

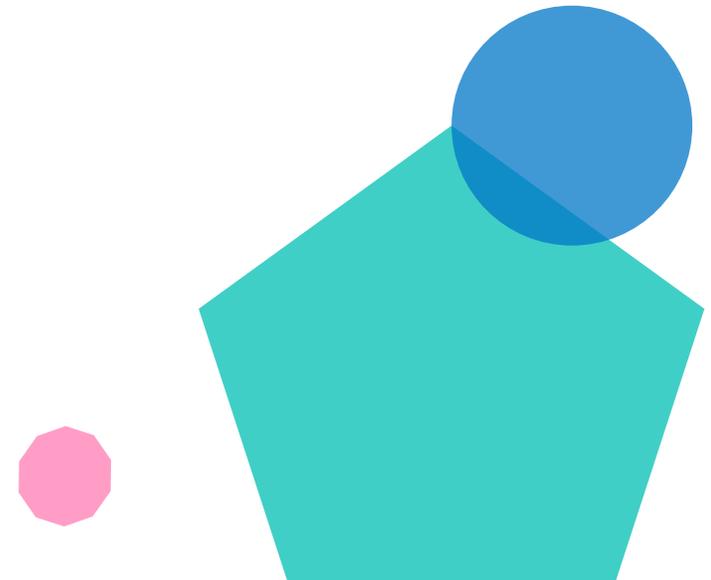
Taking a closer look at end-point assessment (EPA) activities

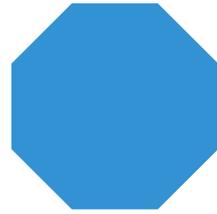
Clair Seago – EPA Service Operations Manager
January 2018



Agenda

- City & Guilds current position as an EPA organisation
- The apprenticeship journey
- Accessing EPA with City & Guilds
- What good looks like





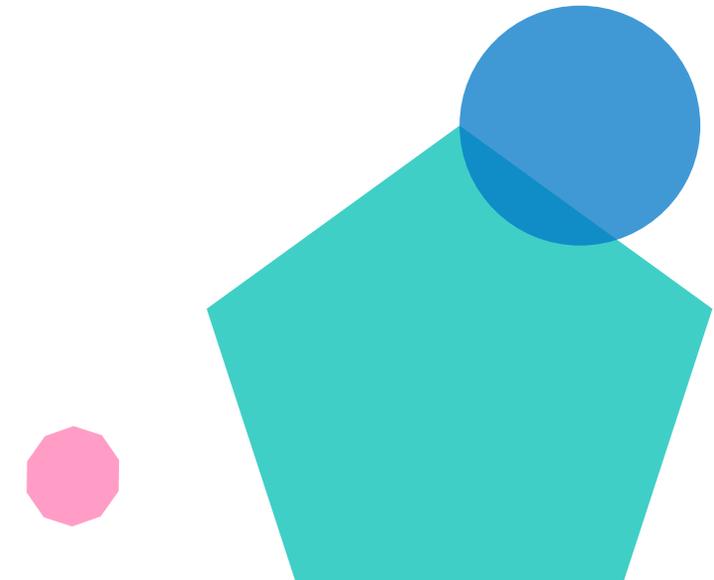
City & Guilds as an EPA
organisation (EPAO)

City & Guilds position as an EPAO – Jan 2018

- Approved on the 'ESFA register of EPA organisations' for 35 apprenticeship standards
- We have 17 standards live to customers
- 18 standards are in progress
- We have a pipeline of over 30 standards we want to deliver

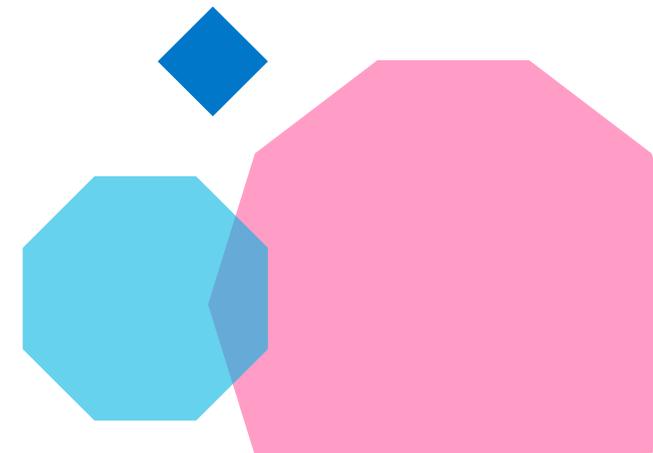
In 2017 we delivered

- 160 Public Sector Operational Delivery Officer
- 35 Insurance Practitioner
- 35 Investment
- Five Infrastructure Technician
- Five Actuarial



