Level 3 Advanced Technical Diploma in Nail Technology (540) (6003-32)

September 2017 v1.2

Industry Portfolio

Tutor Guidance

Version and date	Change detail	Section
1.2 5/10/2017	Additional guidance added around grading and what must be submitted for moderation	Grading & What must be submitted for moderation?
	Tutor grade justification box added to assessment results sheet to provide space for tutors to record brief commentary	Assessment results sheet

Tutor guidance

To support preparing the candidates for employment in the nail industry, candidates are also required to compile an industry portfolio and it **must** be completed to a standard that would be credible to share with a potential employer. This portfolio should consist of images the candidate has produced including a range of nail services and techniques such as natural nail work, gel polish, enhancements and nail art techniques over the duration of their course both within the centre and externally.

The industry portfolio is a separate assessment from the synoptic assignment and should be compiled throughout the qualification.

The industry portfolio may be created electronically or manually and candidates should include **a minimum of ten** photographs.

Photographs of the completed looks may be edited using filters or airbrush software for the purposes of the portfolio but this must take place after any assessment decisions have been made. The images should include a selection of the following:

- Landscape
- Portrait
- Colour
- Black and white.

Candidates should be encouraged to think about how their industry portfolio can be used to enhance their employability. Additional items to be included in the industry portfolio may include a selection but are not limited to the following:

- Industry related CV
- Client and model testimonials if appropriate
- Any other relevant information they wish to include.

Conditions of assessment:
- The industry portfolio may be compiled in unsupervised conditions.

What must be handed in for assessment?
- Industry portfolio
- Assessment results sheet with signed a declaration of authenticity, it must be signed by the both the candidates and the Tutor. The relevant form is included in this pack.

Grading

This assessment is pass/fail. Candidates should be judged on quality of the production of their portfolio. To achieve a pass in addition to meeting all the requirements set out above, the candidate's industry portfolio **must** be to a standard that would be credible to share with a potential employer. Consideration should be given to the selection of images and how they have been presented.

It should be noted that it is the construction and presentation of the look book that is being assessed rather than the quality of the work in the images within the look book

What must be submitted for moderation?

All grades will need to be uploaded to the moderation portal.

A sample of portfolios should be available to the moderator during their moderation visit. If candidates have not finalised their industry portfolios by the date of the visit, a sample of them should be in a condition where the tutor and moderator can see the likelihood of them achieving a pass grade when finalised.

If portfolios seen on the day of visiting moderation are not to a pass standard the moderator may ask for a further sample industry portfolios and authentication sheets to be uploaded to the portal.

Assessment results sheet

Candidate name		Enrolment number	

Assessment	Grade achieved
Industry portfolio	Pass/fail

Tutors justification for grade	

All tasks must be passed to allow a grade to be claimed.

I confirm that all work submitted is my own, and that I have acknowledged any sources I have used.

Candidate	Signature	Date	DD/MM/YY

I confirm that all work was conducted under conditions designed to assure the authenticity of the candidate's work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the candidate

Tutor/Assessor	Signature	Date	DD/MM/YY
Internal Quality Assurer (IQA) (where applicable)	Signature	Date	DD/MM/YY