirus

- Hand hygiene
- Personal Protective Equipment
- VTCT (ITEC) Level 2 Award in Infection Prevention (COVID-19) for Hairdressing and Barbering Services
- Coming soon - VTCT (ITEC) Level 2 Award in Infection Prevention (COVID-19) for Beauty Therapy & Nail Services



Social Distancing Measures

- It is imperative that the hairdressing, beauty and barbering sector aligns with social distancing measures
- This will ensure safe working practices to interrupt the transmission of coronavirus



Social Distancing Measures

Requirements:

- Social distancing measures of two metres (6ft) must be adhered to
- If feasible, place acrylic barriers at points of regular interaction
- Use floor markings to mark the distance of two metres (6ft)



General Hygiene of a Hairdressing and Beauty Salon or Barbershop

VTCT recommends the following hygiene requirements for a hairdressing and Beauty salon or barbershop:

- Hand sanitisers
- Paper towels
- Disinfection of work areas
- Sterilisation of tools and equipment
- Waste bins
- High touch areas



Requirements of Personal Protective Equipment (PPE) for Training Providers and Employers

Apprentice	Client	Apprenticeship Assessor	Exam Assistant
Disposable gloves	Disposable gown	Disposable apron	Disposable apron
Disposable apron	Face covering	Face covering (changed throughout the day)	Face covering (changed throughout the day)
Face covering (changed for each client)		Use of disposable gloves where required	Face shield or eye protection
Face shield or eye protection		Face shield or eye protection	

These PPE requirements may be subject to change and further guidance can be found on: <https://www.gov.uk/government/organisations/public-health-england>



VTCT Health Declaration Forms

- Clients must complete a Client Health Declaration Form to confirm that are free from any symptoms related to Coronavirus 24-48 hours prior to the End-point Assessment
- If clients display symptoms following completion of Client Health Declaration Form and before the End-point Assessment takes place then no service will be permitted
- All apprentices, the Apprenticeship Assessor and the Exam Assistant are also required to complete a Health Declaration Form to confirm that they are free from any symptoms related to Coronavirus
- Any apprentices that are deemed as a higher risk will require a letter from their GP



Requirements for the Training Provider/Employer prior to and during the End-Point Assessment

Prior to the End-point Assessment

- Risk Assessment
- Appropriate training
- Deep clean
- Exam environment
- PPE requirements
- Hand hygiene requirements
- Signage
- Removal of magazines
- Implement greeting policy
- Encourage contactless payments
- Produce a register

During the End-point Assessment

- Uphold social distancing measures
- Provide storage for client belongings
- Who is allowed in the exam environment?
- Appropriate sterilisation methods
- Sanitisation of gowns, towels and bedding
- Appropriate ventilation
- Restrictions on food and drink



Requirements of the client for an End-point Assessment

- VTCT's Client Health Declaration
- VTCT's Client Guidance
- Storage of client belongings
- Arrival times
- Food and drink restrictions
- Hand hygiene
- PPE requirements
- Completion of register
- Mobile phone restrictions
- Contactless payments



Requirements of the Apprentice for the End-point Assessment

- Complete VTCT's Apprentice Health Declaration Form
- Co-operate with their training provider/employer with regard to health and safety
- Completion of register
- Hand hygiene
- PPE requirements
- Communication with their client
- Maintain social distancing measures
- Sterilisation and disinfection methods



Requirements of the Apprenticeship Assessor and Exam Assistant

- Complete VTCT's Health Declaration Form
- Apprenticeship Assessor will undertake the appropriate training provided by VTCT
- Completion of Register
- Hand hygiene
- PPE requirements
- Maintain social distancing measures



Contingency plans for clients used during an End-point Assessment

- Organise additional clients to allow for the case of non-attendance
- Clients will not be able to attend if showing symptoms of Coronavirus



Apprentices currently at the Gateway stage

- Mock End-point Assessment
- Complete Infection prevention (COVID-19) qualification
- Submit Level 2 functional skills attempt declaration
- Receive updated COVID-19 health and safety training from provider and employer



Level 2 Functional Skills

- The Level 2 functional skills attempt temporarily suspended
- The suspension is for apprentices approaching gateway up until 31 July
- Declaration form can be accessed from Step 5 of the 10 & 12 Step process on the VTCT website

COVID-19 Level 2 Functional Skills Declaration

During this period up until the 31st July, scheduled functional skills assessments will not be taking place and the rule requiring level 2 apprentices to study towards, and attempt, the functional skills assessments at level 2 is suspended temporarily. This will allow apprentices, employers, providers, and end point assessment organisations, to focus on other key requirements for completion of a level 2 apprenticeship.

