

Professional Discussion Mapping Document

VTCT Level 2 Barbering Professional

All columns of this mapping document are to be completed prior to the Gateway stage and submitted with the Portfolio of Evidence for each apprentice. Please refer to the End-point Assessment Guidebook and the Professional Discussion Apprentice Guidance Document when completing this Professional Discussion Mapping Document.

Please note: It is a requirement of the training provider to submit all of the evidence electronically, via the 'Documents tab' on the apprentice's dashboard within the epaPRO system. This must be in a scanned format, allowing the evidence package to be viewed remotely. VTCT will not accept a link to an apprentice's individual e-portfolio.

Evidence number <i>(typically 1- 10 pieces of evidence)</i>	KSBs:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
Example:				
1	K8	<i>Barbering professionalism, values, industry codes of conduct, best practice and ethics.</i>	<i>PowerPoint presentation</i>	1.1
2	S5	<i>Promote yourself, your organisation, products and services via a variety of social channels.</i>	<i>Social media platforms</i>	1.2

Evidence number <i>(typically 1-10 pieces of evidence)</i>	KSBs:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
	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.		
	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.		
	B2	Demonstrate 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.		

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 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 that the work submitted is solely that of the apprentice.

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