

## Guidance for Apprentices Leader in Adult Care L5

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 Leader 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 Leader 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; of Leader 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 Leader in Adult Care apprenticeship standard include the following components:

#### **Observation of Leadership**

This must include the ability to demonstrate leadership to an organisational audience. You must lead the observed activity and will have prepared for this after the gateway in agreement with the employer and VTCT Skillsfirst.

You will be given a **minimum of 2 weeks and a maximum of 4 weeks** to prepare for this activity following entering gateway. You must ensure that the appropriate organisational staff are present at the activity and are notified in advance of the activity. . Organisational staff will most likely be internal staff and, in line with the nature of the standard and the requirements of the occupation, this intervention should be primarily about the running of the care unit/establishment.

At gateway the Scope of the Observation must be uploaded and 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.

The Scope for the Observation Activity must be uploaded and Skillsfirst will review and agree it will sufficiently cover all KSBs required.

This will be in areas such as:

- service development/improvement plans, for example: presenting or reporting on frontline delivery work in supporting those who use services to improve outcomes.
- a response to regulatory and legislative requirements, for example: working with external partners, funders, stakeholders. In the form of a meeting to plan for changes to service provision based on regulatory and legislative requirements arising from inspections.
- development of service provision, for example, this may be in the form of presenting some information or analysing data in relation to evidence based practice to develop or improve the service provision.

- setting up new service provision, for example, presenting outcomes from market research in relation to unmet need, financial viability and local strategic direction. This could include invitations tender applications.
- When and how to trigger a best interest meeting, who should be involved and what their roles and responsibilities should be. For example, preparing for a best interest meeting, the rationale around the need to trigger the meeting and interrogating internal procedures and processes in relation to this.

The selected leadership activity must be based on real-life improvement to your employer and the users of their services.

### **Professional Discussion**

The professional discussion is an in-depth, two-way discussion between the apprentice and the IEA. The professional discussion must take 90 minutes + 10% at the discretion of the IEA to allow the apprentice to finish their 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

### **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>