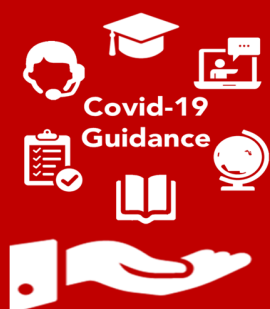


2021 - 2022 Adaptations Hairdressing

For the period of:
September 2021 – August 2022





Version history

Version	Amendment type	Section/Qualification
1.0 (September 2021)	Document created and published	All
1.1 (January 2022)	Link to new 'Remote Assessment Centre Guide' added Adaptation date amended to 28.02.2022	Throughout 6008, 7002 & 7004
1.2 (February 2022)	Adaptation date amended to 31.03.2022	6008, 7002 & 7004



Introduction

Over the past two years, since the Covid-19 pandemic began, City & Guilds has worked in consultation with regulators and other awarding organisations/bodies, implementing adaptations to normal assessment delivery procedures to ensure that learners were still able to receive valid and reliable results for assessments attempted in this period.

The government's intention is that assessments for Vocational and Technical Qualifications go ahead for the 2021/22 academic year. It is recognised that learners who will be taking assessments will have had significant disruption to their teaching and learning and they may need continued support in the face of any further disruption. Centres should plan to, and wherever possible, deliver all assessments in line with the requirements set out in City & Guilds handbooks and assessment materials. However, where this is not possible City & Guilds is permitted, under Ofqual's Vocational and technical qualifications contingency regulatory framework ([VCRF](#)) to devise adaptations that mitigate disruption caused by the pandemic to teaching, learning and assessment for learners.

This document sets out the most up-to-date qualification specific adaptations available and the conditions for their adoption. It provides details of what adaptations can be used to provide centres and learners with flexibility to support the delivery of assessment during these challenging times. It has been designed to complement the **City & Guilds Qualification assessment adaptation guidance** document which can be found on City & Guilds COVID-19 webpages.

What is adaptation?

Adaptations should only apply if a learner(s) is not able to be assessed in the way the assessment design intended. The adaptations are in relation to the conditions and controls for assessments, the delivery of the assessments, or in some instances the assessment methodology. This document specifies the adaptations that are permitted and the qualifications and assessments to which they apply. Where an adaptation is permitted it is indicated by ✓ and where there is no adaptation permitted or needed it is indicated by ✕.

Some adaptations that were in place during the 2020/21 academic year may have changed or been removed this academic year. These include the removal of:

- “test-at-home” interim solution for e-volve remote assessment for the 2020-21 academic year which is no longer available. For more information regarding Remote Invigilation, please see the latest guidance on the City & Guilds website for more information <https://www.cityandguilds.com/delivering-our-qualifications/exams-and-admin/remote-invigilation>
- use of alternative evidence for an externally assessed e-volve test
- use of alternative evidence for a practical skills assessment.

Centres are not permitted to make any further adaptation to the assessments beyond what is set out in this document.

**Adaptations for:**

QAN	City & Guilds qualification number	City & Guilds qualification title
500/6325/X	3001-01	City & Guilds Entry Level Certificate in an Introduction to the Hair and Beauty Sector (Entry 3)
500/6346/7	3001-02	City & Guilds Level 1 Diploma in an Introduction to the Hair and Beauty Sector
500/6347/9	3001-02	City & Guilds Level 1 Certificate in an Introduction to the Hair and Beauty Sector
600/2753/8	3001-11	City & Guilds Level 1 Diploma in Hair and Beauty
600/2752/6	3001-12	City & Guilds Level 1 Certificate in Hairdressing and Beauty Therapy
500/6433/2	3001-90	City & Guilds Entry Level Award in an Introduction to the Hair and Beauty Sector (Entry 3)
500/6345/5	3001-90	City & Guilds Level 1 Award in an Introduction to the Hair and Beauty Sector

What adaptations to assessments are permitted?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	001, 002, 005, 101, 102, 115	x
Assessments for practical skills. Centre marked assignment with majority practical.	003, 004, 006, 007, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 215, 216, 217, 218	x

No adaptations are permitted for this qualification, assessments should be completed in line with the requirements set out in City & Guilds assessment documentation.



