

## Guidance for Apprentices

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 Adult Care Worker 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 Adult Care Worker 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

|                    |   |
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| <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 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 Adult Care Worker apprenticeship standard include the following components:

### **Situational Judgement Test**

The situational judgment test will present you with a range of real-life scenarios about which you will have to answer questions in a multiple-choice format (60 Questions).

The assessment will be undertaken online, under controlled examination conditions with a time limit applied. Questions will draw from the stated knowledge and skills elements of the standard and focus on the higher-order competencies. Material may be drawn from any part of the apprenticeship standard and may also cover questions about supporting people based on the 15 Standards of the Care Certificate.

You will need between 25 and 39 correct answers and may retake the assessment on one further occasion within three months should you fail at the first attempt. If you achieve fewer than 25 correct answers you will not be allowed to retake the assignment until you have completed a professional review of your performance and acted on its findings. This professional review should be undertaken by the employer and training provider.

Additionally, if you achieve a score of 40 or higher on the second attempt can only be awarded a Pass grade.

## **Professional Discussion**

A professional discussion will be undertaken with an IEA. The discussion will be of no more than 45 minutes duration. You can only apply to undertake the discussion component once the multiple-choice assessment has been achieved.

The discussion will draw questions and amplifications from prior learning and experience including, where applicable, your self-assessment and supporting evidence including testimony from users of services. This is intended to assess those areas of knowledge that the IEA deems necessary to enable you to claim competence in the apprenticeship.

You will receive a copy of the agenda 24 hours prior to the PD taking place. This will include the areas to be discussed as part of the PD and allow you to introduce yourself to the IEA.

### **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>