

Apprenticeship standards: End-point assessment

Tuesday 10 July 2018

Sally Green – Qualification & Assessment Development Manager



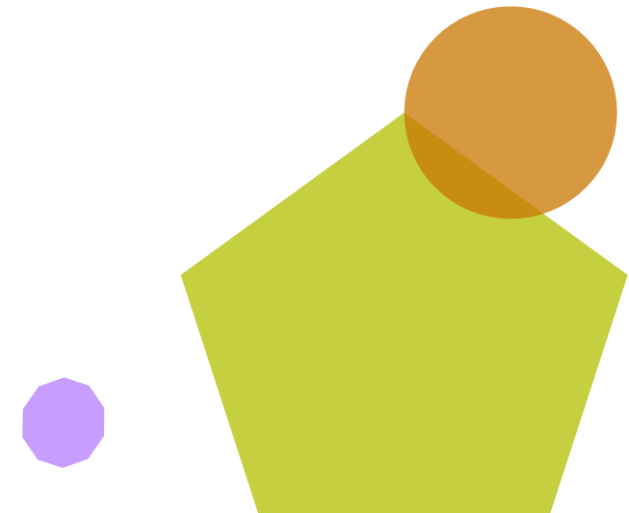
City & Guilds is an approved end-point assessment organisation (EPAO) for the following Standards:

- Golf Greenkeeper
- Arborist
- Forest Operative
 - Establishment & maintenance
 - Harvesting
- Horticulture & Landscape Operator
 - Horticulture
 - Landscape construction

We have submitted our BRAVO submission to the EFSA for:

Land-based Service Engineer

Land-based Service Engineering Technician



Overview of the apprenticeship reforms

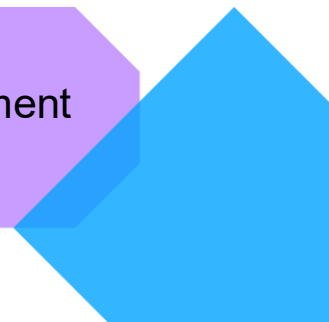
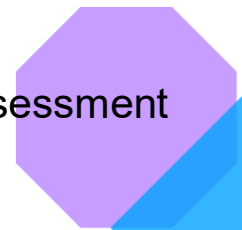
Apprenticeships are changing.
You are part of that change.



If you'd like a summary of the main changes between the new apprenticeship standards and SASE frameworks, our [25-minute recorded session](#) is a really useful watch.

The biggest change to apprenticeships in a generation

- Employers are central to the apprenticeship reforms, both large and SME
- SASE frameworks will be phased out once the new apprenticeship standard has been implemented
- Moving from 250 frameworks to over 800 standards
- Standards (and Assessment Plans) are set by employer groups and tailored to business needs
- Some standards may map across from SASE framework others contain new ways of working and behaviours
- Levy-paying employers commission centrally through their Apprenticeship Service account. Non-levy employers have to provide a 10% contribution (in most cases) towards the apprenticeship cost
- Most standards don't include a mandatory qualification(s) though you can flex the programme to include one (the cost of the related qualification registration and certification won't be funded)
- Achieving English and maths at the set level is a gateway requirement before end-point assessment
- Grading models vary among standard requirements.



SASE frameworks Vs apprenticeship standards (role specific)

SASE frameworks

(multi-occupational)



Apprenticeship standards

(individual standards per occupation)



Key things to consider

- The knowledge, skills and behaviours set out in the occupation Standard
- The Assessment Plan associated with the Standard



Off-the-job training – the vital 20%

Off-the-job training must be directly relevant to the apprenticeship standard, must take place within the apprentice's normal working hours and is calculated on their contracted hours. It can include:



Teaching of theory - lectures



Simulated exercises and role play



Attendance at competitions



Manufacturer training
e.g. new equipment or technologies



Learning support provided by
employer or the provider



Some online learning
e.g. webinars or blended learning



Shadowing or being mentored



Practical training



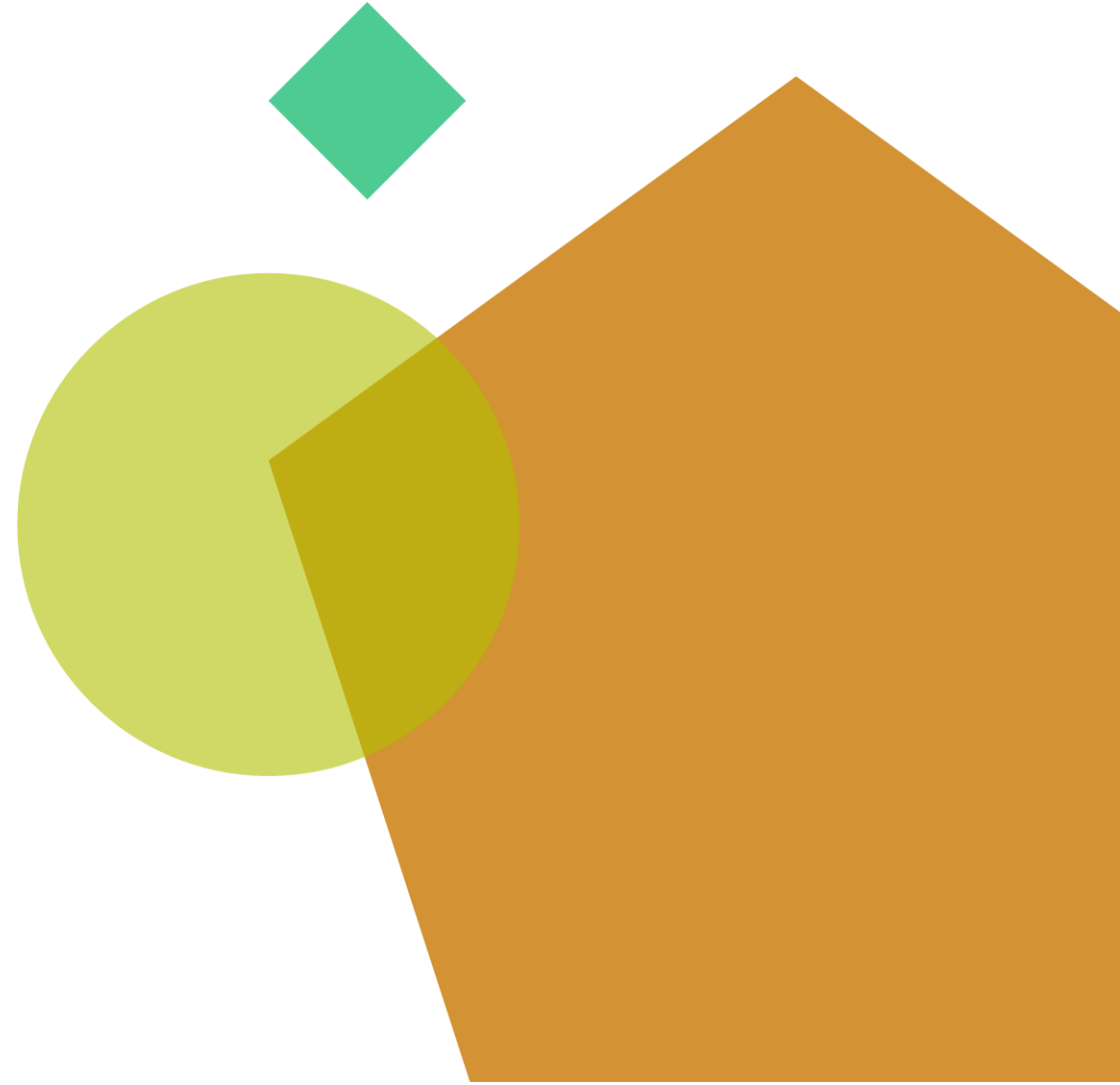
Visiting the employer's
other departments



