

Transitioning to the new Level 2 Retailer apprenticeship standard

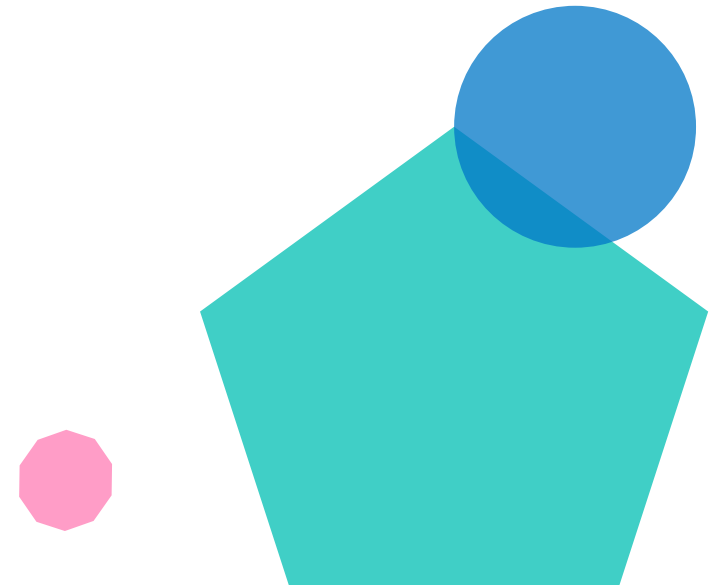
Thursday 29 June 2017

Emma Mackay – Industry Manager for Hair, Beauty & Retail



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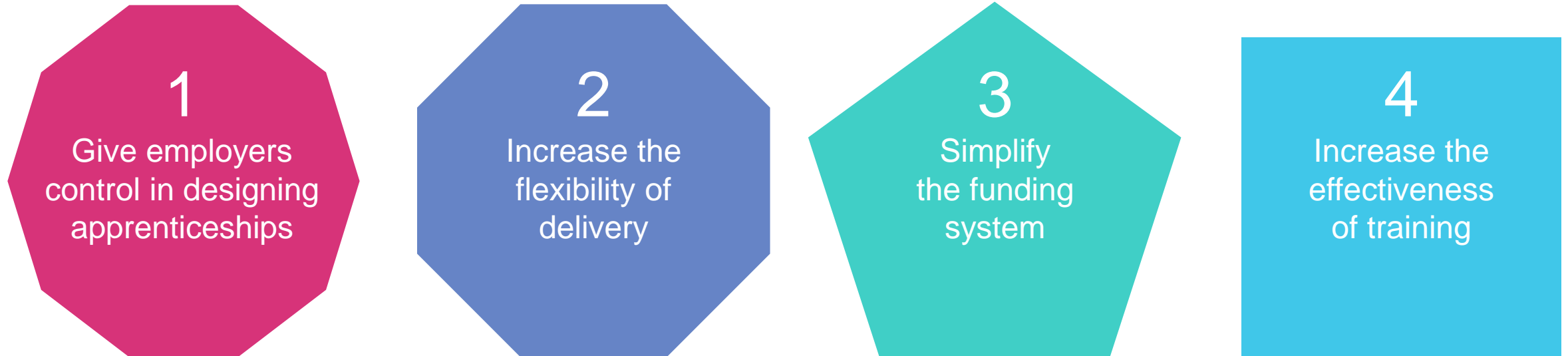




Overview of the apprenticeship reforms

Apprenticeship reforms

Apprenticeships are changing.
You are part of that change.



If you'd like a summary of the main changes between the new apprenticeship standards and SASE frameworks, our [12-minute recorded session](#) is a really useful watch.

Funding

New standards

Standard name and level	Funding band	16-18 employer incentive	Total 16-18 provider incentive (inc £1000)	Max. possible total provider funding
Retailer (2)	Band 7 £5,000	£1,000	£1,000	£7,000



Retailer standard (Level 2)

