



**VTCT**



**UBT205M**

*Consultation and record keeping*

H/615/0728

UBT205M\_v1



# Treatment portfolio

## Learners must:

Produce a treatment portfolio that includes evidence of practical treatments carried out with proficiency. The treatment portfolio is an evidence requirement which must be completed prior to learners undertaking the practical assessment and graded synoptic assessment. VTCT specifies the treatments to be carried out and evidenced in the portfolio.

The treatment portfolio can be used as a confirmatory and formative assessment to prepare learners for the practical and synoptic assessments. The purpose of this portfolio is to evaluate learner performance and use the information gathered to shape and improve the learners performance in preparation for summative assessments.

Centres should consider the use of formative self and peer assessment as part of the learning journey. Whilst treatment portfolios are not graded, they may be sampled by the EQA.

## Treatment portfolio

The treatment portfolio should contain evidence that learners have:

<b>Performed a minimum of 3 consultations or treatments (not including the graded practical assessment) on different clients</b>	<b>Portfolio reference</b>
New clients	
Existing clients	
<b>Used all consultation techniques</b>	<b>Portfolio reference</b>
Verbal	
Non-verbal	
Written	
<b>Given all pre-treatments advice</b>	<b>Portfolio reference</b>
Further or additional treatments	
Benefits and effects to be achieved	
Expectations to be met	
<b>Covered all courses of action</b>	<b>Portfolio reference</b>
Offering information	
Advice and guidance	
<b>Provided all types of advice</b>	<b>Portfolio reference</b>
Relating to client expectations/realistic outcomes	
Possible contra-actions	
Aftercare	
Specific additional products and treatments	



Presented a professional image to include all of the following	Portfolio reference
Personal hygiene	
Oral hygiene	
Hair neatly tied back	
No jewellery	
Light or no perfume	
Uniform	
Shoes	
Not chewing gum or sweets	
Clean nails and hands	
Covered tattoos and piercings	

<b><i>Assessor</i></b>		<b><i>Learner</i></b>	
Signature		Signature	
Date		Date	
<b><i>IQA (if sampled)</i></b>		<b><i>EQA (if sampled)</i></b>	
Signature		Signature	
Date		Date	



***Feedback - Please use this space if required***



# Graded practical assessment

All practical mandatory units are graded. Employers have identified mandatory units as those which contain the primary practical skills and higher order cognitive skills required for employment.

- At the **Pass grade**, the key theme is proficient technical skills and safe performance, which will meet the minimum industry standards of practice.
- At the **Merit grade**, the emphasis is on excellent technical skills and techniques, organisational skills or communication skills, where these skills are deemed to be of seminal importance to employers, in a particular context.
- At the **Distinction grade**, where a finished product is an output of the practical activity, mastery of professional techniques, demonstrated via product evidence, is always an essential component of the criteria, as are higher order cognitive skills such as an ability to reflect upon and evaluate one's own performance and to justify the methods and techniques chosen.

The grading model used is analytical, non-compensatory and hurdle based.

## Learners must:

**LO3** - Be able to present a professional image and maintain personal hygiene

**LO4** - Be able to provide consultation techniques

Learners must carry out a complete treatment which will be observed, marked and graded by centre assessors. The grade achieved in the graded practical assessment will be the grade awarded for the unit. The graded practical assessment must take place in a real or realistic working environment on a real client.

At a minimum the graded practical assessment for this unit must cover:

<b>Treatment</b>	<ul style="list-style-type: none"> <li>• One practical consultation to include all record taking in the form of a consultation card and/or treatment plan</li> </ul>
<b>Consultation</b>	<ul style="list-style-type: none"> <li>• Independent consultation on a new client for any purpose outcomes: e.g. product advice or treatment recommendations</li> </ul>
<b>Courses of action</b>	<ul style="list-style-type: none"> <li>• Thorough recommendation of selected products for clients' use to suit their individual needs, demonstration of application techniques using appropriate tools, products and equipment considering consultation outcomes and any test results and taking into account any factors limiting or affecting the recommendations</li> </ul>
<b>All types of advice</b>	<ul style="list-style-type: none"> <li>• Relating to the client's expectations/realistic outcomes, possible contra-actions, aftercare, additional products and treatments and services</li> </ul>
<b>Present a professional image</b>	<ul style="list-style-type: none"> <li>• Clean professional uniforms, closed-in footwear, no jewellery, no piercings, hair neatly tied back, and any fringe secured, nails are well manicured, short and free of varnish, covering cuts and abrasions, wearing deodorant or antiperspirant, oral hygiene, including clean teeth, fresh breath</li> </ul>



For detailed information on the graded practical assessment you must refer to the section 6.5.1 of the Qualification Specification.

## ***Graded practical assessment***

**Learners must meet all Pass Criteria to achieve a pass grade.**

<b>Pass Criteria</b>	<b>✓</b>
<b>LO3 Be able to present a professional image and maintain personal hygiene</b>	
<b>P1</b> - Present a professional image	<input type="radio"/>
<b>P2</b> - Communicate and behave professionally	<input type="radio"/>
<b>LO4 Be able to provide consultation techniques</b>	
<b>P3</b> - Prepare self and work area for consultation	<input type="radio"/>
<b>P4</b> - Prepare and utilise client records	<input type="radio"/>
<b>P5</b> - Demonstrate consultation techniques	<input type="radio"/>
<b>P6</b> - Communicate a treatment plan to the client	<input type="radio"/>
<b>P7</b> - Gain signatures evidencing client approval and consent	<input type="radio"/>
<b>P8</b> - Provide recommendations and aftercare advice	<input type="radio"/>
<b>P9</b> - Update the client's treatment records	<input type="radio"/>
<b>P10</b> - Complete the consultation within the commercially specified time	<input type="radio"/>



Learners must meet all Pass Criteria and all Merit Criteria to achieve a merit grade.

Merit Criteria	✓
<b>M1</b> - Adjust communication techniques to meet individual needs of the client	<input type="radio"/>
<b>M2</b> - Provide advice and recommendations for products and services	<input type="radio"/>

Learners must meet all Pass Criteria, all Merit Criteria and all Distinction Criteria to achieve a distinction grade.

Distinction Criteria	✓
<b>D1</b> - Explain the advice given during the consultation	<input type="radio"/>

Grade achieved	Pass	Merit	Distinction
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>Assessor</b>		<b>Learner</b>	
Signature		Signature	
Date		Date	
<b>IQA (if sampled)</b>		<b>EQA (if sampled)</b>	
Signature		Signature	
Date		Date	



*Feedback - Please use this space if required*

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