

# Evidence Record, file upload/Self-Assessment, files and Hand-in

November 2022

Version 3.0



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# **1. Evidence Record**

The Evidence Record provides you with a unit breakdown of progress, files uploaded, the unit description and any default resources.

It is recommended that you study the evidence record for each unit; this will help if you self-assess your work.

1) To access the Evidence Record, from your Home page select View for the components (unit) that you want to access.

You may have more components (units) than the ones listed; select View all Components to view all.

ManageAssess		Home Journal	Components	Files Groups			Jon Learner (Student) Log out
) Menu							
Level 2 NVQ Diplom	a in Beauty Therapy Ge	neral					
1	Progress Through Assigned We	Unassigned Units					
Next 5 Components	Open (7) Karalleg Marking	(0) 🔛 Marked (1)		Due Date	Files	Status	Actions
B200B6 - Carry out waxing	services			due unknown	0 Files	Open	View
B200N3 - Provide pedicure	services			due unknown	0 Files	Open	View
G21G18 - Promote addition	al services or products to clients			due unknown	0 Files	Open	View
G211G8 - Develop and ma	ntain effectiveness at work			due unknown	0 Files	Open	View
/820085 - Enhance the app View all Components	earance of eyebrows and eyelash	22		due unknown	0 Files	Open	View
Latest Activity					Showing: My Activ	ity <u>NewsFeed</u>	Show: 10 \$
//manage.dabdev.net/tasks/r	narksheet/30cebf05-f643-45e2-88c	1-65ebe3d49208/					



2) The Evidence Record screen displays:

- External exam results
- Files uploaded by you and/or your tutor
- Posts tagged to the component (unit)

ManageAssess	Home Journal Components Files Groups	<mark>Jon Learner</mark> ▲ (Student) Log out [*
Monu My Components Timeline		
Evidence Record		
UB200B6 - Carry out waxing services for Jon Lea Start date: - End date: - Status: Open	ner (jsnvqvrqleamer)	Checklist
Title	Result	
Exam result	Nathing to display	
Exam result	Nothing to display	
Uploaded by Student upload new I manage tagged fles Uploaded by Teacher		
Related posts		
Observation Outcome 1		
Progress (as tagged by Student) 0 of 10 tagged		
	0%	

- Progress as marked by your self-assessment
- Progress as marked by your tutor

ManageAssess	Home Journal Components Files Groups	<mark>Jon Learner</mark> ▲ (Student) Log out (+
Related posts		
Observation Outcome 1		
Progress (as tagged by Student) 0 of 10 tagged		
	0%	
Progress (as marked by Teacher) 0 of 10 tagged		
	0%	
Observation Outcome 2		
Progress (as tagged by Student) 0 of 8 tagged		
	0%	
Progress (as marked by Teacher) 0 of 8 tagged		
	0%	
Observation Outcome 3		
Progress (as tagged by Student). 0 of 12 tagged		



- Component (unit) description
- Default resources

ManageAssess	Home Journal Components Files Groups	Jon Learner 🌢 (Student) Log out 🕪
progress (as tagged by Student) 0 of 4 tagged		
	0%	
Progress (as marked by Teacher) 0 of 4 tagged		
	0%	
Description		
with the client, prepare and plan for the treatment. You home care products. To carry out this unit you will need to maintain effective	s. The areas to be treated include the eyebrows, face, legs, under will also need to provide aftercare advice to the client, particularly a health, safety and hygiene throughout your work. You will also nee	around the avoidance of certain activities and the use of
communication with the client. Learning outcomes		
On completion of this unit you will:		
Expand		
Component Resources		
UB200B6 (pdf, 568.65k) A resource relating to this unit.	AB20026 (pdf, 1.07m A resource relating to this qualification.	
Hand In		
DigitalAssess		Terms and conditions © DigitalAssess 2017

# **1.1. File upload and Self Assessment**

As you progress through your qualification you will gather evidence, for example consultation sheets and photos.

After gathering this evidence you can to upload and tag it to your portfolio.

1) To upload files select Files from the top menu.

