



VTCT

EPA SERVICES

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brighter futures**



VTCT

**Professional Discussion
Apprentice Guidance**

Professional Discussion Apprentice Guidance

VTCT Level 3 Advanced and Creative Hair Professional

Purpose of the Professional Discussion

The Professional Discussion is one of the assessment methods that will be used within the Advanced and Creative Hair Professional 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 questioning.

You will use the Collection of hairstyle looks 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 Collection of hairstyle looks to support the Professional Discussion

During the Professional Discussion, the Apprenticeship Assessor may ask a minimum of 8 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 will take place in your employer's workplace or your training provider's premises. The Professional Discussion will take place on the same day as the Observation and questioning.

Collection of hairstyle looks

The Collection of hairstyle looks 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 Collection of hairstyle looks must be sufficient to evidence that you can demonstrate all of the Knowledge, Skills and Behaviours required as mapped to the Professional Discussion, and will typically **contain 17 pieces of evidence**.

The following criteria for the Collection of hairstyle looks is as follows:

- The content must be sufficient to evidence that you can demonstrate all of the Knowledge, Skills and Behaviours required as mapped to the Professional Discussion assessment method. This will typically contain 17 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 4-14
- One piece of evidence can be mapped against more than one Knowledge, Skill or Behavioural requirement
- Your Collection of looks can be in any format, as long as it is legible and can be uploaded electronically to the SEPA system
- Your Collection of looks 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 yourself, your training provider and your employer alongside the Collection of looks submitted
- The Collection of looks must be submitted to the SEPA system at the Gateway stage
- VTCT will send the Collection of looks 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 Collection of hairstyle looks
- A completed VTCT Level 3 Advanced and Creative Mapping Document is required to be uploaded alongside your collection of hairstyle looks (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 and Creative Hair Professional Apprenticeship Standard End-point Assessment Plan.

To prepare you for the Professional Discussion, it is essential that the grade descriptors on pages 4-14 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 Collection of hairstyle looks from the on-programme stage of the Advanced and Creative Hair Professional Apprenticeship Standard.

When completing the Professional Discussion, you will:

- Describe services that you completed from your Collection of hairstyle looks. You will discuss each service in its entirety from consultation to finish including any aftercare advice provided, covering all applicable KSBs (This accurately reflects a service delivery in a salon and would ensure all KSBs are covered)
- Describe how you considered the client's individual characteristics, influencing factors, hair classifications and characteristics, products, tools, equipment, application, techniques, technical skills and services selected

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.

Create a collection of hairstyle looks

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
K1, K5, K8	The apprentice explained how they researched and planned the fashion forward hairstyle collection.
K1, K5, K8	The apprentice explained how they designed, created, and produced the fashion forward hairstyle collection including: <ul style="list-style-type: none"> • the models used • individual characteristics • the influencing factors • media types and platforms used
S1 K2, K3	The apprentice explained the purpose and message of the collection.
S1 K2, K3	The apprentice explained the specific market, individuals or groups targeted.
S8	The apprentice clarified how they used advanced creative colouring to enhance their collection of hairstyle looks.
K3, K8, K15 S10	The apprentice explained their choice of visual medium and how it was used to internally present and promote the collection of hairstyle looks.
K14 S11	The apprentice evaluated the results of the collection against the research results to improve further practice.

Create a collection of hairstyle looks

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 of the additional criteria below:

Knowledge, Skills and Behaviours requirements	Grading criteria
K1, K5, K8	The apprentice showcased an extensive and broad imagination, creativity and an individual, experimental flair and approach in how they researched, planned, designed and created the fashion forward hairstyle collection.
S1 K2, K3	The apprentice explained the purpose and message of the collection clearly and succinct, providing examples that were highlighted of how they had extended and broadened their thoughts.
K3, K8, K15 S10	The apprentice showcased their passion, creativity and talent in the presentation and promotion of their collection, highlighting examples of imagination and flair, considering trends (seasonal, current and/or fashion forward).

