Summary of End-Point Assessment

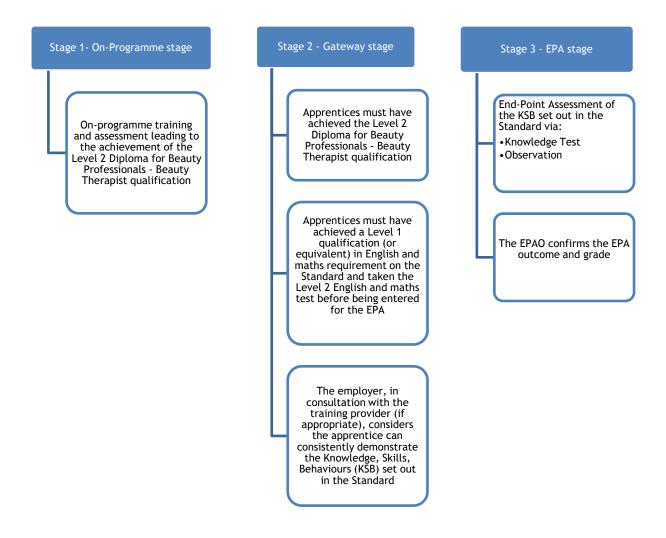
This document provides details of the End-Point Assessment (EPA) for the Beauty Therapist Apprenticeship Standard (level 2).

Successful completion of the EPA will lead to the achievement of the Beauty Therapist Apprenticeship Standard.

An Independent End Point Assessor (IEPA) from an Assessment Organisation on the Register of End-Point Assessment Organisations (RoEPAO) will carry out the EPA. They will use two independent methods, which will assess competency against the Beauty Therapist Apprenticeship Standard. This will include a Knowledge Test and an Observation.

The IEPA will determine the overall grade (fail/pass/distinction) for the Apprenticeship.

There are three stages as detailed below:



Assessment Overview

Assessment Method	Area Assessed	Assessed by	Grading
1.Knowledge Test	The Knowledge and Understanding within the Beauty Therapist Apprenticeship Standard as detailed in the knowledge test section	Online, administered by an End-point Assessment organisation on the Register of End-Point Assessment Organisations (RoAEPAO)	Fail/Pass/ Distinction
2. Observation	Knowledge, Skills and Behaviours (KSBs) from the Beauty Therapist Apprenticeship Standard as detailed within the observation section (synoptic)	Independent End-Point Assessor (IEPA) from an End- Point Assessment Organisation on the Register of End-Point Assessment Organisations (RoEPAO)	Fail/Pass/ Distinction

On-programme stage

On-programme training and assessment is carried out by achieving -the Level 2 Diploma for Beauty Professionals - Beauty Therapist qualification.

For full details of the contents of the Level 2 Diploma for Beauty Professionals - Beauty Therapist qualification, see the Occupational Brief documents which are available, free of charge at beautyprofessionalapprenticeship.co.uk

Gateway stage

Apprentices must have achieved the Level 2 Diploma for Beauty Professionals - Beauty Therapist qualification and achieved the required level 1 qualification (or equivalent) in English and maths and taken the Level 2 English and maths test before being placed forward for the EPA.

For those with an education, health and care plan or a legacy statement the apprenticeships English and maths minimum requirement is Entry Level 3. British Sign Language qualifications are an alternative to English qualifications for those whom this is their primary language.

This will be when the employer, in consultation with the training provider if appropriate, considers the apprentice is competent and can consistently demonstrate the KSB set out in the Standard.

The apprentice will have been on the Apprenticeship programme for a minimum of 12 months before taking the EPA.

Detailed explanation of the EPA

The EPA for the Beauty Therapist Apprenticeship Standard will be assessed via two assessment methods, a Knowledge Test and an Observation.

Order and timings of the EPA

The end point assessment must be completed within a three month period, once the gateway requirements have been met.

The Knowledge Test must be successfully completed before the Observation.

