

Adult Care Worker Level 2

Apprenticeship Standard ST0005 / AP02



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Introduction

VTCT Skills is an approved End-point Assessment Organisation (EPAO) for the Level 2 Adult Care Worker Apprenticeship Standard.

We have produced this toolkit to help you understand our approach to this standard and provide some templates you can use when preparing your apprentices for their end-point assessment (EPA). It should be used as a guide and is not a pre-requisite for apprentices who are undertaking this apprenticeship.

To ensure that our assessments are robust, credible and consistent, VTCT Skills will operate in accordance with the external quality assurance body appointed for this standard.

Abbreviations

EPA	End-point Assessment
ACW	Adult Care Worker
EPAO	End-point Assessment Organisation
IfATE	Institute for Apprenticeships and Technical Education
IEA	Independent End-point Assessor
LIEA	Lead Independent End-point Assessor
KSB	Knowledge Skills & Behaviour
PD	Professional Discussion
SEPA	Skillsfirst End-point assessment system

The Adult Care Worker Role

Adult Care Workers are the frontline staff who help adults with care and support needs to achieve their personal goals and live as independently and safely as possible, enabling them to have control and choice in their lives.

Job titles might include: Care Assistant, Care Worker, Support Worker, Personal Assistant, Relief Team Worker, Support Worker - Supported Living, Key Worker in Residential Settings, Key Worker in Domiciliary Services, Key Worker in Day Services, Home Care Support Worker, Substance Misuse Worker, Learning Disability Support Worker, Mental Health Support Worker, Mental Health Outreach Worker and Re-enablement Worker.

To work in care is to make a positive difference to someone's life when they are faced with physical, practical, social, emotional or intellectual challenges. Adult Care Workers need to have the right values and behaviours developing competences and skills to provide high quality compassionate care and support. They are the frontline staff who help adults with care and support needs to achieve their personal goals and live as independently and safely as possible, enabling them to have control and choice in their lives which is at the heart of person centred care. Job roles are varied and determined by and relevant to the type of the service being provided and the person supported. Adult Care Workers may work in residential or nursing homes, domiciliary care, day centres, a person's own home or some clinical healthcare settings.

Personal assistants do the same job as an Adult Care Worker and work directly for one individual usually within their own home. Working with people, feeling passionate about supporting and enabling them to live a more independent and fulfilling life is a rewarding and worthwhile job that provides excellent career opportunities.

These are the personal attributes and **behaviours** expected of all Adult Care Workers carrying out their roles:

- **Care** – is caring consistently and enough about individuals to make a positive difference to their lives
- **Compassion** – is delivering care and support with kindness, consideration, dignity and respect
- **Courage** – is doing the right thing for people and speaking up if the individual they support is at risk
- **Communication** – good communication is central to successful caring relationships and effective team working
- **Competence** – is applying knowledge and skills to provide high quality care and support
- **Commitment** – to improving the experience of people who need care and support ensuring it is person centred

End-point Assessment Process

1. Prime Provider signs VTCT Skills Letter of Intent and EPAO Agreement



2. Apprentice is registered online – preferably 3 months after the Apprentice has been on-programme



3a*. Provider to complete the Apprentice checklist on SEPA and upload all relevant evidence, including the apprentice's Diploma Certificate and signed Gateway Meeting Form (Appendix 1)



3b*. Provider to upload the apprentice self evaluation



4. Provider to book situational judgement test & PD for apprentice using our EPA booking form via bookings@skillsfirstassess.co.uk



5. Situational judgement test to be passed successfully & PD conducted



6. Overall grade and feedback sent to provider via SEPA;
Apprentices achieving between 25-39 correct answers on the situational judgement test may retake on one further occasion within 3 months
An apprentice achieving fewer than 25 correct answers on the situational judgement test will not be allowed to retake the test until they have completed a professional review and acted on its findings
If the PD is not achieved on the first attempt one further attempt is permissible within 3 months of the original date
A Retake Declaration Form must be completed when re-booking any part of the EPA (Appendix 2)
Certificate applied for by VTCT Skills

NB. Stage *3a and 3b must be completed at the same time

The Gateway

To meet the minimum requirements set out in the apprenticeship standard an apprentice needs to:

- ✓ display occupational competency
- ✓ have evidence of or pass functional skill levels in English and maths
- ✓ complete mandatory training
- ✓ take any qualifications set out in the standard
- ✓ meet the minimum duration for their apprenticeship training

Only apprentices who complete Gateway successfully can start the EPA.