ManageAssess	Home Journal	Components Files	Groups			Jon Learner 🛔 (Student) Log out: 🚱
Menu						
Level 2 NVQ Diploma in Beauty	/ Therapy General					
Progress Thr						
Next 5 Components Component Name		Due C	Date	Files	Status	Actions
UB200B6 - Carry out waxing services		due ur	nknown	1 Files	Open	View
UB200N3 - Provide pedicure services		due ur	nknown	0 Files	Open	View
UG21G18 - Promote additional services or p	roducts to clients	due ur	nknown	0 Files	Open	View
UG211G8 - Develop and maintain effectivene	<u>pss at work</u>	due ur	nknown	0 Files	Open	View
UB200B5 - Enhance the appearance of eyet	rows and eyelashes	due ur	nknown	1 Files	Open	View
1				Showing: My Activity	NewsFee	Show 10 +
Latest Activity				onowing. my recurry	1101101 005	

Evidence Record, file upload/Self-Assessment, files and Hand-in\_v3.0 November 2022 Information classification: Public If printed this document becomes uncontrolled

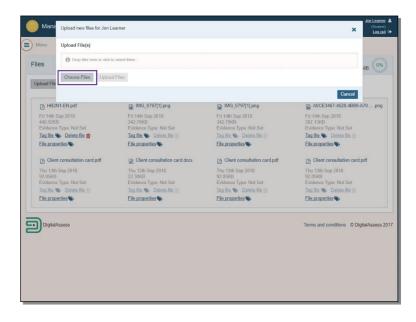


#### 2) Select Upload Files.

es			Quota Usage 1.77MB / 500MB
oload Files			T.//WB/SUDWB
(7) HB2N1-EN.pdf	MG_0797[1].png	IMG_0797[1].png	A0CE3467-4528-4BB9-A70png
Fri 14th Sep 2018 440.92KB Evidence Type: Not Set	Fri 14th Sep 2018 342.79KB Evidence Type: Not Set	Fri 14th Sep 2018 342.79KB Evidence Type: Not Set	Fri 14th Sep 2018 387.13KB Evidence Type: Not Set
Tag file 🌑 Delete file 🍵	Tag file 🌑 Delete file 👘	Tag file 🦠 Delete file 🏢	Tag file 🌑 Delete file 🏢
File properties	File properties	File properties	File properties
Client consultation card.pdf	Client consultation card.docx	Client consultation card.pdf	Client consultation card.pdf
Thu 13th Sep 2018 92.05KB Evidence Type: Not Set	Thu 13th Sep 2018 22.38KB Evidence Type: Not Set	Thu 13th Sep 2018 92.05KB Evidence Type: Not Set	Thu 13th Sep 2018 92.05KB Evidence Type: Not Set
Tag file 👒 Delete file 🍵	Tag file 🦠 Delete file 🎁	Tag file 🦠 Delete file 🍵	Tag file 🌑 Delete file 🏢
File properties %	File properties	File properties	File properties
DigitalAssess			Terms and conditions © DigitalAssess

3) Select Choose File, then locate and select the file you want to upload.

Multiple file upload is not allowed.



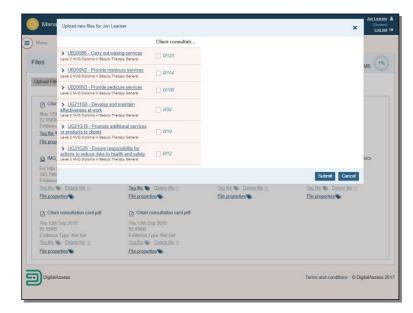


4) Once you have located and selected the file, select Upload Files.

Manu	Upload File(s)				
mana	opioad File(s)				
iles	Client consultation card.p				MB 0%
Upload File	Choose Files Upload File				
	Choose Finds				
Clier				Cancel	
	Type. Not Set	Fri 14th Sep 2018 440.92KB Evidence Type: Not Set	Fri 14th Sep 2018 342,79KB Evidence Type: Not Set	Fri 14th Sep 2018 342.79KB Evidence Type: Not Set	
	Delete file m	Tag file 🌑 Delete file 🗂	Tag file 🌑 Delete file 🏢	Tag file 🌑 Delete file 🏢	
File prope	arties 📎	File properties	File properties	File properties	
A0CE	3467-4528-4889-A70png	Client consultation card.pdf	Client consultation card.docx	Client consultation card.	df
Fri 14th S 387_13KE Evidence		Thu 13th Sep 2018 92.05KB Evidence Type: Not Set	Thu 13th Sep 2018 22.38KB Evidence Type: Not Set	Thu 13th Sep 2018 92.05KB Evidence Type: Not Set	
Tag file 9	Doloto filo 👚	Tag file 🜑 Delete file 🝵	Tag file 👒 Delete file 🍵	Tag file \infty Delete file 🍵	
File prope	erties	File properties	File properties	File properties	
Client	t consultation card.pdf				
92.05KB	Sep 2018				
	Type: Not Set				

5) Now you can now tag (Self-Assess) the evidence file(s) to your portfolio.

