

# Checklist for Apprenticeship Assessors

## Advanced Beauty Therapist

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 apprentice's appearance meet the salon's/training provider's dress code requirements?			
Does the apprentice's 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:  
(maximum 1 apprentice)**

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 a sharps bin/clinical waste disposal available?			
Is the work area sufficient for the apprentice?			
Is there access to electrical points?			
Are the following in good working order: <ul style="list-style-type: none"> <li>• Facial electrical/mechanical equipment</li> <li>• Body electrical/mechanical equipment</li> </ul>			
Is there a beauty couch available?			
Is there a trolley available for the apprentice?			
Is there a client chair with a back?			
Are there towels and gowns available?			
Are there professional salon products available?			

3. Apprentices undertaking the End-point Assessment			
Requirement/resource:	Yes	No	Comment
Does the apprentice comply with health and safety throughout their End-point Assessment?			
Has the apprentice refrained from using mobile phones and/or tablets?			
Has the apprentice complied with the collaboration controls?			
Have breaks been agreed between the apprentice 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 <i>VTCT's Health Declaration forms? i.e. apprentice, Exam Assistant, client and Apprenticeship Assessor</i>			
Have all clients read <i>VTCT's Client Guidance to End-point Assessment?</i>			
Is there sufficient PPE available within the exam environment?			
Are all parties adhering to the PPE guidelines? <i>i.e. apprentice, client, Exam Assistant and Apprenticeship Assessor</i>			
Is there appropriate storage for client belongings?			
Have the work areas 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:	