

WEBINAR

Preparing apprentices for end-point assessment – when and how?

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Welcome

Webinar structure

- Introduction
- Your workbook
- Presentation
- Q&A
- Next steps

Q&A

- Use the Q&A panel to submit questions
- Focus your questions on webinar topics
- We'll compile a Q&A digest and circulate it after the webinar

Introductions

Chair



Tim Chewter
*Head of Business
Development
(SDN)*



Beth Curtis
*Head of Business
Development
(Protocol)*

Webinar facilitator



Chris Cherry
Strategic Associate (SDN)

Introductions



- Team of specialists in FE, HE and apprenticeships
- Worked with hundreds of apprenticeship organisations to prepare for standards and end-point assessment
- Provided training to almost half of the EPAOs (and their assessor teams)



- Leading provider of temporary, permanent and senior recruitment in education, training and skills
- 25 years in the sector, specialising in lecturer and assessor recruitment
- Working closely with EPAOs to help fulfil the need for end-point assessors

Aims

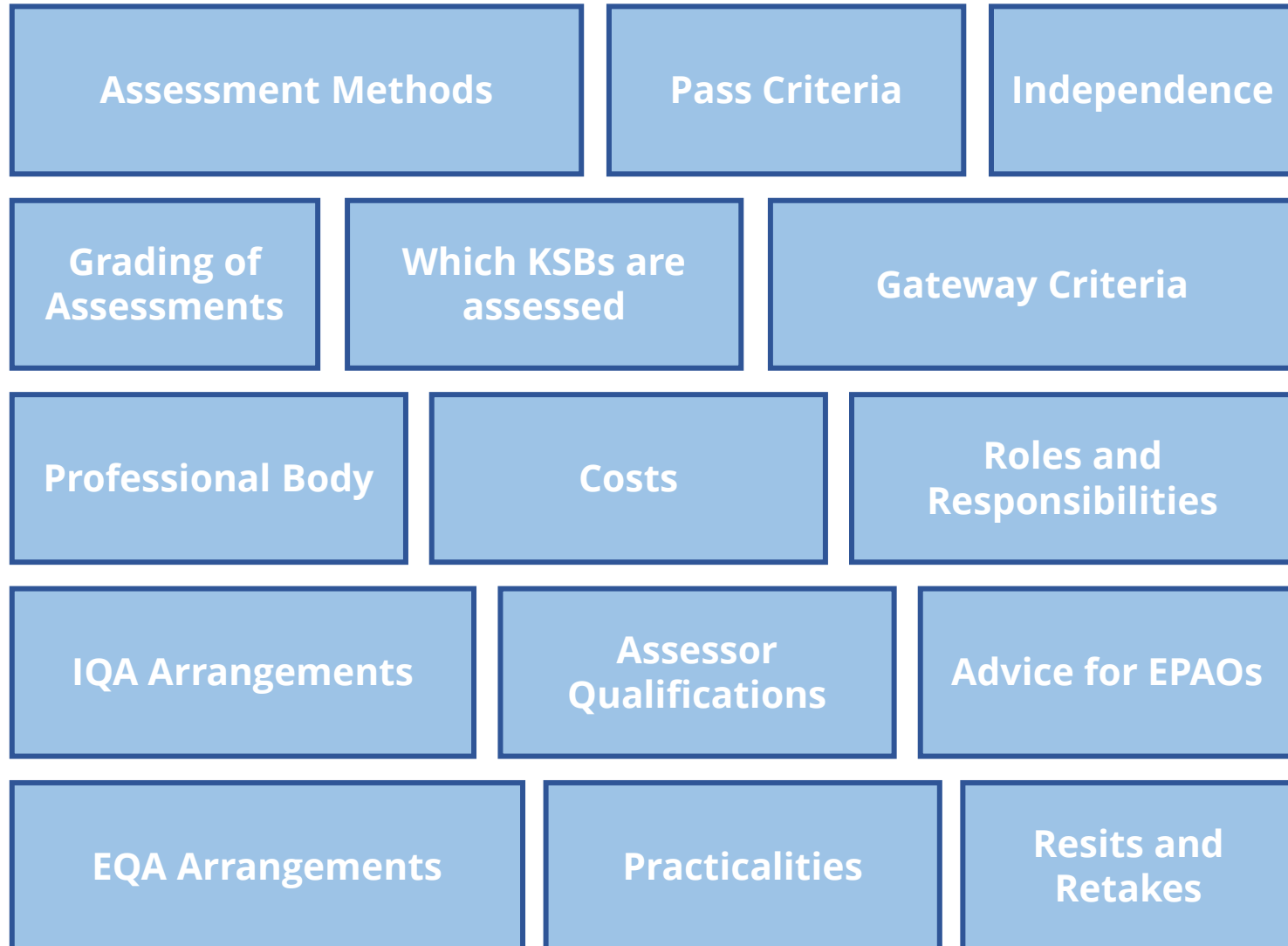
By the end of this webinar you will:

- Understand more about 'decoding' an assessment plan
- Have a clearer picture about working with EPAOs and the kind of questions you should be asking
- Have explored some common models of building EPA preparation into your curriculum and training plans

End-Point Assessment Plans

- Generally follow a similar broad template (with many exceptions and with significant variation)
- Are written with the EPAO as the prime audience, but also with the apprentice in mind
- Is intended to be part guidance, part information and represent the ultimate reference document for EPA
- Is updated on a cycle depending on usage, quality of design and in the light of technological, funding or KSB updates

End-Point Assessment Plans



End-Point Assessment Plans

Assessment Methods

The Plan will specify the assessment methods. It is worth exploring a little further into the description of the assessment methods:

- What *precisely* will the apprentice be asked to *do*?
- Is there a specific *sequence* of assessment?
- What are the *specific KSBs in scope* for assessment?
- Is the type of the assessment method *consistent* with the detailed description?
- Are there any *signposts* to support for EPAOs or for you in preparing apprentices for assessment?

End-Point Assessment Plans

Gateway Criteria

The Plan will specify the Gateway criteria:

- The English and maths *requirement* is always stated
- *Status* of portfolios or other apprentice-led written work
- *Who* is required to participate in the Gateway process
- *How* the EPAO will *approach* the Gateway

End-Point Assessment Plans

Grading of Assessments

The Plan will identify the grading architecture:

- *What* is being graded
- *How* assessments are graded
- What the *thresholds* are for a *Pass*
- *How* achievement *above* a *Pass* is determined

End-Point Assessment Plans

Which KSBs are assessed

The Plan will specify the KSBs actually assessed by the EPA

- What *precisely* is assessed?
- Are *only* the KSBs listed *actually* assessed?
- Is there a *hierarchy* of KSBs?
- How is evidence from *multiple* assessments captured and graded?

End-Point Assessment Plans

Roles and Responsibilities

The Plan will specify a specific role for employers and training providers:

For example:

ASSESSOR	ROLE
Employer	To agree a candidate's preparedness for the interview and to participate in the professional discussion. They will not have a role in final grading of the apprenticeship.
Learning Provider	To advise the employer on whether the apprentice is ready to undertake the end-point test through review of the gateway steps such as testimony from people who use services and self-assessment.
Assessment Organisation	To devise and administer the end-point situational judgement test and run assessment centres for such tests and professional discussions.

