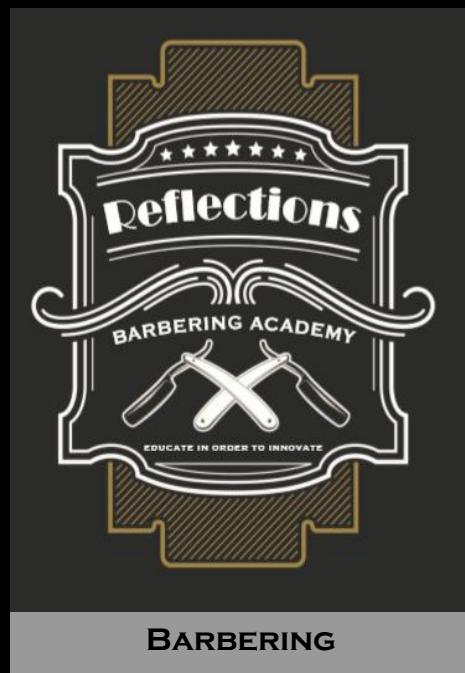


# Reflections

## Training Academy



Hairdressing



BARBERING

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Business Development



Study Programme

## A guide to End Point Assessment

Hairdressing

Bristol: 0117 922 1440  
Birmingham: 01216432147

# Reflections Training Academy

## Your route to success.... End Point Assessment (EPA)

Reflections Training Academy alongside learner and employer will choose the end point assessment organisation, dedicated to deliver the end point assessment (EPAO). Reflections development team will support you in upskilling your knowledge to meet the end point assessment required. This will be of a high quality with flexible training and outstanding resources to help you progress.

Learners will be graded on consultation skills, communication skills, safe working practices, professionalism, values and behaviours. Our dedicated tutor team will help guide and observe learners carrying out specified practical tasks set out in the assessment plan. Oral questioning will also support your knowledge and understanding. The learner will be graded at pass or distinction level depending on performance at the end point assessment.

### **What is an End Point Assessment?**

End Point Assessment (EPA) is the name given to the final assessment for a learner to demonstrate their knowledge, skills and behaviours ability to meet their role requirements. These assessments take place and once agreed at the end of an apprenticeship following a period of training and development often referred to as the 'on-programme' training period.

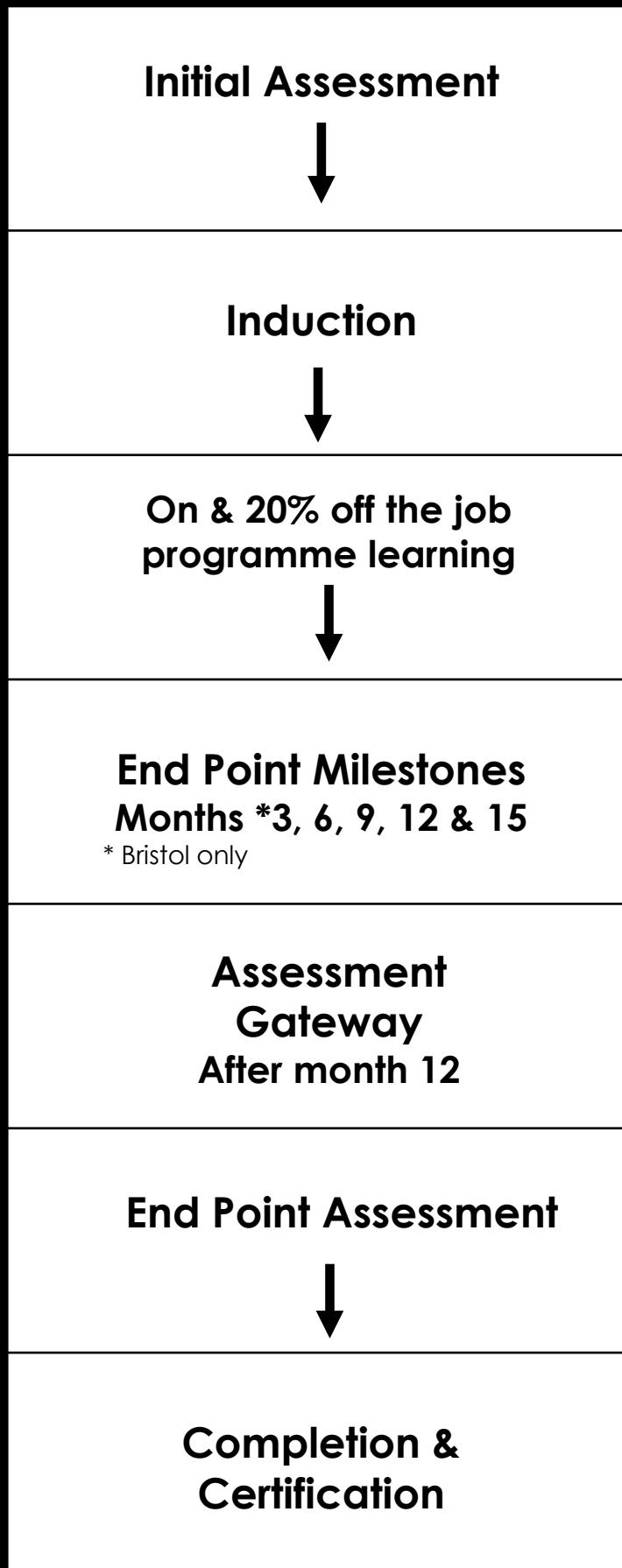
### **How does an End Point Assessment work?**