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
500/8694/7	3002-20/60	City & Guilds Level 2 Diploma in Hair Services
500/9051/3	3002-21/61	City & Guilds Level 2 Diploma in Women's Hairdressing
500/8808/7	3002-22/62	City & Guilds Level 2 Diploma in Barbering
500/8807/5	3002-23	City & Guilds Level 2 Certificate in Hair Services
500/9052/5	3002-24	City & Guilds Level 2 Certificate in Women's Hairdressing
500/8704/6	3002-25	City & Guilds Level 2 Certificate in Barbering
600/5151/6	3002-26/70	City & Guilds Level 2 Diploma in Women's and Men's Hairdressing
500/9099/9	3002-30/66	City & Guilds Level 3 Diploma in Women's Hairdressing
500/9100/1	3002-31/67	City & Guilds Level 3 Diploma in Barbering
500/9101/3	3002-32/68	City & Guilds Level 3 Diploma in Hairdressing for Colour Technicians
500/9098/7	3002-33/69	City & Guilds Level 3 Diploma in Hairdressing for Cutting and Styling Technicians
600/2748/4	3002-34	City & Guilds Level 3 Certificate in Hairdressing
601/0106/4	3002-35	City & Guilds Level 3 Diploma in Hair Services
601/3811/7	3002-36	City & Guilds Level 3 Certificate in Barbering
500/9002/1	3002-40	City & Guilds Level 2 Certificate in Hair Techniques
500/8848/8	3002-92	City & Guilds Level 2 Award in Dressing Hair
500/8759/9	3002-92	City & Guilds Level 2 Award in Cutting Men's Hair
500/8789/7	3002-92	City & Guilds Level 2 Award in Creating an Image based on a theme in the Hair and Beauty Sector
500/8640/6	3002-92	City & Guilds Level 2 Award in Health and Safety for the Hair and Beauty Sector



500/8585/2	3002-93	City & Guilds Level 3 Award in Cutting Men's Hair
500/8596/7	3002-93	City & Guilds Level 3 Award in Bridal Hair Styling

What adaptation arrangements are permitted for assessments if learners meet the criteria?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	201, 202, 301	x
Assessments for knowledge and understanding alone. Externally marked Evolve test	501-519 602-618 710-711	✓ Remote invigilation
Assessment tasks for knowledge (eg knowledge tasks).	104, 105, 203 - 219, 302 - 318, 410, 411	x
Assessment tasks for practical skills .		x

For on demand e-volve tests:

Remote invigilation is available, please see the latest guidance on the City & Guilds website for more information www.cityandguilds.com/delivering-our-qualifications/exams-and-admin/remote-invigilation

No other adaptations are permitted for this qualification, assessments should be completed in line with the requirements set out in City & Guilds assessment documentation.



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
600/2461/6	5450-01	City & Guilds Level 4 Diploma in Management Practice and Advanced Techniques in the Hair and Beauty Sector
600/2461/6	5450-03	City & Guilds Level 4 Diploma in Management Practice & Advanced Techniques in the Hair and Beauty Sector - Theatrical and Media Make-up
601/0257/3	5450-06	City & Guilds Level 4 Diploma in Advanced Hairdressing Techniques
601/0561/6	5450-07	City & Guilds Level 4 Diploma in Advanced Beauty Therapy Techniques
601/0562/8	5450-08	City & Guilds Level 4 Certificate in Advanced Theatrical and Media Make up Techniques

What adaptations to assessments are permitted?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	303, 304, 305, 306, 401, 402, 403, 407, 412, 413, 414, 415	x
Assessments for practical skills. Centre marked assignment with majority practical	201, 301, 302, 307, 308, 309, 321, 404, 405, 406 408, 409, 410, 411, 416	x

No adaptations are permitted for this qualification, assessments should be completed in line with the requirements set out in City & Guilds assessment documentation.



Adaptation for the following qualifications are currently only in place until 31 March 2022:

QAN	City & Guilds qualification number	City & Guilds qualification title
601/5909/1	6008-01	Level 1 NVQ Certificate in Hairdressing and Barbering
601/5696/X	6008-02	Level 2 NVQ Diploma in Hairdressing
601/5697/1	6008-03	Level 3 NVQ Diploma in Hairdressing
601/5699/5	6008-04	Level 2 NVQ Diploma in Barbering
601/5698/3	6008-05	Level 3 NVQ Diploma in Barbering
603/1379/1	7002-12	Level 2 Diploma for Hair Professionals - Hairdressing (On-Programme)
603/1380/8	7002-13	Level 2 Diploma for Hair Professionals - Barbering (On-Programme)
6003/5495/1	7004-03	Level 3 Diploma for Advanced and Creative Hair Professionals

What adaptations to assessments are permitted?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and understanding alone. Externally marked Evolve test	6008 501-509, 601-619, 690, 701-711, 790, 801, 803, 805 7002 601-612, 690 7004 601-604, 690	✓ Remote invigilation
Assessments for knowledge and understanding alone. Centre marked assignments	7004 305 & 306	✓
Assessments for knowledge and understanding.	6008	✓

Centre marked tests	001-058	
Assessments for occupational competency	7002	
Portfolio of evidence	201-212	
	7004	✓
	301-306	

These adaptations are currently only in place until 31 March 2022

Knowledge and understanding:

For on demand e-volve tests:

Remote invigilation is available, please see the latest guidance on the City & Guilds website for more information www.cityandguilds.com/delivering-our-qualifications/exams-and-admin/remote-invigilation

For centre marked short answer and multiple-choice tests:

These can be taken remotely by learners provided they are supervised and the centre has software or processes that maintain the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learners own.

