

Formative Assessment Log Books

Each Learner shall have a Formative Assessment Log Book to document their development towards their NVQ practical training. Learners shall be responsible for their own Formative Assessment Log Books and may take them into the work placement so that on and off the job training can be co-ordinated.

The following people may complete assessments in the Formative Assessment Log Book:

- KGA Assessor
- KGA Satellite Assessor
- In salon Trainer

Here is a guide to the amount of fully competent formative assessments each learner is required to have in each unit before they are ready to go for a summative assessment (recorded in the City & Guilds log book)


G20	1 competent in each outcome					
GH8	2 competent in each outcome			Surface Penetrating Scalp treatment	Effleurage Petrissage	
GH10	2 competent round brush	2 competent flat brush	2 competent finger dry	Straightening Smoothing Heated styling	Creating volume Creating curl Creating movement	
GH11	2 competent on base 2 competent off base	2 competent directional 2 competent brick	2 competent rolls Points to roots Roots to point	Curls Rolls Smoothing Backcombing	Back-brushing	
GH12	2 competent one length	2 competent uniform layer	2 competent short graduated	2 competent long graduated	Curly	

Quality Assurance – Formative Assessment

	cut	cut	cut	cut	Straight Club cutting Freehand Scissor over comb With a fringe	
GH9	2 competent full head quasi	2 competent re-growth permanent	2 competent pulled through hi/low lights	2 competent woven hi/low lights	Semi Quasi Permanent Lighteners	
GH14	1 competent directional	1 competent 9 section	1 competent brick	Perm lotions Neutralisers	Post-perm treatments Barrier creams	
G17	2 competent in each outcome					
G7	2 competent cut consultations	2 competent colour consultations	2 competent perm consultations	Regular clients New clients		

Example:

The learners' progress will be recorded against the performance criteria and range for each element within each unit. Below is the table as shown in the learners Formative Log Book.

<p>T</p>	<p>If you receive a 'T' next to a performance criterion, this means that you need more training in this area. Remember to ask your assessor to give you guidance next time you come to do this element. You may also ask your salon mentor to give you some support; watching the stylists in your salon will be useful.</p>
<p>P</p>	<p>If you receive a 'P' next to a performance criterion, this means that you need more practice in this area. Use your written feedback to establish if it is technique or timing that needs to be improved.</p>
	<p>If you receive a '✓' next to a performance criterion, this means that you are competent in this area. Use your written feedback to see how well you have done and remember you must be consistent in your skills.</p>

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Sample page from the Formative Assessment Log Book

Unit G20 – Make sure your own actions reduce risks to health & Safety

Outcome 1 – Identify the hazards and evaluate the risks in your workplace:

Performance Criteria / Dates	01/09/09					
a) identify which workplace instructions are relevant to your job	✓					
b) identify those working practices in your job which could harm others	✓					
c) identify those aspects of your workplace which could harm you or others	✓					
d) check which of the potentially harmful working practices and aspects of your workplace present the highest risk to you or others	✓					
e) deal with hazards in accordance with workplace instructions and legal requirements	T					
f) correctly name and locate the people responsible for health & safety in your workplace	P					
i) report to the people responsible for health & safety in your workplace those hazards which present the highest risks	P					
ii)						
Learner signature:	SSMITA					
Assessor signature:	N Rolfe					

Formative Feedback

Written feedback: The assessor will give written feedback after every practical training session; learners shall use this feedback to see what they did well and to see what they must do to improve and achieve competence in certain areas.

The formative feedback sheet is in the front of the Formative Log Book.

Feedback to learners must be clear and constructive:

- 1) **Date** The assessor must enter the date of the formative assessment.
- 2) **Elements** The assessor must enter the number of each element, which has been formatively assessed on the stated date.
- 3) **Feedback** The assessor must write clear and constructive feedback in the feedback box, linked directly to each element.
- 4) **Initials** The assessor must enter their initials to show who has given the feedback, the learner must also sign their initials to indicate that they have received and understood the feedback.

Constructive Feedback

Any feedback should be positive and constructive, when a learner has competently completed an assessment the assessor should identify the main points that the learner performed well; the learner will identify good practice in their working methods.

The assessor may feel they can give some further guidance, which would improve the learners working practice, guidance of this nature should be encouraging and set standards for benchmarking against.

Negative Feedback

A learner will not respond well to negative feedback, should the learner fail an assessment it is important that they understand why they failed. The assessor should inform the learner of specific areas where improvements can be made; however they should also assist the learners in accessing information on training which will assist them in achieving the required standard of competence. Again the learner should feel encouraged by the feedback and not demoralized; they should know what they have to do to improve and how to go about it.