



VTCT Skills

END-POINT ASSESSMENT GUIDE

**VTCT Skills Level 2 End-point Assessment for
ST1273 – Barbering Professional**

Please note, the contents of this booklet are subject to change at any time due to regulatory requirements. Therefore, it is imperative for the user of this document to verify they are in fact using the most up to date version. This can be done by checking it matches the version published on our website at: <http://www.vtctskills.org.uk>

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VTCT Skills Level 2 End-point Assessment for ST1273 – Barbering Professional

Purpose

This End-point Assessment guidebook outlines the format and the requirements of the End-point Assessment for the Barbering Professional Standard.

This End-point Assessment plan is for employers, education and training providers, independent End-point Assessors and other apprenticeship stakeholders who are responsible for the assessment of the Barbering Professional apprenticeship. The Barbering Professional apprenticeship was developed by employers for learners who are entering a career as a barber within the Barbering industry. This plan has been developed by a group of employers from the Barbering sector.

Prior to the End-point Assessment period, it is a requirement that a full-time apprentice will typically spend a minimum of 18 months on-programme to complete the criteria included within the occupational standard. During this time, the apprentice will also be required to complete a minimum of 20% off-the-job training. Once the on-programme requirements have been met, the apprentice can proceed through the Gateway Stage to the End-point Assessment period.

The End-point Assessment will consist of three different assessment methods: a Knowledge test, Practical assessment, and a Professional discussion, underpinned by a portfolio of evidence.

The apprentice's understanding of the underpinning theory related to the specific knowledge, skills and behaviours will be assessed by a Knowledge test. The Practical assessment, and a Professional discussion will be based on grading criteria, to assess the skills, knowledge and behaviours of the apprentice. In addition, the apprentice will demonstrate that they can complete the required services on a minimum of two clients to industry standards and within commercial timings.

The Knowledge test will be graded Fail or Pass and is conducted online and under exam conditions. The Practical assessment and Professional discussion will be conducted by an Independent Assessor and the apprentice will be graded either Fail, Pass or Distinction for these assessment methods. There will be an overall grade awarded for the End-point Assessment of Fail, Pass, Merit or Distinction.

Level 2 Barbering Professional

Apprenticeship Standard Summary Table

| | |
|--|--|
| <p>On-programme Stage <i>(typically 18 months)</i></p> | <p>Training to develop the knowledge, skills and behaviours (KSBs) of the occupational standard.</p> <p>The apprentice must complete training towards English and Maths qualifications in line with the apprenticeship funding rules.</p> <p>The apprentice must complete the on-programme qualification.</p> |
| <p>End-point Assessment Gateway Stage</p> | <ul style="list-style-type: none"> • The employer must be content that the apprentice is working at or above the occupational standard for a barbering professional • The apprentice must have achieved English and Maths qualifications in line with the apprenticeship funding rules • The apprentice must have passed the on-programme qualification • For the professional discussion, underpinned by a portfolio of evidence the apprentice must submit a portfolio of evidence • The apprentice must submit any policies and procedures as requested by the End-point Assessment Organisation |
| <p>End-point Assessment <i>(which will typically take 3 months)</i></p> | <p>This Assessment Method will be assessed using the following grades:</p> <p>Assessment Method 1: Knowledge test</p> <ul style="list-style-type: none"> • Fail • Pass <p>Assessment Method 2: Practical assessment</p> <ul style="list-style-type: none"> • Fail • Pass • Distinction <p>Assessment Method 3: Professional discussion, underpinned by a portfolio of evidence</p> <ul style="list-style-type: none"> • Fail • Pass • Distinction <p>Performance in these assessment methods will determine the overall apprenticeship standard grade of:</p> <ul style="list-style-type: none"> • Fail • Pass • Merit • Distinction |
| <p>Re-sits and re-takes</p> | <ul style="list-style-type: none"> • Re-take and re-sit grade cap: pass • Re-sit timeframe: typically, 2 months • Re-take timeframe: typically, 3 months |

Barbering Professional Apprenticeship Standard

Occupational Profile

This occupation is found in the hair and beauty sector. The Barbershop work environment is always client facing, can be varied in size, style and ambiance, from a small micro-barbershop, to franchises or large high street premises.

Barbering professionals are creative, passionate and driven professionals who work without supervision. They provide a quality service, whilst working to the highest standards and continuously developing their personal and professional skills. They take ownership of their work and clientele, accept responsibility, are proactive, flexible and adaptable, plan their work and time, they aim for excellence by taking exceptional pride in their work and industry. They must be able to work without supervision to a high level of precision, with exceptional client care skills.

A Barbering professional in their daily work will be expected to:

- Interact with a wide and diverse range of clients, the barbershop team and other associated hairdressing and beauty professionals
- Promote themselves, their organisation, products and services using a variety of channels
- Provide a range of Barbering services that meet client requirements to create a variety of precision looks
- Conduct comprehensive consultations
- Maintain exceptional client care skills
- Maintain safe working practices
- Meet legal, industry and organisation standards, procedures and protocols
- Demonstrate industry standards of professionalism, values, behaviours, communication skills, teamwork and retail skills

The Gateway Stage

To meet the minimum requirements set out in the apprenticeship standard, an apprentice needs to:

- Display occupational competency
- Achieve English and maths qualifications in line with the apprenticeship funding rules
- Submit a Portfolio of Evidence for the professional discussion

Portfolio of evidence requirements:

The apprentice must compile a portfolio of evidence during the on-programme period of the apprenticeship. It should only contain evidence related to the KSBs that will be assessed by this assessment method. It will typically contain 10 discrete pieces of evidence. Evidence must be mapped against the KSBs. Evidence may be used to demonstrate more than one KSB; a qualitative as opposed to quantitative approach is suggested.

Evidence sources may include:

- Workplace documentation and records, for example, workplace policies and procedures
- Witness statements
- Annotated photographs
- Video clips (maximum total duration 10 minutes); the apprentice must be in view and identifiable

This is not a definitive list; other evidence sources can be included.

The portfolio of evidence should not include reflective accounts or any methods of self-assessment. Any employer contributions should focus on direct observation of performance (for example, witness statements) rather than opinions. The evidence provided should be valid and attributable to the apprentice; the portfolio of evidence should contain a statement from the employer and apprentice confirming this.

VTCT Skills will not assess the portfolio of evidence directly as it underpins the discussion. The Independent Assessor will review the portfolio of evidence to prepare questions for the discussion. They are not required to provide feedback after this review.

The apprentice must submit any policies and procedures as requested by VTCT Skills.

Only apprentices who complete the gateway successfully can start the End-point Assessment.

The employer, in conjunction with the training provider, will formally sign-off that the apprentice has met the minimum requirements regarding the knowledge, skills and behaviours outlined in the standard. The apprentice must also confirm that they feel ready to progress onto their End-point Assessment. Both the employer and training provider have a shared responsibility to decide whether the apprentice has demonstrated the knowledge, skills and behaviours required to be competent in their job role.