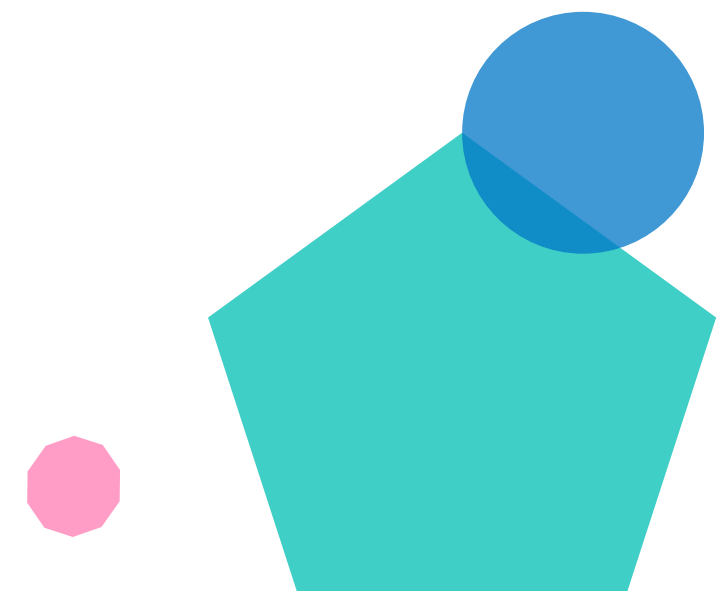
Retailer standard (Level 2)

The standard was developed by these employers:

- The Co-op
- Ryman
- John Lewis
- Tesco
- Asda
- Goulds
- Dorchester Ltd
- The Horticultural Trades Association
- AS Watson UK
- B&Q
- Boots
- Screwfix
- Debenhams
- Greggs

The standards and assessment plan are online:

<https://www.gov.uk/government/publications/apprenticeship-standard-retailer>



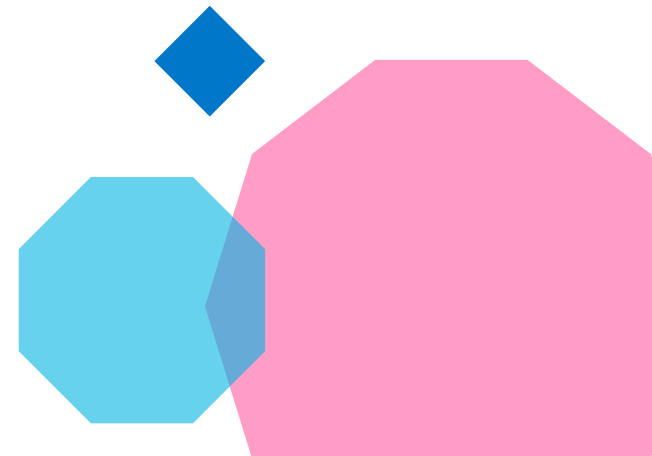
Retailer standard

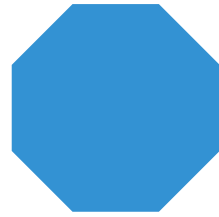
Minimum duration: 12 months

Level: Level 2

Progression: this apprenticeship provides an ideal stepping stone into specialist, team-leading, supervisory or first-line management roles within retail and higher level training and apprenticeships

No mandatory on-programme qualification – flexible approach to working with individual employers.