The Employer, in conjunction with the Provider, will formally sign-off that the Apprentice has met the minimum requirements in regard to the knowledge, skills and behaviours outlined in the standard. The Apprentice must also confirm that they feel ready to move onto their EPA.

However, both the employer and training provider have a shared responsibility to decide whether the apprentice has demonstrated the knowledge, skills and behaviours required to be competent in their job role.

It is important to refer back to the assessment plan when approaching gateway in order to check that the apprentice is able to demonstrate all of the required knowledge, skills and behaviours and can do so in a live EPA.

A copy of the standard should be available during the gateway meeting to ensure all parties have a clear overview of what is required:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/adult-care-worker-v1>

VTCT Skills has a process in place to support apprentices who have any additional learning requirements. Please refer to the VTCT Skills Reasonable Adjustments and Special Considerations policy for further information, this is available on our website.

Access arrangements / Reasonable Adjustments

It is important that Apprentices are able to access all types of assessment. Where Apprentices have disabilities, learning difficulties or temporary injuries that may disadvantage them, it is possible to apply to VTCT Skills for a Reasonable Adjustment.

It is the responsibility of the Provider to apply for these arrangements - on behalf of the Apprentice - prior to the EPA taking place. For more information on access arrangements, please refer to the VTCT Skills Reasonable Adjustments Policy for guidance or email enquiries@skillsfirstassess.co.uk for further information.

Registering an Apprentice for End Point Assessment

The Provider can register your Apprentices for EPA via VTCT Skills online registration and booking platform, SEPA. They can be registered at any time during their apprenticeship at no additional upfront cost. You will need to use the Apprentices ULN when registering them via SEPA along with their name and date of birth.

Further information on registering your Apprentices will be supplied once we have received your signed EPAO agreement and Letter of Intent.

Booking an Apprentice onto End-point Assessment

Providers must confirm that the apprentice has completed all of the mandated components of the standard via the apprentice checklist on SEPA.

- ✓ EPA bookings must be made a minimum of 20 working days in advance of the desired assessment date(s)
- ✓ You will need to indicate preferred dates of assessment on the EPA booking form and send this to bookings@skillsfirstassess.co.uk
- ✓ The VTCT Skills EPA team will seek to match an Independent End-point Assessor (IEA) to your request
- ✓ The EPA team will formally confirm the booking by email and via SEPA

Remote assessments

The PD will ordinarily be conducted through a Smart Room, a video conferencing platform provided through SEPA. The apprentice will receive automated emails containing a link to their Smart Room within 72 hours of the assessment being booked. The link is required by the apprentice to complete the relevant assessment.

For further information on Smart Room, our Smart Room Guidance for Apprentices document is available via SEPA.

Planning assessment dates

Prior to the assessment taking place you will receive automated emails with:

- ✓ Confirm start time and expected duration of the assessments
- ✓ Access all relevant customer systems and resources

Cancellation

Under some circumstances it may be necessary to cancel an EPA, should this happen, you must contact the EPA team immediately. Please note, if a cancellation occurs within 10 working days of the assessment taking place there will be a cancellation charge applied in line with our Cancellation Policy.

If the Customer cancels the EPA:

- ✓ prior to the date of the EPA then the Customer must inform VTCT Skills by email; enquiries@skillsfirstassess.co.uk
- ✓ on the day of the EPA, then the Customer must inform VTCT Skills immediately by telephone (0121 270 5100 ex 3)

Cancellation of an EPA within 10 working days prior to the assessment taking place will incur **full cost** of the EPA. For further details you can locate our Cancellation Policy via SEPA or our Website. Should the apprentice wish to re-sit at a later date a new booking form will be required. Further information on re-sit can be found in this toolkit.

ID Requirements

VTCT Skills are required to check the apprentice's identity. As all assessments are remote, the apprentice will be required to show their photo identification prior to the assessment starting via the virtual meeting room. Should there be any technical difficulties, contingencies will be put in place to allow the assessment to continue.

VTCT Skills will accept the following as proof of the apprentices' identity:

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

The IEA will certify they have seen ID before proceeding with an assessment and confirm correct spelling of name in readiness for certification.

