

## 7002 Hair professional EPA flexibilities, dispensations and discretion.



Where Government restrictions or the Government guidelines preclude the full EPA being completed due to social distancing or limited space restrictions (This may be for example the size of a salon or barbershop in relation to the number of individuals required to facilitate an individual EPA) the following flexibilities, dispensations and discretions have been agreed with the hair professional steering group.

### Hair Professional – Hairdressing

#### Flexibilities

- Up to 20% additional discretionary time can be allowed for an apprentice to implement additional PPE, screens/guards and social distancing requirements following Government and industry guidelines. (up to 7 hours 12 minutes)
- Clients can be kept to a minimum; it is recommended that **one** client is used for the Hairdressing EPA where possible

The use of up to 20% additional time is at the discretion of the IEPA. Additional time will only be allowed where there is a justifiable reason linked to either the specifics of the client or the additional needs connected to new guidelines around PPE and social distancing, services must still be commercially viable.

#### Dispensation

Where Government guidelines preclude the full EPA being completed due to social distancing or limited space restrictions to demonstrate a hair-up style, curly blow dry and/or setting technique on a mannequin block head can be used in these extenuating circumstances.

A mannequin block head cannot be used for any other services in the EPA.

The following skills, knowledge and behaviours set out below can be assessed through **practical observation of the skill on a mannequin block head** by the EPA assessor (*The apprentice does not have to repeat any of the specific requirements if already completed on the live model/client*):

Reference to the Standard	Practical assessment <i>All the skills referenced below will be observed by the EPA assessor.</i>	Specific requirements	Oral questioning
Style and finish hair using a range of techniques to create a variety of looks	A finished look •A hair-up style •A blow dry <i>(only if the specific requirements have not completed on the live model)</i>	<ul style="list-style-type: none"> <li>• One setting technique</li> <li>• 80% of the hair should be taken up</li> <li>• Three dressing techniques</li> <li>• The blow dry must include the use of a round brush</li> </ul>	1. the reasons for and benefits of using a range of techniques to create the look

	<p><i>The apprentice must show that they have used a minimum of 4 techniques in total</i></p> <ul style="list-style-type: none"> <li><i>o blow drying with a round brush</i></li> <li><i>o blow drying with a paddle brush</i></li> <li><i>o setting</i></li> <li><i>o finger drying</i></li> <li><i>o plaiting/braiding/ knots and twisting</i></li> <li><i>o dressing hair</i></li> <li><i>o adding hair to enhance a style</i></li> </ul>	<p><i>The apprentice does not have to repeat any of the specific requirements if already completed on the live model/client.</i></p>	
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When planning EPA centres should consider the number of individuals involved (including clients apprentices and IEPAs), the salon facilities in line with social distancing requirements and the permitted flexibilities and dispensations to look to minimise risks as much as possible.

Consideration should be given to both the order of clients for each apprentice and the use of head blocks.

For example, if space is limited at the back wash, centres should consider dispersing the colouring clients at different times for different apprentices throughout the EPA so all apprentices will not need to access it as the same time. Or considering the use of head blocks, which apprentices are using, which are not and when.

## **Hair professional – Barbering**

### **Flexibilities**

- Up to 20% additional discretionary time can be allowed (3 hours 36 minutes)
- Clients must be kept to a minimum; it is recommended that **two** clients are used for the EPA where possible to maintain social distancing in the workplace

The use of up to 20% additional time is at the discretion of the IEPA. Additional time will only be allowed where there is a justifiable reason linked to either the specifics of the client or the additional needs connected to new guidelines around PPE and social distancing, services must still be commercially viable.

### **Dispensations**

There are no dispensations for barbering.

## Professional Discussion discretion – New from End April 2021

It is anticipated that most apprentices will still access the practical aspects of their EPA in line with the assessment plan, or the flexibilities and dispensations outlined above.

For circumstances where that is not possible, or in exceptional circumstances where it would not be appropriate for an apprentice to complete the EPA in line with the assessment plan or via the dispensation. A professional discussion with an IEPA can be used in place of the observation. The professional discussion is supported by a package of evidence and competency statement (see below for further details).

For this discretion to be allowed the apprentice must already be in or at Gateway, ie the on-programme part of the qualification must have been achieved and have full set of evidence and meet the eligibility principles outlined below.