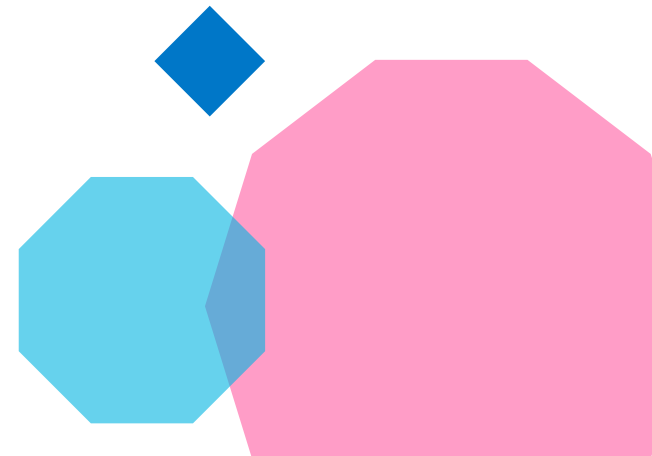




Summary of independent end assessment process

Independent end assessment process

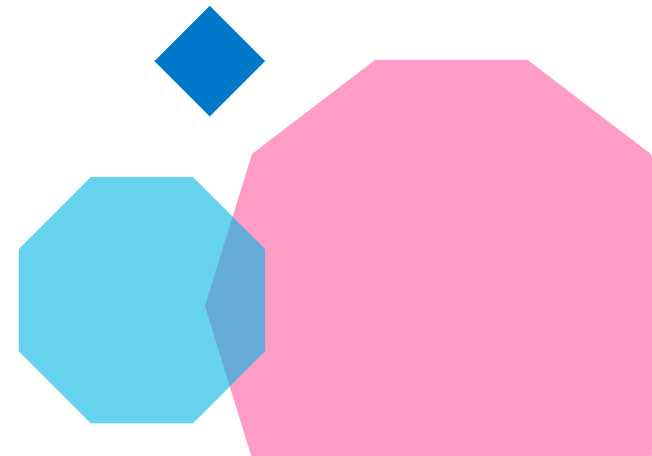
- The **on-demand test** must be the first assessment component, followed by the **observation** and finally the **professional discussion**.
- The apprentice will be assessed to the apprenticeship standard using three complementary assessment methods. The assessment is synoptic, ie takes a view of the overall performance of the apprentice in their job. The assessment activities will be completed in the following order:
 1. On-demand test
 2. Practical observation
 3. Professional discussion



1. On demand test

Key facts:

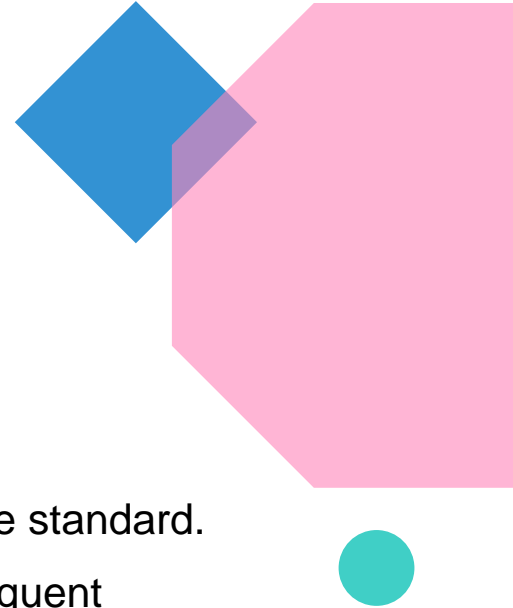
- 30-minute on-demand multiple choice test
- Scenario-based questions
- Externally set and marked
- Undertaken either on the employer's premises or off site



2. Practical observation

Key facts:

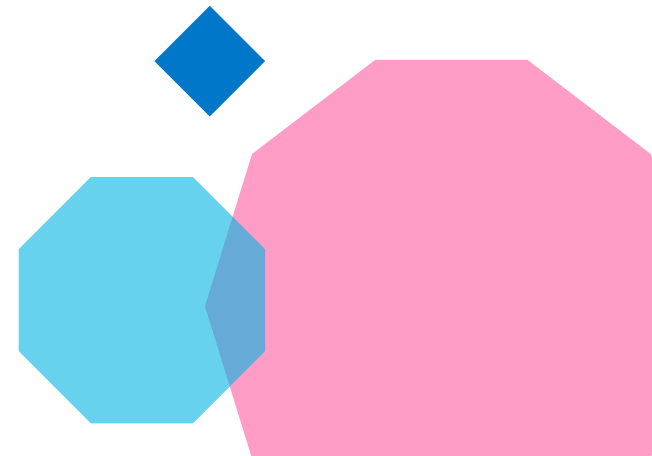
- Two-hour observation of the apprentice in the workplace.
- Must include observation of customer, business, communication and brand reputation elements of the standard.
- Will also include additional areas of the standard, but any not identified will be assessed in the subsequent professional discussion.
- Must maximise the apprentice's opportunity to demonstrate competence, eg moving to another area of the business to perform a different part of the job role.