Therefore, apprentices who are due to take their end point assessment up until 31 July 2020 should be passed through gateway to sit their EPA without the need to attempt the level 2 functional skills English and maths assessment. Providers should retain evidence if an apprentice did not take the level 2 assessments due to COVID-19. A level 2 apprentice will still require a level 1 functional skills in English and/or maths in order to complete apprenticeship.

Apprentice name:	
ULN:	

Level 2 Functional Skills Declaration

The apprentice has undertaken and achieved the Level 1 functional skills requirements for the standard they are completing.	
The training provider acknowledges the apprentice has not completed their level 2 attempt of functional skills assessments due to COVID-19	

Name of Training Provider:	
Name of Training Provider Representative:	
Signature of Training Provider:	
Date:	



Functional Skills Temporary Flexibility

- The Institute is supporting a new temporary flexibility that will enable apprentices to take end point assessment (EPA) ahead of receiving their calculated functional skills qualifications (FSQ) later on in the summer.
- With immediate effect as of today [May 22nd] and during the Covid-19 crisis we are permitting the re-sequencing of the EPA process to enable gateway to be passed and EPA to be taken before the FSQ calculated result is received.

This will apply to:

- All apprentices due to take an FSQ test and receive a result between 20 March and 31 July
- Those apprentices that are deemed by their training provider to have the required level of functional skills and sufficient evidence to demonstrate this to receive a calculated FSQ pass
- Occupationally competent apprentices at gateway who are ready to progress to sit their EPA.



Scheduling Future End-point Assessments

1

- Submit Gateway documents
- Submit End-point Assessment booking request form

2

- VTCT allocate Apprenticeship Assessor
- Apprenticeship Assessor completes Gateway checks

3

- Apprenticeship Assessor signs off Gateway checklist
- Booking for End-point Assessment is confirmed via SEPA

Documents used within the End-point Assessment

Updated documents:

- Checklist for Apprenticeship Assessors
- End-point Assessment script for Apprenticeship Assessors for both Hairdressing and Barbering

New documents soon to be released:

- Sample risk assessment
- Apprentice Health Declaration Form
- Client Health Declaration Form which includes client guidance for an End-point Assessment
- Generic Health Declaration Form - completed by Exam Assistant and the Apprenticeship Assessor



End-point Assessment Guidance Documents for COVID-19



VTCT (ITEC) Level 2 Award in Infection Prevention (COVID-19) for Hairdressing and Barbering Services

- Regulated qualification
- It is a requirement that this qualification is completed by all current apprentices before they sit their End-point Assessment
- Qualification is free to current registered learners
- This qualification will be a pre-requisite for all VTCT qualifications from 1 August 2020

Coming soon:

- Online course
- Support webinar



Furloughed Apprentices

- Employers can claim 80% furloughed employees'
- A furloughed employee can undertake volunteer work and training
take part in volunteer work or training
- Furloughed Apprentices can continue with their apprenticeship if the provider is able to deliver
- Apprentices are entitled to the minimum wage if the training is at the employers request