The End-point Assessment

Assessment Method	Weighting	Duration	Grading	Area to be assessed
Situational Judgement Test	50%	90 minutes	Pass (40 correct answers) Merit (50 or more correct answers) Distinction (55 or more correct answers)	The situational judgement test questions will be based on the whole of the Adult Care Worker Apprenticeship Standard.
Professional Discussion	50%	Maximum of 45 minutes	Pass Merit Distinction	All knowledge and behaviours will be assessed in this component using a wide range of evidence sources including the self-evaluation and testimonies from people who use services

End-point - Grading

An apprentice will be required to complete and achieve a minimum of a Pass in both of the EPA components as above in addition to achieving the pre-requisite components to allow the EPA to be attempted. The grade for each component will appear on the achievement certificate. The final grade is decided by the following combinations:

		Professional Discussion		
		Pass	Merit	Distinction
Situational Judgement Test	Pass	Pass	Merit	Merit
	Merit	Pass	Merit	Distinction
	Distinction	Merit	Merit	Distinction

The PD will carry the grade determining outcome.

All the knowledge and skills set out in the standard are of equal importance and therefore are equally weighted. That means that none of the competencies have been selected for specific inclusion in the end-point assessment. The end-point assessment can therefore draw on all competencies.

The knowledge-based assessments will be graded, with outcomes on a scale that includes at least one grade above satisfactory performance.

Situational Judgement Test

The situational judgement test will present the apprentice with a range of real-life scenarios about which the apprentice 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.

Apprentices achieving between 25 and 39 correct answers may retake the assessment on one further occasion within three months. Apprentices achieving fewer than 25 correct answers will not be allowed to retake the assignment until they have completed a professional review of performance and acted on its findings. This professional review should be undertaken by the employer and training provider.

Additionally, an apprentice achieving a score of 40 or higher on the second attempt can only be awarded a Pass grade.

Example Questions:
<p>Where is the best place to find the regulations for your care setting?</p> <p>A: The Code of Conduct for adult care workers B: The Care Certificate Workbook C: The Care Certificate Standards D: CQC Fundamental Standards</p>
<p>Which of the following describes inclusion in a care setting that is arranging a Christmas party?</p> <p>A: Making sure everyone goes to the Christmas party B: Making sure that everyone is involved in enjoying the party C: Making sure everyone joins in the party games D: Making sure that everyone has some Christmas pudding</p>
<p>Juan has recently survived a stroke and this has greatly affected his ability to communicate verbally. Which of the following is the best source of support for Juan and his care worker?</p> <p>A: Interpreter services B: Occupational therapist C: Translator services D: Speech therapist</p>
<p>You visit a social media website and notice that one of your colleagues has posted something about a service user they support. What is the best action for you to take next?</p> <p>A: Speak to the person who wrote the post B: Reply to the person who wrote the post using social media C: Speak to your line manager about the post D: Share the post with your manager using social media</p>

Professional Discussion

A professional discussion will be undertaken with an independent assessor. The discussion will be of no more than 45 minutes duration.

Apprentices 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. This is intended to assess those areas of knowledge that the independent assessor deems necessary to enable a successful apprentice to claim competence in the apprenticeship.

The apprentice will receive a copy of the agenda (Appendix 3) 24 hours prior to the PD taking place. This will include the areas to be discussed as part of the PD and allow the IEA to introduce themselves to the apprentice.

There is an opportunity to re-sit* or retake** the professional discussion. If a re-take is necessary, the maximum award achievable would be a pass. In exceptional circumstances a re-sit may be arranged and graded as the first professional discussion pass, merit or distinction. In the event of either of the above the professional discussion should take place within a maximum of 3 months from the original date.

***Re-sit** – an apprentice will be able to undertake a re-sit where there are extenuating circumstances which will impact on the assessment grade e.g. illness, accident on the way to the test etc. The apprentice must provide evidence in order for a re-sit decision to be made.

****Retake** – an apprentice will be able to retake the professional discussion on one further occasion but will not be able to score a grade higher than a Pass grade.

The professional discussion may take place in the workplace under controlled conditions.

A representative of the employer may be involved in the professional discussion. This is not a requirement, nor is it prejudicial if they do not attend. The IEA has the sole responsibility to grade the professional discussion. However, if an employer is involved, then they may participate in the discussion but not have a role in determining the final grade.