It is important to refer back to the assessment plan when approaching gateway in order to check that the apprentice is able to demonstrate all the required knowledge, skills and behaviours and can do so in a live End-point Assessment.

A copy of the standard should be available during the gateway meeting to ensure all parties have a clear overview of what is required. This is located in the link below: <https://www.instituteforapprenticeships.org/apprenticeship-standards>

Assessment Method 1: Knowledge test

There are no specific requirements at the Gateway Stage to upload evidence for the knowledge test.

The following areas will be covered as part of the knowledge test:

- Knowledge statements: K1, K3, K4, K5, K6, K20, K22, K23, K29, K30

Assessment Method 2: Practical Assessment

There are no specific requirements at the Gateway Stage to upload evidence for the practical assessment.

The following areas will be covered as part of the practical assessment:

- Ways of working – legal and organisation
- Ways of working – client care/customer service
- Technical service – cutting and finishing hair (two clients)
- Technical service – shaving
- Technical service – cut facial hair shapes (two facial hair shapes)

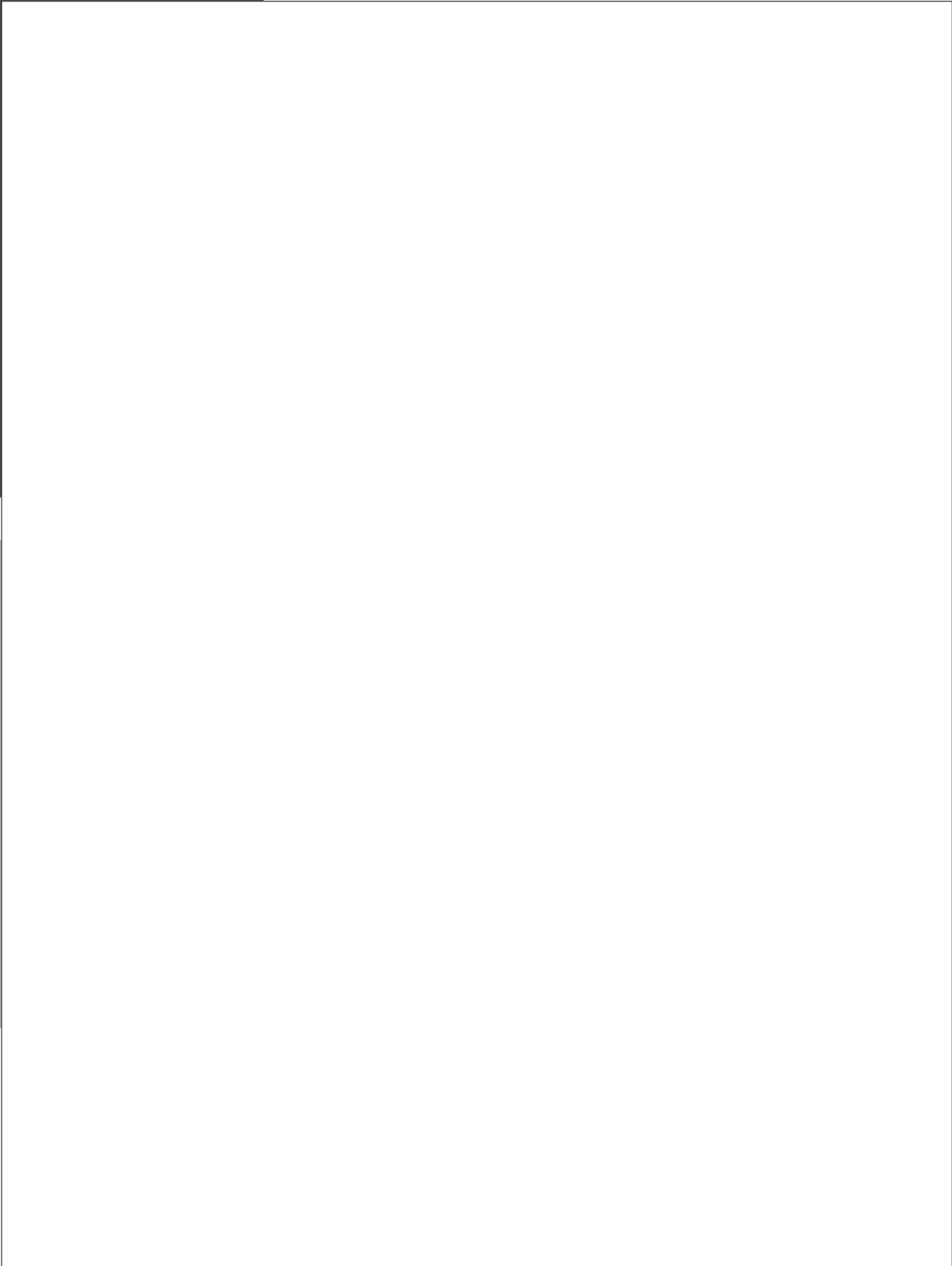
Assessment Method 3: Professional Discussion, underpinned by a portfolio of evidence

For the professional discussion, underpinned by a portfolio of evidence, the apprentice must upload/submit a Portfolio of Evidence at the Gateway Stage. It should only contain evidence related to the KSBs that will be assessed by this assessment method. It will typically contain 10 discrete pieces of evidence. Evidence must be mapped against the KSBs.

The following areas will be covered as part of the Professional discussion:

- The Barbering industry
- Ways of working – legal and organisation
- Ways of working – client care/customer service

Notes



Scheduling

Registering an Apprentice for End-point Assessment

You can register your apprentices for End-point Assessment via VTCT Skills epaPRO booking platform. Apprentices can be registered at any time during their apprenticeship at no additional upfront cost.

You will require the apprentice's:

- Unique Learner Number (ULN)
- Name
- Date of birth

Further information on registering your apprentices will be supplied once VTCT Skills has received your signed End-point Assessment Organisation agreement.

Scheduling an Apprentice for End-point Assessment

Providers must confirm that the apprentice has completed all the mandated components of the standard via the apprentice checklist on VTCT Skills epaPRO:

- End-point Assessment bookings must be made a minimum of 20 working days in advance of the desired assessment date(s) or within the standard requirement
- You will need to indicate preferred dates of assessment on epaPRO
- The End-point Assessment team will seek to match an Independent Assessor to your request
- The End-point Assessment team will formally confirm the booking via epaPRO

Reasonable Adjustments

It is the responsibility of the training provider to apply for reasonable adjustments/access arrangements on behalf of the apprentice prior to the End-point Assessment taking place. For more information on reasonable adjustments, please refer to the VTCT Skills Reasonable Adjustments and Special Considerations Policy or email epa@vtct.org.uk for more information.

Remote Assessments

Remote assessments will ordinarily be conducted via a video conferencing platform. The apprentice will receive an automated email containing a link to their video conferencing platform within 72 hours of the assessment being booked. The apprentice will need this link to enter the video conferencing platform and complete their assessment. This is typically for the knowledge test and the professional discussion, underpinned by a portfolio of evidence only.

