

# **The New Apprenticeship Standards**

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## Roles and responsibilities

There will be several people involved in supporting, advising and guiding you through your apprenticeship. The following is a brief description of the main roles.

This list is not exhaustive and it is important to ask your on-programme training provider or employer if you are unsure of who does what.

### You, the learner

You will need to provide evidence that you have the knowledge, skills and behaviours to achieve the **Apprenticeship Standard** you are undertaking.

### On-programme training provider

Your **On-programme Training Provider** will support, advise and guide you through your **Apprenticeship Standard**, ensuring that you are ready for the **Gateway** and your **End-Point Assessments**

### Employer

Your **employer** will be involved in supporting you through your **Apprenticeship Standard**, ensuring that you are given the opportunity to gain **knowledge** and demonstrate the **skills** and the **behaviours** set out in that standard

### End-point assessor

Your **End-Point Assessor** will carry out the end-point assessments that you need to complete your apprenticeship

### External quality assurance body

The **External Quality Assurance Body** will check the quality of the end-point assessments completed by the **End-Point Assessor**

### Apprentice assessment organisation (AAO)

The **AAO** has been selected by the employer and/or the **On-Programme Training Provider** to support your **End-Point Assessment** process.

## Apprenticeship Standards explained

Your Apprenticeship Standard has been designed by a group of employers, known as a Trailblazer group. For your Apprenticeship Standard the Trailblazer group is made up of employers from the sector that you work in. They ensure that the Apprenticeship Standard is tailored to your specific job role.

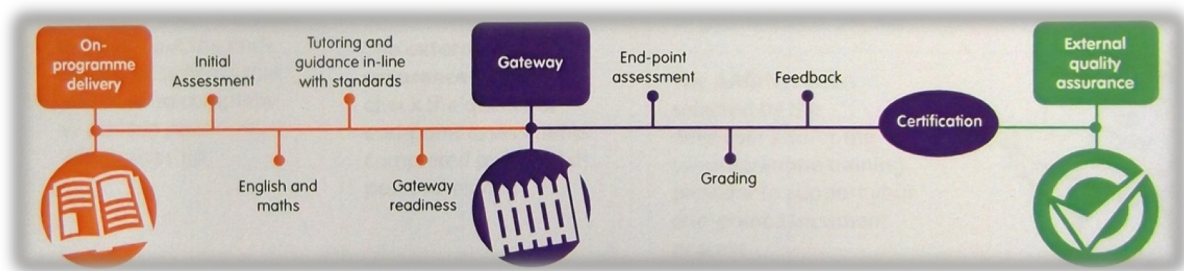
Apprenticeship Standards ranging from level 2 to level 7 have been developed and the level you take will depend on the role you are in. Your On-Programme Training Provider will be able to provide you with information on the level and duration of your apprenticeship.

Some Apprenticeship Standards include completion of a sector-specific qualification. Your On-Programme Training Provider will provide guidance on this.

You can find further guidance regarding the Apprenticeship Standards on the Government website:

<https://www.gov.uk/guidance/search-for-apprenticeship-standards>

The diagram below shows the journey you will undertake to achieve your apprenticeship.



Your learner journey is explained in more detail in the following pages.

## On-Programme delivery

### Initial Assessment

Once you have been allocated your On-Programme Training Provider, they will arrange to meet with you to carry out an induction for your apprenticeship and conduct any initial assessments required. Your employer will be involved in the discussion.

An initial assessment is the process of identifying your individual learning and support needs to provide a personalised structure to your learning. The initial assessments undertaken may differ according to the Apprenticeship Standard being completed, but as a rule will include a training needs analysis (TNA) relating to your job role, English & Maths initial assessments and diagnostic tests.

The types of things that your On-Programme Training Provider will discuss with you will include:

- Planning your training and development to ensure that knowledge, skills and behaviours are applied throughout your apprenticeship.
- Additional learning & support needs, for example:
  - ❖ English & Maths Functional Skills
  - ❖ Learning Disabilities
  - ❖ Childcare
  - ❖ English for Speakers of Other Languages (ESOL)
  - ❖ Transport to work
- Your short and long-term personal goals and career hopes and plans.
- The frequency of meetings with your On-Programme Training Provider.