Please refer to section our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library

Where remote assessment is not an option, centres can assess learners 1:1 via oral questioning and professional discussion can be used to generate evidence against the criteria covered in the test.

- The paper version of the test, that are available to download from the website, should be used as a basis for the oral Q&A. Centres must make sure the security of the assessment materials is maintained.
 - Where tests are multiple choice questions the multiple-choice questions can be rephrased as open questions
 - Where questions have images or tables, these can either be shared discretely from the test, an alternative equivalent image sourced, or question can be rephrased around the image

Oral questioning/Q&A session must be carried out by an assessor who is occupationally competent and in a way that authenticates the responses are the learners own. Mark schemes/marking guidance and grade boundaries from tests should be used to mark the assessment. Standard documentation linking evidence to the assessment criteria, must be completed.

For City & Guilds knowledge assignments:

Knowledge based assignments can be taken remotely by learners provided they are supervised and the centre has software or processes that maintain the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learners own.



Please refer to section our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library

Practical skills

Service requirements

- The clients/customers can be from the learners' workplace, educational or household bubble.
- Additional discretionary time can be allowed for an learner to implement additional PPE, screens/guards and social distancing requirements following current Government and industry guidelines
- The number of observations and/or number of clients per unit are no longer fixed. Providing the following is met, the unit can be achieved
 - Full performance criteria and specific range listed in the evidence requirements has been observed.
 - The assessor is confident that the learner is competent in the unit.

For example

- **6008-203- Cut hair using basic techniques (SKACH3)**

Current evidence requirements	Permitted adaptation
<p>Current evidence requirements state learners must be observed on at least 6 occasions that must include</p> <ul style="list-style-type: none"> ▪ a one length above the shoulder ▪ a short graduation incorporating the use of scissor over comb. <p>And learners must show that they have</p> <ul style="list-style-type: none"> ▪ adapted cutting techniques to take into account the factors ▪ achieved all the looks ▪ used all the cutting techniques ▪ given all the advice and recommendations 	<p>As part of the adaptation's learners are still required to carry out the following cuts;</p> <ul style="list-style-type: none"> ▪ one length - above shoulder, ▪ one length – below shoulder, ▪ uniform layer, ▪ short graduation with scissor over comb, ▪ long graduation, with a fringe. <p>Provided the learner has been assessed as competent in each of the cuts and all the other range listed in the evidence requirements has been covered, this could be covered in 5 observations</p>

- **7002-206 – Perming hair**

Current evidence requirements	Permitted adaptation
<p>Usual evidence requirements require learners to be observed carrying out the following perm and neutralising services on at least 2 occasions, each on a different client.</p> <p>1 of the observed performances must be carried out on a full head.</p> <p>From the range, you must show that you have:</p> <ul style="list-style-type: none"> • used 3 of the 6 types of product • carried out 4 out of the 5 tests 	<p>As part of the adaptation's learners are still required to carry out the following:</p> <p>1 of the observed performances must be carried out on a full head.</p> <p>From the range, you must show that you have:</p> <ul style="list-style-type: none"> • used 3 of the 6 types of product • carried out 4 out of the 5 tests • taken into account all factors • carried out 1 out of the 3 sectioning techniques • given all the advice and recommendations



<ul style="list-style-type: none"> • taken into account all factors • carried out 1 out of the 3 sectioning techniques • given all the advice and recommendations 	<p>Provided the learner has been assessed as competent carrying out perm and neutralise service and all the other range listed in the evidence requirements has been covered, this could be covered in 1 observation.</p>
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7002-211 – Cut facial hair into shape

Current evidence requirements	Permitted adaptation
<p>Usual evidence requirements require learners to be observed carrying out the following services on at least 5 occasions. Each observation must be of a different look.</p> <p>From the range, you must show that you have:</p> <ul style="list-style-type: none"> • used all the tools and equipment • taken account of all the factors • achieved all the looks used all the cutting techniques • used all the styling product • given all advice and recommendations 	<p>As part of the adaptation's learners are still required to carry out the following services.</p> <p>From the range, you must show that you have:</p> <ul style="list-style-type: none"> • used all the tools and equipment • taken account of all the factors • achieved all the looks used all the cutting techniques • used all the styling products • given all advice and recommendations <p>Provided the learner has been assessed as competent carrying out the service and all the other range listed in the evidence requirements has been covered, this could be covered in 1 observation.</p>

