



ITEC Unit 307 Plaiting and Twisting Hair 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 undershirts/underwear					
Skirts to the knee. Trousers cropped no higher than calf/ trousers not trailing on the floor					
COMMUNICATE AND BEHAVE IN A PROFESSIONAL MANNER – <i>The learner:</i>					
Greeted and introduced self to the client					
Looked the client in the eye when speaking to them					

Criteria	Assessor's Comments				
	Completed	Completed	Completed	Completed	
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 PLAITING AND TWISTING HAIR - <i>The learner:</i>					
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					
Prepared the hair for plaiting and twisting techniques					
Selected products and tools for basic plaiting and twisting techniques					
HYGIENE AND STERILISATION - <i>The learner:</i>					
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					
Ensured that the floor/trolleys/surfaces are clean and santised where appropriate					
Minimised the risk of cross-infection and cross-infestation					

Criteria	Assessor's Comments				
	Completed	Completed	Completed	Completed	
CARRY OUT HAIR PLAITING AND TWISTING TECHNIQUES - <i>The learner:</i>					
Stated when and how to use products, tools and equipment (written list or oral)					
Outlined a range of finished looks that use plaiting and twisting techniques (written list or oral)					
Used products and tools correctly					
Carried out basic plaiting and twisting techniques without decoration					
Carried out basic plaiting and twisting techniques with decoration					
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.....