

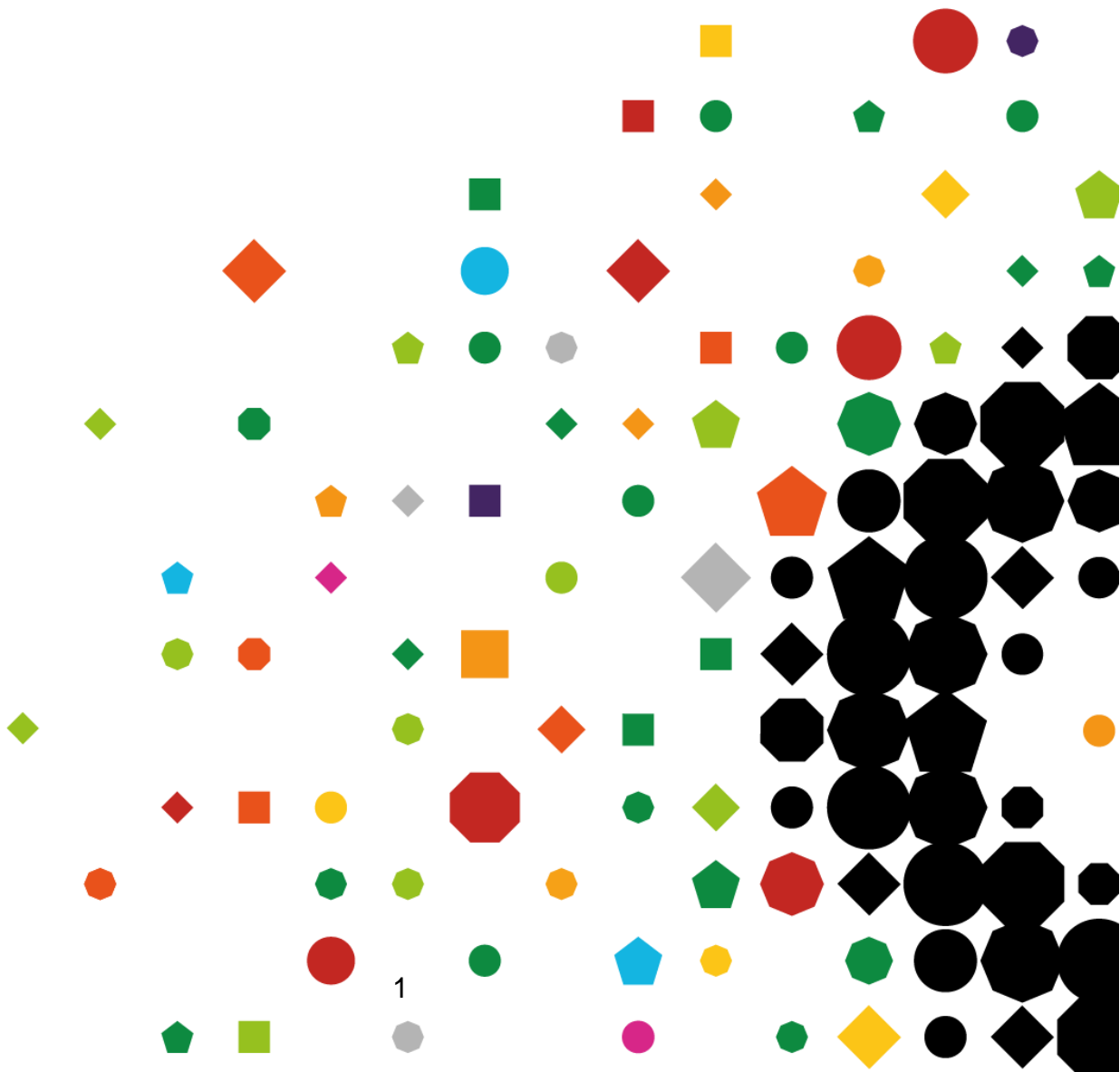
Improving and evolving End-point Assessment in partnership with you

HAIRDRESSING & BARBERING

We have been listening to your feedback on End Point Assessment.

In response, we've made a number of improvements to the way we work.

The following changes are **NOW** in place.....



New dedicated people resource – get in touch with us for further support

We have new dedicated resource in our EPA Teams, to support and guide you through the process.

Joanne Howell in our **EPA Success Team** will work with you on everything pre gateway and also the gateway itself. You can contact Joanne via EPAsupport@cityandguilds.com, marking the email “FAO Jo Howell – Hair EPA”.

Rebecca Chambers in our **EPA Booking Team** will work with you on your Hair bookings. Rebecca will allocate your IEPA and will confirm your ‘**actual**’ EPA date following successful gateway.

You can contact Rebecca via EPA@cityandguilds.com, marking the email “FAO Rebecca Chambers – Hair EPA”.

Just a reminder.....as a minimum, 30 days before your preferred EPA assessment date, you use our walled garden tool to select your date and complete your booking. Please remember, that your preferred date remains provisional **until** you receive your booking confirmation. We do understand that arranging models alongside apprentice and salon availability can be challenging, therefore, please do ensure that your gateway evidence is accurate so that dates can be confirmed as soon as possible.

