Summary document

Employer/training provider notes and guidance

Session *Suggested timeframe*	**Objectives/outcomes**	**Activities/resources** A – Apprentice T – Tutor (or employer/training provider)	**Assessment**
1a *This should be around month 10 of the apprenticeship.*	Prepare for the mock multiple-choice knowledge test paper (this can be found on assessment pack for centres).	**Revise** the required content of the assessment specification which can be found on the City & Guilds 9084 webpage. (A) **Arrange** a date for a mock multiple-choice sample paper to be taken. (A and T)	
1b *This should be completed around month 11 of the apprenticeship.*	Mock multiple-choice knowledge test.	**Complete** the mock paper under exam conditions. (A)	Complete the mock/sample paper available online from City & Guilds.
1c *This should be completed no more than a week after the mock multiple-choice knowledge test.*	Feedback on the mock multiple-choice knowledge test.	**Evaluate** areas of good and bad performance using the mark scheme. (A and T) **Discuss** ways in which improvements can be made. (A and T)	Provide feedback.

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2a *This should be started around month 9 of the apprenticeship.*	Prepare for the practical observation.	**Read** the practical observation – for apprentice and employer. (A and T) **Analyse** each bullet point and to see where it fits with your day-to-day role. (A) **Arrange** a date for a mock observation. (A and T)	
2b *This should be started around month 9 or 10 of the apprenticeship and could be run more than once if needed.*	Mock practical observation. Additional mock practical observations can be completed leading up to the final end-point assessment (EPA).	**Complete** the mock practical observation. (A and T) **Arrange a** time for feedback. (A and T) **Evaluate** areas of good and bad performance. (A)	Complete mock practical observation.
2c *Should be conducted no more than a week after the practical observation.*	Feedback on mock practical observation.	**Listen** to feedback from tutor on mock practical. (A and T) **Discuss** ways in which improvements can be made. (A and T) **Discuss** apprentice list of good and bad performance. (A and T)	Provide feedback.
3a *This should be started around month 10 of the apprenticeship.*	Prepare for business project proposal.	**Plan and carry out research** for the business project proposal. (A) **Discuss** the proposal with manager (A) **Write proposal** using City & Guilds template (A) and submit to IEPA.	Feedback from manager/ independent end-point assessor (IEPA).

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3b *This should be held after the business project proposal has been received and before the project is started.*	Introductory meeting with IEPA (remote).	**Confirm** details of end-point assessments. (A, T and IEPA) **Confirm** acceptance of business project proposal and confirm submission date. (IEPA) **Confirm** dates for practical observation and professional discussion (A, T and IEPA) Clarify assessment activities/tasks. (A, T and IEPA)	Feedback from IEPA.
3c *This can only be finished after the apprenticeship initial meeting has taken place.*	Complete the business project after it has been agreed at the initial meeting with IEPA.	**Complete** the business project (A) after it has been agreed at the introductory meeting with IEPA using the City & Guilds template. (A) **Submit** the completed business project to IEPA. (T)	
4a *This can be completed three weeks before the professional discussion takes place with the IEPA.*	Prepare for business project presentation.	**Discuss** ways in which the business project could be presented. (A and T) **Prepare** the presentation slides and commentary. (A) **Practise** the presentation. (A)	Provide feedback.

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4b *The can be completed two weeks before the professional discussion takes place with the IEPA.*	Mock presentation and question on business project.	**Conduct** 30-minute presentation and answer questions. (A) **Evaluate** the presentation. (A) **Arrange a** time for feedback. (A and T)	Complete a mock business project presentation to an audience.
5a *This can be completed five days before the professional discussion takes place with the IEPA.*	Prepare for professional discussion.	**Read** the professional discussion information – for apprentice and employer. (A and T) **Read** the information received from the IEPA on the topics to be covered in the professional discussion. (A and T) **Analyse** each bullet point and to see where it fits with your day-to-day role. (A) **Arrange** a date for a mock professional discussion. (A and T)	
5b *This can be completed seven days before the professional discussion takes place with the IEPA.*	Mock professional discussion.	**Complete** the mock professional discussion. (A and T) **Arrange a** time for feedback. (A and T) **Evaluate** areas of good and bad performance. (A)	Complete a mock professional discussion.

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5c *This should be completed as soon after the mock professional discussion as possible.*	Feedback on mock professional discussion.	**Listen** to feedback from tutor on mock professional discussion. (A and T) **Discuss** ways in which improvements can be made. (A and T) **Discuss the** apprentice list of good and bad performance on discussion. (A and T)	

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The introductory meeting with the IEPA

The introductory meeting with the IEPA should be attended by the apprentice and a representative of their employer. The employer representative could be the training provider or someone who works for the same organisation as the employer. It should be someone who has worked closely with the apprentice such as their direct line manager. The person should have authority to:

- confirm when the apprentice can be taken away from their normal duties to complete the assessments (including time to complete the project)
- confirm the project proposal is supported by the employer, including access to people, data and resources required
- confirm the date when the project will be complete and submitted to the City & Guilds IEPA
- allocate the apprentice to a specific section in the restaurant/bar/event in order to meet assessment requirements for the practical observation task.

The IEPA will agree the business project proposal, mark the business project, carry out the practical observation and the professional discussion within the agreed timeframe. They will provide with information on the areas to be included in the professional discussion five days before the assessment takes place.

The following assessments need to be booked with City & Guilds and completed within two months of the gateway submission.

1. On-demand test
2. Business project and presentation
3. Practical observation
4. Professional discussion

However, they cannot be started until the initial planning meeting has taken place with the IEPA. It is suggested that apprentices complete assessment 1 first, followed by assessment 2; the practical observation and the 30-minute business project presentation must be completed before the professional discussion takes place to allow the IEPA to include questions that provide an opportunity for the apprentice to expand on knowledge and understanding relating to criteria not fully met.

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