So many shapes, sizes and variations

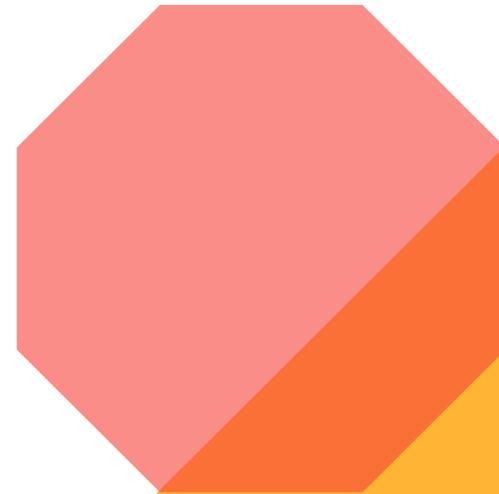
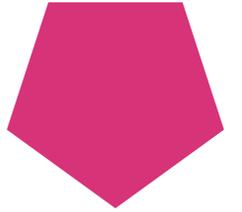
- Planning to meet your requirements across a range of occupations:
 - planned and clear requirements regarding where and when the EPA service is needed to provide a timely service
 - any inputs required for EPA service to be provided against the agreed schedule
 - apprentice information requirements to ensure an efficient certification service.
- Meeting the unique requirements of the EPA in each apprenticeship standard may include:
 - showcase portfolio
 - knowledge testing
 - project work / practical assignments
 - observation at employer's premises
 - professional reviews / interviews / vivas.
- External quality assurance:
 - four key models: employer / Ofqual / Institute for Apprenticeships / professional bodies
 - audit
 - customer experience.



Importance of getting it right

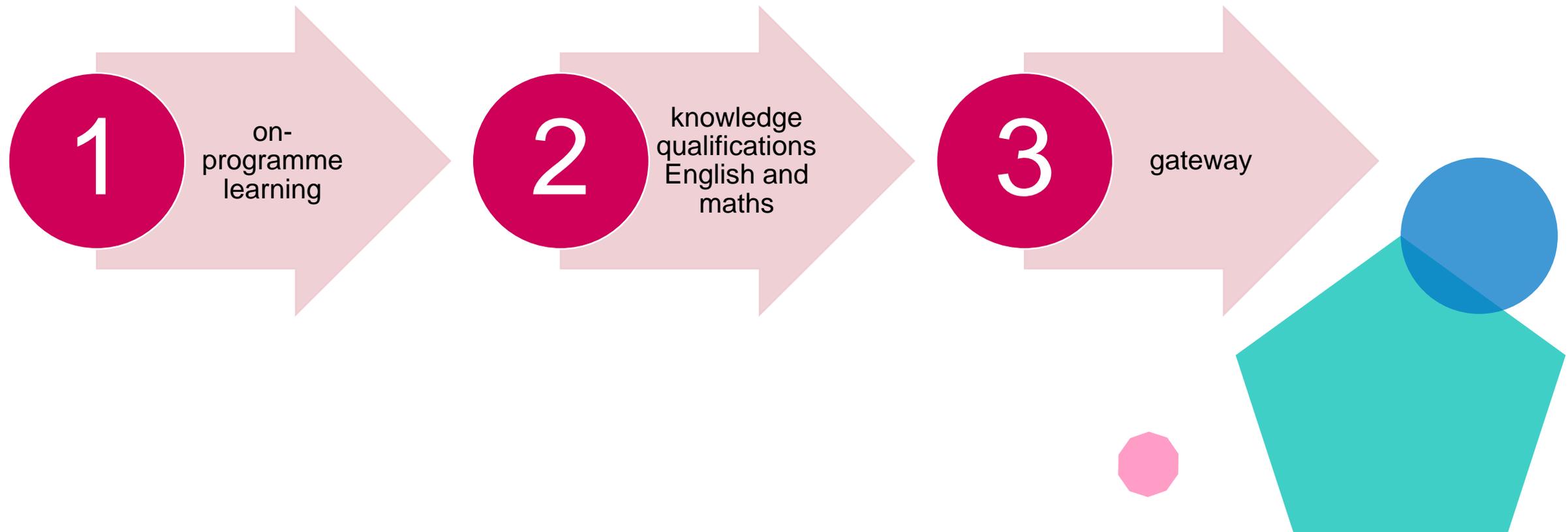
- Impact on the apprentice
 - Managing rejection
 - Referrals further training and development
 - Doing it again
- Impact on the provider when it's not right first time
 - Success rates
 - Rescheduling training and resits
 - Costs
 - Reputation with their customers (employers and apprentices)
- Impact on the employer
 - Business dependencies
 - Reputational risk