Knowledge Test

Each Knowledge Test will be assessed by multiple choice questions and will be available online and on-demand. The End-Point Assessment Organisation (EPAO) has the responsibility for scheduling the EPA (this means that there are no set dates for the test. The employer/training provider can pre-book the test for a day and time to suit the apprentice). Each question will have four options. The Knowledge Test will take 60 minutes and will be made up of 40 questions that will cover the Knowledge requirements of the Standard listed below:

- 1. The Knowledge Test will be on-screen and computer marked. All apprentices will complete their tests on-screen (unless individual assessment needs dictate a suitable alternative method, such as paper-based), away from the day-to-day pressures of work and in a 'controlled' environment, which may be on or off the employer's premises. Sufficient time (4 weeks) must be allowed for the marking and notification of results of the alternative method.
- 2. The Knowledge Test may be taken either on the employer's premises or off-site. The Knowledge Test will be taken in a controlled environment; the definition of a 'controlled environment' will be clearly defined and explained by the EPAO prior to scheduling the Knowledge Test and will include environmental requirements such as lighting, space, privacy and the requirements for an invigilator to follow a best practice process.
- 3. The Knowledge Test will be externally set and marked by the EPAO; questions will be written using the language, tone and style expected for the level of the Standard.
- 4. Knowledge Tests will be invigilated in line with the requirements set out by the EPAO who will identify a suitable person to invigilate the on-demand test.
- 5. The Knowledge Test will consist of 40 multiple choice questions with 1 mark allocated per question, each with 4 answers and will be a proportional sample produced from a bank of questions which cover all of the knowledge listed below. The question bank ratio would be 4-1. The question bank will be reviewed annually.
- 6. EPAOs must develop and maintain a knowledge test question bank of sufficient size to mitigate predictability.
- 7. EPAOs must ensure that apprentices have a different set of questions in the case of resits/retakes.
- 8. The results of the online Knowledge Test will be immediately available (unless the alternative method is used).
- 9. Any resits/retakes must be in line with requirements on page 12.

Knowledge Test requirements	
Title	The Apprentice will Know and Understand:
Professionalism and values	Beauty therapy industry, legal and organisational requirements:
	 procedures, guidelines, codes of practice, ethics, equality and diversity
	and quality assurance systems
	time and self-management principles
	beauty therapy duties, standards of appearance, personal hygiene,
	etiquette, housekeeping
	commercially viable times for the completion of treatments continuing professional development
	 continuing professional development Consumer Rights Act, GDPR and the Data Protection Act,
	 the role of the reception and associated areas
	 how to complete a sale and handle payments from clients
	 how to make appointments for salon services
	 the types of products and treatments in the beauty therapy and related
	industries
	 the client journey (from meet and greet to advice and support)
	the importance of aftercare advice and recommendations
	 verbal and non-verbal communication skills
	 how to deal with problems within the scope and responsibilities of the
	occupation swiftly, seeking assistance from a senior member of staff
Safe working practices	Legal, industry and organisational requirements:
	use of tools, equipment, materials and products
	 workplace housekeeping: cleaning, disinfection, sterilisation, waste disposal
	 supplier or manufacturer's instructions
	 protection of self and client
	direct and indirect cross-infection
	contraindications and contra-actions
	 methods that promote environmental and sustainable working practices
	 how to recognise and reduce the risk of injury to self and others by
	maintaining correct posture
	health and safety legislation and practice
Boot Louis Comments of	
Provide waxing services	Types of equipment and products, waxing services and how these are sarried out. The structure and function of the skin and hair. The bair.
	carried out, The structure and function of the skin and hair. The hair growth cycle and factors that affect hair growth
	growth cycle and factors that affect half growth
Provide hand and nail treatments	The techniques, tools and equipment used within hand and nail
	treatments, the anatomy and physiology of hands, lower arms, nails and
	skin
Provide foot treatments	The techniques, tools and equipment used within foot treatments, the
	anatomy and physiology of the lower leg, foot, nails and skin
	The techniques, tools and equipment used for facial treatments, the
Provide facial treatments	anatomy and physiology of the face, the structure and function of the
Trovide racial area memoria	skin, including of skin conditions
	, g
	The techniques, tools and equipment used for eyebrow artistry and their
Provide eyelash and eyebrow	effects, to colour eyelashes, and to attach, maintain and remove semi-
treatments	permanent and temporary eyelashes
Descride mades un augliochion	The test of the section of the secti
Provide make-up application	 The techniques, tools and equipment used to create different make-up effects for different occasions
	effects for different occasions
	Correct use, application and benefits of massage techniques and the
Provide basic massage treatments	anatomy and physiology of the body and systems
_	, , , , , , , , , , , , , , , , , , , ,

Observation

The apprentice will be observed by the IEPA completing a range of treatments on a number of clients to industry Standards and within commercial timings.