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

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

Feedback

The IEA will provide a summary of the assessment that has taken place and allow the apprentice the opportunity to ask questions, comment on the session or provide feedback should they wish to. If the apprentice has any questions / comments or feedback, the IEA should record this on the assessment record.

However, the IEA will not provide the apprentice (or their manager) with a preliminary grade, as it will be subject to the internal quality assurance processes. VTCT Skills will **aim** to confirm the apprentice's final and overall grade approximately 10 working day following the last assessment

Re-sitting / Retaking End-point Assessment

The rules for re-sitting / retaking part or all of an EPA vary between standards and assessment types. The fees for re-sits / retakes will be agreed with the Head of Assessment Services at VTCT Skills and the Employer / Provider.

Employers and training providers should agree in advance who will pay for re-sits / retakes not included in their contract. Employers are expected to financially support apprentices until completion of their apprenticeship, including paying the cost of re-sits / retakes, when necessary. Re-sits / retakes are ineligible costs and are not funded by the Government.

The training provider is not responsible for re-sit / retake costs but may agree to contribute and can include this in their agreement at the beginning of the apprenticeship.

A re-sit cannot be taken with the intention of increasing the original grade if an apprentice has passed their EPA

Results

Following the completion of all assessments, the IEA will send all completed marking sheets and feedback reports to the EPA Moderation team, who will then provide final grades following IQA/moderation. These final grades will be submitted to the Apprenticeship Assessment Service via the portal within 10 days of the final grade being awarded. The AAS will then issue an Apprenticeship completion certificate for the standard; a copy of the certificate number along with the date will then be input onto the apprentice's record on SEPA by VTCT Skills.

These certificates will confirm that the apprentice has passed the EPA and has demonstrated full competency across the standard. They will be sent to the employer for distribution and celebration. We would advise providers to check with employers that the certificate has been received and a copy has been taken for their records. Should the Certificate need to be sent directly to the Apprentice, this must be agreed upon by the employer and correct information added to SEPA prior to EPA completion.

Appeals

Should an apprentice or employer wish to appeal the grade received, please refer to the VTCT Skills Appeals Policy, which is available via SEPA or the VTCT Skills website.

Appendix 1
Gateway Ready Meeting Form

GATEWAY READY MEETING			
Apprentice Name			
ULN		Date of Birth	
Apprentice has achieved all criteria for the standard	Yes / No	Is the Apprentice ready for EPA	Yes / No
Confirm that the apprentice has met the prerequisite requirements relating to English and maths qualifications			
Prerequisite requirement on standard	Achieved	Date	Evidence logged
The 15 standards as set out in the Care Certificate			
Achieved Level 2 Diploma in Care			
Achieved English Level 1			
Achieved Maths Level 1			
Self-evaluation **			
Please confirm that the above-named Apprentice consents that VTCT Skills can apply for their Apprenticeship Certificate on their behalf.			
Standard Title	Adult Care Worker Level 2		Meeting Date
Apprentice Signature			
Employer Signature			
Provider Signature			

****Self-Evaluation Guidance**

The apprentice should undertake a self-evaluation in the last month of their apprenticeship to enable them to see whether they are confident that they have taken on board all aspects of the occupation. This self-evaluation must be submitted to the IEA as a source of evidence to prepare for the professional discussion.

The self-evaluation template is provided as an appendix to this toolkit.

Appendix 2
Retake Declaration

Adult Care Worker Level 2 – Retake Declaration			
Apprentice Name:			
ULN Number:			
Date of Retake:			
Situational Judgement Test Retake:		(Please tick) <input type="checkbox"/>	
Professional Discussion:		(Please tick) <input type="checkbox"/>	
This is to confirm that the apprentice has undertaken a period of additional learning in the following area/s of the Level 2 Adult Care Standard:			
Area/s of additional learning covered (Please list)			
Declaration			
Apprentice: I confirm that I am now ready to retake my end-point assessment			
Print Name:		Date:	
Signature:			
Training Provider: I confirm that the apprentice is now ready to retake their end-point assessment			
Print Name:		Date:	
Signature:			
Employer: I agree that the apprentice is now ready to retake their end-point assessment			
Print Name:		Date:	
Signature:			

Appendix 3

Adult Care Worker Level 2 Professional Discussion Agenda

Apprentice Name:

ULN:

Professional Discussion Date & Time:

Dear *Apprentice Name*

Congratulations on completing Gateway and moving forward to your End-point Assessment. I am *assessor name* and I will be undertaking your Professional Discussion as your Independent End-point Assessor.