There are 3 ways of tagging which we will run through now.





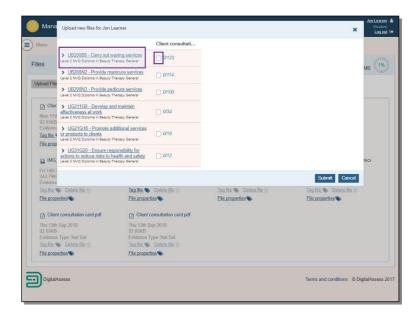
6) Self-assessment is an important skill to develop. When you enter the workforce, it is important that you are able to evaluate your own performance. To do this, you need to learn and hone the skills to identify and understand the professional or industry standards expected of you. You will then be able to reflect on your own performance to determine if you are meeting those standards.

2 out of the 3 ways of tagging evidence files allows you to self-assess. This is done by 'signing off' the criteria you tag evidence to. By doing this you are self-assessing your work, indicating that the evidence provided meets the criteria as detailed within the evidence record of a unit.

Self-assessment is not mandatory; we recommended that you discuss self-assessment with your tutor before starting to tag files.

7) You can tag at unit level by selecting the unit check box.

Tagging at unit level will not sign-off any criteria within the unit, meaning that you are not self-assessing.





### 8) When you are finished select Submit.

Monu		Client consultati	
les	UB20085 - Enhance the appearance of eyebrows and eyelashes Level 2 NVQ Diploma in Beauty Therapy General	<b>2</b> /132	VB
Ipload File	> UB200B6 - Carry out waxing services Level 2 NVQ Diploma in Beauty Therapy General	0/123	
- 01	UB200N2 - Provide manicure services Level 2 NVQ Diploms in Beauty Therapy General	D 0/114	
Fri 14th 730.6KE	UB200N3 - Provide pedicure services     Level 2 NVQ Diploma in Beauty Therapy General	auco	
Tag file	UG211G8 - Develop and maintain affectiveness at work Level 2 NVQ Diploma in Beauty Therapy General	034	
A0C	UG21G18 - Promote additional services or products to clients Level 2 NVQ Diptoma in Beauty Therapy General	0119	dt
Fri 14th 387.13K Evidence	UG31G20 - Ensure responsibility for actions to reduce risks to health and safety Lavel 2 NVQ Diploms in Beauty Therapy General	0/12	
Tag file *			
File prop			Submit Cancel
Clien	t consultation card.pdf		
	Sep 2018		
92.05KB	Type: Not Set		
	Delete file		
Elle propr			

9) You can tag at Learning Outcome level. Tagging at Learning Outcome level will sign-off all Assessment criteria within the selected Learning Outcome, meaning that you are self-assessing.

Select the unit.

lonu		Client consultati		
	> UB20085 - Enhance the appearance of eyebrows and eyelashes Lavel 2 N/Q Diploma in Beauty Therapy General	0/132		ИB
load File	UB200B6 - Carry out waxing services     Level 2 NVQ Diploma in Beauty Therapy General	0/123		Darrey.
	UB200N2 - Provide manicure services     Level 2 NVQ Diploms in Beauty Therapy General	D 0/114		
Fri 14th	UB200N3 - Provide pedicure services     Level 2 NVQ Diploms in Beauty Therapy General	04100		
Evidence Tag file I	UG211G8 - Develop and maintain affectiveness at work Level 2 NVQ Diploms in Beauty Therapy General	034		
	UG21G18 - Promote additional services or products to clients Level 2 NVQ Diploma in Beauty Therapy General	0119		đt
Evidence	UG31G20 - Ensure responsibility for actions to reduce risks to health and safety Level 2 NVQ Diploma in Beauty Therapy General	0/12		
Tag file 1				
File prop			Submit Cancel	
Client	t consultation card.pdf			
92.05KB	Sep 2018			
	Type: Not Set			
File prope				



10) Locate the Learning Outcome and select the check box.