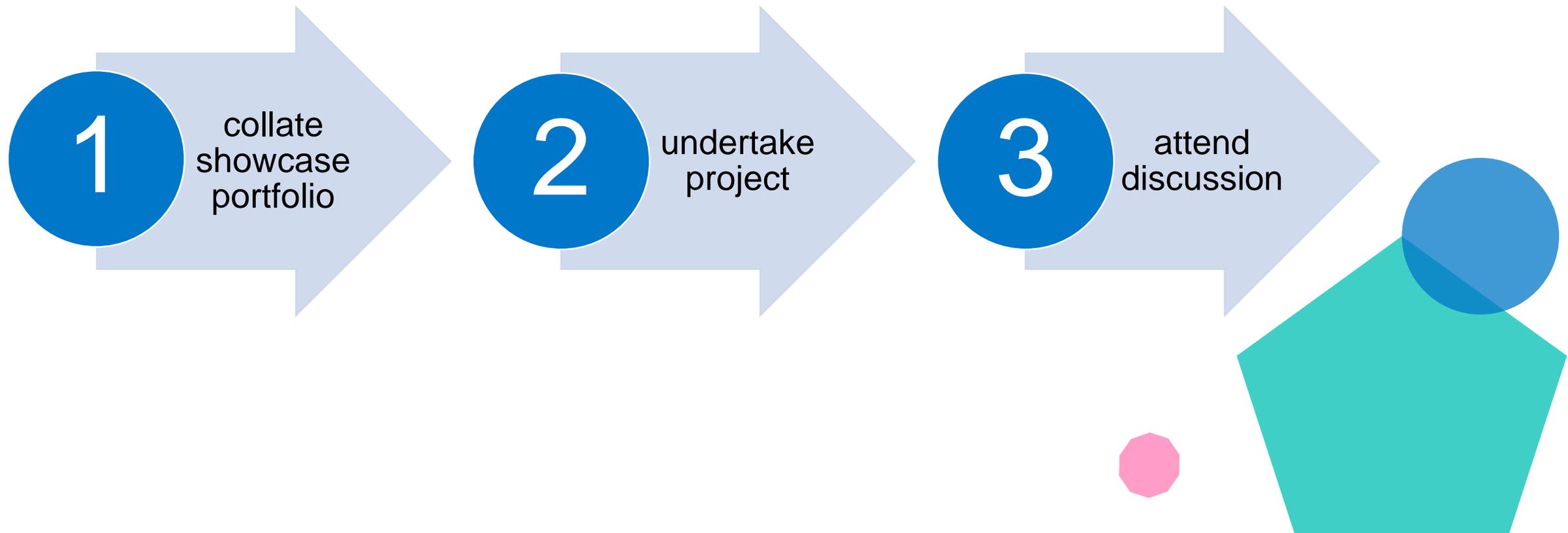


The apprenticeship journey

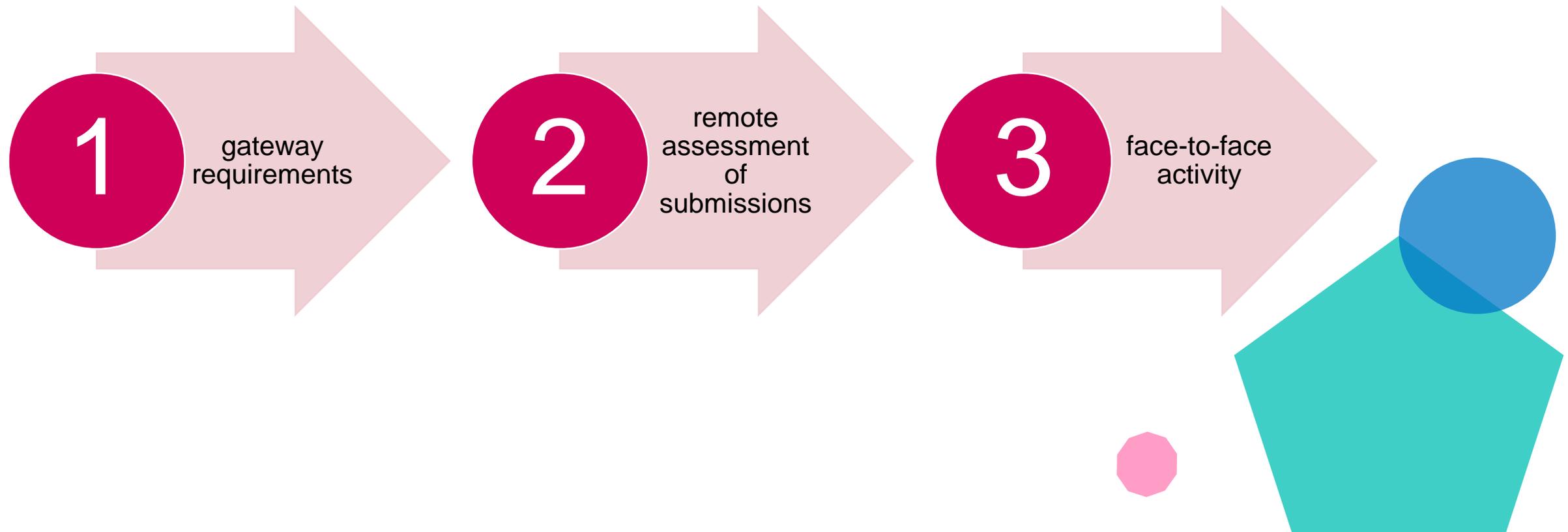
Apprentice on-programme journey – example of digital sector

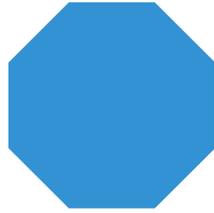


Apprentice EPA journey – after gateway



EPA activities - example of digital sector





Accessing EPA with City & Guilds

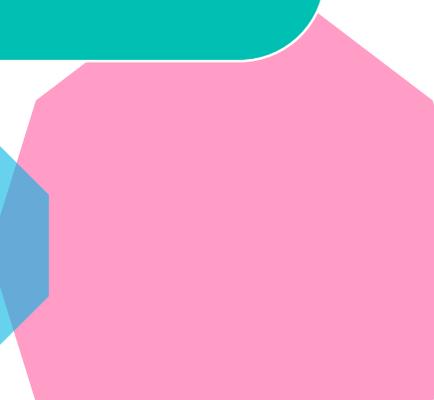
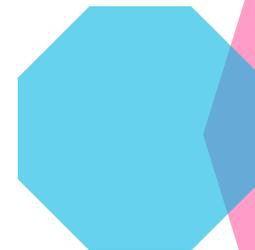
Prior to EPA

Register apprentice with City & Guilds on the Walled Garden
Registration fee applies to enable access to our EPA preparation tool (coming soon)

Customer completes reservation booking in the Walled Garden –
Selecting the month of required EPA event

Date for EPA event agreed with the customer

Customer submits gateway declaration & any required on-programme evidence to City & Guilds



