

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 Multiple Choice Question (MCQ) achieved	Date of completion for unit fully achieved (to include practical observations and MCQ)	Apprentice signature	Assessor signature	IQA signature and date
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 History

Version	Issue Date	Changes	Role
v0.1	11/12/2019	First draft for internal consultation	Quality Lead (Apprenticeship)
v0.2	12/12/2019	Formatting and branding	Qualifications Administrator
v0.3	12/12/2019	Appraisal	Qualifications and Regulation Co-ordinator
v0.4	13/12/2019	Proof	Regulations Officer
v0.5	17/12/2019	Final review and sign-off	Quality Lead (Apprenticeship)
v1	17/12/2019	First published	Qualifications Administrator
v1.1	27/01/2021	Inserted a column for A&P overarching exam and apprentice name	Quality Lead
v1.2	28/01/2021	Formatting check	Qualifications Administrator
v1.3	28/01/2021	Appraisal	Qualifications Administrator
v1.4	28/01/2021	Proof	Regulation Officer
v1.5	01/02/2021	Final review and sign-off	Quality Lead Apprenticeships
v2	02/02/2021	Full version, second publishing	Qualifications Administrator
v3	11/03/2021	Published	Quality Lead Apprenticeships
v3.1	11/03/2021	Logo changed and amendments to requirements	Quality Lead Apprenticeships
v3.2	30/03/2021	Formatting and branding	Qualifications Administrator
v3.3	31/03/2021	Sign-off	Quality Lead Apprenticeships
v4	01/04/2021	Full version published	Qualifications Administrator