



VTCT

Expression of Interest /
Preliminary Screening
for Prospective
Host End-Point
Assessment Centres

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Expression of Interest Form

End-Point Assessment Centres

The purpose of this form is to help VTCT identify suitable centres, nationally, that can be used to conduct group End Point Assessments for the Hair Professional Apprenticeship Standards.

A key factor is the centre's ability to host – with an appropriate infrastructure – a minimum of 3 and up to a maximum of 8 apprentices per assessment, plus 8 models, plus Independent Assessment Examiners.

Centres who wish to be considered to become an End Point Assessment Centre for VTCT should complete this form and return to apprenticeships@vtct.org.uk in the first instance. Suitable centres who meet the basic requirements will then be invited to engage in commercial negotiations.

1. Centre Details

1.1 Centre (training provider, salon, barber shop) details:

Centre name:	
Centre address: <i>(please include region, post code)</i>	
Centre telephone details:	
VTCT centre number <i>(if known)</i> :	

1.2 Centre primary contact:

Name:	
Job title:	
Telephone:	
Email:	

1.3 Centre closure:

Confirmation from the host centre that the End Point Assessment will be the only activity in the centre/dedicated area during the End Point Assessment	Yes	No
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1.4 Entry requirements into centre:

How will an apprentice gain entry to the EPA centre? <i>(Security measures)</i>

2. Physical resources for End-point Assessments

2.1 Host centre comfort and safety provision:

Centre safety provision for EPA	✓	Number available
Centre member of staff on day (onsite for whole EPA)		
Nominated point of contact for emergencies		
Waiting area for clients		
Toilet facilities		
Refreshment facilities		
First Aid box		
Sharps box		
Fire regulations guidelines		
Risk assessment		
All host centre equipment must comply with the Health and Safety at Work Act		
COSHH sheets for product range(s)		

2.2 Hairdressing physical resources:

Hairdressing centre EPA equipment criteria	✓	Number available
Work stations with mirror		
Hairdressing chairs		
Back wash basins		
Hairdressing trolleys		
Hood dryers		
Climazone/heat accelerator		
Cutting stools		
Designated product mixing area		
Towels and gowns for 24 models		

2.3 Barbering physical resources:

Barbering centre EPA equipment criteria	✓	Number available
Work stations with mirror		
Barbering chairs		
Front wash/back wash basins		
Professional hot towel machines		
Three towels per apprentice for shaving services		
Designated product mixing area		
Towels and gowns for models 24 models		

3. Availability of centre for End Point Assessments

3.1 The Hair Professional End Point Assessments will likely start at the earliest May 2018.

Using the table below please identify the centres availability/frequency to host End Point Assessments.

Month/year	✓	Number available days per month	Saturday/Sunday availability
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			