End-Point Assessment Plans

Practicalities

The Plan will identify the practical logistics:

- *Where* assessment will take place
- *When* assessment will occur, including *sequencing*
- *How* assessment will be undertaken
- *Role* for trainers or employers (interview panels)
- Arrangements for *resources*, equipment and apprentice preparations

End-Point Assessment Plans

Decoding the Plan

- Specific assessment methods – including guidance on design to enable parallel design of assessment for training providers and trainers
- Resources that may be needed – consumables, portfolio design, projects, self-assessments
- Preparation for the Gateway and managing reasonable adjustments, exemptions, qualifications and logistics of managing EPA

End-Point Assessment Plans

Decoding checklist:

- ✓ Assessment Methods
- ✓ KSBs to be assessed
- ✓ Gateway Requirement
- ✓ Requirement for Portfolio or other on-programme component
- ✓ Assessment design implications for trainer
- ✓ Grading criteria and performance thresholds
- ✓ EPA Assessor requirement
- ✓ IQA considerations
- ✓ Appeals, resits and retakes

End-Point Assessment Plans

Decoding procedure:

'Decode' an assessment plan of your choosing

- Review the standard and assessment plan,
- Different types of assessment method
- Grading criteria
- How might you begin to plan your assessment?

Capture the requirements

- Set by the Approved EPAO,
- Of the on-programme phase
- Of the gateway
- Of the end-point assessment
- For grading and QA
- For EQA

Engaging with an EPAO

Practical considerations:

- There must (now) be an EPAO on the RoEPAO in order to register apprentices on programme
- Early contact with an EPAO allows access to FAQs, resources and support that may not be generally available
- EPAOs are able to work with you to plan the sequence of assessments and the therefore enable simpler Gateway planning