Time spent by the apprentice writing
assessments/assignments



Industry visits or visiting other companies
or suppliers

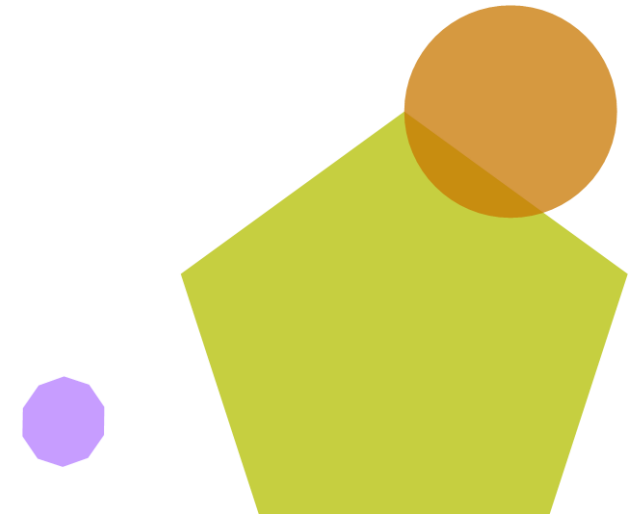


Land-based Service Engineer

Land-based Service Engineer standard

The standard was developed by these employers:

- CLAAS UK Ltd
- Toro, Kubota (UK)
- AGCO Ltd
- Ransomes Jacobson
- John Deere
- Case New Holland
- Agricultural Engineers Association (AEA)
- British Agricultural and Garden Machinery Association (BAGMA)
- Institute of Agricultural Engineers (IAgrE).
- The standards and assessment plan are online:
<https://www.instituteforapprenticeships.org/apprenticeship-standards/land-based-service-engineer/>



Land-based Service Engineer Standard

Level: 2

Typical duration: 18 months

Maths and English requirements

- Apprentices without Level 1 English and maths will need to achieve this level and take the test for Level 2 English and maths prior to taking the end-point assessment.

EPA tasks

- Online multiple choice knowledge test
- Practical tests
- Professional interview

NB: tasks must be taken in sequence and passed before moving onto the next assessment element