When a learner reaches the end of their training, the employer (supported by the training provider) will make the decision on whether or not the leaner is ready to take the EPA – this decision process or stage is known as the “gateway”.

### **Who conducts the End point assessment?**

Only an approved End Point Assessment Organisation (EPAO) can conduct an End-point assessment, our preferred EPAOs are City & Guilds and ILM. As the training provider, we would make all the necessary arrangements with the EPAO.

# **End Point Assessment Process**



## **Preparing you for the journey and the end point Assessment**

The learner can prepare a portfolio of work to use as evidence and to showcase to the employer in demonstrating progress. It's a good idea for learners to build this portfolio throughout the programme, and select their best examples during the EPA. Apprentices can upload before-and-after photos and assign them to the apprenticeship criteria. At the end of their programme, learners can then create an online collection. This portfolio is seen as good practice during your programme and will not form part of your EPA assessment.

It is important that employers ensure that the Learner has acquired the full set of knowledge, skills and behaviours along with any mandatory qualifications and build a portfolio. This is generally described in the assessment plan as a gateway to the EPA. The training provider, Apprentice and the employer discuss the End-point assessment next steps/process. Each confirms that they are confident of success at the End-point assessment and make the decision to proceed.

### **Can learners re-take the End Point Assessment?**

There is no time limit on the number of retakes, however there will be additional costs to the employer for re-sits.

### **What is 20% off the job training?**

20% off the job training is required for all apprenticeships and is undertaken outside of the normal day-to-day working environment. The 20% contributes towards the achievement of an apprenticeship. This will be monitored throughout the programme on smart assessor.

### **How is the 20% calculated?**

The 20% off-the-job training is calculated using the apprentice's contracted employment hours across their whole apprenticeship – equivalent to around one day per working week.

### **Learners can achieve the 20% off the job training through:**

- Site visits in the workplace
- Extra Training, external workshops or at the academy
- Completing Webinars scheduled
- Online Research/Smart Assessor
- Attending day courses/Workshops
- Taking part in competition work/Internal External

### **Employer Involvement**

To ensure learners are progressing and on track for their gateway, employers will be asked to support their learners journey on their set milestones. This can be achieved by attending workshops and interviews to support the learners skills, knowledge and behaviours. Employer feedback on performance will be required in order for the learner to develop these skills where required and move forward to the next stage.

# Overview of Assessment plans

Apprenticeship stage	Assessment Methods	Area Assessed	Assessed by	Grading
End-point assessment	1) Observation of practical assessment 2) Oral questioning	Skills, knowledge and behaviour from the mandatory sections of the Hair Professional Apprenticeship standard	Independent Assessment Examiner appointed by the assessment organisation	Fail/Pass / Distinction

## Grading Criteria

Fail	Pass	Distinction
Not met minimum requirements	The apprentice is capable of managing and running a column within expected service times, works safely and hygienically at all times and has professional approach to work.	In addition to meeting the pass criteria the apprentice is confident, organised and proactive in their approach to work, they continually manage and use time effectively and demonstrate a constant attention to detail in all aspects of their work.