New Improvement to our EPA Gateway Evidence Upload Process

You can let us know through our EPA portal once you’ve uploaded the gateway evidence. We added a ‘Submit Evidence’ button so you no longer need to email us, which should help reduce delays in us being able to start work on quality checking your submissions.

Actions	
Status:	Outcome Started
Deadline:	
Actions:	<input type="button" value="✓ Submit Evidence"/>

You'll also see a new 'Final Assessment Date' field for each piece of evidence you upload, don't worry about filling this in. Our independent end-point assessors (IEPA's) will use this data for the purpose of recording last assessment date, which is required to make the ESFA certificate claim on your behalf.

We've been learning for a while now what a good Gateway Evidence submission looks like, one that ensures we can move onto booking your EPA event as soon as possible.

Here are our top 5 handy hints:

- 1) Write in BLOCK CAPITALS in Black pen, if we can't read your evidence we may have to come back to you.
- 2) Your Gateway declaration form will have multiple pages – please check that you have read them all.
- 3) On the Gateway declaration forms we need (**these must be handwritten and not electronic**):
 - Name of employer
 - Signature of employer
 - Name of Provider
 - Signature from Provider
 - Apprentice Signature
 - Date

Please make sure that we have them all, we can't proceed with missing data.

- 4) Check the updated ESFA guidance on the acceptable current and prior equivalent qualifications for English and maths minimum requirements in apprenticeship standards and frameworks at level 2 and above on their website.

<https://www.gov.uk/government/publications/qualifications-getting-approval-for-funding>

- 5) Where we need qualification evidence we can accept the following:
 - Full Results Certificate
 - A report generated from the Apprentices Personal Learning Record (PLR) PLR access <https://www.gov.uk/guidance/how-to-access-your-personal-learning-record>
 - A report from the school information management system (SIMS) or Candidate Management Information System (CMIS), which must be authenticated with a stamp from the relevant school/college or provider, and signed by the examinations officer or other equivalent authority
 - A National Record of Achievement (NRA), which must contain relevant awarding organisation verifiable achievement

These types of evidence must contain: the apprentice's full name, date of birth, the full name of qualification (including awarding organisation name and qualification accreditation number), the grade awarded, and the date of achievement. If you are submitting evidence in a different name we'll also require evidence in support of the name change such as Marriage Certificate, Deed Poll documentation etc.

How do I evidence my on-programme for hairdressing or barbering?

City & Guilds:

Upon completion of the on-programme part of the qualification centres will receive a non-accredited certificate which, depending on the chosen pathway, will carry one of the following titles:

- Level 2 Diploma for Hair Professionals – Hairdressing (On-programme)
- Level 2 Diploma for Hair Professionals – Barbering (On-programme)

Apprentices will only receive the full Ofqual accredited qualification certificate once they have successfully completed the on-programme and End-point Assessment (EPA) for their chosen pathway. Therefore, for gateway evidence we require a screen shot of your apprentices walled garden achievement history.

Any other Awarding Organisation:

For alternative awarding organisations we receive evidence of on-programme achievement.

When should my apprentice's appointment schedule be uploaded to the EPA portal?

Your apprentice's hair or barbering appointment schedule/column can be uploaded to the EPA portal at the same time as all other gateway evidence.

Sunday availability for EPA

To provide you with more flexibility to secure models for EPA, we can now offer Sunday EPA event dates.

Updated EPA guidance – models

We have reviewed our guidance on the models you will require for EPA in the EPA Manual. The apprentice is required to work on a minimum of two models, and they can be peers or colleagues. However, if a peer/colleague is the model, they should not prompt or advise the apprentice.

Check out our EPA webinars and networking events

In the new year, 2020, we will be hosting the following events focused on our hair/barbering EPA process, successful gateway and efficient booking. Our EPA Success and Booking Teams are looking forward to meeting you all and supporting this new journey.

Date:	Time:	Venue:
Tuesday 28 th January 2020 https://www.eventbrite.co.uk/e/meet-the-city-and-guilds-hair-professional-epa-team-tickets-83145583679	10am – 12:30pm	City & Guilds/ILM No 1 Newlands Court Attwood Road Burntwood WS7 3GF
Wednesday 22 nd April 2020 https://www.eventbrite.co.uk/e/city-and-guilds-hair-professional-epa-team-tickets-83148596691	10am – 12:30pm	City & Guilds 5-6 Giltspur Street London EC1A 9DE

What are we also working on???

Feedback on all grade outcomes is something that we know is important for you and your apprentice. We are reviewing this internally and we will be making changes moving forward.....watch this space!

Also, we have been listening to your feedback around our current price structure for hairdressing/barbering for smaller groups. We are looking into this and hope to have news available for the new year!!

We continue to work together with our internal teams and you to review and improve. Please ensure that you are following us on Facebook and LinkedIN, likewise, are signed up to receive hair and beauty alerts via our website