



VTCT



UBT208M

*Process payments for beauty
purchases*

F/615/0736

UBT208M_v1



Service portfolio

Learners must:

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

The service 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 service portfolios are not graded, they may be sampled by the EQA.

Service portfolio

The service portfolio should contain evidence that learners have:

Taken all types of payment for purchases	Portfolio reference
Cash payments	
Credit/debit card payments	
Gift voucher payments	

Assessor	Learner
Signature	Signature
Date	Date
IQA (if sampled)	EQA (if sampled)
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:

LO2 - Be able to process payment for purchases in a retail environment

Learners must carry out a complete retail service 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 customer.

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

Process payment	<ul style="list-style-type: none">• Complete the processing of a payment for beauty purchases in a retail environment• Take payment for a minimum of one item or one service, completing the transaction from start to finish
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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.

Pass Criteria	✓
LO2 Be able to process payment for purchases in a retail environment	
P1 - Greet customers in a polite and friendly manner	<input type="radio"/>
P2 - Advise customers on the correct payment	<input type="radio"/>
P3 - Use secure payment handling techniques	<input type="radio"/>
P4 - Complete the transaction and thank the customer	<input type="radio"/>



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

Merit Criteria	✓
M1 - Adjust communication techniques to meet customer needs	<input type="radio"/>
M2 - Establish a rapport and engage with customers	<input type="radio"/>

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

Distinction Criteria	✓
D1 - Promote the retail of additional products and services	<input type="radio"/>

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

Assessor		Learner	
Signature		Signature	
Date		Date	
IQA (if sampled)		EQA (if sampled)	
Signature		Signature	
Date		Date	