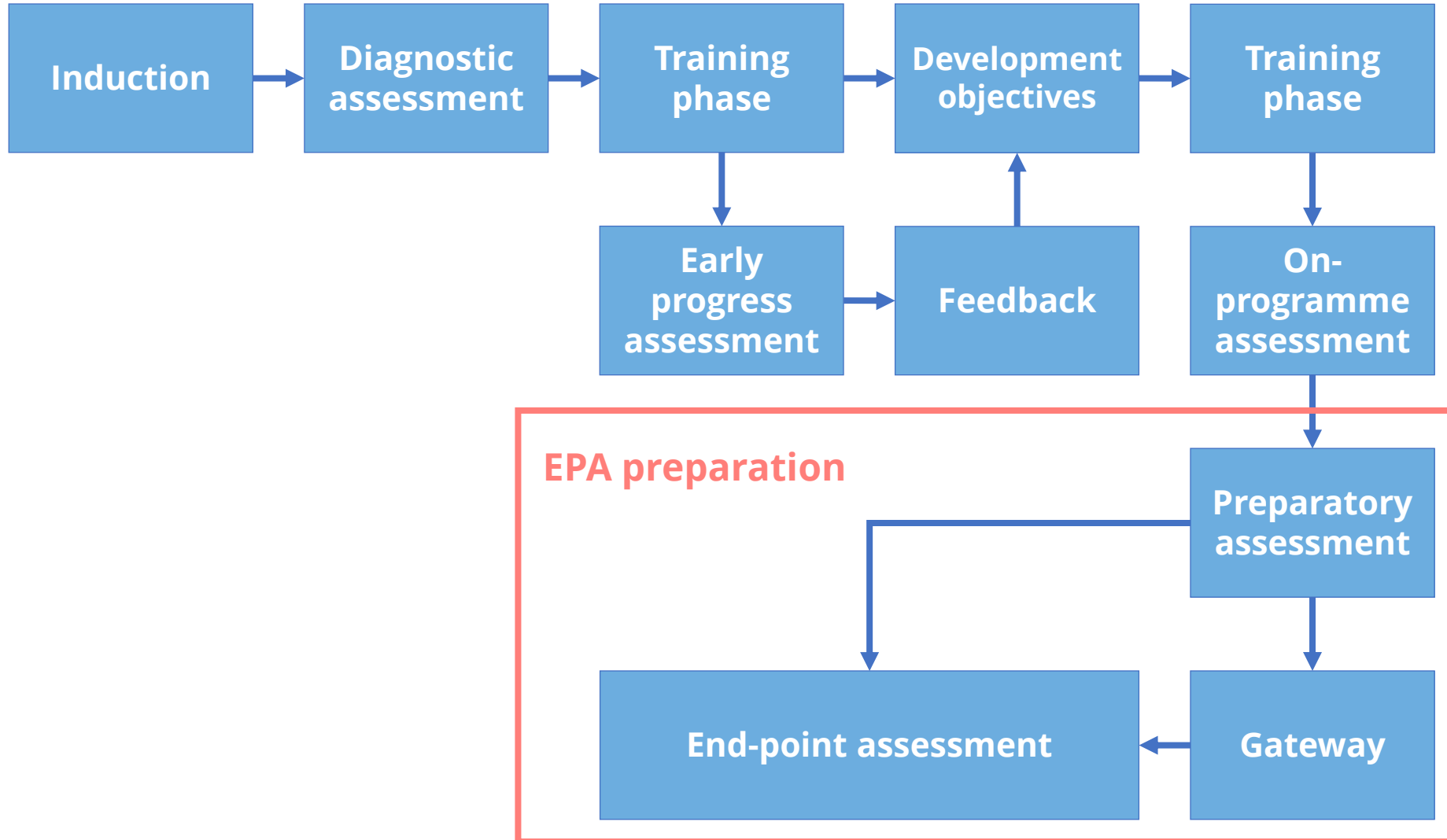
Questions to ask EPAOs upfront

- ✓ How much will you charge for your service (is it volume dependent)? At what point will you expect to receive payment?
- ✓ Can we see a copy of your service level agreement or contract?
- ✓ At what point do you require us to inform you that we have an apprentice who will need assessment?
- ✓ Are you able to guarantee a window or date for the end-point assessment and if so, how far in advance will this be confirmed? What happens if this agreed window isn't met by either us or you?
- ✓ Of the assessment methods described in the assessment plan, what resources do you have available to help us support learners to prepare for EPA?
- ✓ What is the medium by which each assessment method will take place e.g. face to face / remotely?
- ✓ Will it be the same assessor for all elements of the EPA?