) Mana	Upload new files for Jon Learner			×	Jan Learner (Student) Log out (
) Menu		Client consultati			
Files	✓ UB20085 - Enhance the appearance of sysbrows and syslashes Level 2 NVG Diploma in Beauty Therapy General	0/132			AB 0%
Upload File	Observation Outcome 1				de
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Clier		0/10			
Fri 14th 730.6KE Evidence Tag file	LO1a: Set up and maintain the work area to meet legal, hygiene and treatment requirements				
File prop	LO1b: Maintain personal standards of hygiene, protection and appearance that meets accepted industry and organisational requirements				31
Fri 14th 387.13K Evidence	LO1c: Clean all tools and equipment using the correct methods				
Tag file, <sup>1</sup> Eile pros	LO1d: Use accepted industry hygiene and safety practices throughout the treatment	0			
Thu 13th 92.05KE Evidence	LO1e: Position equipment and materials for ease and safety of use				
Tag file 1 File prop	LO1f: Position the client and yourself to minimise fatigue and risk of injury	0			
Digital			Submit Can		alAssess 20
2					

11) All Assessment criteria within the selected Learning Outcome is signed-off.

When you are finished select Submit.

					Log out (+
		Client consultati			
1103	UB20085 - Enhance the appearance of evebrows and evelashes Level 2 NVQ Diploms in Beauty Therapy General	10/132			VIB 0%
	Observation Outcome 1				
Upload File	LO1 Be able to use safe and effective n providing eyebrow and eyelash treatme	nethods of working			
Clier		10/10			
Fri 14th 730.6KE Evidenc Tag file	LO1a: Set up and maintain the work area to meet legal, hygiene and treatment requirements	•			
File prop	LO1b: Maintain personal standards of hygiene, protection and appearance that meets accepted industry and organisational requirements	8			df
Fri 14th 387.13K Evidence	LO1c: Clean all tools and equipment using the correct methods	8			
Tag file. Elle pros	LO1d: Use accepted industry hygiene and safety practices throughout the treatment	8			
Thu 13th 92.05KE Evidence	LO1e: Position equipment and materials for ease and safety of use	2			
Tag file 1 File prop	LO1f: Position the client and yourself to minimise fatigue and risk of injury	2			
Digital			Submit	ncel	, talAssess 201



12) You can tag at Assessment Criteria level. Tagging at Assessment Criteria level will sign-off the criteria which you tag the evidence to, meaning that you are self-assessing.

Select the unit.

Venu		Client consultati		
es	> UB20085 - Enhance the appearance of eyebrows and eyelashes Level 2 NVQ Diploma in Beauty Therapy General	□ a/132		ив
pload File	> UB200B6 - Carry out waxing services Level 2 NVQ Diploma in Beauty Therapy General	0/123		
	> UB200N2 - Provide manicure services Level 2 NVG Diptoms in Beauty Therapy General	🗆 a/114		_
Fri 14th 730.6KE	> UB200N3 - Provide pedicure services Level 2 N/Q Diploma in Beauty Therapy General	0100		
Tag file	UG211G8 - Develop and maintain offectiveness at work Level 2 NVQ Diploma in Beauty Therapy General	034		
A0C	UG21G18 - Promote additional services or products to clients Level 2 NVQ Diploma in Beauty Therapy General	ero 🗌		df
Fri 14th 387.13K Evidence	UG31G20 - Ensure responsibility for actions to reduce risks to health and safety Level 2 NVQ Diploms in Beauty Therapy General	0/12		
Tag file !				
File prop			Submit Cancel	
Clien	t consultation card.pdf			
Thu 13th 92.05KB	Sep 2018			
	Type: Not Set			
Tag file 9	Delete file 📋			
File prop	erties 🐌			

13) Locate the Learning Outcome and then select the individual Assessment Criteria check box(es) within that Learning Outcome.

When you are finished select Submit.