Your Professional Discussion will take a maximum of 45 minutes to complete and will be completed via Smart Room, a web-based conferencing platform hosted by Zoom. You can access your Smart Room via the automated email you recently received entitled “Smart Room Booking for End-point Assessment on {date}”. Select on the link available in the email. Please note, you will be unable to enter your Smart Room until **5 minutes** before your assessment is due to take place.

Please note: The Professional Discussion will be recorded to support the grading of your assessment.

Before completing your assessment, I will need to see a form of identification. This can be one of the following:

- ✓ a valid passport
- ✓ a signed UK photo card driving licence
- ✓ employee ID card or travel card

If you do not have access to the above, we are happy for your line manager to enter the discussion and confirm that you are the apprentice.

Please see below the areas that we will cover during your Professional Discussion.

Areas	Areas covered
Legislation, Policies and procedures and statutory standards	<input type="checkbox"/>
Understand your role	<input type="checkbox"/>
Your personal development	<input type="checkbox"/>
Duty of Care	<input type="checkbox"/>
Equality and Diversity	<input type="checkbox"/>
Work in a person-centred way	<input type="checkbox"/>
Communication	<input type="checkbox"/>
Privacy and Dignity	<input type="checkbox"/>
Safeguarding	<input type="checkbox"/>
Health and safety	<input type="checkbox"/>
Handling information	<input type="checkbox"/>
Infection prevention and control	<input type="checkbox"/>

I will be unable to provide you with a preliminary grade at the end of the assessment. You will receive your final grade within 10 working days of the Professional Discussion.

I look forward to speaking to you shortly.

IEA Name:

You can contact me on *insert number*

Alternatively, you can contact VTCT Skills, the End-point Assessment Organisation, on 0121 270 5100 (option 3) or at enquiries@skillsfirstassess.co.uk.

Appendix 4
Adult Care Worker Level 2 Apprenticeship Standard – Apprentice Self-Evaluation

Guidance: The apprentice should undertake a self-evaluation in the last month of their apprenticeship to enable them to see whether they are confident that they have taken on board all aspects of the occupation. This self-evaluation must be submitted to the Independent End-point Assessor as a source of evidence to prepare for the professional discussion.

Apprentice Name:		Assessor / Mentor:	
ULN:		Employer Name:	
Date of Self-evaluation:		Type of Setting:	

Section 1 – As you are coming to the end of your apprenticeship, what knowledge and understanding have you gained while being on programme? An Adult Care Worker must know and understand:	What I have learnt while completing my apprenticeship
A. The job you do, and the main tasks and responsibilities	
1. The tasks and responsibilities of my job role relevant to the context of the service in which I am working. This could include supporting with social activities, monitoring health, assisting with eating, mobility and personal care	
2. Professional boundaries and limits of my training and expertise	
3. Relevant statutory standards and codes of practice in my role	
4. What the ‘duty of care’ is in practice	
5. How to contribute towards the development and creation of a care plan underpinned by the individual’s preferences in regard to the way they want to be supported	
6. How to identify, respond to and escalate changes to physical, social, and emotional needs of individuals	

7. How to access, follow and be compliant with regulations and organisational policies and procedures	
B. The importance of having the right values and behaviours	
8. How to support and enable individuals to achieve their personal aims and goals	
9. What dignity means in how you work with individuals and others	
10. The importance of respecting diversity and treating everyone equally	
C. The importance of communication	
11. The barriers to communication	
12. The impact of non-verbal communication	
13. How the way you communicate can affect others	
14. Knowledge and understanding about different forms of communication e.g. signing, communication boards etc.	
15. How to find out the best way to communicate with the individual you are supporting	
16. How to make sure confidential information is kept safe	
D. How to support individuals to remain safe from harm (Safeguarding)	
17. What abuse is and what to do when you have concerns someone is being abused	
18. The national and local strategies for safeguarding and protection from abuse	
19. What you do when receiving comments and complaints	
20. How to recognise unsafe practices in the workplace	
21. The importance and process of whistleblowing	
22. How to address any dilemmas you may face between a person's rights and their safety	
E. How to promote health and wellbeing for the individuals they support and work colleagues	
23. The health and safety responsibilities of self, employer and workers	
24. How you keep safe in the work environment	

