

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 Lead 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 Lead 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

EPA	End-point Assessment
EPAO	End-point Assessment Organisation
AAS	Apprenticeship Assessment Service
IEA	Independent End-point Assessor
KSB	Knowledge Skills & Behaviour
SJT	Situational Judgement Test
LIEA	Lead End-point Assessor
PD	Professional Discussion
SEPA	Skillsfirst End-point assessment system
Skillsfirst	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 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 Lead Adult Care Worker apprenticeship standard include the following components:

Situational Judgement Test

The situational judgment test will present the apprentice 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 normally 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.

If you achieve between 25 and 39 correct answers may retake the assessment on one further occasion within three months. If you achieve fewer than 25 correct answers 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, the apprentice's self-assessment.

You will be permitted any resources necessary to assist in your contribution to the professional discussion. This may take the form of portfolio items for illustration and examples of documents and records to support responses.

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>