End-Point Assessment Declaration Form

This form must be completed by centres / EPA customers who wish to complete the EPA at their centre/site

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| --- | --- | --- | --- |
| Centre / EPA customer name |  | Centre  number | 1234567 |

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| **Please indicate which EPA you are intending on running:** | **🗸** |
| Level 2 Hair professional - Hairdressing |  |
| Level 2 Hair professional - Barbering |  |

**I confirm that our centre/EPA customer meet both the venue & equipment requirements to support end-point assessment for the above occupations**

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| --- | --- | --- | --- |
| **Name** | Name | | |
| **Job role** | Job role | | |
| **Signature** | Signature | **Date** | DD/MM/YY |

**If any parts of or all of the assessment is taking place at a different location(s)/venue(s) to your centre/epa customer address please list the details below**

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| **Venue 1** | |
| **Name** | Name |
| **Address** | Assessment location |

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| **Venue 2** | |
| **Name** | Name |
| **Address** | Assessment location |

### **End assessments**

Apprentices will be asked to complete a number of End-point Assessments to conclude their apprenticeship. The End-point Assessment (EPA) is a formal summative assessment that concludes the apprenticeship programme and is assessed in a number of ways to provide a clear indication of the apprentices’ knowledge and skills. These methods of EPA will be:

* practical tasks
* oral questioning.

The focus of the End-point assessment is for the apprentice to fully demonstrate the values, knowledge, skills and behaviours set out in the apprenticeship standard and to be able to demonstrate this level of professional competence in authentic workplace contexts.

### **Remote Assessment**

Remote assessment is not permitted for any end-point assessments within this Apprenticeship.

# X:\G Drive\Marketing2\Brand\1.UK Rebrand\FINAL C&G LOGO\City & Guilds Logo\Print\Colour\CMYK\JPEG\C&G_Logo_CMYK.jpg**End-point Assessment Resources list**

### **Level 2 Hair Professional - Hairdressing**

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| EPA environment |
| The End-point assessment can take place at the employer’s salon, a training provider’s salon or at a Registered Apprentice Assessment Organisation. As far as reasonably practicable the location of End-point assessment should match conditions of a real work environment. The salon or other End-point assessment location is responsible for meeting the requirements of a real work environment.  The real work environment must meet the following principles:   * All End-point Assessments must be carried out under realistic commercial conditions * Any potential conflicts of interest must be declared * The space per working area conforms to current health and safety legislation and commercial practice * The range of services, professional products, tools, materials and equipment must be current and available for use. * All bye-laws, legislation or local authority requirements that have been set down in relation to the type of work that is being carried out must be taken into full account |

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| Hairdressing EPA equipment  The venue would need to supply the following: |
| Sufficient space to assess between four and eight apprentices |
| Work stations and mirrors |
| Hairdressing styling chairs |
| Hairdressing trolleys |
| Hand dryers |
| Hood dryers |
| Minimum of two basins |
| Waiting area for minimum clients |
| Designated product mixing area |
| Sufficient towels and gowns |
| First Aid box |
| Sharps box |
| Fire regulations guidelines |
| Risk assessment |
| All equipment to be PAT tested and comply with the Health and Safety at Work Act |
| Nominated point of contact for emergencies |
| Nominated person to be available at all times during the EPA |
| Toilet facilities |
| Refreshment facilities |
| Retail and aftercare facilities |

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| **Hairdressing apprentices EPA equipment criteria**  Apprentices would need to supply the following: |
| Running order for the day (to be supplied to the IEPA prior to the day of the EPA) |
| Clients |
| Hair consultation stationary (record cards etc.) |
| Colour product sheets, other product sheets (COSHH) |
| Colouring products, mousse, hairspray, finishing products, shampoo, and conditioning products as required |
| Colour charts/swatches as required |
| Personal Protective Equipment as required |
| Disposable gloves for colour application as required |
| Proof of skin testing on any model having a colour (IAE’s to do visual check of client) |
| Tools and equipment i.e. brushes/setting rollers/dressing equipment, scissors, combs measuring jugs, tint bowls, sectioning clips, colour meshes etc. |
| Any other disposable products that the apprentice requires |

# X:\G Drive\Marketing2\Brand\1.UK Rebrand\FINAL C&G LOGO\City & Guilds Logo\Print\Colour\CMYK\JPEG\C&G_Logo_CMYK.jpg**End-point Assessment Resources list**

### **Level 2 Hair Professional – Barbering**

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| **EPA environment** |
| The End-point assessment can take place at the employer’s salon, a training provider’s salon or at a Registered Apprentice Assessment Organisation. As far as reasonably practicable the location of End-point assessment should match conditions of a real work environment. The salon or other End-point assessment location is responsible for meeting the requirements of a real work environment.  The real work environment must meet the following principles:   * All End-point assessments must be carried out under realistic commercial conditions * Any potential conflicts of interest must be declared * The space per working area conforms to current health and safety legislation and commercial practice * The range of services, professional products, tools, materials and equipment must be current and available for use. * All bye-laws, legislation or local authority requirements that have been set down in relation to the type of work that is being carried out must be taken into full account |

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| **Barbering EPA equipment**  The venue would need to supply the following: |
| Sufficient space to assess between four and eight apprentices |
| Work stations |
| Barbering chairs |
| Trolleys if requested |
| Hand dryers and dryers |
| Waiting area for minimum clients |
| Minimum of three basins |
| Minimum of three professional hot towel machines |
| Three towels per apprentice for shaving services |
| Designated product mixing area |
| Towels and gowns for models |
| First Aid box |
| Sharps box |
| Fire regulations guidelines |
| Risk assessment |
| All equipment to be PAT tested and comply with the Health and Safety at Work Act |
| Nominated point of contact for emergencies |
| Nominated person to be available at all times during the EPA |
| Toilet facilities |
| Refreshment facilities |
| Retail and aftercare facilities |

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| **Barbering apprentices EPA equipment criteria**  Apprentices would need to supply the following:  **🗸** |
| Running order for the day (to be supplied to the IEPA prior to the day of the EPA) |
| Clients |
| Hair consultation stationary (record cards etc. if appropriate) |
| Product sheets (COSHH) |
| Mousse, hairspray, finishing products, shampoo, and conditioning products as required |
| Personal Protective Equipment as required |
| Disposable gloves for shaving as required |
| Tools and equipment i.e. razors, razor blades, scissors, thinning scissors, combs, sectioning clips etc. |
| Any other disposable products that the apprentice requires |