

On-Programme Achievement Record

Beauty Professionals (Beauty Therapist)

Apprentice name:	
Apprentice start date:	
On-programme completion date:	

Unit Achievement Section						
Unit code	Unit title	Date MCQ achieved	Date practical achieved	Apprentice signature	Assessor signature	IQA signature
Mandatory units						
UBT259	Provide waxing services					
UBT260	Provide hand and nail treatments					
UBT261	Provide foot treatments					
UBT262	Provide facial treatments					
UBT263	Provide eyelash and eyebrow treatments					
UBT264	Provide make-up application					
UBT265	Provide basic massage treatments					
BT2D16.EX1	Overarching Anatomy & Physiology External Theory Examination					

Apprentice name: _____

Apprentice Signature: _____ Date: _____

Employer name: _____

Employer signature: _____ Date: _____

Training Provider name: _____

Training Provider signature: _____ Date: _____

Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
v0.1	Quality	11/12/2019	First draft for internal consultation	Quality Lead (Apprenticeship)
v0.2	Quality	12/12/2019	Formatting and branding	Qualifications Administrator
v0.3	Quality	12/12/2019	Appraisal	Qualifications and Regulation Co-ordinator
v0.4	Quality	13/12/2019	Proof	Regulations Officer
v0.5	Quality	17/12/2019	Final review and sign-off	Quality Lead (Apprenticeship)
v1	Quality	17/12/2019	First published	Qualifications Administrator
v1.1	Quality	27/01/2021	Inserted a column for A&P overarching exam and apprentice name	Quality Lead
v1.2	Quality	28/01/2021	Formatting check	Qualifications Administrator
v1.3	Quality	28/01/2021	Appraisal	Qualifications Administrator
v1.4	Quality	28/01/2021	Proof	Regulation Officer
v1.5	Quality	01/02/2021	Final review and sign-off	Quality Lead Apprenticeships
v2	Quality	02/02/2021	Full version, second publishing	Qualifications Administrator

Document Review

Role	Review Status
Quality Lead	Review

Document Owner

Document Owner	Document shared with
Quality	

Document Sign-off

Role	Sign-off Date
Quality Lead Apprenticeships	17/12/2019
Quality Lead Apprenticeships	01/02/2021