

Checklist for Apprenticeship Assessors

Advanced and Creative Hair Professional

Apprenticeship Assessor:	
Date of End-point Assessment:	
Training Provider:	
End-point Assessment Location:	
Centre Contact:	
Exam Assistant:	

Preparation for the End-point Assessment

1. Check that the following requirements are in place prior to the End-point Assessment starting:			
Control description	Yes	No	Comment
Were the apprentices punctual?			
Is the exam environment suitable for the practical observation to take place?			
Is there a suitable area where the Professional Discussion can take place without any distractions and interruptions?			
Is the Exam Assistant familiar with the collaboration controls?			
Is there a full range of resources available?			
Does the name and photo ID match the apprentice present?			
Does the apprentices' appearance meet the salon's/training provider's dress code requirements?			
Does the apprentices' End-point Assessment sequence meet the Assessment Plan requirements?			
Are the Client Declaration Forms signed and dated?			
Were all skin tests carried out within 24-48 hours and the results recorded and evidence provided?			

2. Confirm that the assessment area has met the resource requirements as listed below, appropriate to the number of apprentices undertaking the assessment (maximum 2 apprentices):

Requirement/resource:	Yes	No	Comment
Is there health and safety information available for visitors?			
Is there a designated waiting area for clients?			
Are there refreshment facilities available?			
Is there adequate lighting and heating?			
Is there access to a WC?			
Is there a first aid kit available?			
Is there a sharps bin available?			
Are the work areas sufficient for the apprentice?			
Are there hairdressing stations with a mirror?			
Is there access to electrical points?			
Are there hairdressing chairs available?			
Are there trollies available for each apprentice?			
Are there back/forward salon basins available?			
Are there towels and gowns available?			
Are there professional salon products available?			

3. Apprentices undertaking the End-point Assessment			
Requirement/resource:	Yes	No	Comment
Do apprentices comply with health and safety throughout their End-point Assessment?			
Have the apprentices refrained from using mobile phones and/or tablets? <i>(These can be used during consultation)</i>			
Have the apprentices complied with the collaboration controls?			
Have breaks been agreed between the apprentices and the Apprenticeship Assessor?			

4. Clients			
Requirement/resource:	Yes	No	Comment
Do the clients meet the necessary requirements?			
Were the clients aware of the assessment controls?			

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 parties completed the VTCT's Health Declaration forms? i.e. apprentice, Exam Assistant, client and Apprenticeship Assessor			
Have all clients read VTCT's Client Guidance to End-point Assessment?			
Are social distancing measures being implemented within the exam environment with regards to workstations and the client waiting area?			
Is there sufficient PPE available within 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 until the client's hair was shampooed?			
Have the work stations been disinfected between each client?			
Did the Exam Assistant monitor 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:	

I hereby confirm that the Apprenticeship Assessor has read out the End-point Assessment Script to the apprentice(s).

Exam Assistant name:	
Exam Assistant signature:	
Date:	

Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
v0.1	Quality	24/05/2021	First draft	Quality Lead (Apprenticeships)
v0.2	Quality	27/05/21	v0.2 comments left	Subject Matter Expert - LMc
v0.3	Quality	27/05/21	v0.3 comments left	Subject Matter Expert - SS
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Document Review

Role	Review Status

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Document Sign-off

Role	Sign-off Date
Assessment Lead (Hairdressing & Barbering), Quality Lead (Apprenticeships)	21/06/2021