Smoothing and Strengthening

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
K16 S12	The apprentice explained how effective and safe methods of working were maintained throughout the service.
K17 S13	The apprentice explained the findings and results of the in-depth complex analysis of the client's hair and scalp, including any influencing factors.
K21 S14, S16	The apprentice explained the system, process, products, tools and equipment selected, why they were selected, how they were applied and removed.
K21 S14, S16	The apprentice explained the legal requirements, manufacturers' instructions and considered salon policies.
K23 S15	The apprentice explained the types of problems that may occur and need to be resolved during the smoothing and strengthening service.
K24 S17	The apprentice explained how the findings were evaluated from the results of the service.
K24 S17	The apprentice explained the advice provided on future services and products.

Smoothing and Strengthening

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 of the additional criteria below:

Knowledge, Skills and Behaviours requirements	Grading criteria
K21 S14, S16	The apprentice showcased an expert familiarity of smoothing and strengthening services, highlighted examples of how they considered and tailored the smoothing and/or strengthening service to consider the influencing factors and hair characteristics and classifications.

Advanced Creative Colour Conversion

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
K36 S28	The apprentice explained the reasons and techniques for pre-softening and pre-pigmenting hair.
S24	The apprentice explained the types of problems that may occur and need to be resolved during the advanced creative colour conversion service.

Advanced Creative Colour Conversion (correction)

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
K39, K46, K47, K48 S25, S26, S27, S29, S30, S31, S32, S33, S34, S35, S36	<p>The apprentice explained how to use, apply, combine and remove relevant advanced colour conversion (correction) techniques, applicable products (semi-permanent, quasi-permanent, permanent), tools and equipment to personalise, enhance and achieve the desired look, including:</p> <ul style="list-style-type: none"> • removing artificial colour • removing bands of colour • re-colouring hair treated with lightener • re-colouring hair that has had artificial colour removed • correcting highlights and lowlights • pre-lighteners • colour removers for artificial colour <p>In accordance with legal requirements, manufacturers' instructions and salon policies.</p>

Table continued

Knowledge, Skills and Behaviours requirements	Grading criteria
K39, K46, K47, K48 S25, S26, S27, S29, S30, S31, S32, S33, S34, S35, S36	The apprentice explained the considerations that were taken into account when selecting and using the advanced colour conversion (correction) techniques.
K49 S37	The apprentice explained how the findings were evaluated from the results of the creative colour conversion (correction) service.
K49 S37	The apprentice explained the advice provided on future services and products.

Advanced Creative Colour Conversion (correction)

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 of the additional criteria below:

Knowledge, Skills and Behaviours requirements	Grading criteria
K39, K46, K47, K48 S25, S26, S27, S29, S30, S31, S32, S33, S34, S35, S36	The apprentice showcased an expert familiarity of advanced colour conversion (correction) services.
K39, K46, K47, K48 S25, S26, S27, S29, S30, S31, S32, S33, S34, S35, S36	<p>The apprentice showcased passion, creativity and talent in the presentation and approach to their work, highlighting examples of how they:</p> <ul style="list-style-type: none"> • considered colour conversion problems • discussed possible outcomes with the client • used their technical skills, flair and imagination to provide solutions • how the advanced creative colour conversion (correction) service was tailored to take into account the influencing factors and hair characteristics and classifications

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 of the criteria below:

Knowledge, Skills and Behaviours requirements	Grading criteria
B3, B5	The apprentice explained how they have promoted their own professional development and embraced continual development and improvement, fostering new ways of thinking and working
B3, B5	The apprentice explained a situation where a degree of flexibility was required to meet a change in demand/the work environment.

