

eAssessor

eAssessor Login



Username

MELANIE

Password







Remember Me

Login

Apprentice Interview & Induction Review

- CIR updated to Apprentice Review on e-assessor.
- Must be dated **within 4 weeks** of start date.
- HO to add the date of the Apprentice Review onto e-assessor.
- All incorrect dated Apprentice Reviews to be repeated.

You are here: [Reviews](#)

Reviews				
Show:	<input type="text" value="All"/>	Sort By:	<input type="text" value="Proposed Date"/>	Descending: <input type="checkbox"/>
Type		Proposed	Actual Date	Attended
Normal	 Edit  View	30/10/2017	30/10/2017	Yes
Apprentice Review	 Edit  View	30/10/2017	30/10/2017	Yes
Normal	 Edit  View	22/01/2018	23/01/2018	Yes

Unit breakdown for 7002.....

- Optional units need to be added
- Each unit is now weighted based on GLH.
 - Observation
 - Mandatory Written
 - Cross Unit Knowledge
- TBC if breakdown can be added for current apprentices already on PICs

Areas under development

- Number of Functional Skill attempts to pass
- Attempted Functional Skills @ level 2
 - 3748-01 English
 - 3748-02 maths
- Stretch & Challenge
- Individual apprentice target / achievement reports

Hairdressing Units

CH 1	201 – Style and finish hair
CH 2	202 – Set and dress hair
CH 3	203 – Cut hair using basic techniques
CH 4	204 – Colour and lighted hair
CHB 8	212 – Remove hair extensions
AH 2	208 – Relax hair
CH 5	209 – Perm and neutralise hair
CH 7	211 – Temporarily attach hair to enhance a style

Barbering Units

CB 2	214 – Cut men’s hair using basic techniques
CB 3	215 – Cut facial hair to shape using basic techniques
CB 4	216 – Dry and finish men’s hair
CB 5	217 – Create basic outlines and detailing in hair
CB 6	219 – Colour and lighten men’s hair
CB 1	218 – Assist with shaving services

Other

	Cheynes Training Dermatitis Award
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Twelve Weekly Review

- Overdue dates on e-assessor
- Reviewers name needs to be entered onto e-assessor.
- White copy – RTA to keep until apprentice completes
- Yellow – Head Office
- Pink – Learning Story
- TVRs to be sent to MM (Yellow copies)
- TVR audit
- Celebrating Success Certificates
- Updated version in progress

TVR Exercise



Car Notes



The CAR Notes system

- CAR is a system for identifying any Apprentice who is at risk of leaving the programme **for any reason** before they complete their apprenticeship
- Reasons could be any of the previously mentioned underlying reasons ... What we can also call the 'root cause'
- Once identified, CAR allows effective intervention to help resolve any issues before they become too big to overcome – the earlier we spot the issues the better the chance of nipping things in the bud!
- We can't solve every issue – but we can try!

CAR Notes guidance

First entry

- Always start with risk banding followed by 'action taken' on date and initials
- Followed by concise information...

Eg Amber – Action taken on 16/01/18 by RTA initials

Reason for concern: Training and assessment issue,
Apprentices have no access to computer at the salon

RTA aware: yes (RTA)

Action taken - RTA explained to assessor that Tricia at CT can source a laptop for the salon at minimal cost

RTA to check progress by 16/04/17

Safeguarding Record of Concern

Safeguarding Record of Concern cheynes
TRAINING

1 Today's date

2 Name of person completing this form

3 What is your mobile phone number

4 Name of learner at risk

5 Male or female

6 Learner's mobile number

7 Learner's academy/salon

8 Name of safeguarding lead

9 Safeguarding lead mobile number

10 Type of incident or concern – please tick each that applies

Family issues <input type="checkbox"/>	Money worries <input type="checkbox"/>	Health issues <input type="checkbox"/>	Self harm <input type="checkbox"/>
Drug or alcohol abuse <input type="checkbox"/>	Depression <input type="checkbox"/>	Homelessness <input type="checkbox"/>	Financial abuse <input type="checkbox"/>
Work-based abuse <input type="checkbox"/>	On-line abuse <input type="checkbox"/>	Neglect <input type="checkbox"/>	Psychological <input type="checkbox"/>
Bullying / harassment <input type="checkbox"/>	Discrimination <input type="checkbox"/>	Physical abuse <input type="checkbox"/>	Gang or violence <input type="checkbox"/>
Radicalisation <input type="checkbox"/>	Sexual abuse <input type="checkbox"/>	Risk of suicide <input type="checkbox"/>	Other <input type="checkbox"/>

If other – please state: _____

11 Are any other services involved – please tick each that applies

Police <input type="checkbox"/>	Social services <input type="checkbox"/>	GP or hospital <input type="checkbox"/>	None <input type="checkbox"/>
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12 Details of concern / incident / interview / report

Car Notes update

Some common errors when completing CAR Notes

- Risk banding not always clearly stated
- Concerns not always clearly identified
- Recorded notes not always in sequence
- Action to be taken often not fully recorded
- Follow up date not always recorded
- Follow up date often too far into the future
- Follow up date sometimes missing completely

New CAR Notes system

4

Amber - Action taken 07/05/18 by RTA initials
Apprentice and assessor attending Away A Head for evolve testing
RTA to create detailed action plan for framework completion
RTA to IV any outstanding units
TVR and Apprentice interview planned
Next review to take place by 31/05/18