\* Learners will be required to provide their own model and evidence of skin tests carried, must be available on the day of observation.

### A. Cut hair using a range of techniques to create a variety of looks

#### Practical assessment:

One creative restyle and finish using a minimum of three cutting techniques

#### Specific Requirements:

The creative restyle should be finished to complement the style. If this includes a blow dry using a round brush this can be counted as one of the two style and finish looks listed below.

### B. Style and finish hair using a range of techniques to create a variety of looks

#### Practical assessment:

Two finished looks using a minimum of four techniques:

- A blow dry
- A hair-up style

#### Specific Requirements:

- One above and one below shoulder look
- One setting technique
- 80% of the hair should be taken up
- Three dressing techniques
- The blow dry must include the use of a round brush

### C. Colour and lighten hair using a range of techniques

#### Practical assessment: Two colour and/or lightened hair services using a minimum of two products:

- One woven highlights
- One other colouring technique

#### Specific Requirements:

A minimum of a "T" section of the head  
A change in depth and tone, and one other colouring Technique

# Diploma for Hair Professional



## Complete list of units

### Hairdressing

#### Mandatory Units

<b>All units must be achieved from this group</b>			
<b>Unit Number</b>	<b>Unit Title</b>	<b>Level</b>	<b>GLH</b>
<b>201</b>	Consultation	2	<b>63</b>
<b>202</b>	Shampoo, condition and treat the hair and scalp	2	<b>40</b>
<b>203</b>	Cut hair using a range of techniques to create a variety of looks	3	<b>180</b>
<b>204</b>	Style and finish hair using a range of techniques to achieve a variety of looks	3	<b>180</b>
<b>205</b>	Colour and lighten hair using a range of techniques	3	<b>180</b>
<b>One unit must be achieved from this group</b>			
<b>206</b>	Perming Hair	2	<b>93</b>
<b>207</b>	Hair relaxing treatments and techniques	3	<b>82</b>
<b>208</b>	Hair extension services	3	<b>90</b>

# End Point Assessment Tips for the Learners

## PRACTICE MAKES PERFECT

We all know practice makes perfect, so make sure the learner has plenty of experience completing a range of assessments. You can check what methods will be included in their EPA and plan their assignments around that. It's also a good idea to keep track of their progress throughout their course, so you know exactly how they're progressing.

## USE SMART ASSESSOR

With Smart Assessor, you can track your learners progress online – making the whole training process incredibly easy to manage. Employers can also track their learners' progression throughout their course, ensuring they're not scheduled to sit the EPA before they're ready. With an Smart Assessor you'll also have clear evidence of learning and a full audit trail available at any time.

End Point Assessment checklist	Tick
Your tutors and employer will talk with you together to agree that you're ready to take your EPA. That means they've got confidence in your work so keep on with the learning and the effort	
Depending on the standard, and what grades in math's and English you had before your apprenticeship, you might need to sit some math's and English tests. These are online and your tutor will have helped you prepare for this	
Have you got the date, time and address for your EPA? Check with your tutor that it includes any special arrangements if you've asked for them and they were agreed	
Review the assessment dates with your employer and make sure they're in your work diary and any team rotas. This means that the date will be protected and you shouldn't be asked to do anything else on those times. Your employer should get the dates from your provider too	
Share the assessment dates with family and friends so the dates are protected – don't book holiday or other events that will clash with them	
Do you know the location of the assessment(s)? If it's in a different building or campus that you normally visit, do you know how to get there? If it's at a new venue, are you clear where to go and the bus routes or other public transport you'll need? Try a practice journey if you can – you don't want to be late	
Check that your employer and provider have informed you and key staff at your place of work of when the EPA is taking place and ask what plans have been put in place so that your assessment is free of interruptions/distractions and of any arrangements made to ensure there are no restrictions or changes to activities planned by the IEPA that could affect the outcome of your assessment	

# Reflections

## Training Academy

15a Colston Street Bristol BS1 5AP  
Call: 0117 9221440

Unit 2a/2b Commercial Street Birmingham B1 1RS  
Call: 0121 6432147

Visit: [www.reflectionstraining.co.uk](http://www.reflectionstraining.co.uk)