Mapping requirements for the Collection of hairstyle looks

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	K1	Researches fashion forward trends - The principles and stages of planning, researching and developing fashion forward trends, different media types and platforms	<ul style="list-style-type: none"> • Social media platforms • PowerPoint presentations • Images of work created; stylebook/ video evidence • Assignment/ task evidence • Storyboard
	K2	Researches fashion forward trends - How to promote fashion forward collection of hairstyle looks using a choice of media to target a specific market, individuals or groups	
	K3	Researches fashion forward trends - How a collection of hairstyle looks can be used to promote individuals and salons	
	S1	Researches fashion forward trends - Research fashion trends using the results to plan, design, create, produce and present a fashion forward hairstyle collection, identifying the purpose and message of the given collection	
2	K5	Create a collection of hairstyle looks - How to create the collection of hairstyle looks using a range of models and methods of recording the collection	<ul style="list-style-type: none"> • Social media platforms • PowerPoint presentations • Images of work created; stylebook/ video evidence • Assignment/ task evidence • Storyboard
	K8	Create a collection of hairstyle looks - The influencing factors and individual characteristics which need to be considered when creating a collection of hairstyle looks	
	S8	Create a collection of hairstyle looks - Use and adapt a range of technical skills to create a collection of hairstyle looks using advanced creative colouring	

Table continued

Evidence	KSBs Requirements	Knowledge, Skills and Behaviours criteria	Examples of types of evidence:
3	K14	Present a collection of hair looks - The process of evaluating the success of the final collection using appropriate evaluation tools to demonstrate the effectiveness and success	<ul style="list-style-type: none"> • Social media platforms • PowerPoint presentations • Images of work created; stylebook/ video evidence • Assignment/task evidence • Storyboard
	K15	Methods of presenting showcasing and promoting the collection of hairstyle looks internally using a visual medium	
	S10	Present a collection of hair looks - Present and promote the collection internally using a visual medium	
	S11	Present a collection of hair looks - Evaluate the results of the collection against the research results to improve further practice	
4	K16	Smoothing and Strengthening, Client consultation - Health & safety legislation, safe working practices and effective communication related to smoothing and strengthening services	<ul style="list-style-type: none"> • Consultation forms/ service plans • Client testimony • Assessor/Employer testimony • Case studies/ Assignment
	K17	Smoothing and Strengthening, Client consultation - How to complete an in-depth complex analysis of the client hair and scalp for smoothing and strengthening services	
	S12	Smoothing and Strengthening services, Client consultation - Maintain effective and safe methods of working and effective communication whilst completing smoothing and strengthening services	
	S13	Smoothing and Strengthening services, Client consultation - Carry out in-depth complex analysis of the client's hair and scalp to plan and agree the smoothing and strengthening services	
5	K21	Smoothing and Strengthening - The types of smoothing and strengthening systems, products, tools and equipment, their application and removal	<ul style="list-style-type: none"> • Client testimony • Assessor/Employer testimony • Case studies/ Assignment • Images of work created; stylebook/ video evidence (throughout the service)
	S14	Smoothing and Strengthening - Use and apply products, tools and equipment, to smooth and strengthen clients' hair to the degree of straightness required	
	S16	Smoothing and Strengthening - Use a range of products, tools and equipment in accordance with legal requirements, manufacturers' instructions and salon policy	