During EPA

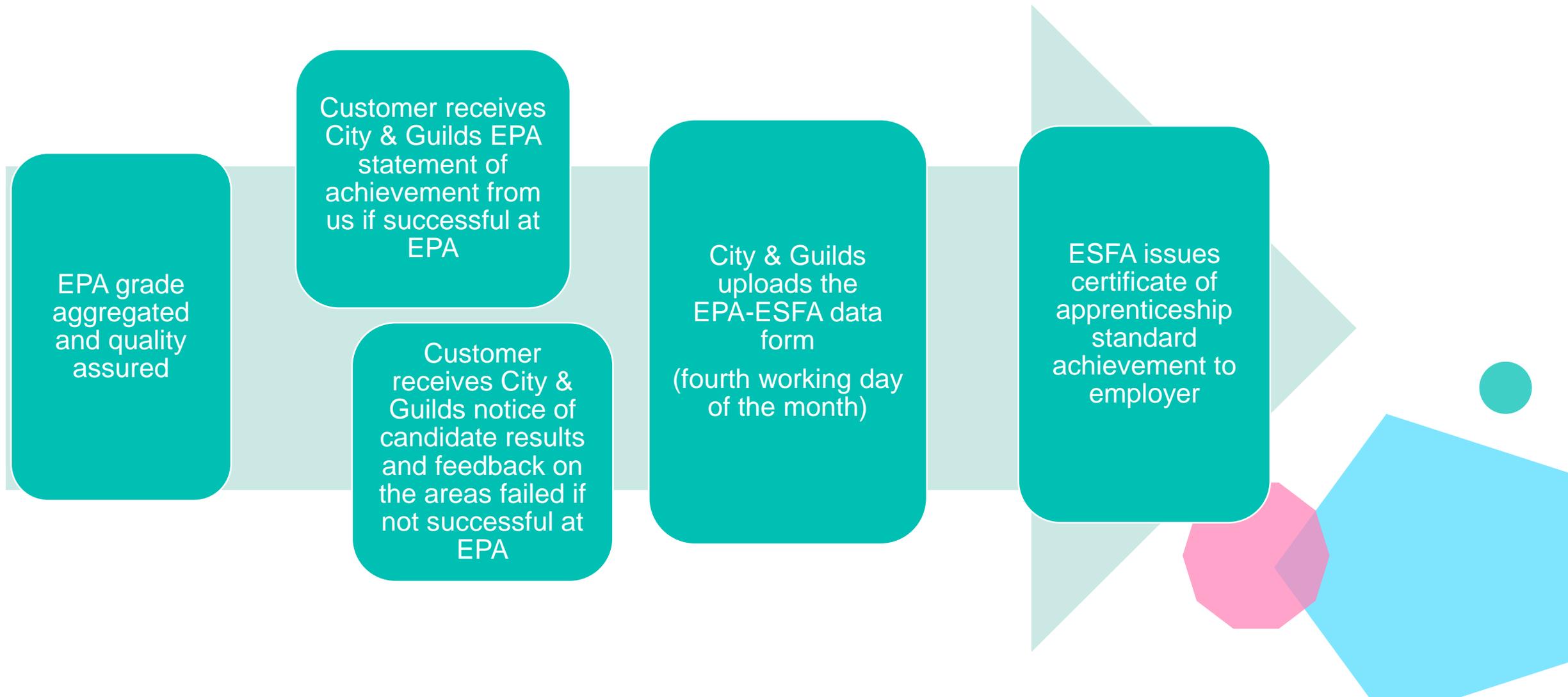
IEPA may need to contact the employer/apprentice (only if it's a requirement of the assessment plan)

Two weeks before the face-to-face event, the customer submits EPA evidence for review

