

## Guidance for Apprentices

VTCT Skills is an End-point Assessment Organisation (EPAO); you will be assessed by an Independent End-point Assessor (IEA) to ensure that you are meeting the requirements of the Early Years Practitioner Apprenticeship Standard. The IEA will independently assess your competency after you have completed the on-programme training and learning.

Each IEA will carry identification as proof of who they are before commencing an assessment. EPA's will be carried out by an IEA, who is an assessment expert and has the required occupational expertise within the sector. IEA's will carry out the range of required assessments securely and safely in your workplace or remotely.

Successful completion of EPA demonstrates that you are competent in your role and will result in the award of the apprenticeship certificate from the Institute. This certificate will be applied for by VTCT Skills and will be sent directly to your employer from the Apprenticeship Assessment Service (AAS).

The purpose of this document is to ensure you, the apprentice, know about the requirements within the Early Years Practitioner Apprenticeship Standard. This will help you to meet the assessment requirements

### On programme training and learning

On programme training and learning must meet the requirements set out in the apprenticeship standard. Your employer and provider will support you throughout your apprenticeship; this should take a minimum of 12 months.

### Abbreviations

<b>EPA</b>	End-point Assessment
<b>EPAO</b>	End-point Assessment Organisation
<b>AAS</b>	Apprenticeship Assessment Service
<b>IEA</b>	Independent End-point Assessor
<b>KSB</b>	Knowledge Skills & Behaviour
<b>MCQ</b>	Multiple Choice Questions (Knowledge Test)
<b>LIEA</b>	Lead End-point Assessor
<b>PD</b>	Professional Discussion
<b>SEPA</b>	VTCT Skills End-point assessment system

## Your identification (ID) requirements

VTCT Skills will need to ensure that you are the right person undertaking an assessment, therefore the IEA will need to see photo ID from you, and this can be:

- ✓ A valid passport
- ✓ A signed UK photo card driving licence
- ✓ Employee ID card

The IEA will need to confirm they have seen your ID before they proceed, so please ensure you have this with you on the day. Failure to do so may result in the assessment being cancelled and a charge being incurred by your employer and provider. Should there be any technical difficulties, contingency arrangements will be implemented to allow the assessment to continue.

## Gateway to End-point Assessment

Once you have completed the relevant on-programme training and learning, you, your employer and your provider will confirm that you are ready for EPA. Confirmation is via a Gateway meeting and once you have all agreed you are ready, you will be booked in for your EPA on an appropriate date for you, your employer, and your provider.

## End-point Assessment

The EPA is the final assessment of your apprenticeship. It will test your knowledge, skills, and behaviours; the Adult Care Worker apprenticeship standard is made up of two different assessment methods, the IEA will grade these as a fail, pass, or distinction. We have provided your employer and provider with guidance regarding what you will need to know and how to achieve a pass or distinction.

## Methods of assessment

The EPA methods for the Early Years Practitioner apprenticeship standard include the following components:

### Knowledge Test

The test will be computer based and will consist of 40 questions, comprising of closed response questions (i.e. multiple-choice questions). This will be a closed book exam and no reference to books or other materials are allowed. You must answer correctly a minimum of 26 questions to achieve a Pass. **Of the 26 questions answered correctly, these must include 3 of 5 questions relating to K5, and 3 of 5 questions relating to K8.** In order to achieve a Distinction, you must answer correctly a minimum of 32 questions. **Of the 32 questions answered correctly this must include 3 questions relating to K5, and 3 questions relating to K8.**

The questions will be presented to you through VTCT Skills' secure, on-line assessment platform.

You will have a maximum of 60 minutes to complete the test; this is pre-set within the testing platform. Results will be confirmed at the end of the test, but may be subject to a quality check or moderation by VTCT Skills

## **Professional Discussion**

You will be asked a minimum of 10 questions that will target specific elements of the apprentice's portfolio. The professional discussion will be conducted against the KSBs assigned to this assessment method and will include questions that will focus on coverage of your prior learning or activity. Prior to the PD, the IEA will have reviewed your portfolio in preparation for this assessment.

The PD will need to take place in a suitable clean environment i.e. no poster or points of reference displayed, private and away from any noise or distractions, and must last for 90 minutes. The discussion will be a 1:1 conversation, underpinned by the portfolio. You must have access to your portfolio during the discussion.

You will be required to provide real-life examples of how you have applied knowledge and understanding whilst carrying out your job role.

## **Portfolio of evidence**

For the professional discussion underpinned by the portfolio, you are required to submit a portfolio of evidence adhering to the following requirements:

- Evidence must demonstrate your knowledge, skills and behaviours (KSBs) that will be assessed by the professional discussion.
- Evidence must be mapped against the KSBs being assessed by the professional discussion.
- Evidence must relate to 'real' work completed by the apprentice; evidence from simulated activities is not allowed.

It is expected that there will be typically be around 10 pieces of evidence and a maximum of 12 pieces (1 per duty) of evidence.

## **Before the Assessment you should ensure:**

You are aware of the date and time of your assessment and are able to access the Smartroom; discuss this with your Employer and/or Training Provider.

You reflect on your experience and understand what is required of you to meet the standard.

Please note: if you rely heavily on the use of knowledge-based resources during the professional discussion then you will be unable to achieve anything higher than a Pass grade.

Good luck with your Apprenticeship, we look forward to meeting you.

Please feel free to view our website for further information

<https://www.skillsfirst.co.uk/end-point-assessment>