Face-to-face End-point Assessments

Face-to-face assessments will take place within the apprentice's normal workplace setting (either at the employer's barbershop premises or training provider's realistic work environment) on the date and time agreed during the booking process.

Planning End-point Assessment dates

Prior to the End-point Assessment taking place, you will receive automated emails with:

- Confirmed start time and expected duration of the assessments
- Access to all relevant systems and resources

ID requirements

VTCT Skills will verify the identity of the apprentice before they undertake the assessment. All employers are therefore required to ensure that each apprentice has photographic identification with them on the day of assessment.

VTCT Skills will accept the following as proof of identity:

- A valid passport
- A signed UK photo card driving licence
- Employee ID card or travel card

The Independent Assessor will certify that they have seen valid identification before proceeding with an End-point Assessment and confirm the correct spelling of the apprentice's name in readiness for certification.

Cancellation

Under some circumstances, it may be necessary to cancel an End-point Assessment. Should this happen, you must contact the End-point Assessment team immediately. Please note that if a cancellation occurs within 10 working days of the assessment taking place, there will be a cancellation charge applied in line with our Cancellation Policy.

If the customer cancels the End-point Assessment:

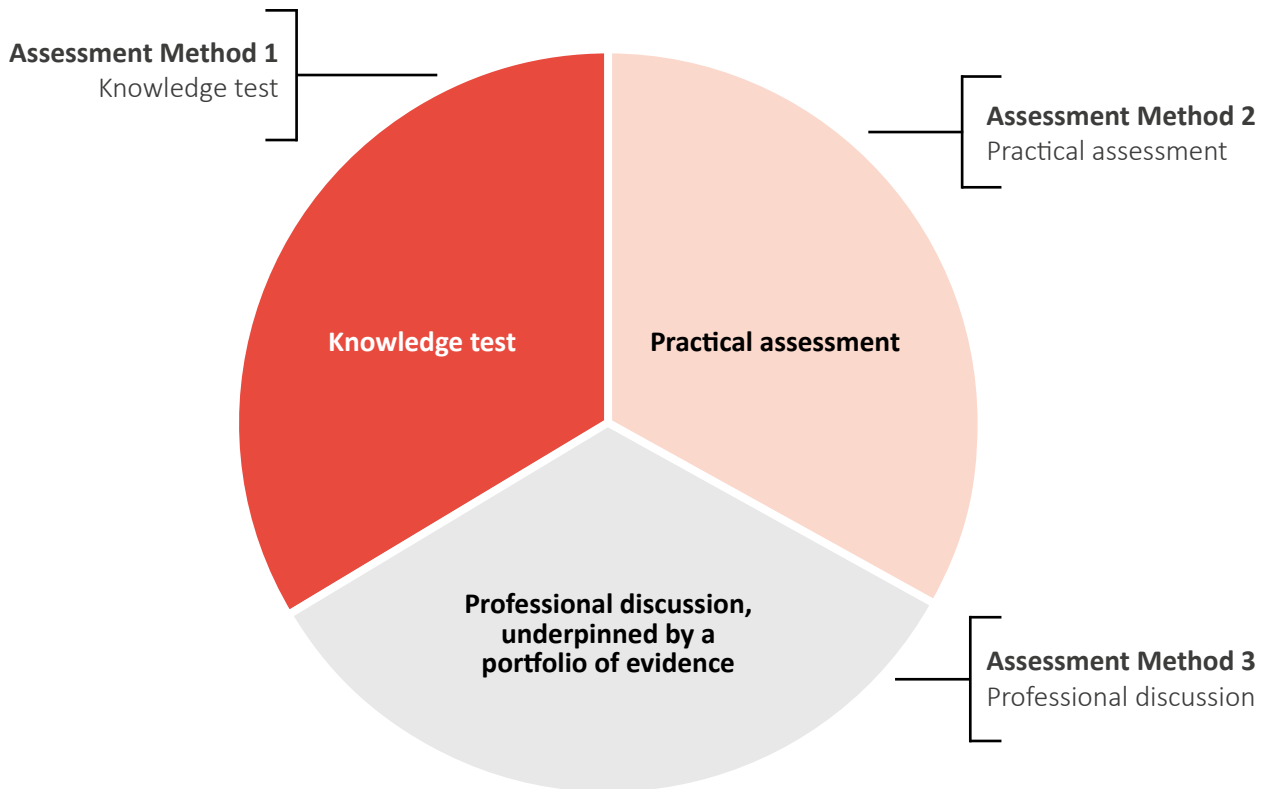
- Prior to the date of the End-point Assessment, the customer must inform VTCT Skills by email (epa@vtct.org.uk)
- On the day of the End-point Assessment, the customer must inform VTCT Skills by telephone 44 (0) 23 8068 4500

Cancellation of an End-point Assessment within 10 working days prior to the assessment taking place will incur the **full cost** of the End-point Assessment. For further details, the cancellation policy is available on VTCT Skills epaPRO booking platform or on our website.

Should the apprentice wish to re-sit later, a new booking should be made via epaPRO.

Overview of the End-point Assessment Period

The contribution of each Assessment Method and corresponding elements to the overall End-point Assessment grade is shown in the pie chart below:



Once the apprentice has submitted their evidence at the End-point Assessment Gateway Stage, they will then enter the End-point Assessment period.

The Barbering Professional End-point Assessment consists of **3 Assessment Methods**:

| Assessment Method | Assessed/Invigilated by | Overall Grading |
|---|--|-----------------------|
| Assessment Method 1 Knowledge test | Independent Assessor/VTCT Skills invigilator/specialised proctoring software | Fail/Pass |
| Assessment Method 2 Practical assessment | Independent Assessor | Fail/Pass/Distinction |
| Assessment Method 3 Professional discussion | Independent Assessor | Fail/Pass/Distinction |

Please note: A maximum of one apprentice can be assessed at any one time by the Independent Assessor during Assessment Method 3: Professional Discussion, underpinned by a portfolio of evidence. A maximum of five apprentices can be assessed at any one-time during Assessment Method 2: Practical Assessment.

How the End-point Assessment is graded

The overall grade for the End-point Assessment will be based on the grades achieved in the 3 Assessment Methods: knowledge test, practical assessment and professional discussion, underpinned by a portfolio of evidence.

All End-point Assessment methods must be passed for the End-point Assessment to be achieved overall.

Assessment Method 1: Knowledge test

The knowledge test with questions will be graded a Fail/Pass using the grading criteria on pages 16-18.

Assessment Method 2: Practical assessment

The Practical assessment will be graded a Fail/Pass/Distinction using the grading criteria on pages 20-26.

Assessment Method 3: Professional discussion, underpinned by a portfolio of evidence

The professional discussion will be graded a Fail/Pass/Distinction using the grading criteria on pages 28-32.

Overall Grading

Performance in the End-point Assessment determines the overall apprenticeship grade of:

- Fail
- Pass
- Merit
- Distinction

The grades from each individual assessment method are combined to determine the overall grade. If the apprentice fails one or more assessment methods, they will be awarded an overall fail.