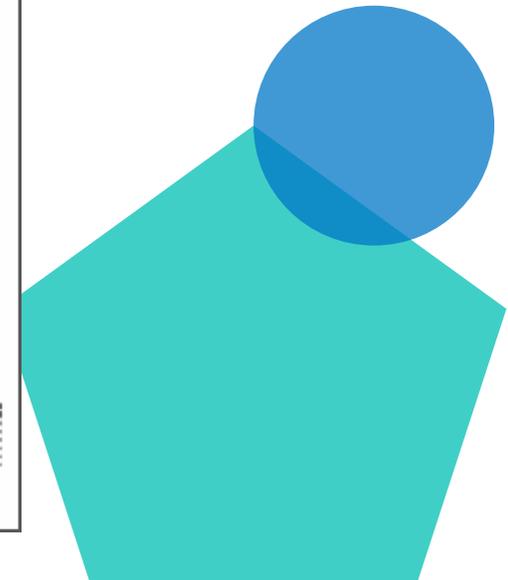
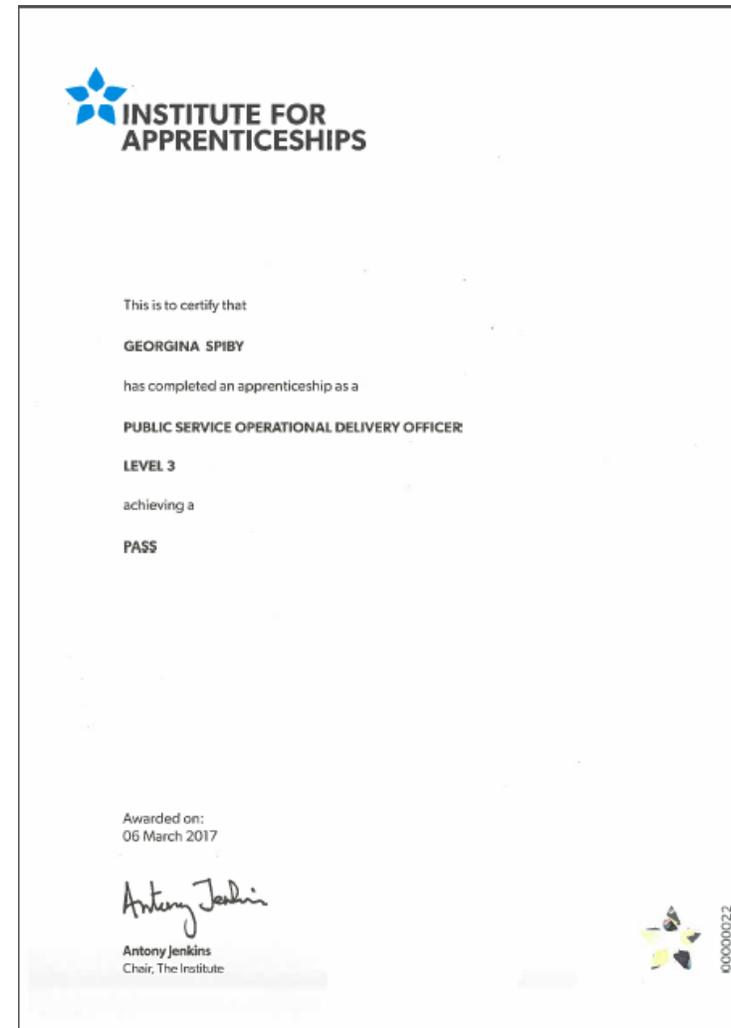
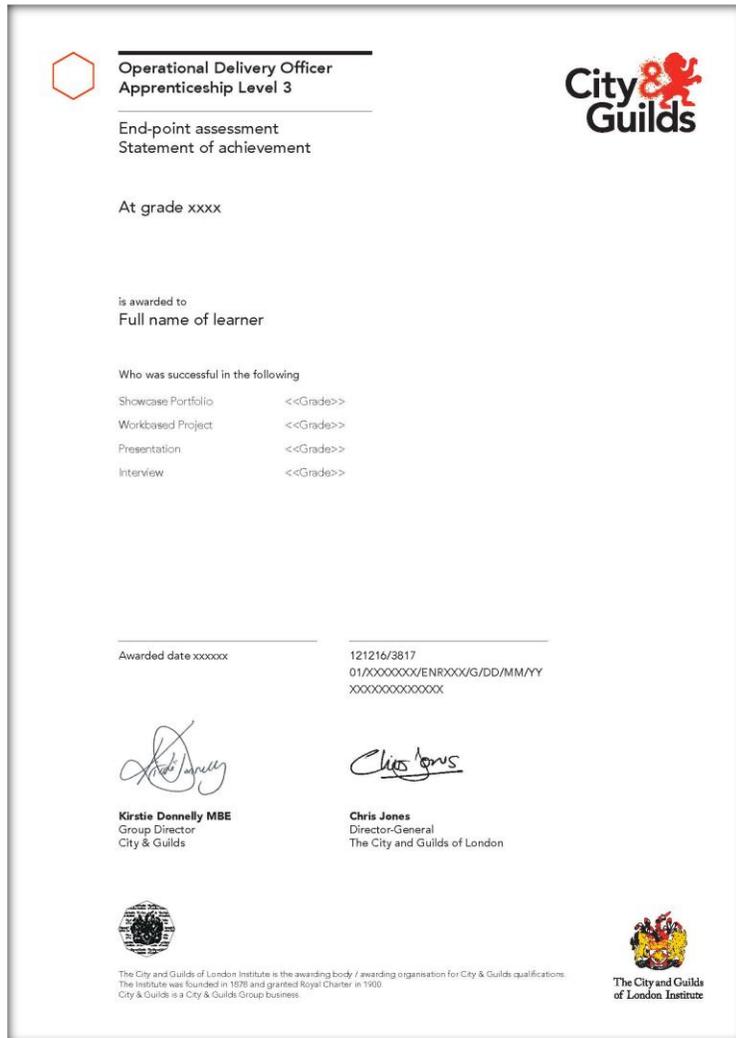
EPA team send submissions for assessment

