







Roles and Responsibilities for the Apprenticeship Standards

The successful completion of an apprenticeship is the result of the combined efforts of many. If you fill one of these roles, see the lists below for information about what your responsibilities may include.

					
The Apprentice	The Parent / Guardian	The Employer	The Educator/ Training Provider	The Awarding Organisation	The End-point Assessment Organisation
It is your responsibility to:	We encourage you to support your apprentice with their tasks plus:	It is your responsibility to:	It is your responsibility to:	It is the responsibility of The Awarding Organisation, VTCT, to:	It is the responsibility of the EPA Organisation, VTCT, to:
<ul style="list-style-type: none"> • Maintain your enthusiasm and motivation for your apprenticeship • Attend work regularly • Arrive on time for work • Keep up-to-date with your training plan • Look for opportunities to support the 20% off-the-job training requirements • Maintaining your 20% off-the-job diary/record • Complete the regulated qualification* • Prepare for the End-point Assessment • Locate a sufficient number of appropriate models for the End-point Assessment • Take part in mock End-point Assessments • Arrive on time for the End-point Assessment with your supplies, models and lunch • Pass the End-point Assessment 	<ul style="list-style-type: none"> • Share their excitement about their new endeavour • Encourage them to keep accurate records • Practice interpersonal communication skills they can use at work • Help them to settle nerves before their assessments • Share with them stress management techniques that work for you • Support them in their pursuit of their dream job 	<ul style="list-style-type: none"> • Fully engage with the training provider on the management of the apprenticeship • Support the learning process by providing opportunity for application of the regulated qualification • In collaboration with the training provider, design the 20% off-the-job training • Support the apprentice with their 20% off-the-job training records • Look for opportunities during day-to-day work for 20% off-the-job training • Help to prepare the apprentice for their End-point Assessment • Support the mock assessments • Support the apprentice with locating appropriate models for the End-point Assessment 	<ul style="list-style-type: none"> • Manage and monitor the apprenticeship • Register the apprentice with the Awarding Organisation • Deliver the knowledge, skills and behaviours of the regulated qualification* • Provide an assessor to evaluate the knowledge, skills and behaviour requirements of the regulated qualification* • In collaboration with the employer, design the 20% off-the-job training • Internally monitor the regulated qualification* • Prepare the apprentice for their End-point Assessment • Carry out mock End-point Assessments • Get an agreement of readiness for the EPA signed by the employer, apprentice & training provider • Book the End-point Assessment • Support the apprentice on the day of the End-point Assessment 	<ul style="list-style-type: none"> • Monitor and quality assure the regulated qualification* which is at the heart of the on-programme stage of the Apprenticeship Standard <p>In respect of the regulated qualification* VTCT will:</p> <ul style="list-style-type: none"> • Process the registration • Manage the online exams • Quality assure the assessment process via External Quality Assurers • CertIFICATE successful learners 	<ul style="list-style-type: none"> • Manage the End-point Assessment process • Provide an online EPA management system • Provide an Apprenticeship Assessor to carry out the End-point Assessment • Provide the results and full report on the End-point Assessment within 14 days • Quality assure the End-point Assessment process • Claim the apprenticeship certificate from the Education Skills Funding Agency (ESFA) on successful completion of the End Point Assessment

*Regulated qualification = VTCT Level 2 Diploma for Hair Professionals - Hairdressing or Barbering
VTCT Level 2 Diploma for Beauty Therapists