

Professional Discussion Mapping Document

VTCT Level 2 Hairdressing 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	K16	<i>Teamwork principles, how and when and who to report problems to.</i>	<i>PowerPoint presentation</i>	1.1
1	S6	<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:
	K7	Hairdressing professionalism, values, industry codes of conduct and ethics.		
	K10	Ways of supporting the mental health and wellbeing of self and client.		
	K12	The benefits and drawbacks of using variety of social channels and how social media can be used to promote the business.		
	K13	The role and function of the front of house or reception area in a hairdressing business (e.g. services, bookings, payments, retail, upselling, and sales).		
	K16	Teamwork principles, how and when and who to report problems to.		
	S6	Promote yourself, your organisation, products and services via a variety of social channels.		
	S7	Carry out wider salon duties to support the salon business (such as services, bookings, payments, retail, upselling and sales).		
	S10	Work as part of a team to support the salon businesses.		
	B7	Shows a willingness to learn.		

Declaration of Authenticity

The work submitted for the package of information must be the apprentice's own work. Should this evidence be copied from some one 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:	