

## Candidate Record Form (CRF)



**Level 2 Unit 4: Communication and client care in the hair and beauty sector.**

**Centre number:**

**Centre name:**

**Centre contact name:**

**Qualification subject:**

**Level:**

**Unit No:**

**Candidates full name:**

**Notice to candidate** The work you submit for assessment must be your own. If you copy from someone else or allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified.

*To be completed by the candidate*

1. Have you received any help or information from anyone other than your subject teacher(s) in the production of this work?

Yes ☐ No ☐

2. If you have answered yes, give details below and on a separate sheet if necessary.

3. Any books, leaflets or other materials (eg DVDs, software packages, Internet information) used to help you complete this work and not clearly acknowledged in the work itself must be listed below. Presenting materials copied from books or other sources without acknowledgement will be regarded as deliberate deception.

**Candidate declaration:** I have read and understood the above and can confirm that I have produced the attached work without assistance other than that which is acceptable under the scheme of assessment.

*As part of City & Guild's commitment to assist students, City & Guilds may make your coursework available on a strictly anonymous basis to teachers, examining staff and students in paper form or electronically, through the internet or other means, for the purpose of indicating a typical mark or for other educational purposes. In the unlikely event that your coursework is made available for the purposes stated above, you may object to this at any time and we will remove the work on reasonable notice. If you have any concerns, please contact City & Guilds.*

Candidate signature

Date:

**Tutor declaration:** I confirm that the candidate's work was conducted under the conditions laid out by the specification. I have authenticated the candidate's work and am satisfied that to my knowledge the work produced is solely that of the candidate.

Tutor signature

Date:

***This form should be attached to the candidate's work and retained at the centre or sent to the moderator as required***

Candidate's full name

Candidate number

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*To be completed by the tutor/assessor*

Marks must be awarded in accordance with the instructions and criteria in the specification

Assessment criteria	Maximum mark	Mark awarded
1. Understand the importance of communication in the hair and beauty sector	9	
2. Understand the role of communication in providing effective customer services	9	
3. Understand the consultation process	12	
4. Be able to carry out consultations with hair and beauty clients	30	
	<b>Total</b>	60

**Details of additional assistance given (if any)** Record here details of any assistance given to this candidate which is beyond that given to the class as a whole and beyond that described in the specification. Continue on a separate sheet if necessary.

**Concluding comments.**