To achieve an overall pass, the apprentice should achieve at least a pass in all the assessment methods.

To achieve an overall distinction, the apprentice must achieve a distinction in all 3 assessment methods.

Grades from the individual Assessment Methods will be combined in the following way to determine the overall grade of the End-point Assessment:

| Knowledge test | Practical assessment | Professional discussion | Overall grading |
|----------------|----------------------|-------------------------|-----------------|
| Fail | Any grade | Any grade | Fail |
| Any grade | Fail | Any grade | Fail |
| Any grade | Any grade | Fail | Fail |
| Pass | Pass | Pass | Pass |
| Pass | Pass | Distinction | Pass |
| Pass | Distinction | Pass | Merit |
| Pass | Distinction | Distinction | Distinction |

Length of End-point Assessment period

The End-point Assessment will be completed within a period lasting typically **3 months**, beginning when VTCT Skills has confirmed that all the gateway requirements have been met by the apprentice.

If an End-point Assessment Method is not achieved, the failed Assessment Method should be re-sat or retaken within the End-point Assessment period, and in accordance with the requirements outlined in the Assessment Plan.

Order of Assessment Methods

The Assessment Methods for the End-point Assessment can be completed in any order.

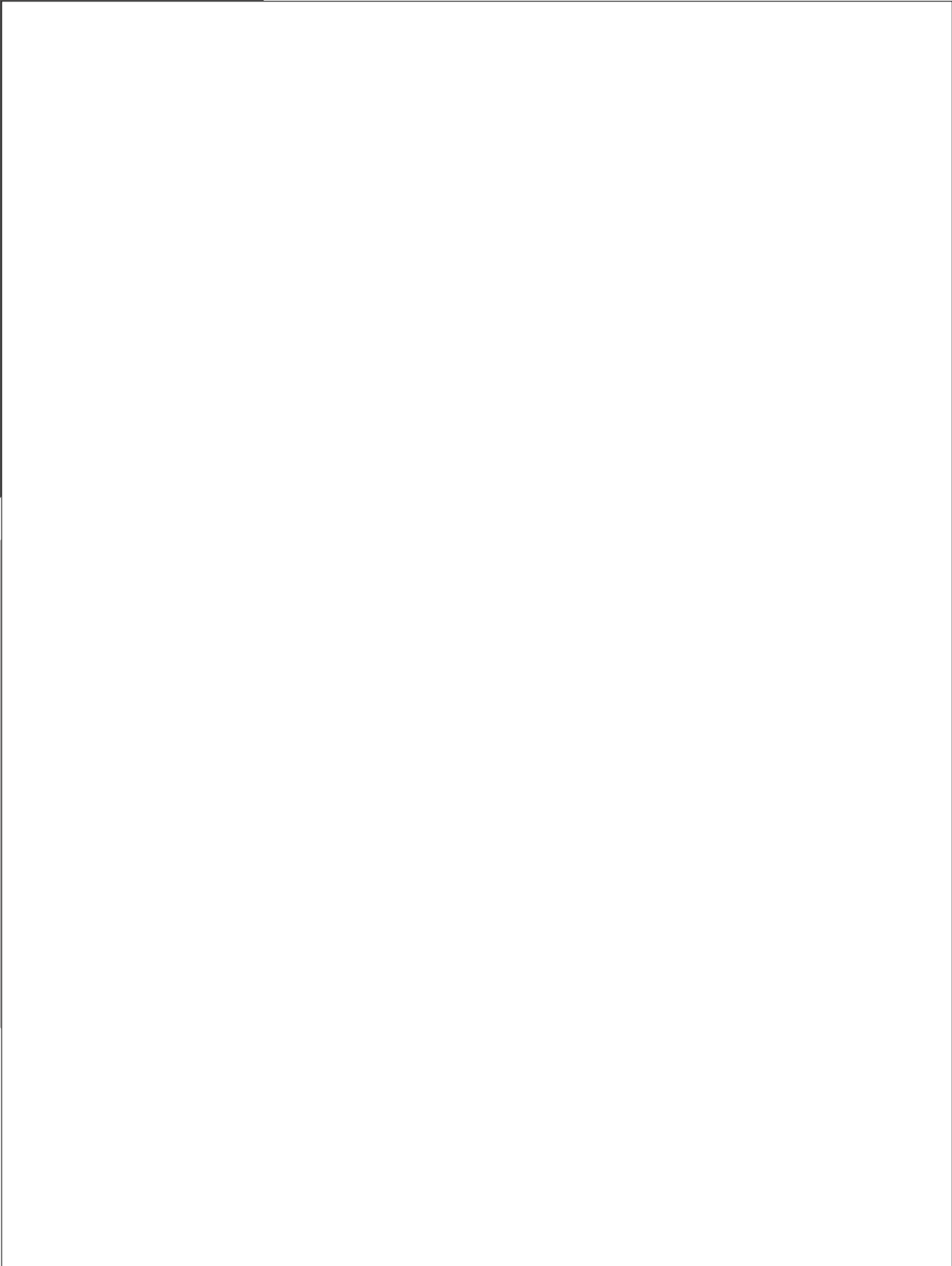
Delivery and location of the End-point Assessment

The knowledge test should take place in a controlled environment that is a quiet room, free from distractions and influence. The knowledge test must be taken in the presence of an invigilator under the responsibility of VTCT Skills. The invigilator may be the Independent Assessor, another external person employed by VTCT Skills and/or specialised (proctor) software.

The practical assessment, an Independent Assessor observes the apprentice completing a task or series of tasks set by VTCT Skills. The practical assessment environment must be in a real work environment that closely relates to the apprentice's natural working environment. This allows the apprentice to demonstrate the KSBs mapped to this assessment method. The practical assessment and professional discussion, underpinned by a portfolio of evidence methods can take place in the employer's premises, the training centre or at any suitable venue agreed with by VTCT Skills.

The professional discussion, underpinned by a portfolio of evidence assessment can also be carried out in an electronic environment such as video conferencing or other safe digital space platform.

Notes



Assessment Method 1: Knowledge test



Delivery of the Knowledge test

It consists of 20 multiple-choice questions. Apprentices will have **30 minutes** to complete the test.

The knowledge test is closed book which means that the apprentice cannot refer to reference books or materials whilst taking the test.

The knowledge test will test specific knowledge from across the standard (See KSBs table).

The knowledge test can be computer based.

The test must take place away from the day-to-day pressures of work and in a 'controlled' environment, which may be on or off the employers' premises. The definition of a 'controlled environment' will be made by VTCT Skills and explained by the Independent End-point Assessor prior to scheduling the test. This must include environmental requirements such as lighting, space, privacy and the requirements for an invigilator.

The Knowledge test must be taken in the presence of an invigilator who is the responsibility of VTCT Skills. Specialised (proctor) software can be used if the test can be taken on-line, to ensure the security of the test.

If taken online, the invigilator on the day of the test will give the apprentice(s) the login details to the test. Login will be immediately prior to the commencement of the test.

