NZ HAIRDRESSING INDUSTRY TRAINING ORGANISATION

Planning Your Assessment Days

An Apprentice Time Management Tool

To make sure you get the most out of your assessment time during Off Job Training the HITO have developed this guide to help you.

Work through the steps below to plan your assessments to make the most of the Off Job Training assessment days.

Step 1
List all the assessments you need to complete this year. Remember that some units have two assessments so put both down. Write beside this how long each assessment should take (you may need to ask your assessor).

Assessment	***Time***

Step 2
Now you know what assessments need to be attempted, mark the assessments that you have completed the collection of evidence for as No.1. These will be the first assessments that you will need to attempt.

Step 3
Look at the remaining assessments on your list, work out which of these you will be able to collect the evidence for over the next couple of weeks. These can be marked as No.2

Step 4
If there are any remaining assessments that have not been numbered these need to be highlighted. You will need to talk about these tasks with your salon trainer or Off Job Training tutor, as you may need some support collecting the evidence for these assessments.

Step 5
Now you can fill out as assessment plan starting with the assessments you have marked with No.1 for the first day and working through until you can include No.2 assessments and finally the highlighted units. This can be filled out just like you book appointments at the salon.

Remember!!!
Every assessment needs set up time, a preassessment meeting and some time for feedback so book an extra 30 minutes before your assessments and 15 minutes afterwards.
Some assessments can be attempted together on the same model so check with your Off Job Training tutor to see if this is possible

Step 6
Complete the following diary with your assessments. When you have planned your day check this with your Assessor or tutor and book in your clients at the appropriate times.

GOOD LUCK WITH YOUR ASSESSMENTS

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Time	Assessment
9.00	Set Up for assessment
9.15	Pre-assessment training
9.30	Assessment – shampoo (15 minutes)
9.45	Assessment – scrunch dry (30 minutes)
10.00	
10.15	Feedback on assessment
10.30	Set up for assessment
10.45	Pre-assessment meeting
11.00	Assessment – Treatments (45 minutes)
11.15	
11.30	
11.45	Feedback on assessment
12.00	
12.15	
12.30	
12.45	
1.00	
1.15	
1.30	
1.45	
2.00	
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5.00	
5.15	
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5.45	
6.00	
6.15	
6.30	
6.45	

Time	Assessment

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Time	*Assessment*

Time	*Assessment*

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Time	***Assessment***

Time	***Assessment***