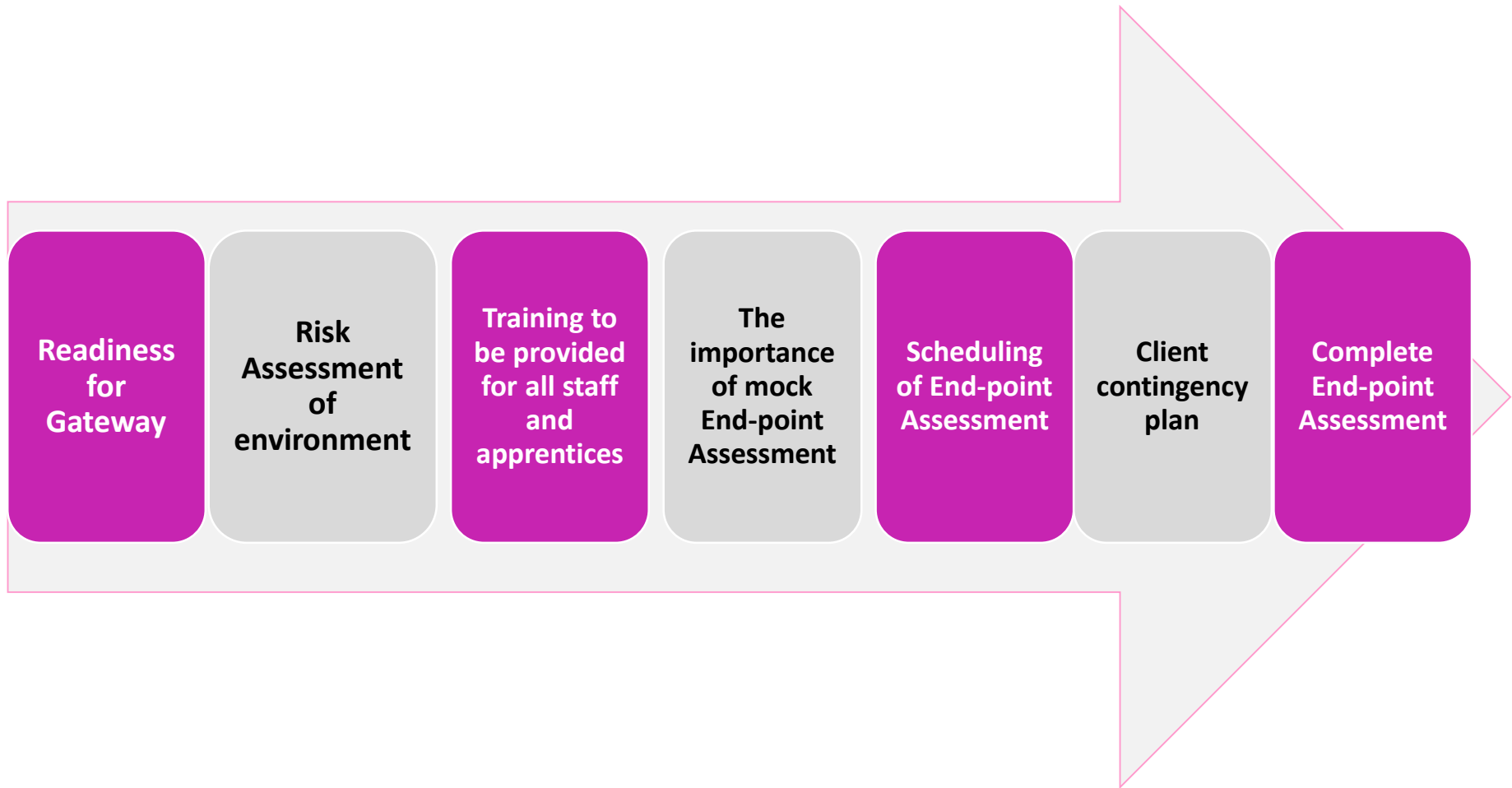


Apprenticeship Funding

- Apprenticeship training providers will continue to be paid for the training they have delivered
- Training providers will not receive payments where an apprentice takes a break in learning
- Financial support may be available for training providers where loss of income due to ceased or reduced delivery of training has occurred during the COVID-19 pandemic



Next steps for End-point Assessment



Pivot Point LAB

PIVOT POINT LAB includes:

- 400 videos providing a range of practical demonstrations
- Over 1000 downloadable PDFs, including 480 teaching and learning activities for learners
- Over 125 online quizzes, to check knowledge and understanding
- 24 e-Books covering Hairdressing, Barbering and Beauty Therapy topics
- 29 different Resource Maps, available as PDF and Word Documents, to enable tutors to cut and paste or amend the document to create Schemes of Work
- 40 slide presentations for use in the classroom



Questions





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Summary

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