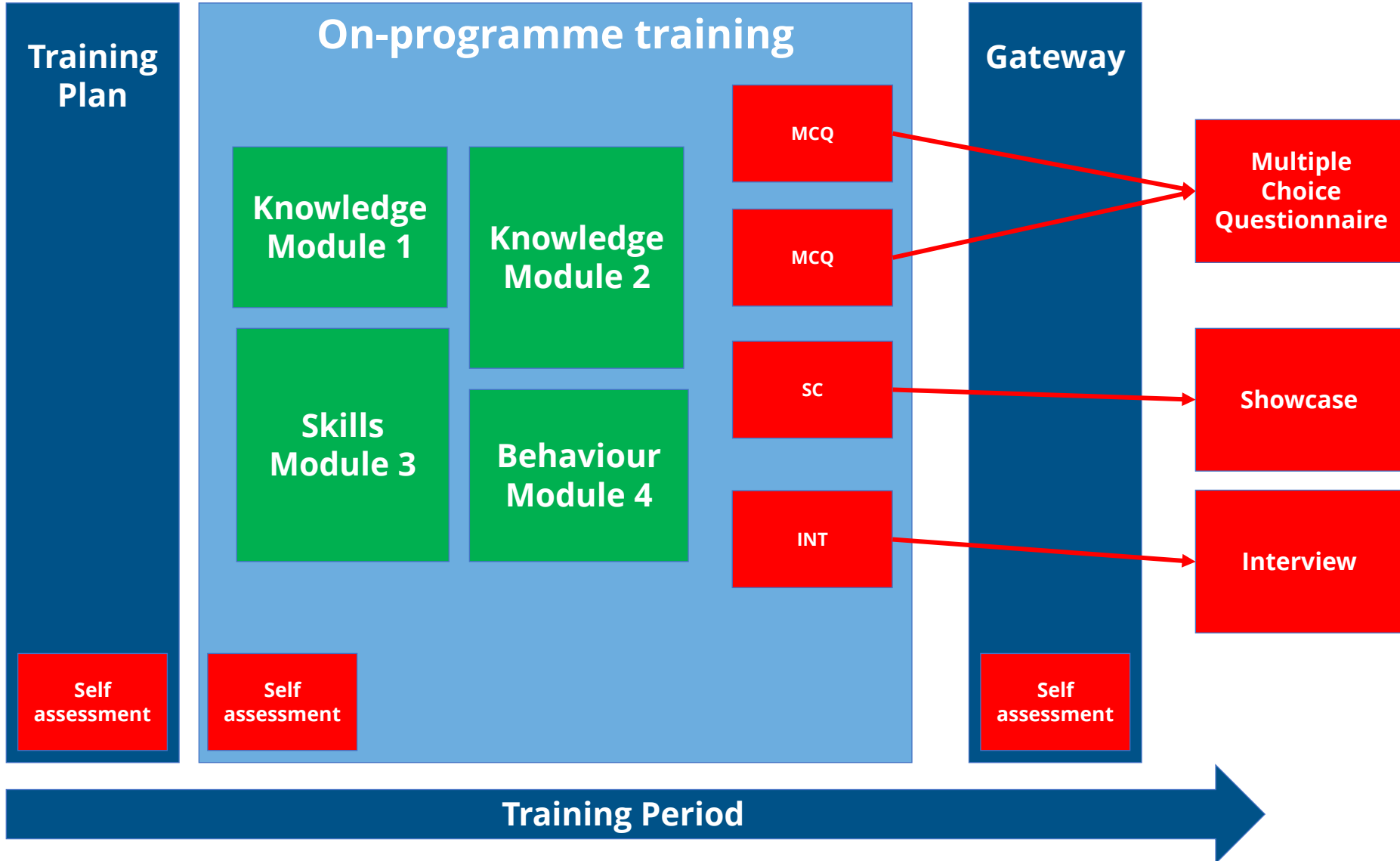
Questions to ask EPAOs upfront

- ✓ What supporting documentation do you require and how do we get it to you, to progress the apprentice through the gateway?
- ✓ When will we know who the assessor is and any information about them? Does the employer have a choice of assessor based on role specialism?
- ✓ Do you charge for re-sits? How much? What is the window from the point of initial failure when the re-sit will take place?
- ✓ How will the apprentice receive feedback about their performance on EPA, particularly where a re-sit is required? Who receives a copy of this?
- ✓ What is your complaints / appeals process?
- ✓ We have an apprentice with additional learning needs. How is this considered during EPA?
- ✓ Do you have any sanctions or recommendations from the EQA body for end-point assessment, and what have you got in place to respond to these?
- ✓ Do you have any additional information, in addition to the assessment plan, which helps us to prepare the apprentice for EPA?