Knowledge, Skills and Behaviours

| Knowledge requirements | Knowledge criteria |
|------------------------|--|
| K1 | Legal, organisational and health and safety requirements relevant to barbering businesses. |
| K3 | The types of incidents, problems and accidents that can occur in a barbershop, the actions to take and your responsibilities for reporting. |
| K4 | How to complete and implement a health and safety risk assessment. |
| K5 | Work related injury and ill health associated with barbering (e.g. physical injuries, posture, disorders, disease, viruses, blood, contact or airborne, dermatitis). |
| K6 | Employment rights and responsibilities. |
| K20 | Barbering science for hair and skin (e.g. the basic structure of hair and skin, the growth cycle of hair Anagen, Catagen and Telogen). |
| K22 | The science behind shampoo, tonics, and conditioning products. |
| K23 | How to shampoo, treat and condition the hair and scalp safely. |
| K29 | The effects of close clipping and shaving on the hair and skin (e.g. cool, heat, sensation, reaction, immediate and long term effects). |
| K30 | The science behind drying and finishing hair. |

Grading of the Knowledge test

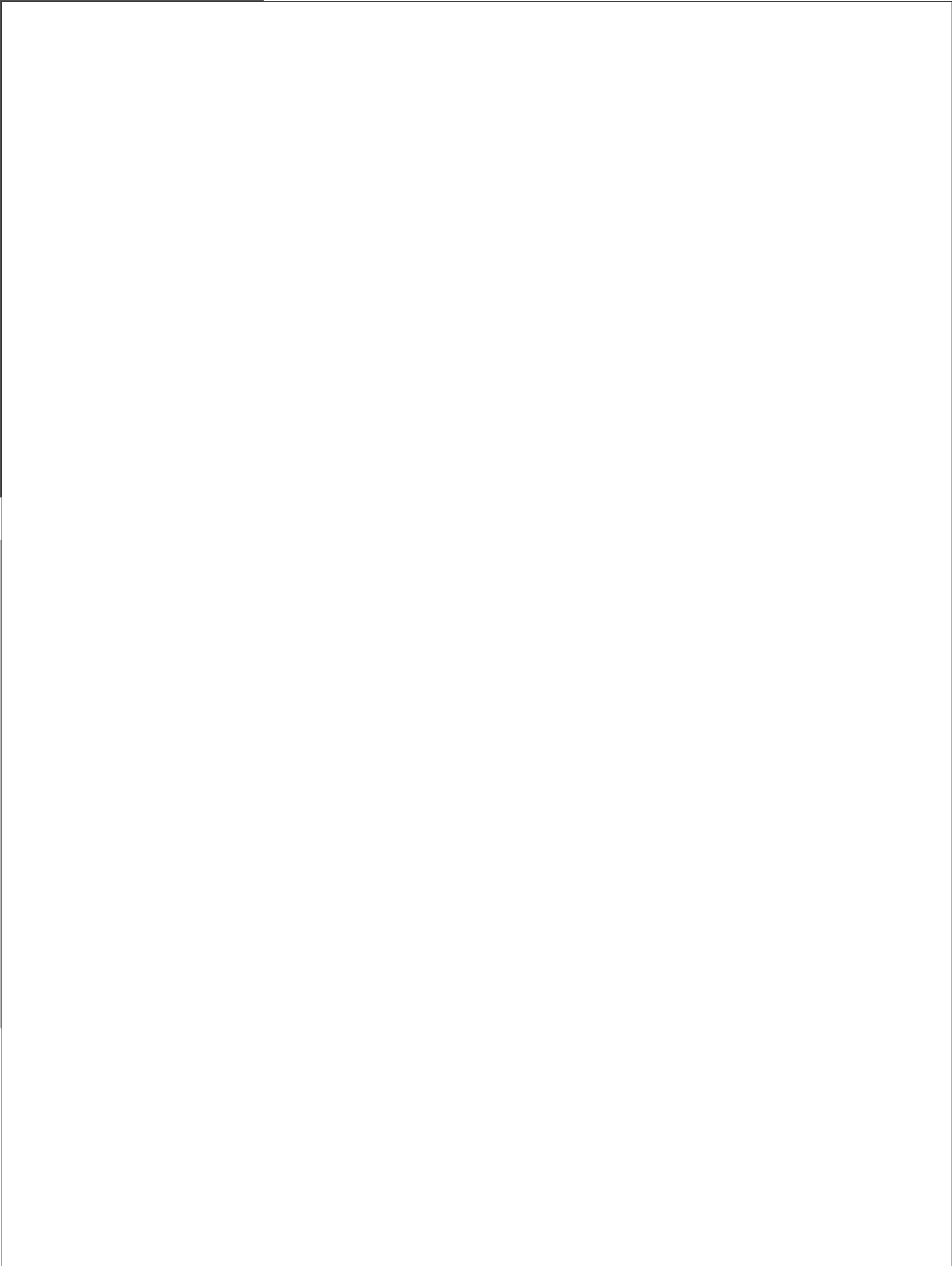
The following grade boundaries apply to the knowledge test:

| Grade | Minimum mark | Maximum mark |
|-------|--------------|--------------|
| Pass | 15 | 20 |
| Fail | 0 | 14 |

Grading Criteria

| Grade | Fail | Pass |
|---|--|---|
| Knowledge statements K1, K3, K4, K5, K6, K20, K22, K23, K29, K30 | Does not meet the pass criteria (apprentice has answered 14 or fewer questions correctly). | Apprentice has answered 15 to 20 questions correctly. |

Notes



Assessment Method 2: Practical assessment



Assessment Method 2: Practical assessment

This assessment method includes two components:

- Practical assessment by observation
- Questioning

These components allow the apprentice to demonstrate all the KSBs mapped to this assessment method.

Delivery of the Practical assessment

Apprentices must be observed by an Independent Assessor completing the practical assessment in which they will demonstrate the KSBs assigned to this assessment method. The independent assessor must conduct and assess the practical assessment using holistic assessment of the KSBs.

The practical assessment must take **3 hours 15 minutes**.

The Independent Assessor can increase the time of the practical assessment by up to 10%. This time is to allow the apprentice to complete a task or respond to a question if necessary.

The practical assessment cannot be split, other than for comfort breaks or to allow apprentices to move from one location to another. Where breaks occur, they will not count towards the total End-point Assessment time.