Image: Section of the section of t	Mana	Upload new files for Jon Learner		×
Image: Section of the section of t	Menu		Client consultati	
Bit and Fit       LO1 Be able to use ade and effective methods of working providing eyebrow and eyelabli treatments         Claim       Image: State and eyelabli treatments         Table to the state and eyelabli treatments       3/10         Fit table to use ade and effective methods of working treatments       3/10         Table to the state and eyelabli treatments       Image: State and treatment explorements         Table to the state and metal legal, hygiens and treatments       Image: State and treatment explorements         Elle more to the state and adjust of explorements       Image: State and treatment explorements         State and the state and treatment explorements       Image: State and treatment explorements         State and the state and treatments       Image: State and treatment explorements         State and the state and treatments       Image: State and treatments         State and the state and treatments       Image: State and treatments         State and the state and treatments       Image: State and treatments         State and the state and treatments       Image: State and treatment         State and the state and treatments       Image: State and treatment         Image: State and the state and treatments       Image: State and treatment         State and the state and treatment and treatments       Image: State and treatment         Image: State and the state and the state and treatment <t< td=""><td>lles</td><td>evebrows and evelashes</td><td>2 3/132</td><td></td></t<>	lles	evebrows and evelashes	2 3/132	
LO1 Be able to use safe and effective methods of working providing eyebrow and eyebah tosebrows Fill State Enderson A 100 EC Enderson A 10		Observation Outcome 1		
Lofta: Set up and maintain the work area to meet legal, hygiens and treatment equivaments.	Jpload File	LO1 Be able to use safe and effective providing eyebrow and eyelash treatm	methods of working ients	
200 082     LO 1s. Set up and maintain the work and the set of mediated by the set of the set	Clier		3/10	
File rors       LO1b: Maintain personal standards of hygiene protection and appearance of hygiene protection and appearance of organisational requirements       Image: Constraint of the constraint of the hygiene protection of the constraint of the hygiene protection of the constraint of	730.6KE Evidence	area to meet legal, hygiene and		
Clear all tools and equipment     Clear     C	File prop	LO1b: Maintain personal standards of hyglene, protection and appearance that meets accepted industry and		
Ele 2015 LO1d: Use accepted industry hygione and safety practices throughout the C Clier  LO1e: LO1e: Position equipment and S2:05K2 LO1e: Position the client and yoursel  Ino: Diff.* LO1f. Position the client and yoursel	Fri 14th 387.13K	LO1c: Clean all tools and equipment	8	
Thu 138 LO1e: Position equipment and 92.05K2 materials for ease and safety of use Existence Ino 2011: LO1f: Position the client and yourself	File prop	and safety practices throughout the		
Tag file. LO1f. Position the client and yourself	Thu 13th 92.05KE	LO1e: Position equipment and materials for ease and safety of use	0	
Elle proc to minimise rangue and risk or injury		LO1f: Position the client and yourself to minimise fatigue and risk of injury		

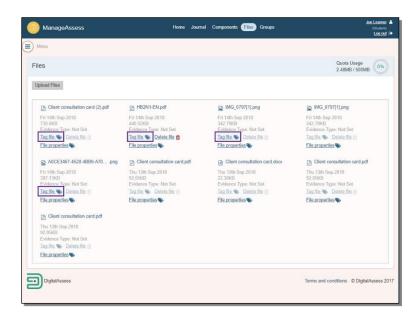


## 1.1.1. Files

1) All files you upload will be stored within Files.

les			Quota Usage 2.48MB / 500MB
Ipload Files			
Client consultation card (2).pdf	B HB2N1-EN.pdf	IMG_0797[1].png	IMG_0797[1].png
Fri 14th Sep 2018 730.6KB Evidence Type: Not Set	Fri 14th Sep 2018 440.92KB Evidence Type: Not Set	Fri 14th Sep 2018 342.79KB Evidence Type: Not Set	Fri 14th Sep 2018 342 79KB Evidence Type: Not Set
Tag file S Delete file () File properties S	Tag file S Delete file ff	Tag file S Delete file 11 File properties S	Tag file S Delete file () File properties S
A0CE3467-4528-4889-A70png	Client consultation card.pdf	Client consultation card docx	Client consultation card.pdf
Fri 14th Sep 2018 387-13KB Evidence Type: Not Set	Thu 13th Sep 2018 92 05KB Evidence Type: Not Set	Thu 13th Sep 2018 22.38KB Evidence Type: Not Set	Thu 13th Sep 2018 92.05KB Evidence Type: Not Set
Tag file (*) Delete file (*) File properties (*)	Tap file % Delete file () File properties %	Tag file 🐃 Delete file 💼 File properties 🐃	Tag file. S Delete file () File properties S
Client consultation card.pdf			
Thu 13th Sep 2018 92.05KB Evidence Type: Not Set Tag file S Delete file (1)			
File properties S			

2) You can manage the tagging of any file you have uploaded by selecting Tag file.





You cannot manage the tagging of any files uploaded by anyone else.

