

Checklist for Apprenticeship Assessors

Beauty Professionals (Beauty Therapist)

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			

2. Confirm that the assessment area has met the resource requirements as listed below, appropriate to the number of apprentices undertaking the assessment (maximum 6 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/Clinical waste disposal			
Work space for the apprentice			
Magnifying Lamp			
Access to electrical points			
Beauty Couch			
Trolley/s			
Client chair with back			
Nail Station (nail route)			
Towels and gowns			
Hot towel cabinet or Facial Steamer			
Professional salon products			
Professional Wax Heater/Paraffin Wax Heater			

3. Apprentices undertaking the End-point Assessment

Requirement/resource:	Yes	No	Comment
Punctuality of the apprentice			
Apprentices' appearance meets the salon's/ training provider's dress code			
Apprentices' End-point Assessment sequence meets the Assessment Plan requirements			
Check the photo ID of the apprentices – do 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 work areas 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 for: a) Facial treatment and massage - until the client's skin has been cleansed b) Manicure and pedicure - until the hands and feet have been sanitised			
Have the work areas 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:	
Date:	

Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
v0.1	Quality	17/12/2019	First draft for internal consultation	Quality Lead (Apprenticeship)
v0.2	Quality	17/12/2019	Formatting and branding	Qualifications Administrator
v0.3	Quality	17/12/2019	Appraisal of document	Qualifications Administrator
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v0.5	Quality	17/12/2019	Final check and sign-off	Quality Lead (Apprenticeship)
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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 (Apprenticeship)	17/12/19
Subject Matter Expert - Beauty Therapy	15/05/2020