



ITEC Unit 306 Hair Plaiting Assessment Form

Name of Learner:

This assessment sheet must be completed in full for each learner by the Internal Assessor

- **Conducting the assessment** – The evaluation should be based on the criteria detailed below. The assessor should base their evaluation entirely on the learner’s performance during the assessment exercise; they should remain objective and should not coach or distract the learner during the assessment. Please indicate with a ✓ criteria that are completed successfully, indicating with an X criteria that have not been completed successfully.
- **Once all boxes have been ticked the assessor must place a ✓ in the pass box indicating that the task is complete.**

Criteria	Assessor’s Comments				
	Completed	Completed	Completed	Completed	
APPEARANCE – <i>The learner demonstrated:</i>					
Clean, ironed professional overall/uniform					
Neat styled hair					
Well maintained hands and nails					
Clean, comfortable shoes					
Any jewellery worn is appropriate					
No body or breath odour.					
No chewing gum or sucking sweets					
No visible underskirts/underwear					
Skirts to the knee. Trousers cropped no higher than calf/ trousers not trailing on the floor					

Criteria	Assessor's Comments			
	Completed	Completed	Completed	Completed
COMMUNICATE AND BEHAVE IN A PROFESSIONAL MANNER – The learner:				
Greeted and introduced self to the client				
Looked the client in the eye when speaking to them				
Spoke clearly				
Spoke politely				
Spoke honestly when questioned about treatments				
Listened to the client				
Demonstrated ethical conversation				
Demonstrated positive facial expressions				
Demonstrated positive body language				
Demonstrated good posture				
CLIENT CARE AND PREPARATION FOR HAIR PLAITING SERVICE - The learner:				
Stated the procedure for client preparation (written list or oral)				
Showed the client to the work station				
Explained the procedure to the client				
Protected the client's clothing appropriately				
Removed the client's jewellery and accessories as appropriate				
Stored the client's valuables in a safe place				
Positioned the client correctly				
Ensured client's comfort throughout				
HYGIENE AND STERILISATION - The learner:				
Wiped equipment over with appropriate sanitiser before and after use				
Sanitised hands before, during and after treatment as appropriate				
Replaced lids on products				
Disposed of waste hygienically and appropriately				
Demonstrated correct use of salon sterilising equipment/cabinets				
Stored sanitised/sterilised equipment appropriately				
Used freshly laundered towels for each client				
Used freshly laundered gowns for each client				

Criteria	Assessor's Comments				
	Completed	Completed	Completed	Completed	
Ensured that the floor/trolleys/surfaces are clean and santised where appropriate					
Minimised the risk of cross-infection and cross-infestation					
CARRY OUT PLAITING TECHNIQUE - <i>The learner:</i>					
Stated when and how to use products, tools and equipment (written list or oral)					
Selected products and tools					
Used products and tools correctly					
Completed on scalp plaiting					
Completed off scalp plaiting					

Task Completed - Pass

Learner's Signature.....
 Assessor's Signature.....
 Assessor's Name.....

External Verifier's Name.....
 External Verifier's Signature.....

Date.....

Date.....