Observation:

- 1. Will require the apprentice to work on a minimum of two clients to complete:
 - wax two areas to remove hair from the areas identified
 - one hand and nail treatment
 - one foot treatment

the opposite polish must be used in the hand to the foot treatment, a dark polish finish or a French polish finish

- one facial treatment
- three eye and brow artistry treatments
- one make-up look
- one back, neck and shoulder massage treatment
- 2. The number of clients used within the Observation will be dependent on a range of factors, such as:
 - The client requirements and preferences for the services, (not all clients will require all services to be completed or may change their requirements)
 - The client availability related to the services required. (The client may not be available for some or the whole duration of the Observation)
 - The client meeting the requirements of the EPA, (if the customer/client requirement are not fit for purpose)
 - Health and safety requirements, restrictions and limitations, (infections, infestations, contraindications)
- 3. The EPAO will inform the employer of the client requirements
- 4. The employer and/or training provider is responsible for providing a range of suitable customers/clients that allows the apprentice to demonstrate the KSB required to complete the practical skills/service detailed in the Observation. Wherever practicable, the employer and/or training provider must ensure the **factors** have been considered before using clients for the Observation.
- 5. The employer and or training provider is responsible for providing clients for contingency purposes (in the event of any factors rendering the Observation void)
- 6. The apprentice will clarify with the IEPA at the start of the Observation the factors relating to the number of clients used
- 7. If any of the **factors** become apparent during the Observation the apprentice must notify the IEPA immediately, explaining the contributing factors and a contingency customer/client should be utilised
- 8. The Observation will take a minimum 4 ¾ hours to maximum 5 hours (+10 at the distension of the IEPA) in total, excluding breaks
- 9. The Observation can take place at the employer's workplace such as a retail store, salon, spa or clinic, a realistic working environment or at a venue agreed with the EPAO₊
- 10. The Observation may be supplemented by questioning where clarification is required. The questions should pertain only to the Observation and the knowledge, skills and behaviours being tested in this method. Questioning must be completed within the total time allowed for the Observation. Knowledge, skills and behaviours observed and answers to the questions must be documented by the IEPA

Skills, knowledge and behaviours for a Beauty Therapist

EPA Observation reference to the Standard			
Practical Skills/Service	A Beauty Therapist is able to:	A Beauty Therapist Knows and Understands:	
Professionalism and values	 Carry out and maintain beauty therapy legal, industry and organisational requirements for professionalism and demonstrate a passion for the industry: meet organisational and industry standards of appearance work under pressure, observe time management and self-management provide advice and recommendations on the beauty treatments, products, aftercare and appointments complete services in a commercially viable time and to a high standard demonstrate an appreciation of equality and diversity describe the range of treatments and products in the beauty therapy industry maintain client confidentiality and rights to support the client journey demonstrate excellent verbal and non-verbal communication skills deal with problems within the scope and responsibilities of the occupation swiftly, seeking assistance from a senior member of staff when required 	 Beauty therapy industry, legal and organisational requirements the types of products and treatments in beauty therapy and related industries 	
Safe working practices	 Meet legal, industry and organisational requirements: maintain effective, hygienic and safe working methods meet health and safety considerations adhere to workplace, suppliers' or manufacturers' instructions for the safe use of equipment, materials and products maintain the client's modesty, privacy and comfort minimise risks of cross-infection, injury or fatigue; promote environmental and sustainable working practices ensure personal hygiene and protection meets industry, organisational and local authority requirements 	 Legal, industry and organisational requirements health and safety legislation and practice 	

• correctly use, store and dispose of personal protective equipment

EPA Observation referenced to the Standard		Range of techniques, resources, products, tools and equipment required	
Practical Skills/service	A Beauty Therapist is able to:	A Beauty Therapist Knows and Understands:	
Provide waxing services	Consult, plan, prepare and perform waxing services to remove unwanted hair from two areas on clients to include: • ½ leg including the knee • another area from: legs underarm face bikini line	 Waxing services and how these are carried out Types of products and equipment 	 a. From the ranges below the apprentices must show they have: used all consultation techniques questioning listening visual manual written wax two areas from: legs underarm face bikini line performed waxing services using all working techniques: stretching and manipulating the skin during application and removal appropriate speed of product removal direction and angle of removal ongoing product temperature checks provided advice and recommendations throughout the treatment
Provide hand, nail and foot treatments	Consult, plan, prepare and perform hand, foot and nail treatments on clients (the opposite polish finish must be used in the hand to the foot treatment) to include: • one hand and nail treatment to include either a:	The techniques, tools and equipment used to complete hand, foot and nail treatments	 a. From the range, apprentices must show that they have: used all the consultation techniques questioning listening visual manual written

