



VTCT

EPA SERVICES

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Barbering Professional

Apprentice guidance for the professional discussion

Professional Discussion Apprentice Guidance

VTCT Level 2 Barbering Professional

Purpose of the Professional Discussion

The Professional Discussion is one of the assessment methods that will be used within the Barbering Professional Apprenticeship Standard End-point Assessment. It is appropriately structured to cover the Knowledge, Skills and Behaviours (KSBs) assigned and will focus on coverage of prior learning achieved during the on-programme stage of the apprenticeship standard.

The Professional Discussion will allow Knowledge, Skills and Behaviours (KSBs) to be demonstrated, which may not naturally occur in every workplace or within the Practical Assessment.

You will use your Portfolio of Evidence (covering the relevant KSBs for this assessment method), which will be submitted at the Gateway stage to support the Professional Discussion.

Overview of a Professional Discussion

A Professional Discussion is an assessment method which is a planned, in-depth, two-way conversation between the Independent Assessor and yourself. It is an effective way of assessing your complex understanding and knowledge.

Delivery of the Professional Discussion

The Professional Discussion will be conducted as follows:

- A 1:1 conversation, with no other parties involved
- Completed in an appropriate environment which is free from distractions and interruptions
- Both parties may refer to your portfolio of evidence to support the Professional Discussion

During the Professional Discussion, the Independent Assessor may ask a minimum of 10 questions to provide you with the opportunity to cover the range of KSBs. The Independent Assessor will make use of the full allocated time for questioning to allow you the opportunity to evidence your occupational competence.

The Independent Assessor has the discretion to increase the time by up to 10% for the Professional Discussion to allow you to demonstrate your knowledge and understanding.

How long will the Professional Discussion take?

The Professional Discussion **must last for 45 minutes** and will be conducted and assessed by VTCT's Independent Assessor.

Where will the Professional Discussion take place?

The Professional Discussion can take place in your employer's workplace or your training provider's premises, in a quiet room free from distractions and influence. The Professional Discussion may take place on the same day as the Practical assessment with questions (time permitting) or take place remotely via video conferencing.

Portfolio of evidence

The Portfolio of evidence (covering the relevant KSBs for this assessment method) that you complete during the on-programme stage of the apprenticeship standard, which is submitted at the Gateway stage, is not assessed or graded by the Independent Assessor. However, it is used to inform your Professional Discussion.

The following criteria for the Portfolio of evidence is as follows:

- The content must be sufficient to evidence that you can demonstrate all the Knowledge, Skills and Behaviours required as mapped to the Professional Discussion assessment method. This will typically contain 10 pieces of evidence, this can be more if you wish. An example of how the evidence can be mapped to the Knowledge, Skills and Behaviours, can be found in the mapping document examples for portfolio evidence document
- One piece of evidence can be mapped against more than one Knowledge, Skill or Behavioural requirement
- Your Portfolio of evidence can be in any format, as long as it is legible and can be uploaded electronically to the epaPRO system
- Your Portfolio of evidence should contain written accounts of activities that you have completed and mapped against the Knowledge, Skills and Behaviours, supported by appropriate evidence, including photographic evidence and work products
- Progress review documentation, witness testimonies, and feedback from colleagues and/or clients can also be included. You cannot include opinion based evidence, reflective accounts or self-evaluation documentation as evidence within your Portfolio of evidence
- A Declaration of Authenticity Form must be signed by yourself, your training provider and your employer alongside the Portfolio of evidence submitted
- The Portfolio of evidence must be submitted to the epaPRO system at the Gateway stage
- VTCT will send the Portfolio of evidence to the Independent Assessor. The independent assessor must have at least 14 days to review the supporting documentation prior to the Professional Discussion
- A completed VTCT Level 2 Barbering Professional Mapping Document is required to be uploaded alongside your Portfolio of evidence

Preparation for a Professional Discussion

During the Professional Discussion, you must confirm a proficient understanding of the requirements for the KSBs as outlined in the Barbering Professional Apprenticeship Standard End-point Assessment Plan.

To prepare you for the Professional Discussion, it is essential that the grade descriptors on pages 4-7 are considered. The grade descriptors include areas that are required to be covered throughout the Professional Discussion.

During the Professional Discussion, the Independent Assessor will allow you to lead the discussion and to make reference to your Portfolio of Evidence uploaded at the gateway stage of the Barbering Professional Apprenticeship Standard.

When completing the Professional Discussion, you will:

- Describe the items that you have uploaded to compile your Portfolio of evidence
- Discuss the barbering industry, ways of working (front of house) and ways of working (client care/customer service), covering all applicable KSBs

How is the Professional Discussion graded?

The Independent Assessor will use the assessment tools and procedures that are set by VTCT to evidence the Professional Discussion. The Independent Assessor will make all grading decisions.

