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**VTCT**

**Professional Discussion  
Apprentice Guidance**

# Professional Discussion Apprentice Guidance

## VTCT Level 3 Advanced Beauty Therapist

### Purpose of the Professional Discussion

The Professional Discussion is one of the assessment methods that will be used within the Advanced Beauty Therapist Apprenticeship Standard End-point Assessment. It is appropriately structured to cover the Knowledge, Skills and Behaviours (KSBs) assigned and will focus on coverage of prior learning achieved during the on-programme stage of the apprenticeship standard.

The Professional Discussion will allow Knowledge, Skills and Behaviours (KSBs) which may not naturally occur in every workplace or within the Observation and Technology Demonstration.

You will use your portfolio of evidence from the on-programme stage of the apprenticeship standard, which will be submitted at the Gateway stage to support the Professional Discussion.

### Overview of a Professional Discussion

A Professional Discussion is an assessment method which is a planned, in-depth, two-way conversation between the Apprenticeship Assessor and yourself. It is an effective way of assessing your complex understanding and knowledge.

### Delivery of the Professional Discussion

The Professional Discussion will be conducted as follows:

- a 1:1 conversation, with no other parties involved
- completed in an appropriate environment which is free from distractions and interruptions
- both parties may refer to your portfolio of evidence to support the Professional Discussion

During the Professional Discussion, the Apprenticeship Assessor may ask a minimum of eight questions to provide you with the opportunity to cover the range of KSBs. The Apprenticeship Assessor will make use of the full allocated time for questioning to allow you the opportunity to evidence your occupational competence.

The Apprenticeship Assessor has the discretion to increase the time by up to 10% for the Professional Discussion to allow you to demonstrate your knowledge and understanding.

### How long will the Professional Discussion take?

The Professional Discussion must last for **45 minutes** and will be conducted and assessed by VTCT's Apprenticeship Assessor.

## Where will the Professional Discussion take place?

The Professional Discussion can take place in your employer's workplace or your training provider's premises on the same day as the Observation and Technology Demonstration. The Professional Discussion can also be completed remotely via Microsoft Teams on a separate day to the Observation and Technology Demonstration if preferred.

## Portfolio of Evidence

The portfolio of evidence that you complete during the on-programme stage of the apprenticeship standard which is submitted at the Gateway stage is not assessed or graded by the Apprenticeship Assessor; however, it is used to inform your Professional Discussion.

The content of the portfolio of evidence must be sufficient to evidence that you can demonstrate all the Knowledge, Skills and Behaviours required as mapped to the Professional Discussion, and will typically contain **seven** pieces of evidence.

The criteria for the portfolio of evidence is as follows:

- The content must be sufficient to evidence that you can demonstrate all the Knowledge, Skills and Behaviours required as mapped to the Professional Discussion assessment method. This will typically contain **seven** pieces of evidence, this can be more if you wish. An example of how the evidence can be mapped to the Knowledge, Skills and Behaviours, can be found on pages 8-10
- One piece of evidence can be mapped against more than one Knowledge, Skill or Behavioural requirement
- Your portfolio of evidence can be in any format, as long as it is legible and can be uploaded electronically to the SEPA system
- Your portfolio of evidence should contain written accounts of activities that you have completed and mapped against the Knowledge, Skills and Behaviours, supported by appropriate evidence, including photographic evidence and work products
- Progress review documentation, witness testimonies, and feedback from colleagues and/or clients can also be included
- A Declaration of Authenticity Form must be signed by you, your training provider and your employer alongside the portfolio of evidence submitted
- The portfolio of evidence must be submitted to the SEPA system at the Gateway stage
- VTCT will send the portfolio of evidence to the Apprenticeship Assessor at least **three** weeks prior to the Professional Discussion
- You cannot include reflective accounts or self-evaluation documentation as evidence within your portfolio of evidence
- A completed VTCT Level 3 Advanced Beauty Therapist Mapping Document is required to be uploaded alongside your portfolio of evidence (Appendix 1)

## **Preparation for a Professional Discussion**

During the Professional Discussion, you must confirm a proficient understanding of the requirements for the technical skills as outlined in the Advanced Beauty Therapist Apprenticeship Standard End-point Assessment Plan.

To prepare you for the Professional Discussion, it is essential that the grade descriptors on pages 5-7 are considered. The grade descriptors include areas that are required to be covered throughout the Professional Discussion.

During the Professional Discussion, the Apprenticeship Assessor will allow you to lead the discussion and to make reference to your portfolio of evidence from the on-programme stage of the Advanced Beauty Therapist Apprenticeship Standard.