The high-level principles for eligibility for this discretion are:

- Where close contact/personal services are not available (due to national or regional lockdowns, other restrictions or Government Covid 19 guidance) and the apprentice does not wish to delay their EPA
- Where it is not safe for the apprentice to undertake close contact work for personal medical reasons (e.g. shielding) or similar (e.g. in line with Public Health England PHE guidance)
- Difficulties in accessing appropriate venues (e.g. feasibility issues due to commercial difficulties)
- Where employment situation of the apprentice has changed, or is changing in a way which necessitates the use of this this discretion

Where this discretion is taken up the Apprentices can only be allocated a **maximum of a pass grade**. If Apprentices take this discretion, they are **not** able to re-sit/re-take EPA via face to face practical observation at a later date to improve their grade and get a distinction.

Any centre wishing for their apprentices to be assessed via professional discussion rather than practical observation for either Hair or barbering EPA, must complete and upload the eligibility form with the gateway declaration form on either EPA Booking Portal or EPA Pro for as part of the booking process for either Hair or barbering EPA. For any apprentices that are post gateway, they must email the eligibility form to [epa.gateway@cityandguilds.com](mailto:epa.gateway@cityandguilds.com)

The eligibility form can be found on the City & Guilds website <https://www.cityandguilds.com/covid-19/epa/dispensations>

To support the professional discussion the following information will need to be prepared and submitted to City & Guilds to the EPA pro practical observation component 10 days prior to the date of the professional discussion.

### 1) On-programme evidence

The apprentice/provider must collate a package of information that shows evidence from on programme assessments that map to the end-point assessment tasks.

- A consultation record card/sheet if available
- Observation records signed by the apprentice and the on-programme assessor
- Any photographic or digital evidence supporting the apprentice's level of attainment if available

- Where this discretion is used for a resit/retake of a failed assessment, the evidence package must include some evidence of further guided learning since the previous assessment was taken (e.g. signed statement from training provider).

Evidence for one EPA services may come from one or multiple on programme services. For example: Evidence for colouring services could come from two different on programme services; one evidencing woven highlights/low lights that are woven to the roots, and another evidencing a different colouring technique.

The package of information should **not** be a full on-programme portfolio. Instead the apprentice/provider should select the best evidence that maps to the end point assessment and pass criteria.

When collating the on-programme evidence, centres must complete the mapping document that can be found in the ***Level 2 End-point Assessment discretion for ST0213/AP01 Hair Professional End-Point Assessment Recording forms*** document

## **2) Employer and on-programme assessor statement:**

The employer and on programme assessor statement should capture detailed, accurate notes about the apprentice's performance when carrying out services in the salon. The statement should make links to the relevant EPA pass grading criteria and cover each of the following areas

- Ways of working and behaviours
- Technical skills
- Customer service

The employer and on programme assessor statement should be completed by an occupationally competent senior member of staff with direct experience of the apprentice's work. It should be signed off by both the on-programme assessor and the employer. Where an apprentice is no longer in employment, the employer would need to provide a declaration that confirms the duration the apprentice worked.

A proforma has been supplied that can be found in the ***Level 2 End-point Assessment discretion for ST0213/AP01 Hair Professional End-Point Assessment Recording forms*** documents. The proforma includes the pass grade descriptors for each of the areas.

## **Internal Quality Assurance**

It is recommended that an internal QA process is used within centre to check on-programme evidence and employer and on-programme assessor statement meets the requirements prior to uploading.

## **Professional discussion**

The professional discussion is expected to be up to an hour and will be carried out remotely via web conferencing on a one to one basis with one apprentice to one IEPA.

Apprentices will be asked to talk through the details of each of the services they submitted as evidence in their on-programme package of information and should include consultation, how they approached the services and the skills used, how different factors, such as outcomes of tests or client requirements, influenced the service and any decisions they made, and aftercare advice.

Apprentices are encouraged to lead the discussion as much as possible but may also be prompted with questions on specific areas by the IEPA.

The apprentice may discuss other services not covered in examples in the portfolio during the discussion.

The IEPA decision around pass or fail will be a holistic judgement that considers the Employer and on-programme Assessor statement, the on-programme evidence and the professional discussion against the all the themes in EPA pass grading descriptors and criteria.

It recommended as part of the preparation for the discussion that the apprentices review the pass grade descriptors and criteria. These can be found in the **Level 2 End-point Assessment for ST0231/AP01 Hair Professional – Hairdressing**

<https://www.cityandguilds.com/qualifications-and-apprenticeships/hairdressing/hairdressing/7002-diplomas-for-the-hair-professionals-hairdressing-and-barbering#tab=documents>

### **Conditions of assessment**

During the professional discussion the apprentice may have access to the on-programme evidence that was submitted and can also take in their own preparation notes. It is not expected to be more than 1 or 2 pages of notes.