3

Amber - Action taken 31/04/18 by RTA initials
MM had a discussion with salon owner to discuss concerns
RTA to attend salon to support Apprentice on 07/05/18

2

Amber - Action taken on 16/04/2018 by RTA initials
Access to computer still limited
Apprentice has been in touch and feels at a standstill with progression and the computer situation
RTA to discuss with MM by 31/04/18

1

Amber – Action taken on 16/03/18 by RTA initials
Risk band changed from green to amber
Reason for concern: Training and assessment issue, Apprentices have no access to computer at the salon
Action taken - RTA explained to assessor that Tricia at CT can source a laptop for the salon at minimal cost
RTA to check progress by 16/04/2018

CAR Notes

- Grey – Not yet reviewed
- Green – Low, no concerns identified
- Amber – Med, some minor concerns
- Red – High, potential early leaver

By Head Office...

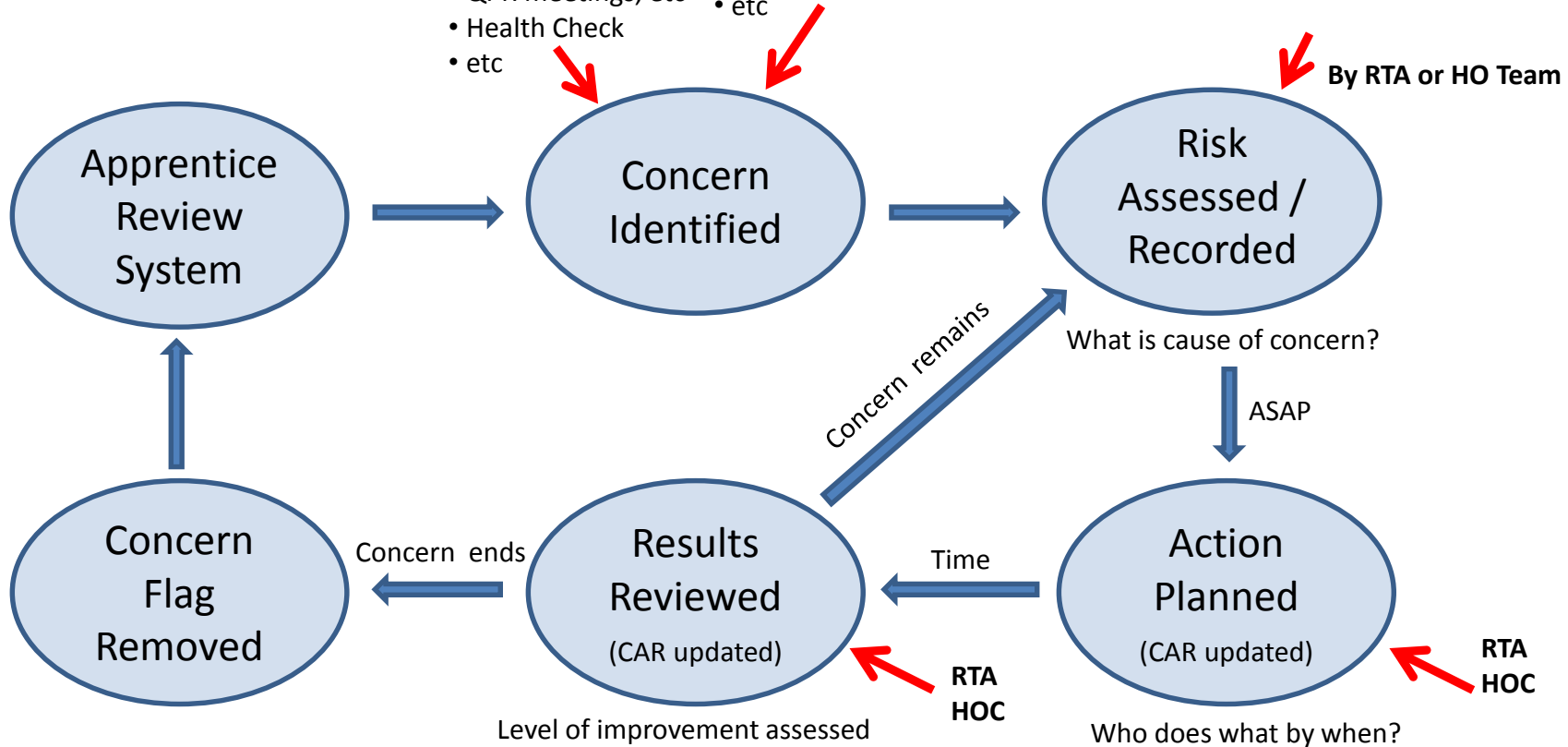
- BKSb results
- Timely completion
- QPR meetings, etc
- Health Check
- etc

By RTA Team...

- Lack of progress
- IQA or EQA issue
- Health/Wellbeing
- Unhappy at work
- Employment issues
- etc

1st Entry

Flag (eg amber) - Action taken on (date) by (RTA)
 Reason for concern: (be concise except s/guarding)
 Action taken: (list all actions with target date)



Follow up Entry – always place latest entry on top line

Flag (eg amber) - Action taken on (date) by (RTA) (Review and update on situation)
 Action taken: (list all actions with target date)