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| Level 3 End-point Assessment for ST0214/AP01 Advanced and Creative Hair Professional(9014-12) |

**May 2021 Version 1.0**

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1. Introduction

### What is in this document

Recording forms to be used by Centres/End-point Assessment Customers/Employers including:

* Declaration of authentication – Portfolio of evidence
* Collection of looks (Portfolio) evidence reference form
* Apprentice feedback form

This document must be used alongside the Assessment Pack for Centres / End-point Assessment Customers / Employers.

### How to use forms

Centres/End-point Assessment Customers/Employers/Training Providers must use the forms provided by City & Guilds in the format laid out in this document.

**Declaration of authenticity form**

This form must be completed and submitted along with the Collection of looks (Portfolio) evidence reference form.

**Collection of looks (Portfolio) evidence reference form**

In this form the evidence reference column should indicate the evidence reference number which should also be found on the header of the relevant piece of evidence.

The evidence type column should indicate the type of evidence submitted, for example witness testimony.

**Note: The evidence reference form must be uploaded as a word processing document.**

### Declaration of authentication – Collection of looks (Portfolio)

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| Apprentice |   | Enrolment number |  |

**Apprentice declaration:**

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

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| **Apprentice** |  | **Date** |  |

**Line manager declaration:**

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

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| **Line manager** |  | **Date** |  |

**Training Provider declaration (if appropriate):**

**I confirm that the evidenced presented by the Apprentice is ready for End-Point Assessment. It is valid, authentic, reliable, current, and sufficient to meet the requirements of the relevant standard.**

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| **Training Provider** |  | **Date** |  |

### Assessment 701: Professional discussion - Collection of looks portfolio evidence reference form

| **Standard reference** | **Evidence type****Employer /Training Provider only** | **Evidence reference****Employer /Training Provider only** | **Evidence meets standard****IEPA only** | **IEPA comments****IEPA only** |  |
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| **Create a collection of hairstyle looks** |
| **K1** | Researches fashion forward trends - The principles and stages of planning, researching and developing fashion forward trends, different media types and platforms |  |  |  |  |
| **K2** | Researches fashion forward trends - How to promote fashion forward collection of hairstyle looks using a choice of media to target a specific market, individuals or groups |  |  |  |  |
| **K3** | Researches fashion forward trends - How a collection of hairstyle looks can be used to promote individuals and salons |  |  |  |  |
| **K8** | Create a collection of hairstyle looks - The influencing factors and individual characteristics which need to be considered when creating a collection of hairstyle looks |  |  |  |   |
| **K14** | Present a collection of hair looks - The process of evaluating the success of the final collection using appropriate evaluation tools to demonstrate the effectiveness and success |  |  |  |  |
| **K15** | Methods of presenting showcasing and promoting the collection of hairstyle looks internally using a visual medium |  |  |  |  |
| **S1** | Researches fashion forward trends - Research fashion trends using the results to plan, design, create, produce and present a fashion forward hairstyle collection, identifying the purpose and message of the given collection |  |  |  |   |
| **S8** | Create a collection of hairstyle looks - Use and adapt a range of technical skills to create a collection of hairstyle looks using advanced creative colouring |  |  |  |  |
| **S10** | Present a collection of hair looks - Present and promote the collection internally using a visual medium |  |  |  |  |
| **S11** | Present a collection of hair looks - Evaluate the results of the collection against the research results to improve further practice |  |  |  |  |
| **Smoothing and Strengthening** |
| **K16** | Client consultation - Health & safety legislation, safe working practices and effective communication related to smoothing and strengthening services. |  |  |  |  |
| **K17** | Client consultation - How to complete an in-depth complex analysis of the client hair and scalp for smoothing and strengthening services. |  |  |  |  |
| **K21** | The types of smoothing and strengthening systems, products, tools and equipment, their application and removal. |  |  |  |  |
| **K23** | The types of problems that may occur during the smoothing and strengthening service |  |  |  |  |
| **K24** | Maintenance and aftercare including future services and products. |  |  |  |  |
| **S12** | Client consultation - Maintain effective and safe methods of working and effective communication whilst completing smoothing and strengthening services. |  |  |  |  |
| **S13** | Client consultation - Carry out in-depth complex analysis of the client hair and scalp to plan and agree the smoothing and strengthening services |  |  |  |  |
| **S14** | Use and apply products, tools and equipment, to smooth and strengthen clients’ hair to the degree of straightness required. |  |  |  |  |
| **S15** | Resolve problems that may occur during and after the hair smoothing and strengthening process. |  |  |  |  |
| **S16** | Use a range of products, tools and equipment in accordance with legal requirements, manufacturers' instructions and salon policy. |  |  |  |  |
| **S17** | Evaluate the results of the service and provide advice on future services and products |  |  |  |  |
| **Advanced creative colour conversion** |
| **K36** | The reasons for pre-softening and pre-pigmenting hair. |  |  |  |  |
| **S24** | Resolve problems that may occur during creative colour conversion service. |  |  |  |  |
| **S28** | Using pre-pigmentation and colour. |  |  |  |  |
| **Advanced colour conversion (correction)** |
| **K39** | Methods of applying and removing colour products. |  |  |  |  |
| **K46** | How to use creative sectioning techniques to personalise the colour result and enhance the finished look. |  |  |  |  |
| **K47** | Products, tools and equipment used in advanced colour conversion (correction). |  |  |  |  |
| **K48** | The considerations to be taken into account when using advanced colour conversion techniques. |  |  |  |  |
| **S25** | Removing artificial colour. |  |  |  |  |
| **S26** | Removing bands of colour. |  |  |  |  |
| **S27** | Recolouring hair treated with lightener. |  |  |  |  |
| **S29** | Recolouring hair that has had artificial colour removed. |  |  |  |  |
| **S30** | Correcting highlights and lowlights. |  |  |  |  |
| **S31** | Uses and applies the products, tools and equipment, in accordance with legal requirements, manufacturers' instructions and salon policy. |  |  |  |  |
| **S32** | Products: semi- permanent. |  |  |  |  |
| **S33** | Products: quasi (mildly oxidising). |  |  |  |  |
| **S34** | Products: permanent colour. |  |  |  |  |
| **S35** | Products: pre-lighteners. |  |  |  |  |
| **S36** | Products: colour removers for artificial colour. |  |  |  |  |
| **K49** | Maintenance and aftercare including future services and products |  |  |  |   |
| **S37** | Complete and evaluate the results of the service and provide advice on future services, aftercare and products |  |  |  |  |
| **Products and services** |
| **B3** | Flexible and adaptable: flexibility to changing working environment and demands. Demonstrates and encourages curiosity to foster new ways of thinking and working |  |  |  |  |
| **B5** | Professional Development: promote own professional development, embraces continual development and improvement |  |  |  |  |

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| **IEPA Overall comments and notes of any themes or areas to follow up around in professional discussion****IEPA only** |
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