



Checklist for Apprenticeship Assessors

Hair Professionals – Hairdressing and Barbering

Apprenticeship Assessor:	
Date of End-point Assessment:	
Training Provider:	
End-point Assessment location:	
Centre Contact:	
Exam Assistant:	
First Aider:	

Preparation for the End-point Assessment

1. Check that the following assessment controls are in place:			
Control description	Yes	No	Comment
Health and safety			
Timing			
Environment			
Exam Assistant			
Mobile phones and tablets			
Resources and preparation			
Collaboration			
Breaks			
Apprenticeship assessor has read out the script			



2. Confirm that the assessment area has met the resource requirements as listed below, appropriate to the number of apprentices undertaking the assessment (maximum 8 apprentices):

Requirement/resource:	Yes	No	Comment
Health and safety information for visitors			
Designated waiting area for clients			
Refreshment facilities			
Adequate lighting and heating			
Access to WC			
First aid kit			
Sharps bin			
Work space for the apprentice			
Hairdressing/Barbering station with mirror			
Access to electrical points			
Hairdressing/Barber's chair			
Trolley (Hairdressing only)			
Back/forward salon basins			
Hood dryer			
Towels and gowns			
Hot towel cabinet (Barbering only)			
Professional salon products			



3. Apprentices undertaking the End-point Assessment			
Requirement/resource:	Yes	No	Comment
Punctuality of the apprentice			
Apprentices' appearance meets the salon's/ barbershop's/training provider's dress code			
Apprentices' End-point Assessment sequence meets the Assessment Plan requirements			
Check the photo ID of the apprentices – does the name and photo match the apprentice present?			

4. Clients			
Requirement/resource:	Yes	No	Comment
Clients meet the necessary requirements			
Confirm that clients are aware of the assessment controls			
Client declaration is signed and dated			
All skin tests have been carried out within 24 - 48 hours, the results recorded and evidence provided			

5. COVID-19 Adaptions			
Requirement/resource:	Yes	No	Comment
Are there hand washing facilities/antibacterial gel available for both clients and the apprentice?			
Have all of the parties completed the <i>VTCT's Health Declaration forms? i.e. Apprentice, Exam Assistant, client and Apprenticeship Assessor</i>			



Have all of the clients read <i>VTCT's Client Guidance to End-point Assessment</i> ?			
Are social distancing measures being implemented within the exam environment with regards to workstations and the client waiting area?			
Is there sufficient PPE available within the exam environment?			
Have all of the magazines been removed from the exam environment?			
Are all parties adhering to the PPE guidelines? e.g. apprentice, client, Exam Assistant and Apprenticeship Assessor			
Is there appropriate storage for client belongings?			
Have gloves been worn by the apprentice until the client's hair was shampooed?			
Have the work stations been disinfected between each client?			
The Exam Assistant monitored hygiene procedures within the exam environment			

Declaration

I hereby confirm that all requirements and assessment conditions are satisfactorily in place for the commencement of the End-point Assessment.

Apprenticeship Assessor name:	
Apprenticeship Assessor signature:	
Exam Assistant Name:	
Exam Assistant Signature:	
Date:	