

Checklist for Apprenticeship Assessors Beauty Professionals (Nail Services Technician)

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, and is 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			
Electric mitts & booties			
Access to electrical points			
Trolley/s			
Client chair with back/pedicure chair			
Foot spa/bowl			
Nail station			
Towels			
Professional salon products			
Gel lamp			

3. Apprentices undertaking the End-point Assessment			
Requirement/resource:	Yes	No	Comment
Punctuality of the apprentices			
The apprentices' appearance meets the salon's/training provider's dress code			
The 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 that is present?			

4. Clients			
Requirement/resource:	Yes	No	Comment
Clients meet the necessary requirements			
Confirm that clients are aware of the assessment controls			
Client's declaration is signed and dated			

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:	
Exam Assistant Name:	
Exam Assistant Signature:	
Date:	

Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
v0.1	Quality	30/01/2020	First draft for internal consultation	Quality Lead (Apprenticeship)
v0.2	Quality	11/02/2020	Review	Subject Matter Expert
v0.3	Quality	12/02/2020	Implemented changes from review	Quality Lead
v0.7	Quality	24/02/2020	Formatting and branding	Qualifications Administrator
v0.8	Quality	24/02/2020	Formatting check	Qualifications Administrator
v0.9	Quality	24/02/2020	Minor punctuation	Regulation Officer
v.10	Quality	25/02/2020	Final review	Subject Matter Expert
v1	Quality	28/02/2020	First published and new EPA logo	Qualifications Administrator

Document Review

Role	Review Status
Quality Lead (Apprenticeship)	Review
Subject Matter Expert - Assessment	Review

Document Owner

Document Owner	Document shared with
Quality	

Document Sign-off

Role	Sign-off Date
Subject Matter Expert - LMc	25/02/2020