3. Professional discussion

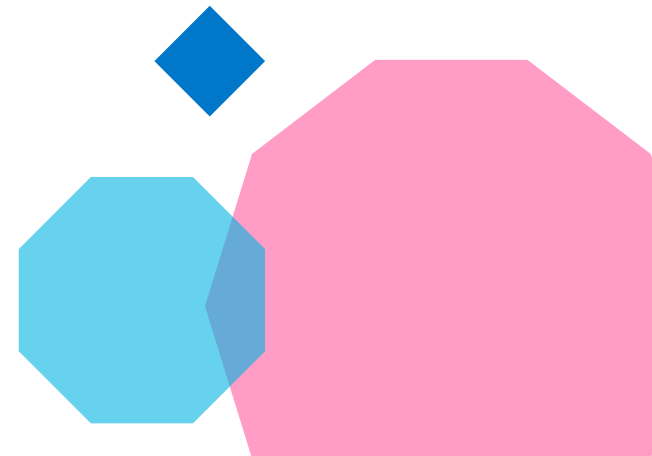
Key facts:

- One-hour discussion between the apprentice and the independent end assessor.
- Employer present to support (but not lead) the apprentice and confirm information.
- Will include areas of the standard not seen in the observation plus key additional areas identified in Annex A.
- Planned in advance to allow the apprentice to prepare fully for the discussion.



Completion

- Independent end assessor confirms that each assessment element has been completed.
- The grade is determined by the independent end assessor on the overall performance of the apprentice in the observation and professional discussion: Pass / Distinction / Fail.





**How we can support you to deliver
end-point assessment**

Preparation resources and support

Apprentice
Training Manual

EPA Pack

Consultancy

Mapping to
Existing
Qualification

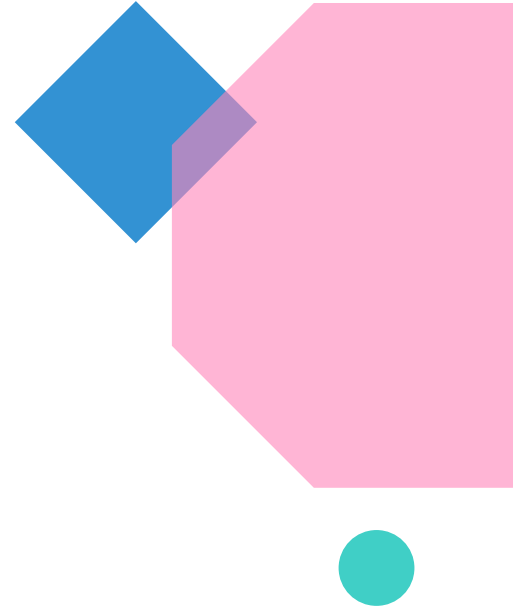
Learning
Assistant
E-portfolio

Accreditation

Existing
Qualification

Webinars

CPD Events



Apprentice Training Manual key features

Tasks for the learner to complete to ensure coverage of the retailer standard.

Each one contains:

- A list of key terms and their definitions.
- Details on how each task relates to the standard.
- Preparatory activities to check learner understanding.
- Practical tasks to allow the learner to apply their knowledge to their own role and organisation.
- Reflective practice for learners to consider what they've learnt, what they need to improve and how to do it.

The training manual will also include a mapping document detailing how the tasks meet the standard, a progress tracker and a list of key milestones as well as information on how to use the manual as part of the programme. It will also include sign-posting to maths and English.

End-point assessment pack

For customers

Key document for customers for the planning and delivery of the apprenticeship.

It will include:

- The standard.
- Guidance on how to book EPA.
- Guidance on how to book the **on demand test**.
- Guidance on what situation will need to be set up for a valid **Practical Observation** to take place.
- Guidance on how the **Professional Discussion** will work.

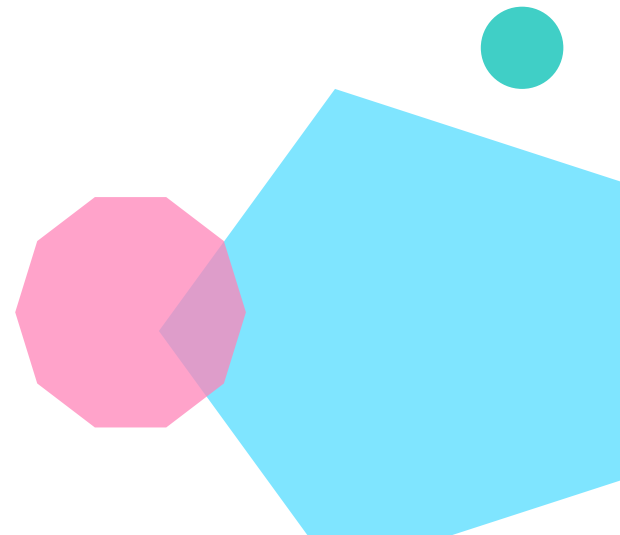


End-point assessment pack for independent end assessors (IEAs)