25. What you would do when there is an accident or sudden illness	
26. What you do with hazardous substances	
27. How to promote fire safety	
28. How to reduce the spread of infection	
29. What a risk assessment is and how it can be used to promote person centred care safely	
F. How to work professionally, including their own professional development	
30. What a professional relationship is with the person being supported and colleagues	
31. How to work together with other people and organisations in the interest of the person being supported	
32. How are you actively involved in your personal development plan	
33. The importance of excellent core skills in writing, numbers and information technology	
34. What you do to develop, sustain and exhibit a positive attitude and personal resilience	
35. Where and how to access specialist knowledge when needed to support performance of your job role	

Section 2 – An Adult Care Worker must be able to demonstrate the following:	What the skills and behaviours have you developed to make you competent in your role giving real work examples?
A: The main tasks and responsibilities according to your job role	
1. How you support individuals you are working with according to their personal care/support plan	
2. Ask for help from an appropriate person when you are not confident or skilled in any aspect of your role	
3. How you provide individuals with information to enable them to have choice about the way they are supported	

4. How do you encourage individuals to participate in the way their care and support is delivered	
5. How to ensure the individual knows what they are agreeing to regarding the way in which they are supported	
6. How you contribute to the on-going development of care/support plans for the individual you support	
7. How you support individuals with cognitive, physical or sensory impairments	
B. Treating people with respect and dignity and honouring their human rights	
8. You ensure dignity is at the centre of all work with the individuals you support, their families, carers and advocates	
9. How you demonstrate all work is person centred, accommodating the individual's needs, wishes and preferences	
10. How you demonstrate empathy (understanding and compassion) for individuals you support	
11. How you demonstrate courage in supporting people in ways that may challenge their personal/cultural beliefs	
C. Communicating clearly and responsibly	
12. How you speak clearly and exhibit positive non-verbal communication to individuals, families, carers and advocates	
13. How you use the preferred methods of communication of the individual you support according to their language, culture, sensory needs and their wishes	
14. How you identify and take steps to reduce environmental barriers to communication	
15. How you demonstrate you can check for understanding	
16. How you write clearly and concisely in records and reports	
17. How you keep information safe and confidential according to agreed ways of working	
D. Supporting individuals to remain safe from harm (Safeguarding)	

18. How do you or could you recognise potential signs of different forms of abuse	
19. How do you or would you respond to concerns of abuse according to agreed ways of working	
20. How do you or would recognise, report and challenge unsafe practices	
E. Championing health and wellbeing for the individuals they support and for work colleagues	
21. How you promote the health and wellbeing of the individual you support	
22. How you move people and objects safely	
23. Can you demonstrate how you reduce the spread of infection, including use of best practice in hand hygiene	
24. Can you demonstrate the promotion of healthy eating and wellbeing by ensuring individuals have access to fluids, food and nutrition	
25. Can you demonstrate how you keep people, buildings and yourself safe and secure	
26. How you carry out fire safety procedures when required	
27. How you use risk assessments to support individuals safely	
28. How you recognise symptoms of cognitive impairment, e.g. Dementia, learning disabilities and mental health	
29. How you monitor and report changes in health and wellbeing for individuals they support	
F. Working professionally and seeking to develop their own professional development	
30. How you reflect on your own work practices	
31. How you demonstrate the development of your own skills and knowledge, including core skills in writing, numbers and information technology	
32. How you demonstrate your contribution to your development plan	
33. How you demonstrate the ability to work in partnership with others to support the individual	
34. How would or could you identify sources of support when conflicts arise with other people or organisations	

35. How you demonstrate you can work within safe, clear professional boundaries	
36. How you show you can access and apply additional skills required to perform the specific job role competently	

DECLARATION:

Apprentice: I confirm that I am now ready to undertake my end-point assessment

Print Name:

Date:

Signature:

Training Provider: I confirm that the apprentice is now ready to undertake their end-point assessment

Print Name:

Post Held:

Signature:

Date:

Employer: I agree that the apprentice is now ready to undertake their end-point assessment

Print Name:

Post Held:

Signature:

Date:

Appendix 5 - 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 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 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 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

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 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>