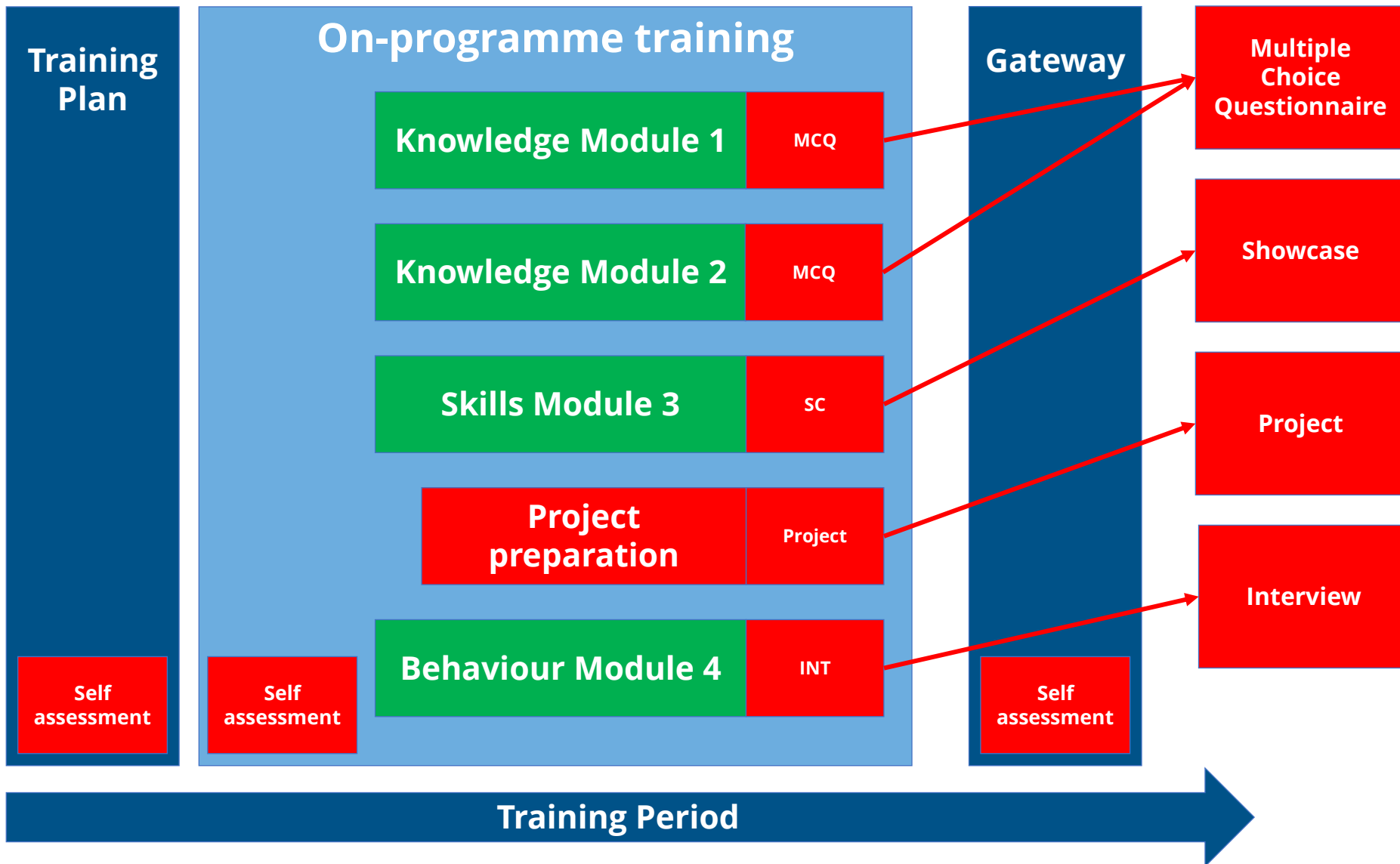
Examples of EPA Preparation



On-programme planning



Assessment within the on-programme phase



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5-PART WEBINAR SERIES:

Preparing apprentices for EPA *(starting 7 April)*

- 1. Building EPA preparation into the training programme**
 - How to decode the assessment plan
 - Engaging with EPAOs early – questions you should be asking
 - Common models – EPA preparation and the curriculum
- 2. Preparing your apprentices for EPA assessment methods – part 1**
 - The Professional Discussion
 - Preparation for Interviews
 - Working with Showcases or Presentations
- 3. Preparing your apprentices for EPA assessment methods – part 2**
 - Introducing Observed Assessments
 - Preparing for Practical Assessments
 - Working with Portfolios
- 4. Grading preparatory assessments - in practice**
 - Models for introducing the concept of grading
 - How to develop your knowledge and skills of grading, as a trainer
 - Grading in practice – practical activities to develop your skills
- 5. Supporting your apprentice through the gateway phase**
 - Knowing when the apprentice is ready – conducting a triage of the evidence
 - The role of the employer in the gateway and EPA process
 - What gateway activities feed into the EPA, and your role as the trainer

**FIND OUT MORE
AND [BOOK HERE](#)**

Discount for webinar attendees:

SDN-PROTOCOL20



Questions and answers

*Type your questions into the
question panel*

Thank you

We will send you a copy of the webinar slides and recording

Please feedback to us through the evaluation survey

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