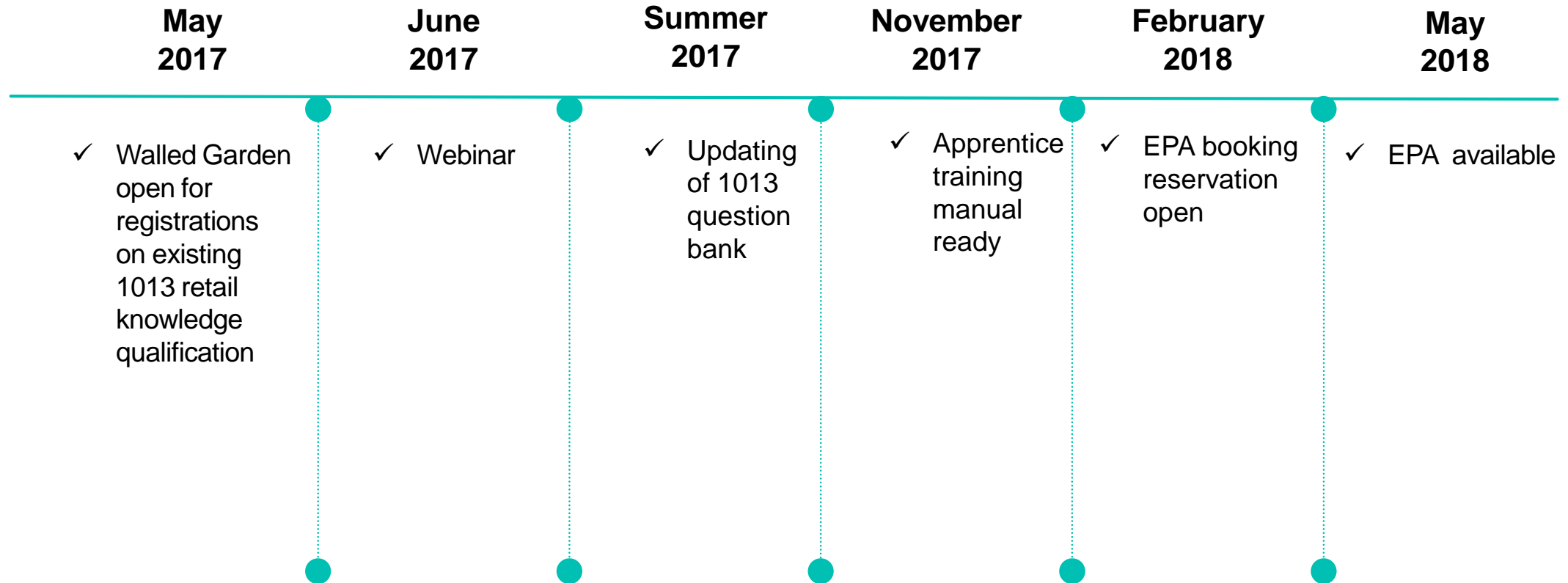
Key document for IEAs to conduct end assessment and grade candidates.

It will include:

- Guidance on what they need to see as part of a valid practical observation – what if they don't see the activities listed in the occupational brief?
- Guidance on professional discussion including the questions to ask, any prompting, if necessary, how to record the discussion.