The apprentice will perform services for a minimum of **two** different clients:

During the practical assessment the apprentice will be assessed when performing the following:

Theme: Ways of working – legal and organisation

- Follow all health and safety legislation
- Follow all environmental and sustainable working practices

Theme: Client care/customer service

- A consultation for one of the services, taking into account the clients wishes, influencing factors, hair classification and characteristics
- An evaluation of one of the services
- Provide aftercare advice following one of the services

Theme: Barbering technical – Cutting and finishing hair (two clients)

- Cut, and restyle hair using a range of barbering techniques to create two looks:
 - Restyle the hair changing the length, bulk or shape, to achieve a significant/clear different style
 - Create two different neckline shapes
 - Create two different outline shapes
- Use all the tools and equipment for cutting:
 - Scissors
 - Clippers
 - Clipper attachments
 - Trimmers
 - Razors

- Cutting must occur on both wet and dry hair
- Use a minimum of 9 cutting techniques (excluding eyebrow trim)
 - Scissor over comb
 - Clipper over comb
 - Texturising
 - Freehand
 - Razor cutting
 - Tapering
 - Graduating
 - Layering
 - Fading
 - Disconnecting
- Create two facial hair shapes
 - Full beard and moustache
 - A partial beard including moustache

Theme: Barbering technical – Shaving

- Full-face shave, facial massage and finishing product

Independent Assessors must ask at **least 3 questions** during the practical assessment. Questioning may occur during the practical assessment. The purpose of the questions is to clarify further, any elements of a KSB, so as to allow the apprentice to demonstrate their full comprehension of the theme being performed.

The Independent Assessor may conduct and observe a **maximum of five** apprentices at a time during this assessment method.

Client contingency plan

- The Employer and Apprentice are responsible for providing suitable client(s) who allow the apprentice to demonstrate the Knowledge, Skills and Behaviours mapped to this assessment method
- The Employer and apprentice are responsible for providing client(s) for contingency purposes (in the event of any factors rendering the Practical assessment void)
- The Employer and/or Training Provider, must ensure the following factors have been considered before using client(s) for the Practical assessment:
 - The client(s) availability related to the services required
 - The client meeting the requirements of the Practical Assessment; if the client is not suitable for the purposes of the Practical assessment, contingency client(s) must be implemented
 - Health and safety requirements, restrictions and limitations, (infections, infestations, contra-indications)

If any of the points listed above becomes apparent during the Practical Assessment, the apprentice must notify the Independent Assessor immediately, explaining the contributing factors and a contingency client should be utilised.

Knowledge, Skills and Behaviours

| Knowledge requirements | Knowledge criteria |
|------------------------|--|
| K2 | How to maintain effective and safe methods of working and infection control when completing barbering services. |
| K7 | Products, tools and equipment used in barbering services and legal organisational requirements for safe use and storage. |
| K10 | How to use and promote working methods that promote environmental and sustainable working practices. |
| K13 | Client care principles and practices. |
| K17 | The types of advice and guidance that should be provided prior, during and post service. |
| K18 | How to recognise a contra-indication that would prevent the service and a limiting factor that would restrict a service, the implications on barbering services and when to refer to a general practitioner and/or trichologist. |
| K19 | How to complete client consultation and record relevant information relating to hair, skin and scalp analysis, hair and skin classification type, characteristics tests. |
| K21 | Client preparation requirements for barbering services. |
| K24 | The cutting methodology, techniques, tools and equipment required to create a range of barbering looks, different effects, distribution of weight, balance and shape to create precision and personalised looks. |
| K25 | The techniques and methodology behind creating basic outlines and detailing in hair. |
| K26 | The techniques and methodology behind designing and creating a range of facial hair shapes, tapered beard lines, beard outlines and moustaches. |
| K27 | The techniques and methodology behind preparing for and carrying out different shaving services. |
| K28 | The methods, benefits and effects of facial massage. |
| K31 | The techniques and methodology behind drying, styling and finishing hair using barbering techniques. |
| K33 | Evaluation techniques. |

Knowledge, Skills and Behaviours

| Skills requirements | Skills criteria |
|---------------------|---|
| S1 | Apply safe, hygienic and effective methods of working and infection control. |
| S3 | Use working methods that promote environmental and sustainable working practices. |
| S6 | Complete and maintain client records in accordance with legal and organisational requirements. |
| S7 | Use communication and etiquette that suits and is appropriate to the barbershop image and style. |
| S8 | Maintain the client's privacy, comfort and welfare during a barbering service. |
| S10 | Advise clients (new and regular) pre, during and after service on the services, products available and maintenance. |
| S11 | Use a range of products, tools and equipment, adhering to legal and organisational requirements for safe use and storage. |
| S12 | Identify contra-indications or limiting factors that are likely to affect or influence the service using observation and appropriate questioning techniques. |
| S13 | Carry out a consultation, examine and analyse the hair, skin and scalp. |
| S14 | Prepare the hair for barbering services. |
| S15 | Cut hair using a range of barbering cutting techniques, to create a variety of looks, taking account of factors influencing the service and the steps required to achieve the desired look. |
| S16 | Restyle hair by changing the length, bulk or shape to achieve a significant/clear different style. |
| S17 | Create basic outlines and detailing in hair. |
| S18 | Design, create and maintain a variety of facial hair shapes and looks. |
| S19 | Style and finish hair to create a variety of barbering looks. |
| S20 | Provide shaving and facial massage services safely. |
| S21 | Evaluate the results of the service. |

| Behaviours requirements | Behaviours criteria |
|-------------------------|--|
| B1 | Demonstrates good verbal and non-verbal communication skills. |
| B3 | Facilitates safe working practices, ensures safety of self and others and challenges safety issues. |
| B4 | Maintains professional ethics: integrity, respect, empathy, client confidence, confidentiality and discretion. |