When completing the Professional Discussion, you will:

- Explain the principles of promotion, business growth and associated factors. You will explain how to maintain professionalism and supervision in the workplace and the importance of managing continuous professional development covering all applicable KSBs.

## **How is the Professional Discussion graded?**

The Apprenticeship Assessor will use the assessment tools and procedures that are set by VTCT to evidence the Professional Discussion. The Apprenticeship Assessor will make all grading decisions.

## Promotion and Business Growth

### Pass criteria

You will achieve a Pass grade if you provide evidence to meet all the Knowledge, Skills and Behaviour requirements set out for the Professional Discussion and all the criteria below:

Knowledge, Skills and Behaviours requirements	Grading criteria
<b>K30, S21</b>	The apprentice explained how they promote and sell products suitable for advanced manual and technical therapy services and treatments to include, link selling and long-term treatment planning including lifestyle and health guidance
<b>K31, S22</b>	The apprentice explained how they promote sales and additional treatments to enhance the client experience and overall treatment results
<b>K32, S23</b>	The apprentice explained how they adjusted their performance to meet targets within an agreed timescale by reviewing and recording progress
<b>K33,24</b>	<p>The apprentice explained how they develop and maintain salon procedures to safely control work operations and how they have implemented the management of salon business systems and processes including:</p> <ul style="list-style-type: none"> <li>• successful business planning</li> <li>• financial effectiveness</li> <li>• promotional and marketing activities</li> <li>• team development</li> <li>• salon operations and supporting client service improvements</li> <li>• problem solving practice</li> <li>• time and self-management principles</li> </ul>
<b>B3</b>	The apprentice explained how they have worked collaboratively and contributed ideas
<b>B3</b>	The apprentice explained how they acted as an ambassador for the organisation and industry

## Supervision

### Pass criteria

You will achieve a Pass grade if you provide evidence to meet all the Knowledge, Skills and Behaviour requirements set out for the Professional Discussion and all of the criteria below:

Knowledge, Skills and Behaviours requirements	Grading criteria
S25, K34	The apprentice explained strategies used to supervise, coordinate and organise individual and team activities, whilst maintaining good working relationships with individuals and team members

## Professionalism

### Pass criteria

You will achieve a Pass grade if you provide evidence to meet all the Knowledge, Skills and Behaviour requirements set out for the Professional Discussion and all the criteria below:

Knowledge, Skills and Behaviours requirements	Grading criteria
B1	The apprentice explained how they accept responsibility and proactively plan their work
B1	The apprentice explained how they take pride in their work and aim for excellence

## Continual Professional Development

### Pass criteria

You will achieve a Pass grade if you provide evidence to meet all the Knowledge, Skills and Behaviour requirements set out for the Professional Discussion and all the criteria below:

Knowledge, Skills and Behaviours requirements	Grading criteria
S26	The apprentice explained how they have managed their own continuing professional development (CPD) incorporating research, professional practice and progression

## Promotion and Business Growth

### Distinction criteria

You will achieve a Distinction grade for the Professional Discussion if you provide evidence to meet all the pass criteria and also all the additional criteria below:

Knowledge, Skills and Behaviours requirements	Grading criteria
<b>K32</b>	The apprentice evaluated how they recognised and adjusted their performance to meet and exceed targets to generate continuous business improvement and self-growth in an agreed timescale by reviewing and recording progress
<b>B3</b>	The apprentice explained how they acted independently to promote change in the organisation or industry based on their collaboration/ideas

## Mapping requirements for the Portfolio of Evidence

This is an example of how the Knowledge, Skills and Behaviours required for the Professional Discussion can be mapped to the different evidence types that you may use.

Evidence	KSBs Requirements	Knowledge, Skills and Behaviours criteria	Examples of types of evidence:
1	K30	The principles of promoting and selling products, services and treatments to include: the benefits of promoting products and services, communication skills and behaviours that support the promotion and selling of products, services and treatments, promotion and sales techniques to enhance the client experience and overall treatment results; the sales cycle, retail and trades legislation	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Assignment/ task evidence</li> <li>• Treatment plans</li> </ul>
	S21	Promote and sell products suitable for advanced manual and technical therapy services and treatments to include: link selling and long-term treatment planning to include: lifestyle and health guidance	
	K31	Different types of promotional activities that can be used to increase sales and how to promote sales and additional products, services and treatments to new and existing clients	
	S22	Promote sales and additional treatments to enhance the client experience and overall treatment results	
2	K32	How to adjust performance to meet targets consistently and within the agreed timescale by reviewing and recording progress	<ul style="list-style-type: none"> <li>• Individual progress reviews</li> <li>• Development plans</li> </ul>
	S23	Adjust performance to meet targets consistently and within the agreed timescale by reviewing and recording progress	
3	K33	How to develop and maintain salon procedures to safely control work operations, the management of salon business systems and processes including: successful business planning, financial effectiveness, promotional and marketing activities, team development, salon operations, supporting client service improvements, problem solving, practice time and self-management principles	<ul style="list-style-type: none"> <li>• Assignment/ task evidence</li> <li>• Power point presentation</li> <li>• Images of activities, video evidence</li> <li>• Policies and procedures</li> </ul>