100			Quota Usage
les			2.48MB / 500MB
Jpload Files			
Client consultation card (2).pdf	B HB2N1-EN.pdf	B IMG_0797[1].png	IMG_0797[1].png
Fri 14th Sep 2018 730.6KB Evidence Type. Not Set	Fri 14th Sep 2018 440 92KB Evidence Type: Not Set	Fri 14th Sep 2018 342.79KB Evidence Type: Not Set	Fri 14th Sep 2018 342.79KB Evidence Type: Not Set
Tag file 🌑 Delete file 🍵	Tag file 🌑 Delete file 🂼	Tag file 🌑 Delete file 🏢	Tag file 🐝 Delete file 👘
File properties	File properties	File properties	File properties
A0CE3467-4528-4889-A70png	Client consultation card.pdf	Client consultation card.docx	Client consultation card.pdf
Fri 14th Sep 2018 387.13KB Evidence Type: Not Set	Thu 13th Sep 2018 92.05KB Evidence Type: Not Set	Thu 13th Sep 2018 22.38KB Evidence Type: Not Set	Thu 13th Sep 2018 92.05KB Evidence Type: Not Set
Tag file S Delete file (*	Tag file 🌑 Delete file 🍏	Tag file 🐃 Delete file 🍵	Tag file 🐝 Delete file 👘
File properties %	File properties	File properties	File properties %
Client consultation card.pdf			
Thu 13th Sep 2018 92.05KB			
Evidence Type: Not Set			
Tao file 🌑 Delete file 📋			
Elle properties %			

3) You can manage a file's properties by selecting File properties.

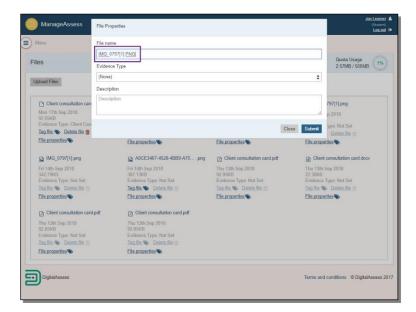
les			Quota Usage
			2.48MB / 500MB
Ipload Files			
Client consultation card (2).pdf	HB2N1-EN.pdf	MG_0797[1].png	IMG_0797[1].png
Fri 14th Sep 2018 730.6KB Evidence Type: Not Set	Fri 14th Sep 2018 440.92KB Evidence Type: Not Set	Fri 14th Sep 2018 342.79KB Evidence Type, Not Set	Fri 14th Sep 2018 342.79KB Evidence Type: Not Set
Tag file 🌑 Delete file 🍵	Tag file 🦠 Delete file 🎁	Tag file 🌑 Delete file 🏢	Tag file \infty Delete file 🏢
File properties	File properties	File properties	File properties
A0CE3467-4528-4889-A70 png	Client consultation card.pdf	Client consultation card.docx	Client consultation card.pdf
Fri 14th Sep 2018 387.13KB Evidence Type: Not Set	Thu 13th Sep 2018 92.05KB Evidence Type: Not Set	Thu 13th Sep 2018 22.38KB Evidence Type: Not Set	Thu 13th Sep 2018 92.05KB Evidence Type: Not Set
Tag file 🖜 Delete file 🕤	Tag file 🐃 Delete file 🎁	Tag file 🦠 Delete file 🍵	Tag file 🦠 Delete file 🏢
File properties	File properties	File properties	File properties %
Client consultation card.pdf			
Thu 13th Sep 2018 92.05KB Evidence Type: Not Set Tao file 🗫 Delete file 🍵			
Eile properties N			



ManageAssess File Properties IMG 0797[1].PNG Files Quota Usage 2.57MB / 500MB Evidence Type (None) \$ Upload Files Description 797[1].png Client of Mon 17th Sep 2018 92.05KB Close Submit ype: Not Set Delete file File properties Tag file S Delete file ff File properties File properties MG\_0797[1].png A0CE3467-4528-4889-A70... png Client consultation card.pdf Client consultation card.do Fri 14th Sep 2018 342.79KB Evidence Type: Not Set Tag file Delete file Fri 14th Sep 2018 387 13KB Evidence Type: Not Set Tag file. Delete file Elle properties Thu 13th Sep 2018 92.05KB Evidence Type: Not Set Tag file Delete file Thu 13th Sep 2018 22.3IKB Evidence Type: Not Set Tag file Delete file File properties % File properties % File properties Client consultation card.pdf Client consultation card.pdf Thu 13th Sep 2018 92.05KB Evidence Type: Not Set Tag file & Delete file (\*) Thu 13th Sep 2018 92.05KB Evidence Type: Not Set Tag file S Delete file File properties File properties DigitalAssess Terms and conditions © DigitalAssess 2017

4) Within file properties you rename the file name.