Grading of the Practical assessment

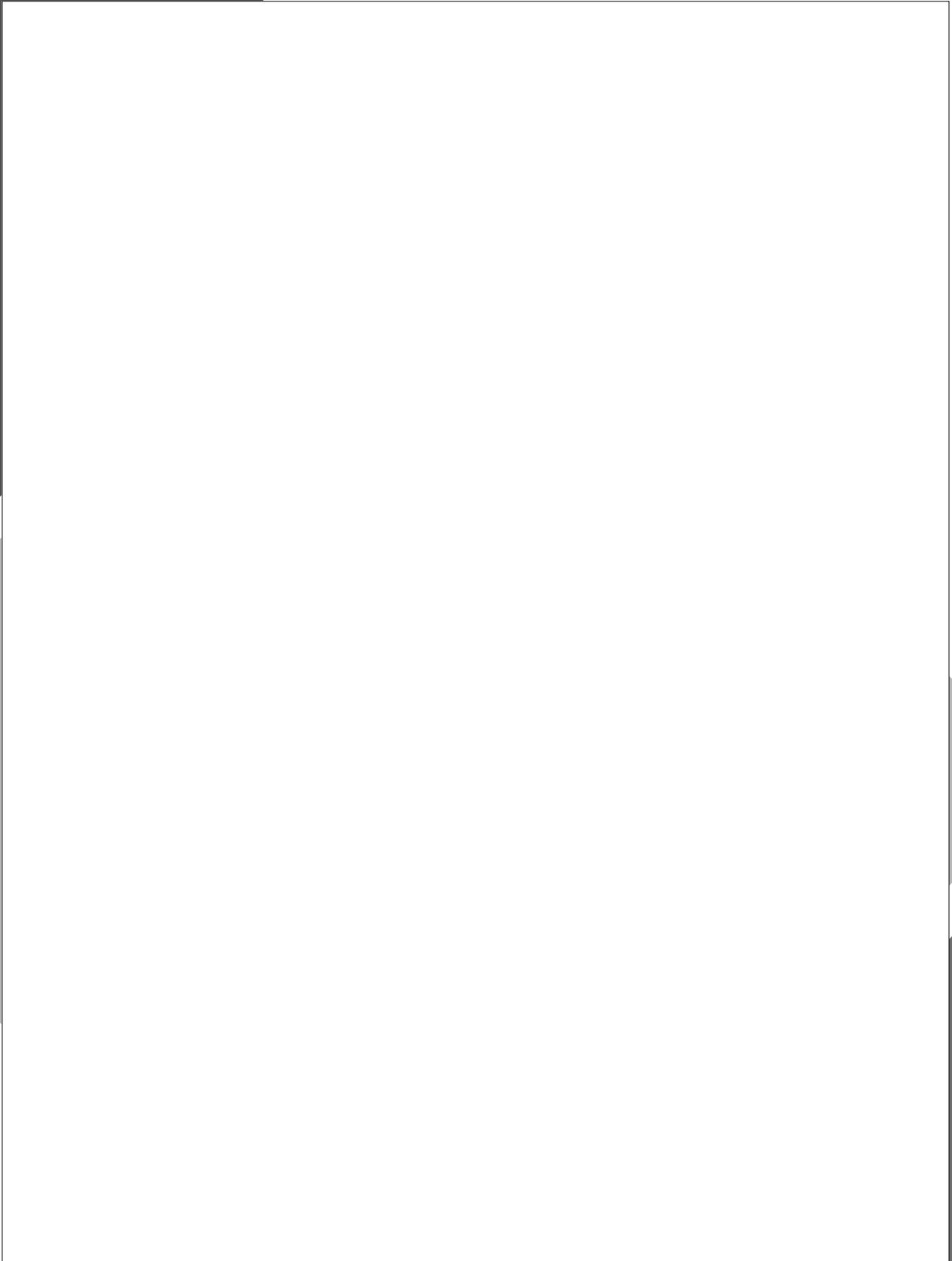
This assessment method requires the apprentice to provide evidence that they have met all the skills and behaviours outlined within the grade descriptors for the allocated grade. For example, the apprentice must evidence all the criteria for a pass grade to achieve a pass. To achieve a distinction grade, the pass criteria must be achieved as well as all the distinction criteria.

| KSBs | Fail | Pass Apprentices must demonstrate all the pass descriptors. |
|---|--|--|
| Ways of working – legal and organisation K2, K7, K10, S1, S3, S11, B3, B4 | Individual did not meet the pass criteria. | <p>Apply safe, hygienic, and effective methods of working and infection control, complying with relevant professional and legal obligations in the use of products, tools, equipment, and materials, whilst being flexible and professional to meet changing demands. (K2, K7, S1, S11, B3, B4)</p> <p>Demonstrate working methods that support and promote environmental and sustainable working practices during the service. (K10, S3)</p> |
| Ways of working – Client care/ customer service K13, K17, K18, K19, K33, S6, S7, S8, S10, S12, S13, S21, B1 | Individual did not meet the pass criteria. | <p>Provide correct advice and client care throughout the services and communicate with correct etiquette whilst maintaining the clients privacy, comfort and welfare. (K13, K17, S7, S8, S10, B1)</p> <p>Examine, analyse and record the hair, skin and scalp consultation, recognising contraindications and limiting factors that would restrict the service. (K18, K19, S12, S13)</p> <p>Evaluate the results of the service and record the outcomes in accordance with legal and organisational requirements. (K33, S6, S21)</p> |
| Barbering technical – Cutting and finishing hair K21, K24, K25, K26, K31, S14, S15, S16, S17, S18, S19 | Individual did not meet the pass criteria. | <p>Prepare the hair following correct methodology for barbering services. (K21, S14)</p> <p>Apply and follow correct methodologies with precision throughout the haircut, personalising where required, whilst considering the hair characteristics weight distribution, balance and natural growth patterns, using correct moisture, tension, cutting angles and cutting techniques to achieve the desired look. (K24, S15)</p> <p>Restyle the hair using a range of cutting techniques to change the length, bulk or shape to achieve a significant/ clear different style. (S16)</p> <p>Incorporate basic outlines and detailing into a haircut in line with client requirements. (K25, S17)</p> <p>Create a facial hair design shape, using correct techniques and methodologies, whilst considering accurate distribution of weight, balance and shape. (K24, K26, S18)</p> <p>Apply and follow correct methodologies and techniques throughout the drying, styling and finishing process, which met the intended balance, volume and shape. (K31, S19)</p> |
| Barbering technical – Shaving K27, K28, S20 | Individual did not meet the pass criteria. | <p>Apply and follow correct methodologies and techniques throughout the preparation, shaving and massage, ensuring appropriate skin control and tension throughout to achieve the desired finish. (K27, K28, S20)</p> |

Table continued.

| KSBs | Distinction Apprentices must demonstrate all the pass descriptors and all of the distinction descriptors. |
|---|--|
| Ways of working – legal and organisation K2, K7, K10, S1, S3, S11, B3, B4 | <p>Work confidently, and in an organised manner and is proactive in their approach to safe, hygienic, and effective methods of working and infection control, whilst being flexible to changing demands and adopting a different way of working to reflect these. (K2, S1, B3)</p> <p>Continually manage and use time and resources (products, tools, materials, and equipment) effectively and demonstrate a constant attention to detail. (K7, S11, B4)</p> <p>Consistently use products and resources efficiently and economically throughout the service which demonstrates effective environmental and sustainable working practices. (K10, S3)</p> |
| Ways of working – Client care/ customer service K13, K17, K18, K19, K33, S6, S7, S8, S10, S12, S13, S21, B1 | <p>Communicate in a respectful considered manner, demonstrating professionalism, empathy and confidence, clients are consistently fully informed with explanations or justifications for any recommendations, the response are intuitive, showing tact and diplomacy, respecting individual client characteristics, in a timely manner, throughout the service. (K13, K17, S6, S7, S10, B1)</p> |
| Barbering technical – Cutting and finishing hair K21, K24, K25, K26, K31, S14, S15, S16, S17, S18, S19 | <p>Use a creative approach by combining and adapting a range of technical skills and cutting techniques, throughout the service, which maximise the style potential, showing specific attention to precision and detail that takes into account the hair characteristics to enhance and personalise the look. (K24, S15)</p> <p>Use a creative approach to restyle the hair by combining and adapting a range of technical skills and cutting techniques, changing the length, bulk or shape to achieve a significant/clear different style, showing specific attention to precision and detail, that take into account the hair characteristics to enhance and personalised the look. (S16)</p> <p>Outlines and detailing created demonstrate specific attention to precision and detail, that takes into account the hair characteristics to enhance and personalise the look. (K25, S17)</p> <p>The facial hair shape created demonstrated specific attention to precision and detail, that takes into account the hair characteristics to enhance and personalise the look. (K24, K26, S18)</p> <p>Use a creative approach by combining and adapting a range of styling and finishing techniques, products tools and equipment throughout the service, which maximised the style potential, showing specific attention to precision and detail, that takes into account the hair characteristics to enhance and personalise the look. (K31, S19)</p> |
| Barbering technical – Shaving K27, K28, S20 | <p>Demonstrate specific attention to detail in the client’s preparation, product skin care application, skin control, tension, massage techniques completed and finishing services, that takes into account the hair and skin characteristics. (K27, K28, S20)</p> |

Notes



Assessment Method 3: Professional Discussion



Assessment Method 3: Professional discussion, underpinned by a portfolio of evidence

This assessment method includes one component:

- A professional discussion, underpinned by a portfolio of evidence

This component allows the apprentice to demonstrate all the KSBs mapped to this assessment method.

