

## Guidance for Employers and Training Providers: Preparation and responsibilities for the End-point Assessment

This guidance document is to support employers and training providers to prepare for and understand their responsibilities for facilitating the End-point Assessment. In order for VTCT to deliver EPAO services, in accordance with the Agreement for the Provision of End-point Assessment Services, the training provider must be aware of their role in facilitating the process and their responsibilities in ensuring the apprentice and assessment centre are fully prepared for the End-point Assessment.

The training provider must ensure the assessment location is fit for purpose and meets the resource requirements as stated in the Hair Professional Assessment Plan.

The VTCT Apprenticeship Assessor will assess the suitability of the assessment venue on the day of the End-point Assessment and will confirm whether the End-point Assessment shall take place.

In cases where all the requirements for assessment conditions are not met, the End-point Assessment shall not commence. However, if it is possible to resolve these issues on the day, the VTCT Apprenticeship Assessor will reassess the venue to determine if the End-point Assessment can take place. Where issues cannot be resolved, the VTCT Apprenticeship Assessor has the right to refuse to conduct the End-point Assessment. For example, if there is a serious breach of health and safety legislation and/or the training provider has not adhered to the conditions of the EPAO Agreement.

### Assessment venue

The End-point Assessment can take place at either the employer's or training provider's salon. As far as reasonably practicable the location of the End-point Assessment should match the conditions of a realistic working environment. The training provider is responsible for meeting this requirement.

#### **The assessment centre must provide the following resources and requirements:**

- ✓ 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 electric points
- ✓ Hairdressing/Barber's chair
- ✓ Trolley (Hairdressing only)
- ✓ Back/forward wash facilities
- ✓ Hood dryer
- ✓ Towels and gowns
- ✓ Hot towel cabinet (Barbering only)
- ✓ Professional products

In addition, the assessment venue will provide salon consumables (disposables), PPE (gloves, apron etc.), product data sheets (COSHH) and manufacturers' instructions for all products. The centre will declare any conflict of interest.

**The training provider will ensure that the apprentice has been informed of the equipment they are required to bring:**

- Scissors
- Clippers
- Hairdryers
- Brushes
- Products

All equipment must be in good working order.

The apprentice is to have a dedicated space in order to perform the End-point Assessment, this space shall conform to current health and safety legislation and regulations. The assessment venue must have taken into account commercial practice and all bye-laws, legislation and local authority requirements, and have the necessary insurance cover, e.g. Public Liability Insurance.

### Exam Assistant

The training provider will provide an Exam Assistant for the duration of the End-point Assessment. The Exam Assistant is to have direct communication only with the VTCT Apprenticeship Assessor and must be fully aware of their role and the assessment controls that are in place, particularly in respect of collaboration.

The Exam Assistant will liaise with the VTCT Apprenticeship Assessor throughout the End-point Assessment to ensure that the assessment progresses without undue delay by responding to reasonable requests, e.g. additional equipment or consumables. They must remain impartial throughout the End-point Assessment and must not talk to the apprentice directly.

### Apprentice preparation

The training provider shall ensure that the apprentice understands the requirements of the End-point Assessment and what is expected of them. The apprentice shall be informed of the assessment booking details (date, time, and venue) and which tools, equipment and products they are required to bring with them to the End-point Assessment.

VTCT recommends that, for best practice the apprentice will have undertaken a mock End-point Assessment, which covers all of the requirements specified in the Hair Professional Assessment Plan, and that feedback has been provided to the apprentice on their performance. Where an apprentice fails the mock End-point Assessment, the apprentice should have further training and support before the summative End-point Assessment takes place. VTCT recommends that, to support planning, training providers and apprentices use the End-point Assessment Sequence which is available on the VTCT website.

## Skin tests and results

The training provider shall ensure that all necessary skin tests have been carried out 24-48 hours before the End-point Assessment following the manufacturer's instructions. The results must be recorded and made available for the VTCT Apprenticeship Assessor before the End-Point Assessment is due to start. Where skin tests are not performed within 24-48 hours or records are not made available the End-point Assessment will not go ahead.

## Timings and planning

- The End-point Assessment for hairdressing will take a maximum of **six** hours, excluding breaks.
- The End-point Assessment for barbering will take a maximum of **three** hours, excluding breaks.

## Breaks

Apprentices are advised to take their rest break at the designated point within the End-point Assessment sequence. Apprentices are advised to bring food and drink with them on the day of End-point Assessment. The training provider will be responsible for ensuring that the assessment controls are maintained during any breaks taken by the apprentice during the End-point Assessment.

## Client requirements

The training provider and employer must support and advise the apprentice on client choice to ensure their suitability for the End-point Assessment. Whilst the clients can be familiar to the Apprentice, they should not be their peers. It is advised that the apprentice uses clients who are unfamiliar to them as they may be less likely to demonstrate comprehensive consultation skills with someone that they know.

### The clients must meet all of the following requirements:

- Be 16 years old or older
- Be willing to accept a physical and visible change to existing hair – this will cover a creative restyle and a colour change to the hair
- Provide signed consent to participate
- Meet relevant skin test requirements following manufacturer's instructions (for colouring services) and provide a signed declaration
- Not be contra-indicated for any service undertaken