- How to prepare for the Gateway and your End Point Assessment.
- Your Personal Learning Record (PLR) and how this feeds in to your Personal Development Plan.
- Appeals, Complaints and Safeguarding procedures.

## Training

Your On-Programme training will be delivered by your On-Programme Trainer, who will plan your training with you and your employer. In some cases your employer will take on both roles. They will support you through your programme up to the point that you are ready for the Gateway and to take your End-Point Assessments. You will then be allocated an End-Point Assessor who will assess your knowledge, skills and behaviours using the assessment methods as stated in the Apprenticeship Standard you are working towards.

The on-programme training will consist of:

- Learning English & Maths to the level stated in the Apprenticeship Standard you are undertaking. This may be to level 1 or 2 depending on the requirements. You may have passed at level 1 and take an exam at level 2 before you can take your End-Point Assessments. You will need to check the level you are currently at with your On-Programme Training Provider.
- Training and support in learning and acquiring the knowledge that underpins your skills and behaviours as stated in your Apprenticeship Standard.
- Training and support in putting your knowledge in to practice to ensure that you can demonstrate skills and behaviours.
- The completion of any mandatory or recommended qualification(s) as indicated in your Apprenticeship Standard.

- Ensuring that you complete a minimum of 20% structured off-the-job training for the duration of your apprenticeship before undertaking your End-Point Assessment.
- Preparation for the Gateway which will include mock assessments. This will allow you to identify and cover any gaps in your learning.

### Functional Skills

You will be required to achieve English & Maths to the level stated in your Apprenticeship Standard, this may be level 1 or level 2 depending on the requirements. You may need to have passed at level 1 and have taken the tests for level 2 before you can take your End-Point Assessments.

### Off-the-job training (OJT)

This is training completed outside of your normal working environment which contributes to the achievement of your apprenticeship. This should be at least 20% of your contracted employment hours. I.e. 1 day a week if you work 5 days a week, or 6 hours if you work 30 hours a week. Your employer and on-programme training provider will support you to ensure that this requirement is met.

Examples of OJT activities include:

- Completing the workbook activities and answering the questions posed.
- Attending training courses or lectures, role playing, simulation and on-line learning.
- Shadowing & mentoring, writing assignments, research and reflection.
- Revision, mock tests, self-assessment
- Industry visits and attending competitions

If you complete any of this training outside of your contracted hours, this should be reimbursed, or taken back as time off in-lieu. Functional Skills, progress reviews, on-programme assessment and training outside of normal working hours is not included as OJT.

## Gateway

Gateway is the point at which you, your employer and your on-programme training provider agree whether you meet the requirements of your Apprenticeship Standard and that you are ready to take your End-Point Assessments. This will normally be based on the progress reviews that you have had throughout your on-programme training, a final review and the results of any mock assessments.

You cannot attempt the End-Point Assessments until you have achieved the requirements set out in your Apprenticeship Standard. These are detailed in the End-Point Assessment guide in your portfolio and you can ask your On-Programme Trainer for further information. Examples of the requirements are:

- Achievement of Maths & English at the required level
- Achievement of the mandatory or recommended qualifications
- Achievement of any nationally recognised certification or licence
- Progress reviews and milestone meetings with your On-Programme Training Provider and employer
- A meeting with your End-Point Assessor which may include your employer and On-Programme Training Provider

When you go through the Gateway you will normally have a set period of time in which to take and pass your End-Point Assessments. Your On-Programme Training Provider will be able to advise you on this and answer any questions you have. Your independent Apprentice Assessment Organisation will have been chosen by your employer and an End-Point Assessor will then be allocated.

## End-Point Assessment

The End-Point Assessment (EPA) is the final stage that you must go through before you can achieve your apprenticeship.

The EPA is not a qualification, but an independent assessment of your standard of work and competence in your job role. An EPA will be conducted by an independent, experienced and qualified third party assessor who has not been involved in your training. They will determine whether you meet the criteria established in the Apprenticeship Standard that you have been working towards.

The methods used to assess your knowledge, skills and behaviours will be specific to your Apprenticeship Standard and will be similar to those undertaken in the Gateway phase.

## Grading

Grading information will be outlined in the Apprenticeship Standard and may consist of a Pass, Merit or Distinction. Grading information will be represented in the Apprenticeship Standard in different ways and is detailed in your portfolio.

If you do not pass first time, you may be entitled to re-sit your End-Point Assessment.

