

Client Health Declaration Form

Beauty Professionals

Due to the ongoing and rapidly changing situation with Coronavirus (COVID-19), VTCT require all clients involved in an End-point Assessment to complete a Client Health Declaration form. This is to ensure that health and safety is paramount and to safeguard all apprentices, staff and clients.

The Client Health Declaration form is to be completed by the client 24-48 hours prior to the End-point Assessment and made available to the Apprenticeship Assessor on the day of the End-point Assessment. The centre must retain these records securely for 3 months.

Client name:			
Have you travelled abroad during 2021?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>If yes please provide details:</i> Name of area visited: Dates of travel:			
Have you or any immediate family member come in close contact with a confirmed case of the Coronavirus in the last 14 days?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>If yes please provide details:</i>			
Has a temperature screening check been completed on arrival? (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Are you suffering with any of the main symptoms?	Yes	No
A high temperature – this means that you feel hot to touch on your chest or back (you do not need to measure your temperature)	<input type="checkbox"/>	<input type="checkbox"/>
A new continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (If you usually have a cough, it may be worse than usual)	<input type="checkbox"/>	<input type="checkbox"/>

Are you suffering with any of the main symptoms?	Yes	No
Loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal	<input type="checkbox"/>	<input type="checkbox"/>

By completing this declaration, you as the client acknowledges that there is still a risk of COVID-19 contamination despite the implementation of the relevant hygiene regulations and protection awareness during the End-point Assessment.

If you have answered yes to any of the above questions, the Training Provider will establish whether you are suitable as a client for the End-point Assessment.

I acknowledge that the information that I have provided is accurate and complete.

Client signature:	
Date:	
Contact number:	

I can confirm that this client is suitable for the End-point Assessment.

Training provider signature:	
Date:	

Client Guidance for an End-point Assessment

Beauty Professionals

All clients attending an End-point Assessment are required to read the following guidance to ensure they are aware of the recommendations to health and safety in relation during the COVID-19 pandemic.

- All clients must complete VTCT’s Client Health Declaration Form 24-48 hours prior to an End-point Assessment
- Clients are requested to arrive to their End-point Assessment in outdoor clothing and then change into uniform/different clothes for an End-point Assessment
- Clients are requested to place outdoor clothing in a sealed bag and then stored away from the exam environment
- All clients must sign a register on entering and leaving the End-point Assessment venue for tracking purposes and in case there is a report of an infection
- Clients must be advised that they should arrive five minutes prior and not before their appointment time to avoid congregating in the waiting area
- Clients must be advised that no food or drink are permitted or should be consumed on the premises during an End-point Assessment. Water may be provided in a disposable cup and should be disposed of in a sealed bin
- The client should be instructed that any coats and bags will be stored separately from the exam environment so it is advisable that these are kept to a minimum
- Clients must wash their hands when entering the exam environment
- All clients must wear the recommended PPE during an End-point Assessment
- Clients are advised that mobile phones are not to be used within the exam environment
- The handling of money increases the risk of transmitting Coronavirus and should be avoided. Clients are advised that contactless payments are encouraged where possible when paying for any beauty treatments

I can confirm that I have read the Client Guidance for an End-point Assessment.

Client signature:	
Date:	

Document History

Version	Issue Date	Changes	Role
v0.1	15/05/2020	First draft	Quality Lead (Apprenticeship)
v0.2	11/03/2021	Review	EPA Co-ordinator
v0.3	06/04/2021	Formatting and branding	Qualifications Administrator
v0.4	07/04/2021	Signed-off	Quality Lead (Apprenticeship)
v1	12/04/2021	Full versioned and published	Qualifications Administrator

Document Review

Role	Review Status

Document Owner

Document Owner	Document shared with
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Document Sign-off

Role	Sign-off Date
Quality Lead	07/04/2021