

Internal Task Assessment Form

iUBT426 – Provide basic nail art

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 × 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				
Clean, neat hair - tied back/up if long and off the collar and face				
Short, clean, well-manicured nails with no varnish and clean hands				
Clean, sensible full flat shoes, and socks or tights				

No jewellery - with the exception of a wedding band and 1 pair of small stud earrings (religious jewellery must be taped)					
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					
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 make-up procedure					
Listened to the client					
Demonstrated ethical conversation					
Demonstrated positive facial expressions					
Demonstrated positive body language					
Demonstrated good posture					
Client care and preparation for basic photographic make-up application – The learner:					
Stated the procedure for client preparation (written list or oral)					
Prepared the work area appropriately					

Explained the make-up application procedure to the client					
Assisted the client into a comfortable position on to the couch/make-up chair					
Covered the client's clothing appropriately for the make-up application					
Removed the client's jewellery and accessories as appropriate					
Stored the client's valuables in a safe place					
Protected the client's hair					
Ensured the client's comfort/ modesty 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 and used spatulas to remove products					
Disposed of waste hygienically and appropriately					
Demonstrated correct use of salon sterilising equipment/cabinets					
Stored sanitised/sterilised tools and equipment appropriately					
Used freshly laundered towels for each client					
Ensured that the floor/trolleys/surfaces are clean and sanitised where appropriate					
Carry out basic photographic make-up – The learner:					
Stated basic skin types (written list or oral)					
Stated basic skin structure and function (written list or oral)					

Stated bone structure of the face (written list or oral)					
Stated the importance of carrying out a visual study and identifying the factors that could influence the overall effect of a basic photographic make-up application (written list or oral)					
Stated the use of basic photographic make-up products commonly available (written list or oral)					
Selected products, tools and equipment					
Performed a visual study of the face, skin and hair to identify influencing factors					
Demonstrated appropriate preparation of the skin					
Demonstrated correct use of tools and equipment					
Applied basic photographic make-up products appropriately					
Followed safe and hygienic working practices					
Ensured that the make-up suited the occasion/make-up plan					
Checked that the finished result met with the client's satisfaction					
Gave aftercare and homecare advice to the client					
Stated possible contra-actions and how to respond (written list or oral)					
Helped the client off the couch/make-up chair					
Ensured that the client's record card was updated					
Left the work area in a suitable condition for further treatments					
Task Completed					Pass

Learner name: _____

Learner signature: _____ **Date:** _____

Lecturer/assessor name: _____

Lecturer/assessor name signature: _____ **Date:** _____

Internal quality assurer name: _____

Internally quality assurer signature: _____ **Date:** _____

External quality assurer name: _____

External quality assurer signature: _____ **Date:** _____

(if sampled)

Document History

Version	Issue Date	Changes	Role
v1	19/12/2019	First published	Qualifications Administrator