## Evaluation/reflection

You should be given the opportunity to discuss your experiences at the start and throughout your apprenticeship, and to formulate or update your Personal Development Plan, with your employer's and On-Programme Training Providers involvement. This should include the opportunity to reflect on your progress and evaluate your experiences.

Whilst on-programme you will be encouraged to reflect on your progress as you complete each element of your Apprenticeship Standard. This will enable you to identify what you have learnt and revise gaps in your learning, so that you are best prepared for your End-Point Assessments.



There is a 'reflection on your learning' and a self- assessment and revision record in each section of your portfolio.

## Progression/next steps

When you have achieved your apprenticeship, it will be time to celebrate your success and think about your next step(s). Whether this is settling into a permanent role or considering your career progression, your On-Programme Training Provider and/or employer should be able to advise and support you. If they cannot help, they should be able to signpost you to the people or agencies who can.

You may want to:

- Identify your short and long-term goals
- Aim for promotion and the next level of apprenticeship relevant to your job role
- Take a break from formal learning and concentrate on your job
- Take advantage of in-house training or courses offered through your employer

## Glossary of Terms

**Apprentice Assessment Organisation (AAO)** - an organisation accredited by the ESFA as being suitable to conduct the independent end-point assessment of apprentices.

**Apprenticeship Standard** – a standard developed to meet the requirements for your job role in your chosen sector by a group of employers, known as a trailblazer group.

**Assessment methods** – the methods that will be used to assess your knowledge, skills and behaviours in your end-point assessments.

**Behaviours** – the way that you carry out your skills in your role.

**British Values** – the fundamental values of democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

**Complaints & Appeals policies** – procedures in place through your employer, your on-programme training provider and your AAO, to allow you to complain about unfair treatment and appeal against decisions made regarding your on-programme learning or end-point assessments.

**Diagnostic Test** – these provide your on-programme training provider with information about your existing knowledge, skills and behaviours, and are typically used to identify a person's knowledge gaps in Maths & English and set out how to address these.

**Education & Skills Funding Agency (ESFA)** – is an executive agency, sponsored by the Department for Education (DfE) accountable for funding education and skills for children, young people and adults.

**External Quality Assurer** – the person who checks the quality and consistency of the programme delivery and independent end-point assessments.

**Gateway** – the point when you, your employer and on-programme training provider agree that you are ready to take your end-point assessments.

**Grading** – the way that the apprenticeship standard you are undertaking is marked at end-point assessment, usually resulting in a pass, merit or distinction.

**Independent End-Point Assessment** – the assessment that takes place once you have acquired the knowledge, skills and behaviours needed to go through the Gateway.

**Independent End-Point Assessor** – the person who is appointed by the AAO to carry out your end-point assessment once you have acquired the knowledge, skills and behaviours needed to go through the Gateway.

**Initial Assessment** – the process of identifying your individual learning & support needs to provide a personalised structure to your learning.

**Knowledge** – the things that you need to know and understand to be able to carry out your role.

**Off-the job training** – learning completed outside of your normal working environment that contribute to the achievement of your apprenticeship. The current requirement is that 20% of your contracted employment hours is off-the-job training.

**On-programme** – the time that you will spend acquiring the knowledge, skills and behaviours for the apprenticeship

standard that you are undertaking, before you go through the Gateway and take your end-point assessments.

**On-programme training provider** – the person or organisation who provides your on-programme learning and support enabling you to meet the requirements of your apprenticeship.

**Personal Development Plan (PDP)** – a plan to agree ways to improve your knowledge, skills and behaviours in your job role.

**Personal Learning Record (PLR)** – an on-line record of your learning and achievement.

**Reflection** – a consideration of what and how well you have learnt, how you felt, what was easy, what was hard and what else you need to learn.

**Safeguarding** – procedures in place to protect you from bullying, harassment or abuse in the workplace and during your apprenticeship.

**Self-assessment** – your own assessment of how well you meet the required apprenticeship standard and what you need to revise or practice.

**Skills** – thinks you need to be able to do or demonstrate in your role.

**Trailblazer group** – a group of employers that has the knowledge and expertise in your chosen sector, and has developed an apprenticeship standard for your role.

**Training Needs Analysis (TNA)** – the process of identifying the gaps in your training, which you then have to complete to progress and achieve your apprenticeship.