- o dark polish finish or
- French polish finish
- **one foot treatment** to include either a:
 - o dark polish finish or
 - French polish finish
- either a:
 - o a foot and or nail treatment
 - a hand and or nail treatment

Provide facial treatments

Consult, plan, prepare and perform facial skin care treatments, use facial products and equipment, and improve and maintain skin condition on clients to include:

- one facial treatment to include:
 - cleanse
 - o tone
 - exfoliation
 - o massage
 - o **mask**
 - o moisturise

 The techniques, tools and equipment used for facial treatments

- used a minimum of one hand and nail treatment
 - o paraffin wax
 - o hand masks
 - thermal mitts
 - exfoliators
- used a minimum of one foot treatment
 - o paraffin wax
 - o foot masks
 - thermal boots
 - exfoliators
- provided advice and recommendations throughout the treatment
- a. From the range, the apprentice must show that they have:
 - used all consultation techniques
 - questioning
 - listening
 - visual
 - o manual
 - written
 - correctly treated a minimum of one skin type
 - o oily
 - o dry
 - combination
 - correctly treated a minimum of one skin condition
 - sensitive skin
 - o mature skin
 - dehydrated skin
 - correctly and appropriately used a minimum of four types of facial products
 - o eye make-up remover
 - o cleansers
 - toners
 - exfoliators
 - moisturisers
 - specialised skin products
 - massage medium

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			 masks correctly used a minimum of one piece of equipment magnifying light skin warming devices correctly used all the massage techniques effleurage petrissage tapotement provided advice and recommendations throughout the treatment
Provide eyelash and eyebrow treatments	Consult, plan, prepare and perform enhancements to the appearance of the eyebrows and lashes on clients to include: • three eye and brow artistry treatments to include: • eyebrow artistry • one eyelash attachment system • one eyelash tint	The techniques, tools and equipment used for eyebrow artistry and their effects	a. From the range, apprentices must show that they have: • used all the consultation techniques

Provide makeup application

Consult, plan, prepare and perform make-up services on clients to include:

- identification of the **skin type** and **condition**
- one make-up look:
 - o minimal make-up
 - o natural make-up
 - intense make-up
 - o special occasion make-up

 The techniques, tools and equipment used to create different make-up effects for different occasions

- completed a minimum of one eyelash tint
- provided advice and recommendations throughout the treatment
- a. From the range, the apprentice must show that they have:
- used all the consultation techniques
 - questioning
 - listening
 - visual
 - o manual
 - o written
- correctly identified the skin type
 - o oily
 - dry
 - combination
- correctly identified the skin condition
 - o mature
 - dehydrated
 - o sensitive
- create one make-up look correctly and appropriately using a minimum of five types of make-up products
 - o primers
 - tinted moisturisers
 - foundations
 - o **powders**
 - facial bronzing products
 - concealers
 - corrective products
 - eyebrow products
 - eye products
 - eyeliners
 - o mascara
 - cheek products
 - o lip products
 - o pencils

provided advice and recommendations throughout the treatment

Provide basic massage treatments

Consult, plan, prepare and perform manual back, neck and shoulder massage treatments on clients to include:

- one back, neck and shoulder massage treatment to include:
 - o effleurage
 - o petrissage
 - tapotement

 Correct use, application and benefits of massage techniques

- a. From the range, the apprentice must show that they have:
 - used all consultation techniques
 - questioning
 - listening
 - visual
 - o manual
 - o written
 - covered all treatment areas
 - back
 - o neck
 - shoulders
 - correctly used all the massage techniques
 - o effleurage
 - petrissage
 - o tapotement
 - provided advice and recommendations throughout the treatment

Behaviours

- 1. Personal and professional ethics: demonstrates a commitment to quality, maintains honesty, integrity and confidentiality that meets industry standards,
- 2. Flexible and positive attitude: Adapts positively to changing work priorities and patterns when new tasks need to be completed or requirements change.
- 3. Maintain client/ customer care principles and practices: show clients/customers respect at all times and in all circumstances, demonstrate client empathy, sensitivity and awareness

Retakes/Resits

The Knowledge Test must be successfully completed, and a minimum pass grade achieved before the Observation takes place.