Table continued

Evidence	KSBs Requirements	Knowledge, Skills and Behaviours criteria	Examples of types of evidence:
6	K21	Smoothing and Strengthening - The types of problems that may occur during the smoothing and strengthening service	<ul style="list-style-type: none"> • Client testimony • Assessor/Employer testimony • Case studies/ Assignment
	S15	Smoothing and Strengthening - Resolve problems that may occur during and after the hair smoothing and strengthening process	
7	K23	Smoothing and Strengthening - Maintenance and aftercare including future services and products	<ul style="list-style-type: none"> • Case studies/ Assignment • Consultation forms/ service plans
	S17	Smoothing and Strengthening - Evaluate the results of the service and provide advice on future services and products	
8	K24	Creative Colour Conversion - The reasons for pre-softening and pre-pigmenting hair	<ul style="list-style-type: none"> • Case studies/ Assignment • Storyboard
9	S32	Advanced Creative Colour Conversion - Products: semi-permanent	<ul style="list-style-type: none"> • Case studies/ Assignment • Images of work created; stylebook/ video evidence (throughout the service) • Assessor/Employer testimony
	S33	Advanced Creative Colour Conversion - Products: quasi (mildly oxidising)	
	S34	Advanced Creative Colour Conversion - Products: permanent colour	
	S35	Advanced Creative Colour Conversion - Products: pre-lighteners	
	S36	Advanced Creative Colour Conversion - Products: colour removers for artificial colour	
10	K46	Advanced Creative Colour Conversion - Products, tools and equipment used in advanced colour conversion (correction)	<ul style="list-style-type: none"> • Case studies/ Assignment • Images of work created; stylebook/ video evidence (throughout the service) • Assessor/Employer testimony
	K36	Advanced Colour Conversion (correction) - Methods of applying and removing colour products	
	S31	Advanced Creative Colour Conversion - Uses and applies the products, tools and equipment, in accordance with legal requirements, manufacturers' instructions and salon policy	

Table continued

Evidence	KSBs Requirements	Knowledge, Skills and Behaviours criteria	Examples of types of evidence:
11	K47	Advanced Creative Colour Conversion - The considerations to be taken into account when using advanced colour conversion techniques	<ul style="list-style-type: none"> • Consultation forms/ service plans • Case studies/ Assignment • Assessor/Employer testimony
	S24	Creative Colour Conversion - Resolve problems that may occur during creative colour conversion service	
12	K39	Advanced Colour Conversion (correction) - How to use creative sectioning techniques to personalise the colour result and enhance the finished look	<ul style="list-style-type: none"> • Case studies/ Assignment • Images of work created; stylebook/ video evidence
13	S25	Advanced Colour Conversion (correction) - removing artificial colour	<ul style="list-style-type: none"> • Case studies/ Assignment • Images of work created; stylebook/ video evidence (throughout the service)
	S29	Advanced Colour Conversion (correction) - recolouring hair that has had artificial colour removed	
14	S26	Advanced Colour Conversion (correction) - removing bands of colour	<ul style="list-style-type: none"> • Case studies/ Assignment • Images of work created; stylebook/ video evidence (throughout the service)
	S30	Advanced Colour Conversion (correction) - correcting highlights and lowlights	
15	S27	Advanced Colour Conversion (correction) - recolouring hair treated with lightener	<ul style="list-style-type: none"> • Case studies/ Assignment • Images of work created; stylebook/ video evidence (throughout the service)
	S28	Advanced Colour Conversion (correction) - using pre-pigmentation and colour	
16	K48	Advanced Creative Colour Conversion - Maintenance and aftercare including future services and products	<ul style="list-style-type: none"> • Case studies/ Assignment • Consultation forms/ service plans
	S37	Advanced Creative Colour Conversion - Complete and evaluate the results of the service and provide advice on future services, aftercare and products	

Table continued

Evidence	KSBs Requirements	Knowledge, Skills and Behaviours criteria	Examples of types of evidence:
17	B3	Flexible and adaptable: flexibility to changing working environment and demands. Demonstrates and encourages curiosity to foster new ways of thinking and working	<ul style="list-style-type: none"> • Evidence of competition work • Social media platforms • Attendance certificates • Witness testimonies • Evidence of progress review documentation
	B5	Professional Development: promote own professional development, embraces continual development and improvement	

Declaration of Authenticity

The work submitted for the package of information must be the apprentice's own work. Should this evidence be copied from someone else or plagiarised in any other way, the apprentice's End-point Assessment result may be void.

Apprentice Declaration

I confirm that all of the artefact evidence submitted to VTCT for my Professional Discussion is my own work.

Apprentice name:	
Apprentice signature:	
Date:	

Training Provider/Employer Declaration

The following declaration can be provided by the training provider or the employer.

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

Training provider/ employer name:	
Training provider/ employer signature:	
Date:	