



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 – The learner demonstrated: | | | | | |
| 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 sanitised 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.....

Date.....

External Verifier's Name.....

External Verifier's Signature.....

Date.....