

Advanced Beauty Therapist End-point Assessment Knowledge Test Booking Request Form

Before an End-point Assessment (knowledge test) can be scheduled, the apprentice must have completed the End-point Assessment gateway requirements.

Training Providers are required to submit the completed form to epareresults@vtct.org.uk

Part 1 – Training Provider to complete				
Training Provider:				
Contact details:	Name:			
	Role:			
	Email address:			
	Phone number:			
Standard – Pathway:				
Name of apprentices and ULN: <i>(please add more rows to the table if required)</i>	Name		ULN	Date of birth
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
	8.			
Planned date for Knowledge Test:				
Planned start time for Knowledge Test:				
Proposed date of Observation, Technology Demonstration and Professional Discussion:				
Request for the Professional Discussion to take place on a separate day (proposed date):				

Exams Officer: (Provide the details of the Exams Officer that will facilitate the online examination)	Name:	
	Email address:	

Training Provider Declaration	
<input type="checkbox"/> The training provider understands that the knowledge test will need to be completed following <i>VTCT's End-point Assessment Instructions for Conducting Examinations</i> .	
<input type="checkbox"/> If this is a re-take attempt, can you confirm that a period of further learning/training has been undertaken by the apprentice(s)	
Training Provider name:	[insert name]
Training Provider signature:	[insert signature]
Date:	[insert date]

Part 2 – For office use only			
Assessment			
Exams Officer created in e-testing system	<input type="checkbox"/> Yes - created	<input type="checkbox"/> Yes - existing user	<input type="checkbox"/> No
Apprentices created in e-testing system	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Schedule created in XAMS	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Email confirmation of schedule sent to training provider	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Quality Assurance			
Exams Officer role recorded in SEPA	<input type="checkbox"/> Yes - created	<input type="checkbox"/> Yes - existing user	<input type="checkbox"/> No