Timeline of events



Price and offer

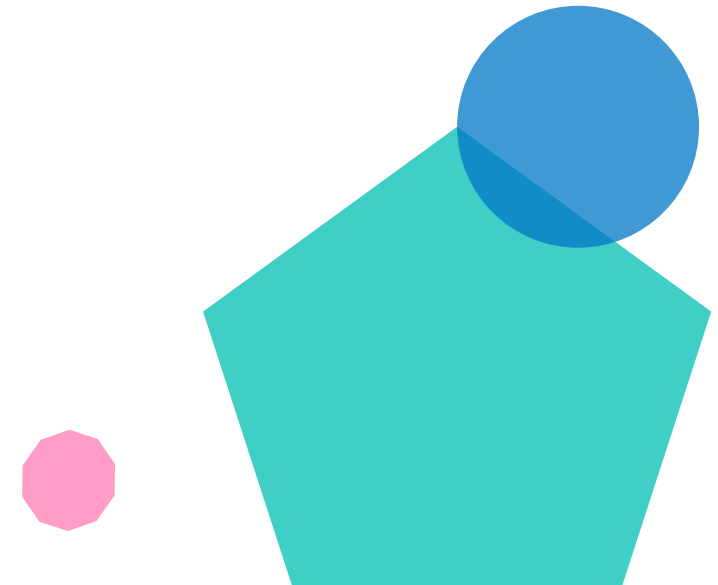
End-point assessment: £500

Resit: £200

On-programme: qualification as an optional offer to the learner

For more information contact: apprenticeships@cityandguilds.com

We do not charge VAT so these prices are what you'll pay

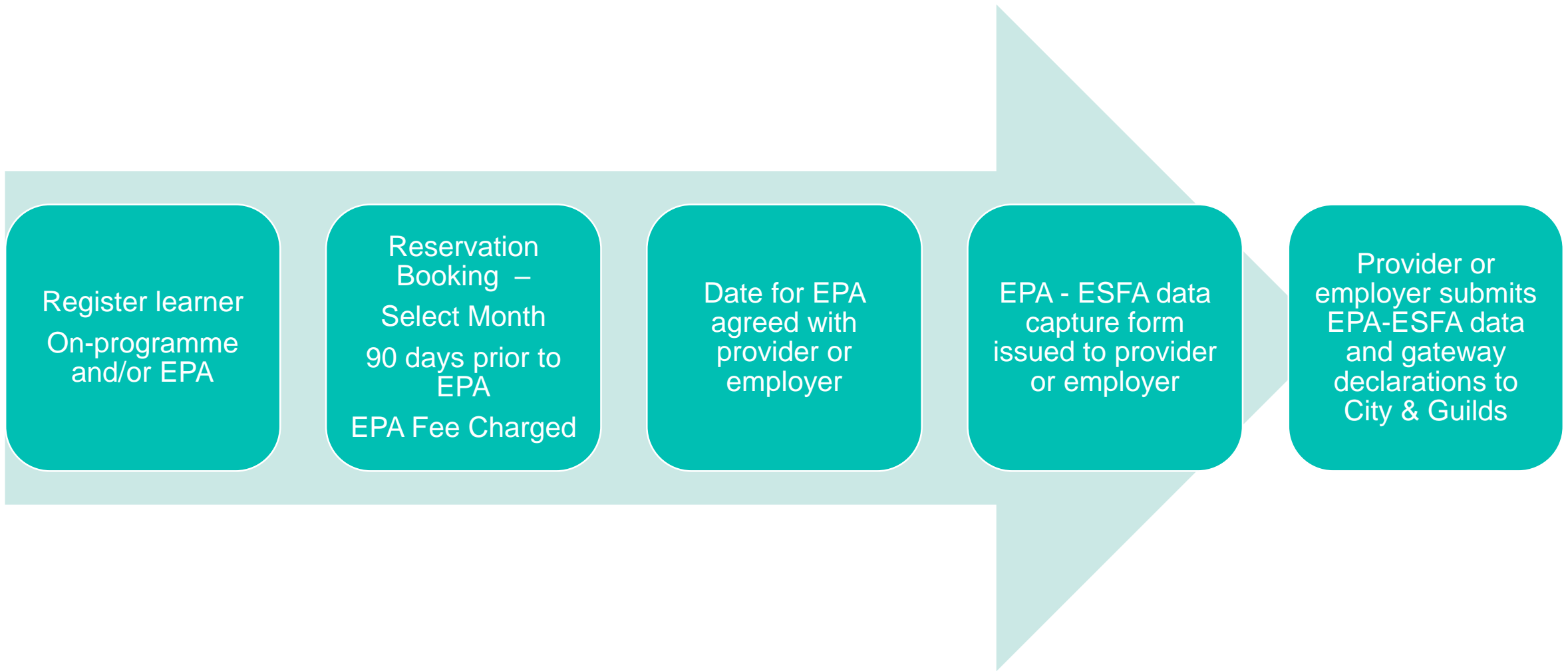


Approval process

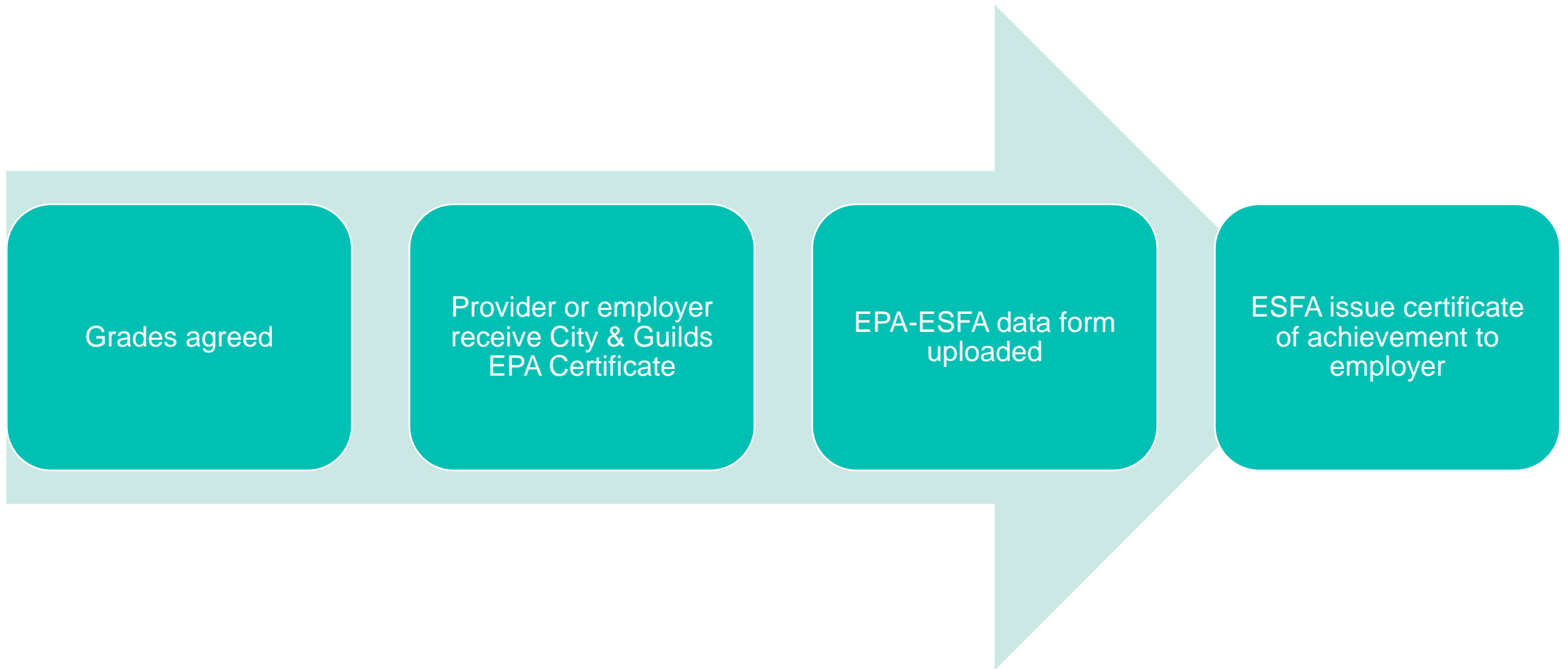
- If you're a new City & Guilds provider you'll need to gain end-point assessment financial approval.
- If you're a current City & Guilds centre you'll also need to apply for end-point assessment approval for the occupation.
- If you want to deliver the qualification linked to the standard, you'll need to apply for Qualification Approval (QAP).
- The assessment pack will be available on the website once you have registered.
- If you're delivering the qualifications you must ensure that your staff are able to demonstrate they have the occupational expertise required.



End-point assessment reservation



After successful end-point assessment



The screenshot shows the City & Guilds website header with the logo and navigation menu. The main content area features a large heading 'Become an Independent End-point Assessor' next to a circular image of a young man in a red shirt. Below the heading is a breadcrumb trail: 'Home > Apprenticeships > New Apprenticeships Standard Offers > Become an Independent End Assessor'. The main text reads: 'Become an Independent End-point Assessor' in red, followed by 'We are currently accepting applications from suitable candidates to become Lead and Independent End-point Assessors.' and 'City & Guilds has been approved to deliver Independent End-point Assessments across a number of new Apprenticeship Standards.' with an 'Apply now' link. A sidebar contains social media icons for Facebook, Twitter, and LinkedIn, and a list of 'NEW APPRENTICESHIPS STANDARD OFFERS' with links to 'Teaching & learning resources', 'End Assessment service', and 'New Apprenticeship Standards'.