Table continued

Evidence	KSBs Requirements	Knowledge, Skills and Behaviours criteria	Examples of types of evidence:
4	S24	Develop and maintain salon procedures to safely control work operations, the management of salon business systems and processes including, successful business planning, financial effectiveness, promotional and marketing activities, team development, salon operations and supporting client service improvements, problem solving practice. Apply time and self-management principles	<ul style="list-style-type: none"> <li>• PowerPoint presentations</li> <li>• Assignment/ task evidence</li> <li>• Images of activities, video evidence</li> <li>• Policies and procedures</li> </ul>
	B3	Salon and industry ambassador, works collaboratively, contributes ideas and challenges appropriately, leads by example, acts as an ambassador for the organisation and industry	
5	S25	Supervise, coordinate and organise individual and team activities, whilst maintaining good working relationships with individuals and team members	<ul style="list-style-type: none"> <li>• PowerPoint presentations</li> <li>• Assignment/ task evidence</li> <li>• Images of activities, video evidence</li> <li>• Policies and procedures</li> </ul>
	K34	Supervisory strategies used to coordinate and organise individual and team activities, whilst maintaining good working relationships with individuals and team members	
6	B1	Ownership of work accepts responsibility, is proactive and plans their work, takes pride in their work and aims for excellence	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Assignment/ task evidence</li> <li>• Treatment plans</li> </ul>
7	S26	Manage own continuing professional development (CPD) incorporating research, professional practice and progression	<ul style="list-style-type: none"> <li>• PowerPoint presentations</li> <li>• Assignment/ task evidence</li> <li>• CPD Log/certificates</li> <li>• Individual progress reviews</li> <li>• Development plans</li> </ul>
	K35	What constitutes continuing professional development (CPD) within the beauty industry and broader sector. How to access CPD and the importance of keeping CPD records up to date	

# Appendix 1 - Professional Discussion Mapping Document

## Professional Discussion Mapping Document Advanced Beauty Therapist

This mapping document is to be completed prior to the gateway stage and submitted with the Portfolio of Evidence for each apprentice.

**Please note:** It is a requirement of the training provider to submit all the evidence electronically, via the 'Documents tab' on the apprentice's dashboard within the SEPA system. This must be in a scanned format, allowing the evidence package to be viewed remotely. VTCT will not accept a link to an apprentice's individual e-portfolio.

Evidence number <i>(typically 1 – 7 pieces of evidence)</i>	KSBs Requirements:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
<b>Example:</b>				
1	K30	<i>The principles of promoting and selling products, services and treatments to include: the benefits of promoting products and services, communication skills and behaviours that support the promotion and selling of products, services and treatments, promotion and sales techniques to enhance the client experience and overall treatment results; the sales cycle, retail and trades legislation</i>	<i>PowerPoint presentation</i>	1.1
1	S22	<i>Promote sales and additional treatments to enhance the client experience and overall treatment results</i>	<i>Treatment plans</i>	1.2

Evidence number <i>(typically 1 – 7 pieces of evidence)</i>	KSBs Requirements:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:

## Appendix 2 - Declaration of Authenticity



### Declaration of Authenticity Statement Advanced Beauty Therapist

#### Apprentices

The work that you submit for your 'Portfolio and Treatment Log' must be your own. Should you copy from someone else, allow other apprentices to copy from you, or plagiarise in any other way, the work submitted will be void.

#### Apprentice Declaration

I have produced the submitted Portfolio and Treatment Log without assistance and I can confirm that it is my own work.

Apprentice name:	[insert name]
Apprentice signature:	[insert signature]
Date:	[insert date]

#### Training Provider Declaration

I have authenticated the apprentice's work and I am satisfied that to the best of my knowledge, the Portfolio and Treatment Log produced is solely that of the apprentice.

Training Provider name:	[insert name]
Training Provider signature:	[insert signature]
Date:	[insert date]

#### Employer Declaration

I have authenticated the apprentice's work and I am satisfied that to the best of my knowledge, the Portfolio and Treatment Log produced is solely that of the apprentice.

Employer name:	[insert name]
Employer signature:	[insert signature]
Date:	[insert date]