Delivery of the Professional discussion, underpinned by a portfolio of evidence

Apprentices must be observed by an Independent Assessor completing the professional discussion assessment in which they will demonstrate the KSBs assigned to this assessment method. The professional discussion is a formal two-way conversation between the Independent Assessor and the Apprentice. The Independent Assessor may conduct and observe only one apprentice at a time during this assessment method.

The Independent Assessor will ask at least **10 questions**. Follow-up questions may occur where clarification is required.

The professional discussion assessment must last for **45 minutes**.

The Independent Assessor can increase the time of the professional discussion assessment by up to 10%. This time is to allow the apprentice to respond to a question if necessary. The professional discussion assessment cannot be split, other than for comfort breaks or to allow apprentices to move from one location to another. Where breaks occur, they will not count towards the total End-point Assessment time.

Knowledge, Skills and Behaviours

| Knowledge requirements | Knowledge criteria |
|------------------------|--|
| K8 | Barbering professionalism, values, industry codes of conduct, best practice and ethics. |
| K9 | Barbershop culture, history and types of barbershops. |
| K11 | The role and function of the front of house or reception area in the barbershop business (services, bookings, payments, retail and sales). |
| K12 | The benefits and drawbacks of using social media and how social media can be used to promote the business. |
| K14 | How to actively promote and respect equality, diversity and inclusivity (confidentiality, discretion, welfare, limitations). |
| K15 | Awareness of the mental health and wellbeing of self and clients. |
| K16 | Principles of teamwork. |
| K32 | Complementary male grooming services, their benefits and drawbacks. |

| Skills requirements | Skills criteria |
|---------------------|--|
| S2 | Identify and report problems which cannot be dealt with to the relevant person(s). |
| S4 | Carry out front of house duties to support the barbershop business. |
| S5 | Promote yourself, your organisation, products and services via a variety of social channels. |
| S9 | Work as part of a team to support the barbershop. |

| Behaviours requirements | Behaviours criteria |
|-------------------------|---|
| B2 | Demonstrates professionalism and a passion for the industry: a commitment to quality and continuous improvement, a positive attitude and team working, working under pressure, observing time management and self-management. |

Grading of the Professional discussion

This assessment method requires the apprentice to provide evidence that they have met all the knowledge, skills and behaviours outlined within the grade descriptors for the allocated grade. For example, the apprentice must evidence all the criteria for a pass grade to achieve a pass. To achieve a distinction grade, the pass criteria must be achieved as well as all the distinction criteria.

| KSBs | Fail | Pass Apprentices must demonstrate all the pass descriptors. |
|--|--|---|
| Ways of working – Front of house K11, K16, K32, S2, S4, S9 | Individual did not meet the pass criteria. | Describe the function of front of house duties, wider barbershop duties, how and when and who to report problems to and the principles of teamwork, in supporting the barbershop. (K11, K16, S2, S4, S9) Outline the benefits and drawbacks of complementary male grooming services. (K32) |
| Ways of working – Client care/ customer service K14, K15 | Individual did not meet the pass criteria. | Describe ways of promoting equality, diversity and inclusivity (confidentiality, discretion, welfare, limitations) in barbershop. (K14) Describe ways of supporting mental health and wellbeing of self and client. (K15) |
| The Barbering industry K8, K9, K12, S5, B2 | Individual did not meet the pass criteria. | Describe the history and origin of barbering, how culture impacts the type of barbershop. (K9) Explain why continuous improvement, a positive attitude and team working, work under pressure, time and self-management barbering values, industry codes of conduct, best practice and ethics which contribute to barbering professionalism and a passion for the industry. (K8, B2) Explain how the barbershop can be promoted using digital technology and social media, including the various benefits and potential drawbacks of promoting themselves, the barbershop, relevant products, and services on social media channels. (K12, S5) |

Table continued.

| KSBs | Distinction Apprentices must demonstrate all the pass descriptors and all of the distinction descriptors. |
|--|--|
| Ways of working – Front of house K11, K16, K32, S2, S4, S9 | <p>Explain how they carry out front of house and wider salon duties to support and enhance the operation and development of the salon, with clear rationales for specific approaches and evidence-based examples of their effectiveness. Justify how they work effectively as part of a team, manage, resolve, and escalate problems, and support positive working culture within their barbershop. (K11, K16, S2, S4, S9)</p> <p>Explain a wide range of complementary male grooming services, evaluates the benefits and drawbacks, and contributes own opinion and perspective. (K32)</p> |
| Ways of working – Client care/ customer service K14, K15 | <p>Justify and provide examples of opportunities to promote or champion equality, diversity and inclusivity (confidentiality, discretion, welfare, limitations) within their role or in the workplace. (K14)</p> <p>Justify and provide examples of opportunities to promote initiatives to raise awareness of mental health and wellbeing of self and client. (K15)</p> |
| The Barbering industry K8, K9, K12, S5, B2 | <p>Provide a detailed explanation of the history and origin of barbering, providing examples and justification of how culture impacts the type of barbershop. (K9)</p> <p>Provides a detailed evaluation of the barbering industry codes of conduct and values, supported by clear evidence. (K8)</p> <p>Justify the rationale behind the importance of quality and continuous improvement of professional practice whilst demonstrating a clear passion for the industry. (B2)</p> <p>Evaluate the benefits and drawbacks of using social media to promote self, organisation, products and services, provides detailed rationale, with examples of ways social media channels can be used to promote the barbershop. (K12, S5)</p> |

Re-sits and Re-takes

An apprentice who fails one or more assessment method(s) can take a re-sit or a re-take at their employer's discretion. The apprentice's employer needs to agree that a re-sit or re-take is appropriate. A re-sit does not need further learning, whereas a re-take does.

An apprentice should have a supportive action plan to prepare for a re-sit or a re-take.

The employer and VTCT Skills agree the timescale for a re-sit or re-take. A re-sit is typically taken within 2 months of the End-point Assessment outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within 3 months of the End-point Assessment outcome notification.

Failed assessment methods must be re-sat or re-taken within a 6-month period from the End-point Assessment outcome notification, otherwise the entire End-point Assessment will need to be re-sat or re-taken in full.

Re-sits and re-takes are not offered to an apprentice wishing to move from pass to a higher grade.

An apprentice will get a maximum End-point Assessment grade of pass for a re-sit or re-take, unless VTCT Skills determines there are exceptional circumstances.



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