EPA face-to-face event takes place

After EPA



Certificates



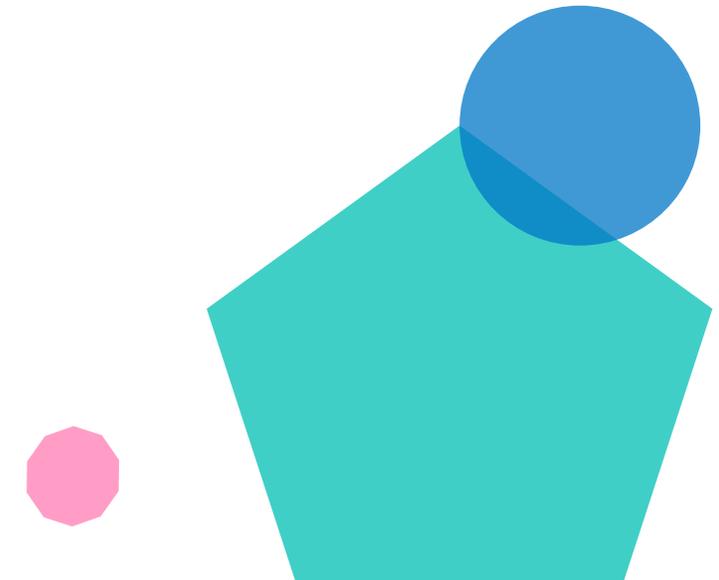


What good looks like

EPA is synoptic assessment – guidance to trailblazers**

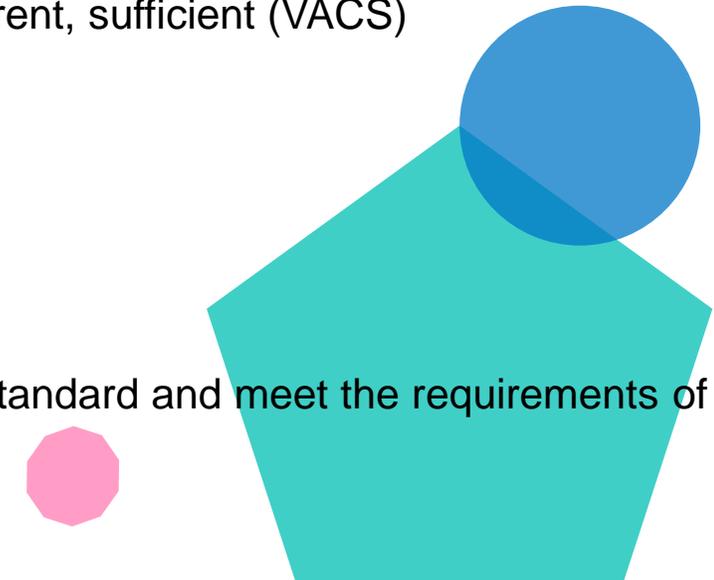
- EPA must confirm full competence and test across the standard from start to finish
- This doesn't mean testing every knowledge, skills and behaviour (KSB) in the standard – it should focus on higher order skills
- Methods should test a combination of the KSBs together – not just individually
- Description of the assessment methods must be clear as to which aspects of the standard are being assessed