An apprentice is allowed to re-sit retake the Knowledge Test and/or the Observation twice if a pass grade has not been achieved. If they do not pass at the third attempt they will have to undertake further learning/training before re-taking a new EPA.

Apprentices who achieve a pass grade cannot retake re-sit the EPA simply to achieve a higher grade.

An apprentice who fails a retake due to extenuating circumstances (e.g. illness) would be allowed to have an extra retake.

The apprentice will not be given their full grade until the EPA is completed.

If an apprentice fails the Knowledge Test or Observation part of the EPA they will not be able to retake the EPA until they have completed a period of further learning and the employer and training provider (if applicable) is confident the apprentice is competent and can consistently demonstrate the KSBs set out in the Nail Technician Apprenticeship Standard. There will be no restriction put on the grade that the apprentice can achieve when completing a retake.

The apprentice's employer will need to agree that a re-sit/re-take is an appropriate course of action. Apprentices should have a supportive action plan to prepare for the re-sit/re-take.

If an apprentice fails the EPA for reasons out of their control (as determined by the EPAO) e.g. temporary illness, accident, or domestic crisis arising at the time of the assessment, a resit can be taken at the earliest opportunity.

EPAOs must ensure that apprentices undertaking a re-sit or retake sit a different knowledge test paper.

Quality Assurance

Internal Quality Assurance

Independent End Point Assessor (IEPA)

EPAO is responsible for ensuring IEPA meet the following criteria:

Role purpose	Definition
Occupationally competent	 The IEPA must: Ideally hold a Beauty Therapy level 3 qualification and/or equivalent experience of working at or above this level. Have equivalent experience of working at or above this level and sufficient 'hands on' operational experience within the relevant sector that Can be evidenced. Is current and must be sector specific to the Standard. Must be of sufficient depth to be effective and reliable when verifying judgements about assessment processes and decisions Sufficient means a minimum of 5 years' current, hands on experience of working as a Beauty Therapist in a commercial salon or spa.
Familiar with the EPA	The IEPA must have an in-depth knowledge of the EPA and the grading criteria required. They must be committed to upholding the integrity of the Standard.
Credible	The IEPA should have access to, and be engaging with, continuous professional development activities that meet industry requirements in order to keep up to date with developments and any issues relevant to the EPA. The IEPA should provide sufficient evidence to demonstrate current practical competence and continual professional development as a Beauty Therapist on an annual basis.
Accountability	The IEPA will be accountable to the EPAO which has contracted their services
Independence	EPAs can only be conducted by an IEPA who has not been involved with training the apprentice and who is not connected to the training provider, college or employer. Any conflicts of interest must be declared.
IEPA duties	 The main duties of an IEPA are to: Use professional judgement to grade whether apprentices have reached the standard of KSBs required by the Standard. Make sound judgements and apply grading criteria accurately and consistently. Ensure grading decisions are fair, valid, consistent and reliable against set grading criteria to differentiate against different apprentices' performance. Complete reports as required Provide clear feedback to apprentices and the EPAO. Conduct those professionally meeting Industry guidelines, codes of practice and ethics at all times, including observing relevant policies such as health and safety, safeguarding, equality and diversity. Undertake a training programme to prepare for the role of IEPA. Complete annual (as a minimum) Standardisation activities as required by the EPAO.

Independent End Point Assessment Organisation (EPAO) responsibilities

EPAO responsibilities

The EPAO will:

- Be registered on the ESFA's Register of End-Point Assessment Organisations (RoEPAO)
- · Be an accredited Awarding Organisation via Ofqual
- Run annual (as a minimum) standardisation activities for all IEPAs.
- Provide initial and ongoing training for all IEPAs
- Ensure end point assessments are fair, valid, reliable and consistent, by:
 - Maintaining a selection and appointment process that ensure all IEPA meet the requirements
 - o Ensuring the requirements for the real work environment are met
 - Ensuring that all IEPA grade decisions are made in line with the grading requirements by:
 - Maintaining records of training for all IEPA.
 - Carrying out regular performance reviews for the IEPA and maintain records.
 - Implementing a sampling strategy for all IEPA; sampling strategy may be based on risk, depending on the IEPA experience and outcome of performance reviews.
 - Carrying out training and standardisation activities with all IEPAs on an annual basis, as a minimum.
- Ensure all Independent End-point Assessor (IEPA) will be risk rated depending on
 experience and other influencing factors. Sampling of the IEPA will be determined by
 the Lead Independent End-point assessor's (LIEPA) via the sampling strategy. The
 LIEPA must sample the full range of assessment methods for all IEPA's. The outcome
 of the sample will inform future sampling strategies used by the LIEPA and will be
 adjusted according to the risk rating, in line with the LIEPA sampling strategy
- Will maintain an appeals and complaints procedure in accordance with Ofqual regulatory criteria.

External Quality Assurance

Ofqual will provide the external quality assurance of the Beauty Therapist Apprenticeship Standard.

Grading

Each assessment method will be graded Fail/Pass/Distinction.

To achieve a pass in the Knowledge Test the apprentice must achieve a set percentage of 70-84% of correct answers to pass the assessment. The apprentice must achieve a higher set percentage of 85% or more of the correct answers to gain a distinction in the assessment.

The grading for the observation will be based on the descriptors below:

Observation:

- A fail apprentice lacks the skills for running a beauty therapy appointment system within expected
 treatment times. Working practice is haphazard with a lack of professional image, safe working
 practices and approach to client relations showing in their work. Shows a minimum understanding of
 beauty therapy products and treatments and communication and consultation skills are weak with little
 attention paid to customer satisfaction or comfort.
- A pass apprentice is capable of managing and running a beauty therapy appointment system within expected treatment times, working safely and hygienically at all times and showing a professional approach, demonstrating honesty, integrity, a commitment to quality and maintain confidentiality to customers and their work. Shows clients respect at all times and in all circumstances, demonstrating client empathy, sensitivity and awareness. They competently complete beauty treatment consultations, using a range of beauty therapy techniques, methods, tools and products to achieve agreed treatment outcomes. Adapt positively to changing work priorities and patterns when new tasks need to be completed or requirements change. Their product and treatment advice is comprehensive, and evidence knowledge and understanding that includes how to use beauty therapy treatments, products and services to enhance the client's appearance. Client comfort and satisfaction are maintained throughout all beauty therapy treatments.
- A distinction apprentice, in addition to meeting the pass criteria is confident, organised and proactive in their approach to work, they continually manage and use time effectively and demonstrate a constant attention to detail in all aspects of their work. They are capable of combining and adapting a full range of beauty treatments, techniques, methods, tools and products to maximise the effects of all finished looks or treatment outcomes, consistently taking into consideration all factors, and thinking both about the immediate effects and the longer term maintenance and management. Their beauty therapy product and treatment advice goes beyond the basic, and is backed up with evidence of a full depth of understanding that is used to shape and influence service or treatment outcomes appropriately. Client comfort and satisfaction are considered throughout all services, continually going the extra mile to meet clients' needs so that the service experience exceeds expectations.

The overall Apprenticeship grade

The overall grade will be based on the grades achieved in the two end-point assessment methods; Knowledge Test and Observation.

- To achieve a pass an apprentice must achieve a pass in both the Observation and the Knowledge Test. If either of the end-point assessments are not achieved, the apprentice would not achieve the Apprenticeship overall.
- To achieve a distinction an apprentice must achieve a distinction in both the Observation and the Knowledge Test. If a pass is achieved in one assessment and a distinction is achieved in the other, the apprentice would achieve a pass overall.

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Implementation

Affordability

Up to 6 apprentices can be assessed at one time by the IEPA during the Observation, helping to reduce costs. Apprentices can complete the EPA on an individual basis, or as part of a group.

Consistency and volumes

The EPAO will ensure the EPA is delivered consistently across the country. They will utilise salon/spas with existing "real work" environments within the beauty sector.

Likely volumes

669 Apprenticeships issued on the existing frameworks in Beauty Therapy and Nail Service in 2016-17. We are presuming this number will increase with the availability of the new Apprenticeship Standard and the new content and flexibility it provides to employers.

2018-19	2019-20	2020-21	2021-22
700	800	900	1,000