City & Guilds
A City & Guilds Group Business

SEARCH EVERYTHING FIND A COURSE OR QUALIFICATION FIND A CENTRE

Search the site:

Everything

WHAT WE OFFER QUALIFICATIONS APPRENTICESHIPS TECHBAC DELIVERING OUR QUALIFICATIONS INTERNATIONAL NEWS & INSIGHT HELP & SUPPORT

Become an Independent End-point Assessor

Home > Apprenticeships > New Apprenticeships Standard Offers > Become an Independent End Assessor

Become an Independent End-point Assessor

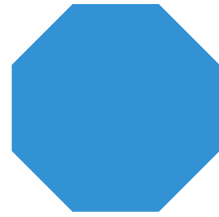
We are currently accepting applications from suitable candidates to become Lead and Independent End-point Assessors.

City & Guilds has been approved to deliver Independent End-point Assessments across a number of new Apprenticeship Standards.

[Apply now](#)

NEW APPRENTICESHIPS STANDARD OFFERS

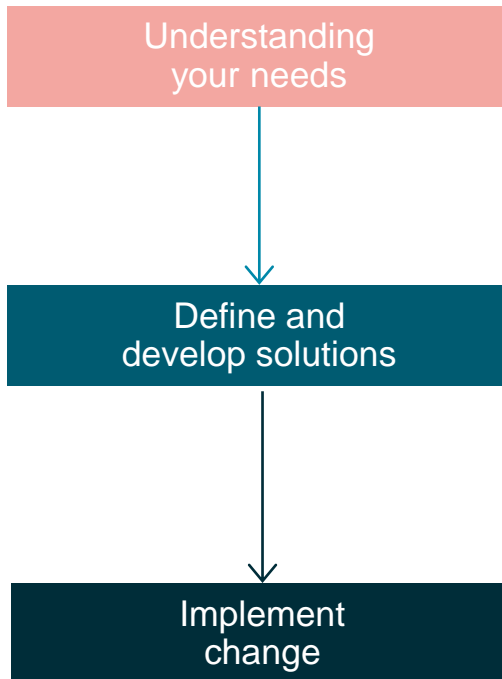
- Teaching & learning resources
- End Assessment service
- New Apprenticeship Standards



Next steps

And if you want to take things further with us

Apprenticeship consultancy offer



Areas of apprenticeship consultancy and training

Audit your current apprenticeship strategy

A root-to-branch audit that assesses your current strategy and identifies opportunities for growth. You'll receive an on-site consultation from a City & Guilds apprenticeship specialist who has experience in commerce and further education.

Defining your apprenticeship offer

A carefully constructed plan defining your new strategy and providing a framework for implementation. Our consultants will draw up an improved offer that takes advantages of the new opportunities for growth.

Upskill your team

Expert-led training courses that equip your staff to deliver your new apprenticeship strategy. We offer five different courses to meet your needs around commercial development, contract negotiation, apprenticeship support, funding, and trainer coaching.



Support and resources available

Find all our past and forthcoming workshops, webinars and events [here](#).

See our apprenticeship, consultancy and events pages on the City & Guilds website:

<http://www.cityandguilds.com/apprenticeships>

<http://www.cityandguilds.com/what-we-offer/centres/what-is-advance>

<http://www.cityandguilds.com/what-we-offer/centres/improving-teaching-learning/events>

Also look at the Government's information:

[Provider/ employer apprenticeship funding rules 2017/18](#)

[Apprenticeship funding policy and funding bands sheets](#)

[Register of Apprenticeship Training Providers
Guidance](#)

[Apprenticeship funding from May 2017 – policy paper](#)

[Technical Funding Guidance](#)

[Apprenticeship standards](#)

[Becoming an Employer/Training Provider](#)



Thank you

- Keep up to date – register for email updates: <http://www.cityandguilds.com/what-we-offer/centres/email-updates>
- To be involved in the developments of the new qualifications: businessskills@cityandguilds.com
- For more information on the new standards, our learning resources (including demos), and how we can support your business: directsales@cityandguilds.com
- For additional information on end-point assessment: endpointassessment@cityandguilds.com



Any questions?

