

9129 Beauty Therapist EPA flexibilities and dispensations.



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 in relation to the number of individuals required to facilitate an individual EPA) the following flexibilities and dispensations have been agreed with the beauty professional steering group.

Beauty Professional – Beauty Therapist

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

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

Knowledge test

Remote invigilation is available, please see the latest guidance on the Covid-19 section of the City & Guilds website for more information <https://www.cityandguilds.com/covid-19/>

Practical observation

The following amendments apply to the practical observation requirements to support all EPA being carried out on one client

- Waxing reduced to two areas: bikini and underarm only and treatment time reduced by 30 minutes
- No requirements to include heat treatment as part of the one hand and nail treatment, and treatment time reduced to 45 minutes
- Facial to be treatment amended to a 30 minute pick me up facial with no requirements to use heat or steam as part of facial treatment, or remove any existing make-up from clients eyes or lips - Client should arrive with no eye or lip make up.
- Reduced treatment time for back, neck and shoulder massage reduced to 20 minutes
- One eyebrow tint instead of eyelash tint and service adjusted to 15minutes
- Make-up, eyebrow artistry and lash application to be combined in a 30 minutes treatment

The total EPA time can be reduced to 3 hours and 35 mins by combining treatments onto one client (which would be 3 hours and 50 minutes if additional 20% discretionary time allowed)

The use of artificial mannequins, nail or other trainers is not a permitted simulation for the End point Assessment.

See below comparison table of standard EPA vs dispensation

EPA vs dispensation comparison

Scenario	Existing EPA practical observation requirements	Dispensations
Total duration	4 ¾ - 5 hours + 10% additional time at discretion of the IEPA – which can be increased 20% additional time as part of flexibilities at discretion of the IEPA	3 hours 35 minutes + 20% distention at the discretion of the IEPA
Number of clients	A minimum of 2 clients	1 client
Treatment requirements	Perform waxing service to remove unwanted hair from two areas on clients to include: <ul style="list-style-type: none"> ○ ½ leg including the knee ○ Another area from: legs, underarm, face, bikini line 	Wax two areas to remove hair from the bikini and underarm (30 minutes)
	One hand and nail treatment and one foot treatment <ul style="list-style-type: none"> ○ the opposite polish must be used in the hand to the foot treatment, a dark polish finish or a French polish finish ○ must include either a: <ul style="list-style-type: none"> ● a foot and/or nail treatment ● a hand and/or nail treatment 	Provide one hand and nail treatment and one foot treatment <ul style="list-style-type: none"> ○ opposite nail finish must be used on the foot to the hand treatment, a dark polish finish or a French polish finish ○ no heat treatment on either hand and/or nail or foot and/or nail ○ treatment time reduced to 45 minutes each
	One facial treatment to include: <ul style="list-style-type: none"> ○ Cleanse ○ Tone ○ Exfoliation ○ Massage ○ Mask ○ Moisturise 	Provide a pick-me-up facial (30 mins) no heat or steam, client to arrive with no eye or lip make-up
	Three eye and brow artistry treatments to include: <ul style="list-style-type: none"> ○ Eyebrow artistry ○ One eyelash attachment system ○ One eyelash tint 	One eyebrow tint/brow tint instead of eyelash tint (15 minutes)
	One make-up look	Make-up, eyebrow artistry and lash application (30 minutes)

	one back, neck and shoulder massage treatment	One back, neck and shoulder massage reduced to 20 minutes
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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 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**.

Any centre wishing for their apprentices to be assessed via professional discussion rather than practical observation for either Beauty Therapy 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 Beauty Therapy EPA. For any apprentices that are post gateway, they must email the eligibility form to 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).

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 ST0630/AP01 Beauty 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

- Technical skills
- Client/Customer care principles
- Behaviours

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 ST0630/AP01 Beauty Therapist forms*** document. 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 treatments they submitted as evidence in their on-programme package of information and should include consultation, how they approached the treatments and the skills used, how different factors, such as outcomes of tests or client requirements, influenced the treatments 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 ST0630/AP01 Beauty Therapist (9129-12)**

<https://www.cityandguilds.com/qualifications-and-apprenticeships/beauty-and-complementary-therapies/beauty/9129-beauty-therapist#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.