

## Guidance for Apprentices Lead Practitioner in Adult Care

VTCT Skillsfirst 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 Lead Practitioner in Adult Care 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 Skillsfirst 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 Lead Practitioner in Adult Care 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>SJT</b>	Situational Judgement Test
<b>LIEA</b>	Lead End-point Assessor
<b>PD</b>	Professional Discussion
<b>SEPA</b>	Skillsfirst End-point assessment system
<b>Skillsfirst</b>	VTCT Skillsfirst

## Your identification (ID) requirements

VTCT Skillsfirst 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 Lead Practitioner in Adult Care 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 Lead Practitioner in Adult Care apprenticeship standard include the following components:

**Observation of practice** – this must include the ability to demonstrate your skills, behaviour and leadership to external/internal stakeholders. In line with the nature of the job role, this observation is expected to involve internal and/or external stakeholders. For example external stakeholders, could be specialist external dementia specialists, local authority social worker, or anyone working beyond the immediate care employer that has a reason to be at the meeting.

The Scope of the planned observed activity must be uploaded at the gateway, VTCT Skillsfirst will review this and agree that the planned activity will sufficiently cover the required KSBs (Appendix 6). You must lead the observed activity and will have prepared for this after the gateway in agreement with the employer and VTCT Skillsfirst.

You should be given **4 weeks to prepare for this activity following the gateway**. You must ensure that the appropriate organisational staff are present at the activity and are notified in advance of the activity. Any preparatory documentation/presentation should be mapped against the required KSBs and should be shared with VTCT Skillsfirst **7 days** before the observation via SEPA a login will be sent to you.

### **Professional Discussion (underpinned by Portfolio)**

The professional discussion is an in-depth, two-way discussion between you and the IEA. The professional discussion must take 90 minutes + 10% at the discretion of the IEA to allow you to finish your last point. The room should be quiet and free from distraction.

The IEA will ensure that a minimum of one question is asked for each of the knowledge, skills and behaviour groups that are mapped to this assessment method. This discussion is underpinned by your Portfolio of Evidence.

### **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 be mapped against the KSBs being assessed by the professional discussion.
- Evidence must relate to 'real' work completed by you; evidence from simulated activities is not allowed.
- Evidence could contain some direct observation of practice, undertaken by the employer and written up as witness testimony. Good practice would suggest that this observation is aware of the KSBs being addressed, and identifies these within the witness testimony.
- It is expected that there will be typically around **6 pieces** of evidence providing examples of how you have met the relevant KSBs. The evidence will be holistic and will illustrate how you have applied the KSBs to their working practice. .

The guidance below should be followed when submitting the evidence:

- ✓ Your employer must provide a written statement confirming the evidence is yours
- ✓ Work products produced by you, for example: observation, assessment and planning documents, risk assessments, communication documents and meeting records.
- ✓ All work products and records must be anonymised.
- ✓ Employer feedback/review.
- ✓ Any employer contributions should focus only direct observation of evidence (for example witness statements) rather than opinions.

**N.B Reflective accounts and self-evaluations cannot be included as 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.

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>