



VTCT

Assessment Record

UBT208X

*Process payment for beauty
purchases*

Learner name:

Learner number:

M/615/0795

UBT208X_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. 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 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

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Summative practical assessment

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 and marked by centre assessors. Learners must achieve all assessment criteria in order to pass and achieve the unit. The practical assessment must take place in a real or realistic working environment on a real customer.

At a minimum the summative 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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Practical assessment

In order to Pass this unit, learners must achieve all Pass criteria.

Pass Criteria	✓
LO2 Be able to process payment for purchases in a retail environment	
P8 - Greet customers in a polite and friendly manner	<input type="radio"/>
P9 - Advise customers on the correct payment	<input type="radio"/>
P10 - Use secure payment handling techniques	<input type="radio"/>
P11 - Complete the transaction and thank the customer	<input type="radio"/>

Date achieved	
Portfolio reference	

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



Knowledge criteria

Knowledge assessment criteria

In order to Pass this unit, learners must achieve all Pass criteria.

Pass Criteria	
LO1 Know how to process payment for purchases in a retail environment	Portfolio reference
P1 - Describe how to resolve pricing problems	
P2 - Identify the pricing structure and understand how and when offers can effect this	
P3 - Explain how to process payments in line with organisational procedures, where the payment is acceptable	
P4 - Describe how and when additional services should be offered to the customer	
P5 - Explain how to treat customers politely throughout the payment process	
P6 - Describe the importance of acknowledging other customers who are waiting to pay or to be helped in some other way	
P7 - Describe how to explain to customers tactfully that payment has not been approved	

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