

# Professional Discussion Mapping Document

## VTCT Level 3 Advanced and Creative Hair Professional

All columns of this mapping document are to be completed prior to the Gateway stage and submitted with the Collection of the hairstyle looks for each apprentice. Please refer to the End-point Assessment Guide Book 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 SEPA 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 – 17 pieces of evidence)</i>	KSBs:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
<b>Example:</b>				
1	K1	Researches fashion forward trends - The principles and stages of planning, researching and developing fashion forward trends, different media types and platforms	PowerPoint presentation	1.1
1	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	Social media platforms	1.2
Evidence number <i>(typically 1 – 17 pieces of evidence)</i>	KSBs :	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
	K1	Researches fashion forward trends – The principles and stages of planning, researching and developing fashion forward trends, different media types and platforms		
	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		

<b>Evidence number</b> <i>(typically 1 – 17 pieces of evidence)</i>	<b>KSBs:</b>	<b>Knowledge, Skills and Behaviours criteria:</b>	<b>Type of evidence submitted:</b>	<b>Reference number:</b>
	<b>K3</b>	Researches fashion forward trends – How a Collection of hairstyle looks can be used to promote individuals and salons		
	<b>K5</b>	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		
	<b>K8</b>	Create a Collection of hairstyle looks – The influencing factors and individual characteristics which need to be considered when creating a Collection of hairstyle looks		
	<b>K14</b>	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		
	<b>K15</b>	Methods of presenting showcasing and promoting the Collection of hairstyle looks internally using a visual medium		
	<b>K16</b>	Smoothing and Strengthening, Client consultation – Health & safety legislation, safe working practices and effective communication related to smoothing and strengthening services.		
	<b>K17</b>	Smoothing and Strengthening, Client consultation – How to complete an in-depth complex analysis of the client hair and scalp for smoothing and strengthening services		
	<b>K21</b>	Smoothing and Strengthening – The types of smoothing and strengthening systems, products, tools and equipment, their application and removal		
	<b>K23</b>	Smoothing and Strengthening – The types of problems that may occur during the smoothing and strengthening service		
	<b>K24</b>	Smoothing and Strengthening – Maintenance and aftercare including future services and products		

<b>Evidence number</b> <i>(typically 1 – 17 pieces of evidence)</i>	<b>KSBs:</b>	<b>Knowledge, Skills and Behaviours criteria:</b>	<b>Type of evidence submitted:</b>	<b>Reference number:</b>
	<b>K36</b>	Creative Colour Conversion – The reasons for pre-softening and pre-pigmenting hair		
	<b>K39</b>	Advanced Colour Conversion (correction) – Methods of applying and removing colour products		
	<b>K46</b>	Advanced Colour Conversion (correction) – How to use creative sectioning techniques to personalise the colour result and enhance the finished look		
	<b>K47</b>	Advanced Creative Colour Conversion – Products, tools and equipment used in advanced colour conversion (correction)		
	<b>K48</b>	Advanced Creative Colour Conversion – The considerations to be taken into account when using advanced colour conversion techniques		
	<b>K49</b>	Advanced Creative Colour Conversion – Maintenance and aftercare including future services and products		
	<b>S1</b>	Research 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		
	<b>S8</b>	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		
	<b>S10</b>	Present a Collection of hair looks – Present and promote the collection internally using a visual medium		
	<b>S11</b>	Present a Collection of hair looks – Evaluate the results of the collection against the research results to improve further practice		

<b>Evidence number</b> <i>(typically 1 – 17 pieces of evidence)</i>	<b>KSBs:</b>	<b>Knowledge, Skills and Behaviours criteria:</b>	<b>Type of evidence submitted:</b>	<b>Reference number:</b>
	<b>S12</b>	Smoothing and Strengthening services, Client consultation – Maintain effective and safe methods of working and effective communication whilst completing smoothing and strengthening services		
	<b>S13</b>	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		
	<b>S14</b>	Smoothing and Strengthening – Use and apply products, tools and equipment, to smooth and strengthen clients’ hair to the degree of straightness required		
	<b>S15</b>	Smoothing and Strengthening – Resolve problems that may occur during and after the hair smoothing and strengthening process		
	<b>S16</b>	Smoothing and Strengthening – Use a range of products, tools and equipment in accordance with legal requirements, manufacturers' instructions and salon policy		
	<b>S17</b>	Smoothing and Strengthening – Evaluate the results of the service and provide advice on future services and products		
	<b>S24</b>	Creative Colour conversion – Resolve problems that may occur during creative colour conversion service		
	<b>S25</b>	Advanced Colour Conversion (correction) – removing artificial colour		
	<b>S26</b>	Advanced Colour Conversion (correction) – removing bands of colour		
	<b>S27</b>	Advanced Colour Conversion (correction) – recolouring hair treated with lightener		
	<b>S28</b>	Advanced Colour Conversion (correction) – using pre-pigmentation and colour		

Evidence number <i>(typically 1 – 17 pieces of evidence)</i>	KSBs:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
	<b>S29</b>	Advanced Colour Conversion (correction) – recolouring hair that has had artificial colour removed		
	<b>S30</b>	Advanced Colour Conversion (correction) – correcting highlights and lowlights		
	<b>S31</b>	Advanced Creative Colour Conversion – Uses and applies the products, tools and equipment, in accordance with legal requirements, manufacturers' instructions and salon policy		
	<b>S32</b>	Advanced Creative Colour Conversion – Products: semi-permanent		
	<b>S33</b>	Advanced Creative Colour Conversion – Products: quasi (mildly oxidising)		
	<b>S34</b>	Advanced Creative Colour Conversion – Products: permanent colour		
	<b>S35</b>	Advanced Creative Colour Conversion – Products: pre-lighteners		
	<b>S36</b>	Advanced Creative Colour Conversion – Products: colour removers for artificial colour		
	<b>S37</b>	Advanced Creative Colour Conversion – Complete and evaluate the results of the service and provide advice on future services, aftercare and products		
	<b>B3</b>	Flexible and adaptable: flexibility to changing working environment and demands. Demonstrates and encourages curiosity to foster new ways of thinking and working		
	<b>B5</b>	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 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:	