** Source - DfE



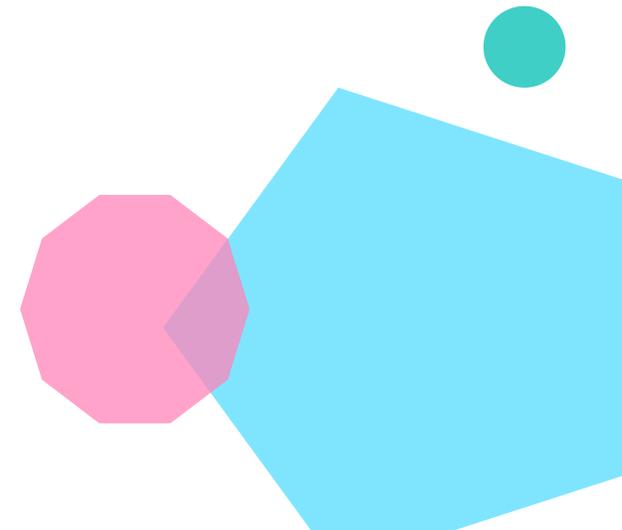
Portfolio of evidence/reflective journal

- A portfolio needs to show holistically:
 - the application of knowledge
 - the acquisition of skills
 - demonstration of behaviours.
- Portfolios and journals need to focus on the task completed rather than coverage of the standard and show a synoptic overview of the standard
- As the EPA is graded, the apprentice should present their **best** work as well as showing they met the requirements
- A portfolio should contain a **selection of different types** of evidence, which demonstrate tasks carried out **towards the end of the apprenticeship**. All evidence must meet the requirements of valid, authentic, current, sufficient (VACS)
- Types of evidence include:
 - reflective accounts with supporting product evidence
 - workplace observations
 - witness testimonies
 - professional discussions.
- Altogether, the selection of evidence that makes up the portfolio should cover all of the standard and meet the requirements of the assessment plan for the amount of coverage



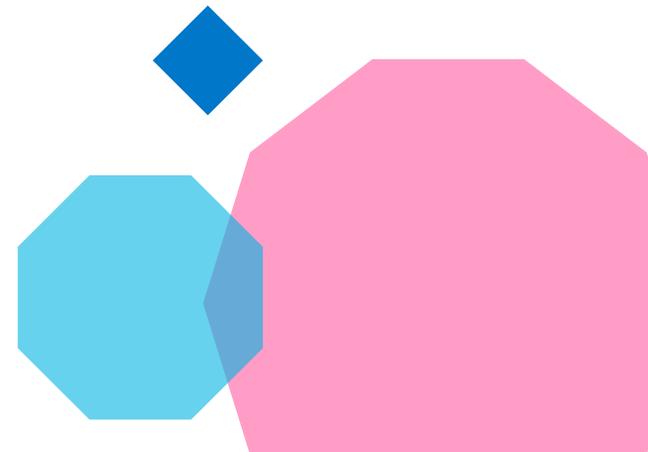
Professional discussion/VIVA/interview

- Prior to the face-to-face activity, review any evidence previously submitted
- Ensure you can talk confidently about the previous submissions
- Be prepared to give other examples than those already presented
- For interviews that are competency based prepare two or three good examples of demonstrating competence from the workplace



Project/assignments

- Start by explaining the scenario you're faced with
- Explain what you're going to do
- Demonstrate what you did
- Summarise the results
- If appropriate make recommendations for future consideration



Practical skills assessment/observation

- Generally carried out on the job
- Can sometimes be in a simulated environment
- The observation will enable the apprentice to evidence their skills, knowledge and behaviour from across the standard
- Will focus holistically on the task being carried out rather than the individual standard