7004 302 - Creatively style and dress hair

Current evidence requirements	Permitted adaptation
<p>Usual evidence requirements require learners to be observed carrying out the following services on 6 occasions which must be carried out on different clients.</p> <ul style="list-style-type: none"> • 3 observations must include hair up techniques • 1 observation must include the appropriate use of accessory(ies) or added hair <p>From the range, you must show that you have:</p> <ul style="list-style-type: none"> • used both the creative styling and dressing techniques • taken account of all the factors • given all advice and recommendations 	<p>As part of the adaptation's learners are still required to carry out the following services.</p> <ul style="list-style-type: none"> • 3 observations must include hair up techniques • 1 observation must include the appropriate use of accessory(ies) or added hair <p>From the range, you must show that you have:</p> <ul style="list-style-type: none"> • used both the creative styling and dressing techniques • taken account of all the factors • given all advice and recommendations <p>Provided the learner has been assessed as competent carrying out the service and all the other range listed in the evidence</p>



	requirements has been covered, this could be covered in 3 observation .
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Use of simulation

- Where reception and retail facilities create a risk for the safe distancing of learners, assessors and clients, simulation is acceptable
- The use of head blocks is **not** a permitted for any service observations.

Remote assessment & Video evidence

Remote assessment (live assessments where the learners are observed and assessed at the same time and not afterwards) is permitted for practical skill observations.

If assessment is undertaken remotely, they must be completed in line with the remote assessment requirements set out below **and** those listed our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library

- Services must be carried out in a realistic working environment
- A vocationally competent employer or a vocationally competent senior member of staff must be present during the practical skills observation, for safety and to assist the assessor, on areas of clarification or where the assessor needs to see a close-up image
- Remote assessment of observations can only be completed on a one to one basis
- 100% of the practical skills observation assessment must be observed by the assessor
- Written, signed consent from clients & employers, must be sort and retained as evidence.
- Assessor can either ask the learner or vocationally competent person present to carry out any additional checks needed to ensure valid assessment decision – eg cross checking the hair.
- Oral questions can be asked by the assessor to confirm any points of clarification.

Video evidence of observation is also permitted for practical skills observations. However, this will only be accepted where there are specific barriers to face to face observations (linked to covid19 restrictions) and live remote assessment (due to geographical location or insufficient live streaming access). Where video evidence is being a used, it should be accompanied by a summary justifying the reasons for using.

Good practice tips for centres to consider:

- Centre should optimise all opportunities to cross reference evidence collection across units, where criteria or range has already been achieved and evidenced.
- Centres are encouraged to clustering the performance of multiple treatments and services on individual 'clients or customers' to maximise the evidence opportunities



Adaptations for:

QAN	City & Guilds qualification number	City & Guilds qualification title
500/5107/6	6911-02	City & Guilds Level 2 Award in Contact Dermatitis Prevention

What adaptations to assessments are permitted?

Assessment methods	Assessment component numbers	Adaptation permitted
Assessments for knowledge and/or understanding alone. Centre marked assignment/test with little or no practical.	201	✓
Assessments for knowledge and understanding alone. Externally marked Evolve test	530	✓ Remote invigilation

For City & Guilds centre marked paper tests:

These can be taken remotely by learners provided they are supervised and the centre has software or processes that maintain the security of the assessment materials, generates evidence that can be retained by the centre and authenticates that the responses are the learners' own.

Please refer to section our 'Remote Assessment Centre Guide' document available from the 'Quality Assurance' tab at www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library

Oral questioning is not permitted for multiple-choice tests, due to the potential to disadvantage learners.

