



VTCT

Approval Report for
End-point
Assessment Centres

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Approval Report for End- point Assessment Centres

1. Visit details

1.1 Centre details

Centre/site name:	
VTCT number (if known):	

1.2 Centre/site contact for visit

Name:	
Job title:	
Telephone:	
Email:	

1.3 Visit details

IAE name:	
Date of visit:	
Type of visit:	EPA Centre Approval
Address visited:	

2. Management systems

Sections 2-5 are graded using the system set out below:

N/A = Not Applicable

1 = Excellent (no action needed)

2 = Requirements met (optional recommendations for change given)

3 = Minor actions needed (these will not hold up approval and will be followed up after approval)

4 = Major actions needed (these will need to be completed before approval can be given)

Criteria	N/A	1	2	3	4
2.1 The centre has defined and agreed responsibilities, authorities and accountabilities for the facilitation of end-point assessment.					
2.2 There is effective communication within the end-point assessment team at the centre and with VTCT and the Independent Assessment Examiner.					
2.3 The centre has public liability and any relevant professional indemnity or treatment risk insurance in place covering students, apprentices and members of the public.					
2.4 Resources, equipment and facilities are identified and provided to comply with the requirements of end-point assessment delivery – see section 3					
2.5 The centre meets and adheres to relevant health and safety legislation requirements.					
2.6 Adequate time is planned to meet the requirements for delivery of end-point assessment. There is a responsible person nominated to be present for all end-point assessments at the centre to ensure the smooth running of the assessments					

IAE notes

Actions required or recommendations in relation to management system criteria

Ref.	Action/recommendation	Detail	Deadline date

3. Physical resources for End-point Assessments

3.1 Hairdressing physical resources

These lists are suitable for end-point assessments for a group sizes between 3 and 8. For groups of 1 and 2 centres must provide each learner with the full equipment criteria.

Hairdressing centre EPA equipment criteria	✓
Work stations and mirrors	
Hairdressing styling chairs	
Hairdressing trolleys	
Hand dryers	
Waiting area for minimum clients	
Minimum of three basins	
Minimum of three hood dryers	
Designated product mixing area	
Towels and gowns for 24 models	
First Aid box	
Sharps box	
Fire regulations guidelines	
Risk assessment	
All equipment to be PAT tested and comply with the Health and Safety at Work Act	
Nominated point of contact for emergencies	
Nominated person to be available at all times during the EPA	
Toilet facilities	
Refreshment facilities	

Hairdressing apprentices EPA equipment criteria	✓
Apprentices would need to supply the following	
Clients	
Hair consultation stationary (record cards etc.)	
Colour product sheets, other product sheets (COSHH)	
Colouring products, mousse, hairspray, finishing products, shampoo, and conditioning products as required	
Colour charts/swatches as required	
Personal Protective Equipment as required	
Disposable gloves for colour application as required	
Proof of skin testing on any model having a colour (IAE's to do visual check of client)	
Tools and equipment i.e. brushes/setting rollers/dressing equipment, scissors, combs measuring jugs, tint bowls, sectioning clips, colour meshes etc.	
Any other disposable products that the apprentice requires	

This is not an exhaustive list and should only be used as a guide.

3.2 Barbering physical resources

Barbering centre EPA equipment criteria	✓
Work stations	
Barbering chairs	
Trolleys if requested	
Hand dryers and dryers	
Waiting area for minimum clients	
Minimum of three basins	
Minimum of three professional hot towel machines	
Three towels per apprentice for shaving services	
Designated product mixing area	
Towels and gowns for models	
First Aid box	
Sharps box	
Fire regulations guidelines	
Risk assessment	
All equipment to be PAT tested and comply with the Health and Safety at Work Act	
Nominated point of contact for emergencies	
Nominated person to be available at all times during the EPA	
Toilet facilities	
Refreshment facilities	

Barbering apprentice EPA equipment criteria Apprentices would need to supply the following	✓
Clients	
Hair consultation stationary (record cards etc. if appropriate)	
Product sheets (COSHH)	
Moose, hairspray, finishing products, shampoo, and conditioning products as required	
Personal Protective Equipment as required	
Disposable gloves for shaving as required	
Tools and equipment i.e. razors, razor blades, scissors, thinning scissors, combs, sectioning clips etc.	
Any other disposable products that the apprentice requires	

This is not an exhaustive list and should only be used as a guide.

4. End-point Assessment delivery arrangements

Criteria	N/A	1	2	3	4
4.1 The centre complies with requests for access to premises, records, information, apprentices and staff for the purpose of external quality assurance					
4.2 The centre has sufficient equipment to support end-point assessment for a maximum of 8 apprentices. Equipment list for end-point assessment for centres and apprentices can be found in Section 3					
4.3 Potential and actual conflicts of interest are identified, recorded and mitigated					

Actions required or recommendations in relation to management system criteria

Ref.	Action/recommendation	Detail	Deadline date

5. *Apprentice experience*

Criteria	N/A	1	2	3	4
5.1 Plans are in place for apprentices to receive information, advice and guidance about end-point assessment procedures and practices					
5.2 There is an established complaints and appeals procedure for at the centre that is documented and made available to all apprentices					
5.3 There is a process in place for specific needs of apprentices to be identified and met where possible, and VTCT are to be notified where a reasonable adjustment or special consideration is required in accordance with the published guidance.					

IAE notes

Actions required or recommendations in relation to management system criteria

Ref.	Action/recommendation	Detail	Deadline date

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6. Visit review

Approval recommendations

Do you recommend approval as an EPA centre at this time?

	Yes – full approval
	Yes – partial approval (approved for registration only)
	No – to be reviewed after actions have been completed*
	No – not appropriate at this time (an additional charged visit needed after actions complete)

*If approval has not been granted today and stated actions take longer than six months to complete than a charged additional visit will be required before approval can be granted.

Rationale for recommendation and any associated conditions

7. Additional information

Any additional comments regarding the visit

Once complete, please email this report as an attachment to the application contact and qualityassurance@vtct.org.uk.

8. Centre feedback

If the centre would like to give feedback on this visit, then please email your feedback to qualityassurance@vtct.org.uk stating the subject as “Feedback on approval visit”.