Professional discussion, underpinned by a portfolio of evidence

Pass criteria

You will achieve a pass grade if you provide evidence to meet all the Knowledge, Skills and Behaviour requirements set out for the Professional Discussion and all the criteria below:

Theme Knowledge, Skills and Behaviours requirements	Pass – Grading criteria Apprentices must demonstrate all the pass descriptors
Ways of working – Front of house K11, K16, K32, S2, S4, S9	Describe the function of front of house duties, wider barbershop duties, how, when and whom to report problems to and the principles of teamwork in supporting the barbershop. (K11, K16, S2, S4, S9) Outline the benefits and drawbacks of complementary male grooming services. (K32)
Ways of working – client care /customer service K14, K15	Describe ways of promoting equality, diversity and inclusivity (confidentiality, discretion, welfare, limitations) in a barbershop. (K14) Describe ways of supporting mental health and wellbeing of self and client. (K15)
The Barbering industry K8, K9, K12, S5, B2	Describe the history and origin of barbering, how culture impacts the type of barbershop. (K9) Explain why continuous improvement, a positive attitude and team working, work under pressure, time and self-management barbering values, industry codes of conduct, best practice and ethics which contribute to barbering professionalism and a passion for the industry. (K8, B2) Explain how the barbershop can be promoted using digital technology and social media, including the various benefits and potential drawbacks of promoting themselves, the barbershop, relevant products, and services on social media channels. (K12, S5)

Professional discussion, underpinned by a portfolio of evidence

Distinction criteria

You will achieve a distinction grade for the Professional Discussion if you provide evidence to meet all the pass criteria and also all the additional criteria below:

Theme Knowledge, Skills and Behaviours requirements	Distinction – Grading criteria Apprentices must demonstrate all the pass descriptors and all the distinction descriptors
Ways of working – Front of house K11, K16, K32, S2, S4, S9	<p>Explain how they carry out front of house and wider salon duties to support and enhance the operation and development of the salon, with clear rationales for specific approaches and evidence-based examples of their effectiveness. Justify how they work effectively as part of a team, manage, resolve, and escalate problems, and support a positive working culture within their barbershop. (K11, K16, S2, S4, S9)</p> <p>Explain a wide range of complementary male grooming services, evaluate the benefits and drawbacks, and contributes own opinion and perspective. (K32)</p>
Ways of working – client care /customer service K14, K15	<p>Justify and provide examples of opportunities to promote or champion equality, diversity and inclusivity (confidentiality, discretion, welfare, limitations) within their role or in the workplace. (K14)</p> <p>Justify and provide examples of opportunities to promote initiatives to raise awareness of mental health and wellbeing of self and client. (K15)</p>
The Barbering industry K8, K9, K12, S5, B2	<p>Provide a detailed explanation of the history and origin of barbering, providing examples and justification of how culture impacts the type of barbershop. (K9)</p> <p>Provide a detailed evaluation of the barbering industry codes of conduct and values, supported by clear evidence. (K8)</p> <p>Justify the rationale behind the importance of quality and continuous improvement of professional practice whilst demonstrating a clear passion for the industry. (B2)</p> <p>Evaluate the benefits and drawbacks of using social media to promote self, organisation, products and services, provides a detailed rationale, with examples of ways social media channels can be used to promote the barbershop. (K12, S5)</p>

Mapping requirements for the Portfolio of evidence

This is an example of how the Knowledge, Skills and Behaviours required for the Professional Discussion can be mapped to the different evidence types that you may use.

Evidence	KSBs	Knowledge, Skills and Behaviours criteria	Examples of types of evidence:
1	K8	Barbering professionalism, values, industry codes of conduct, best practice and ethics	<ul style="list-style-type: none"> PowerPoint presentations Assignment/task evidence
	B2	Demonstrates professionalism and a passion for the industry: a commitment to quality and continuous improvement, a positive attitude and team working, working under pressure, observing time management and self-management	
2	K11	The role and function of the front of house or reception area in the barbershop business (services, bookings, payments, retail and sales)	<ul style="list-style-type: none"> PowerPoint presentations Assignment/task evidence Images of work/video evidence Storyboard
	S4	Carry out front of house duties to support the barbershop business	
3	K12	The benefits and drawbacks of using social media and how social media can be used to promote the business	<ul style="list-style-type: none"> Social media platforms PowerPoint presentations Images of work created; stylebook Assignment/task evidence
	K14	How to actively promote and respect equality, diversity and inclusivity (confidentiality, discretion, welfare, limitations)	
	S5	Promote yourself, your organisation, products and services via a variety of social channels	
4	K9	Barbershop culture, history and types of barbershops	<ul style="list-style-type: none"> PowerPoint presentations Assignment/task evidence Storyboard
5	K15	Awareness of the mental health and wellbeing of self and clients	<ul style="list-style-type: none"> PowerPoint presentations Assignment/task evidence
6	K16	Principles of teamwork	<ul style="list-style-type: none"> PowerPoint presentations Assignment/task evidence
7	K32	Complementary male grooming services, their benefits and drawbacks	<ul style="list-style-type: none"> Social media platforms PowerPoint presentations Images of work Assignment/task evidence Storyboard
8	S2	Identify and report problems which cannot be dealt with to the relevant person(s)	<ul style="list-style-type: none"> PowerPoint presentations Assignment/task evidence
9	S9	Work as part of a team to support the barbershop	<ul style="list-style-type: none"> Assessor/Employer testimony Assignment/task evidence

Resource and guidance

The 'Professional Discussion Mapping Document' is available to support the End-point Assessment delivery and assessment. For more information, visit epaPRO and the VTCT website (www.vtct.org.uk).