For e-volve tests:

Remote invigilation is available, please see the latest guidance on the City & Guilds website for more information <https://www.cityandguilds.com/delivering-our-qualifications/exams-and-admin/remote-invigilation>



Appendix A

List of qualifications where adaptation of assessments is permitted

Please see relevant qualification section for specific permitted adaptations

QAN	City & Guilds qualification number	City & Guilds qualification title
500/8694/7	3002-20/60	City & Guilds Level 2 Diploma in Hair Services
500/9051/3	3002-21/61	City & Guilds Level 2 Diploma in Women's Hairdressing
500/8808/7	3002-22/62	City & Guilds Level 2 Diploma in Barbering
500/8807/5	3002-23	City & Guilds Level 2 Certificate in Hair Services
500/9052/5	3002-24	City & Guilds Level 2 Certificate in Women's Hairdressing
500/8704/6	3002-25	City & Guilds Level 2 Certificate in Barbering
600/5151/6	3002-26/70	City & Guilds Level 2 Diploma in Women's and Men's Hairdressing
500/9099/9	3002-30/66	City & Guilds Level 3 Diploma in Women's Hairdressing
500/9100/1	3002-31/67	City & Guilds Level 3 Diploma in Barbering
500/9101/3	3002-32/68	City & Guilds Level 3 Diploma in Hairdressing for Colour Technicians
500/9098/7	3002-33/69	City & Guilds Level 3 Diploma in Hairdressing for Cutting and Styling Technicians
600/2748/4	3002-34	City & Guilds Level 3 Certificate in Hairdressing
601/0106/4	3002-35	City & Guilds Level 3 Diploma in Hair Services
601/3811/7	3002-36	City & Guilds Level 3 Certificate in Barbering
500/9002/1	3002-40	City & Guilds Level 2 Certificate in Hair Techniques
500/8848/8	3002-92	City & Guilds Level 2 Award in Dressing Hair
500/8759/9	3002-92	City & Guilds Level 2 Award in Cutting Men's Hair
500/8789/7	3002-92	City & Guilds Level 2 Award in Creating an Image based on a theme in the Hair and Beauty Sector



500/8640/6	3002-92	City & Guilds Level 2 Award in Health and Safety for the Hair and Beauty Sector
500/8585/2	3002-93	City & Guilds Level 3 Award in Cutting Men's Hair
500/8596/7	3002-93	City & Guilds Level 3 Award in Bridal Hair Styling
601/5909/1	6008-01	Level 1 NVQ Certificate in Hairdressing and Barbering
601/5696/X	6008-02	Level 2 NVQ Diploma in Hairdressing
601/5697/1	6008-03	Level 3 NVQ Diploma in Hairdressing
601/5699/5	6008-04	Level 2 NVQ Diploma in Barbering
601/5698/3	6008-05	Level 3 NVQ Diploma in Barbering
603/1379/1	7002-12	Level 2 Diploma for Hair Professionals - Hairdressing (On-Programme)
603/1380/8	7002-12	Level 2 Diploma for Hair Professionals - Barbering (On-Programme)
500/5107/6	6911-02	City & Guilds Level 2 Award in Contact Dermatitis Prevention

Appendix B

List of qualifications where no adaptations are permitted

QAN	City & Guilds qualification number	City & Guilds qualification title
500/6325/X	3001-01	City & Guilds Entry Level Certificate in an Introduction to the Hair and Beauty Sector (Entry 3)
500/6346/7	3001-02	City & Guilds Level 1 Diploma in an Introduction to the Hair and Beauty Sector
500/6347/9	3001-02	City & Guilds Level 1 Certificate in an Introduction to the Hair and Beauty Sector
600/2753/8	3001-11	City & Guilds Level 1 Diploma in Hair and Beauty



600/2752/6	3001-12	City & Guilds Level 1 Certificate in Hairdressing and Beauty Therapy
500/6433/2	3001-90	City & Guilds Entry Level Award in an Introduction to the Hair and Beauty Sector (Entry 3)
500/6345/5	3001-90	City & Guilds Level 1 Award in an Introduction to the Hair and Beauty Sector
600/2461/6	5450-01	City & Guilds Level 4 Diploma in Management Practice and Advanced Techniques in the Hair and Beauty Sector
600/2461/6	5450-03	City & Guilds Level 4 Diploma in Management Practice & Advanced Techniques in the Hair and Beauty Sector - Theatrical and Media Make-up
601/0257/3	5450-06	City & Guilds Level 4 Diploma in Advanced Hairdressing Techniques
601/0561/6	5450-07	City & Guilds Level 4 Diploma in Advanced Beauty Therapy Techniques
601/0562/8	5450-08	City & Guilds Level 4 Certificate in Advanced Theatrical and Media Make up Techniques



Further advice and guidance

For all queries relating to this guidance and arrangements, contact the Customer Support Team at City & Guilds, who are available Monday to Friday 8am to 6pm excluding UK public holidays.



centresupport@cityandguilds.com



0844 543 0000

Calls to our 0844 numbers cost 7 pence per minute plus your telephone company's access charge.

For specific queries, including those in relation to quality assurance, please contact your allocated quality team via email or on 0300 303 53 52.

Related documents, Ofqual guidance and updates can be found on our website here:

www.cityandguilds.com/covid-19



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