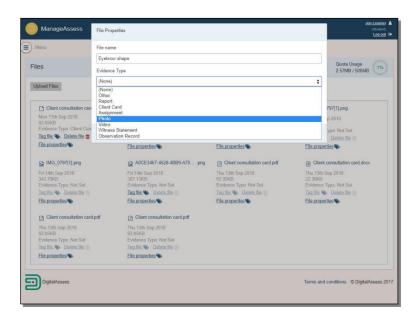
5) To change the file name, simply delete the current name and then rename it.





6) You can also apply an evidence type to the file.

Monu	File name					
	Eyebrow sha	ipeļ				Quota Usage
lles	Evidence Typ	e				2.57MB / 500MB
Jpload Files	(None)				\$	
August and	Description					
Client consultation care	Description					797[1].png
Mon 17th Sep 2018 92.05KB					10	p 2018
Evidence Type: Client Care Tag file S Delete file @				Close	Submit	ype: Not Set Delete file m
File properties		File properties %	File properties		File prope	arties 🌑
MG_0797[1].png		A0CE3467-4528-4889-A70 png	Client consultation card.pdf		Client	t consultation card.doc>
Fri 14th Sep 2018 342.79KB Evidence Type: Not Set		Fri 14th Sep 2018 387 13KB Evidence Type. Not Set	Thu 13th Sep 2018 92.05KB Evidence Type: Not Set		22.38KB	Sep 2018 Type: Not Set
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Client consultation card	l.pdf	Client consultation card.pdf				
Thu 13th Sep 2018 92.05KB		Thu 13th Sep 2018 92.05KB				
Evidence Type: Not Set Tag file So Delete file ()		Evidence Type: Not Set Tag file S Delete file ()				
		File properties				

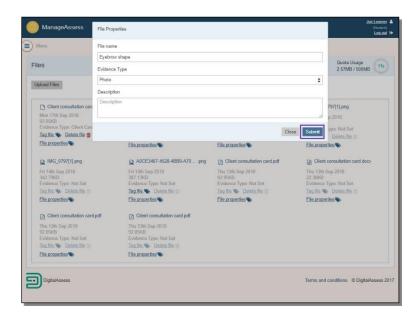




#### 7) You can also add a description.

Monu	File name				
lles	Eyebrow sha	ipe			Quota Usage
-iies	Evidence Typ	e			2.57MB / 500MB
Upload Files	Photo			\$	
	Description				1
Client consultation care	Description				797[1].png
Mon 17th Sep 2018					p 2018
92.05KB Evidence Type: Client Care					-
Tag file 🌑 Delete file 🗰				Close Submit	ype. Not Set Delete file m
File properties		File properties	File properties	File prop	erties 📎
IMG_0797[1].png		A0CE3467-4528-4889-A70png	Client consultation card.pdf	Clier	it consultation card.doc>
Fri 14th Sep 2018 342.79KB Evidence Type: Not Set		Fri 14th Sep 2018 387,13KB Evidence Type. Not Set	Thu 13th Sep 2018 92.05KB Evidence Type: Not Set	22.38KB	a Sep 2018 a Type: Not Set
Tag file 🌑 Delete file 🍵		Tag file 🌑 Delete file 📺	Tag file \infty Delete file 🍵		Dolete file 1
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Client consultation card	pdf	Client consultation card.pdf			
Thu 13th Sep 2018 92.05KB		Thu 13th Sep 2018 92.05KB			
Evidence Type: Not Set Tag file So Delete file ///		Evidence Type: Not Set Tag file S Delete file III			
File properties		Elle properties			

8) When you are finished amending a files properties, select Submit.





#### 1.1.1.1. Hand-in

When you are confident that a unit is complete, you can hand it in to your tutor. It is not mandatory to hand in units however, you may wish to consider doing this if you are self-assessing.

**NB:** Handing in a unit locks it down and prevents you from interacting it.

Your tutor can also hand in a unit to their Internal Quality Assurer for the next stage of marking. Again this will lock it down and prevent you from using it.

1) From your Home page, select View for the component (unit) that you want to hand in.

You may have more components (units) than the ones listed, if so select View all Components.

ManageAssess		Home Journal	Components	Files Groups			Jon Learner (Student) Log out
Menu							
Level 2 NVQ Diplom	na in Beauty Therapy Genera	I					
1	Progress Through Assigned Work (d)	Unassigned Units					
Next 5 Components				Due Date	Files	Status	Actions
UB200B6 - Carry out waxing	services			due unknown	0 Files	Open	View
UB200N3 - Provide pedicure				due unknown	0 Files	Open	View
UG21G18 - Promote additional services or products to clients				due unknown	0 Files	Open	View
UG211G8 - Develop and maintain effectiveness at work				due unknown	0 Files	Open	View
UB200B5 - Enhance the app View all Components	earance of eyebrows and eyelashes			due unknown	0 Files	Open	View
Latest Activity					Showing: My Actin	vity <u>NewsFeed</u>	Show: 10 \$
s://manage.dabdev.net/tasks/	marksheet/30cebf05-f643-45e2-88cd-65eb	e3d49208/					



2) Scroll down to the bottom of the Evidence Record screen

ManageAssess	Hon	ne Journal Components Files	Groups	Jon Learner 🛔 (Student) Log out 🕪
Monu My Components Timeline				1
Evidence Record				
UB200B5 - Enhance the appearan Start date: End date: Status: Open	nce of eyebrows and eye	lashes for Jon Learner (jsnvqvr	qlearner)	Checklist
Title		Result		
Exam result		Nathing to display		
Jploaded by Student	A0CE3467-4528-4BB Evidence Type: Not Set View/Mark	9-A70png		
View/Mark Manage tags 🐃 Un-tag 🗙	Manage tags S Un-tag	×		
upload new   manage tagged files				
Jploaded by Teacher				
Related posts				
Observation Outcome 1				

#### 3) Select Hand In.

ManageAssess	Home Journal Components Files Groups	Jon Learner ▲ (Student) Log out
rogress (as tagged by Student) 0 of 1 tagged		
	0%	
Progress (as marked by Teacher) 0 of 1 tagged		
	0%	
Description		
This unit is about providing eyelash and eyebrow tr client. You will need to be able to provide eyebrow lashes for clients with different colouring characterist	eatments. It covers the use of a variety of consultation techniques to establic shaping and artificial lash treatments using a variety of work techniques. You stics (i.e. fair, red, dark and white).	sh the treatment and outcomes required by the will also need to be able to tint eyebrows and
To carry out this unit you will need to maintain effect communication with the client.	tive health, safety and hygiene throughout your work. You will also need to r	naintain your personal appearance and good
Learning outcomes		
On completion of this unit you will:		
Expand		
Component Resources		
UB200B5 (pdf, 604.12k)	AB20026 (pdf, 1.07m	
A resource relating to this unit.	A resource relating to this qualification.	
Hand In		
DiaitalAssess		



4) Select Hand In on the confirmation screen.

ManageAssess	Are you sure you want to hand in all work for this Component, to be marked?		tarmer 🛔 aution() og out 🕩
Progress (as tagged by Stud	You will not be able to add additional work if you do this.		
		Cancel Hand in	
Progress (as marked by Teac	her) 0 of 1 tagged		
	0%		
client, You will need to be able lashes for clients with different To carry out this unit you will ne communication with the client. Learning outcomes On completion of this unit you v	lash and eyebrow treatments. It covers the use of a variety of consultation techniques to provide eyebrow shaping and artificial lash treatments using a variety of work techni colouring characteristics (i.e. fair, red. dark and white). ed to maintain effective health, safety and hygiene throughout your work. You will also will	liques. You will also need to be able to tint eyebrows and	
Expand Component Resources (2) UB200B5 (pdf, 604 12k) A resource relating to this un			
Hand In DigitalAssess		Terms and conditions © DigitalAsse	ess 2017



## Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
1	Customer Support Manager	12/07/2019	New document	Customer Support Manager
2	Customer Support Manager	29/06/2021	Document title change	Customer Support Manager
3.0	Customer Support Manager	04/11/2022	Steps 3 and 4 of section 1.1 amended	Customer Support Manager

#### **Document Review**

Role	Review Status
QA and Technical manager	Customer Support Manager

#### **Document Owner**

Document Owner	Document shared with
Customer Support Manager	

### Document Sign-off

Role	Sign-off Date
Customer Support Manager	12/07/2019