Land-based Service Engineer – Grading & re-takes

Grading for each assessment and overall grading is P/M/D/X

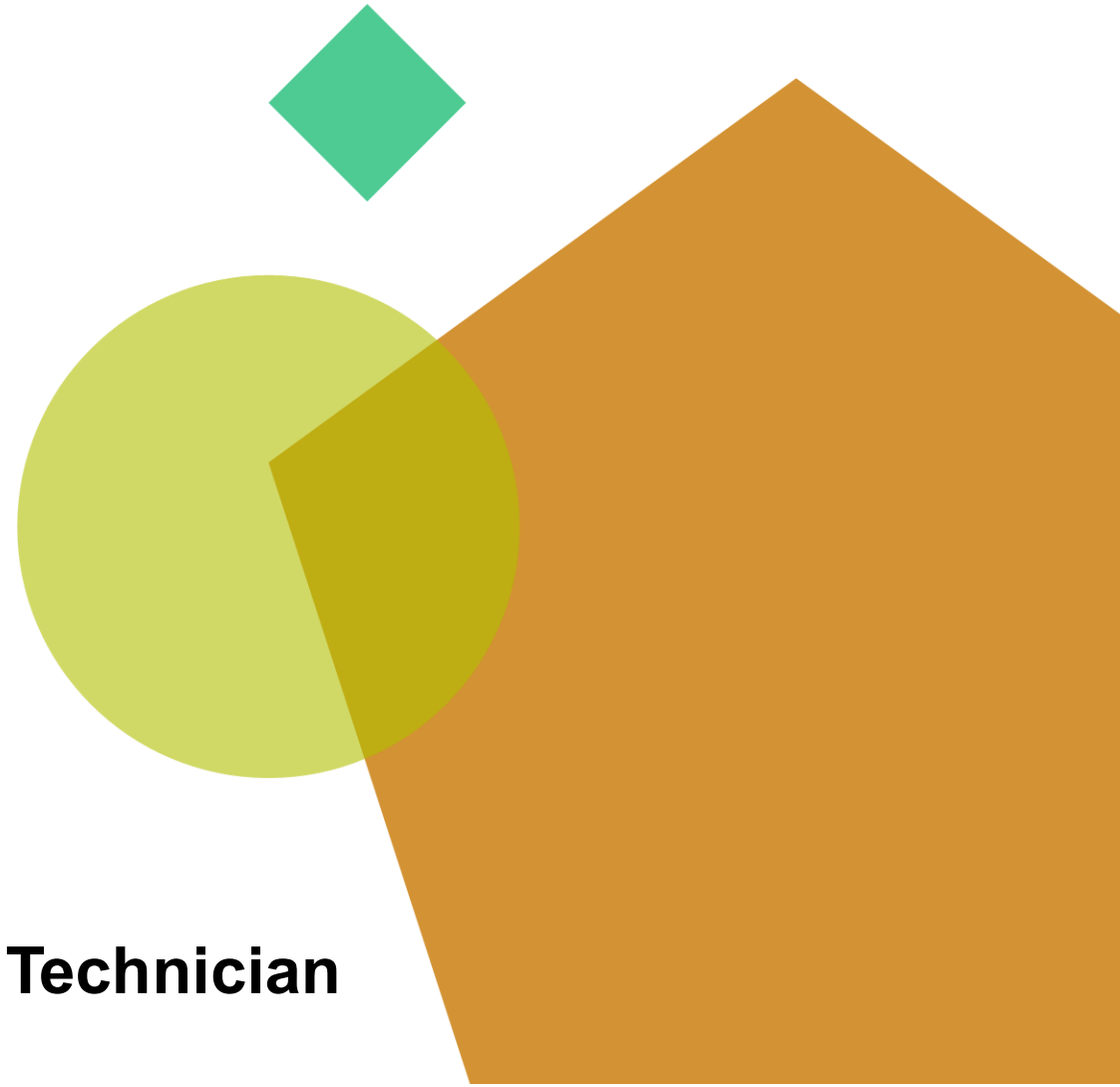
- Pass mark for multiple choice is 65%
- Merit boundary is 75%
- Distinction boundary is 90%

Refer to Grading Table for Pass, Merit & Distinction criteria for the Practical Tests and Professional interview

If any element of the end point assessment is failed, 2 re-takes can be taken over a six-month period from first date of end point assessment.

No cap on grading will be placed on apprentices who need to retake.





Land-based Service Engineering Technician

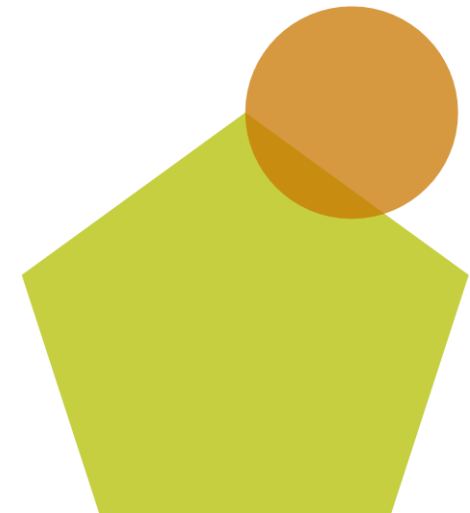
Land-based Service Engineering Technician standard

The standard was developed by these employers:

- CLAAS UK Ltd, Toro
- Kubota (UK)
- AGCO Ltd
- Ransomes Jacobson
- John Deere
- Case New Holland
- Agricultural Engineers Association (AEA)
- British Agricultural and Garden Machinery Association (BAGMA)
- Institute of Agricultural Engineers (IAgrE)

The standard and assessment plan are online:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/land-based-service-engineering-technician/>



Land-based Service Engineering Technician standard

Level: 3

Typical duration: 36 – 48 months

Maths and English requirements

- Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

EPA tasks

- Online multiple choice, short answer and structured question knowledge tests
- Practical exercise with verbal knowledge questions
- Presentation with professional interview

NB: tasks must be taken in sequence and passed before moving onto the next assessment element

Land-based Engineer Technician – Grading & re-takes

Grading for each assessment and overall grading is P/M/D/X

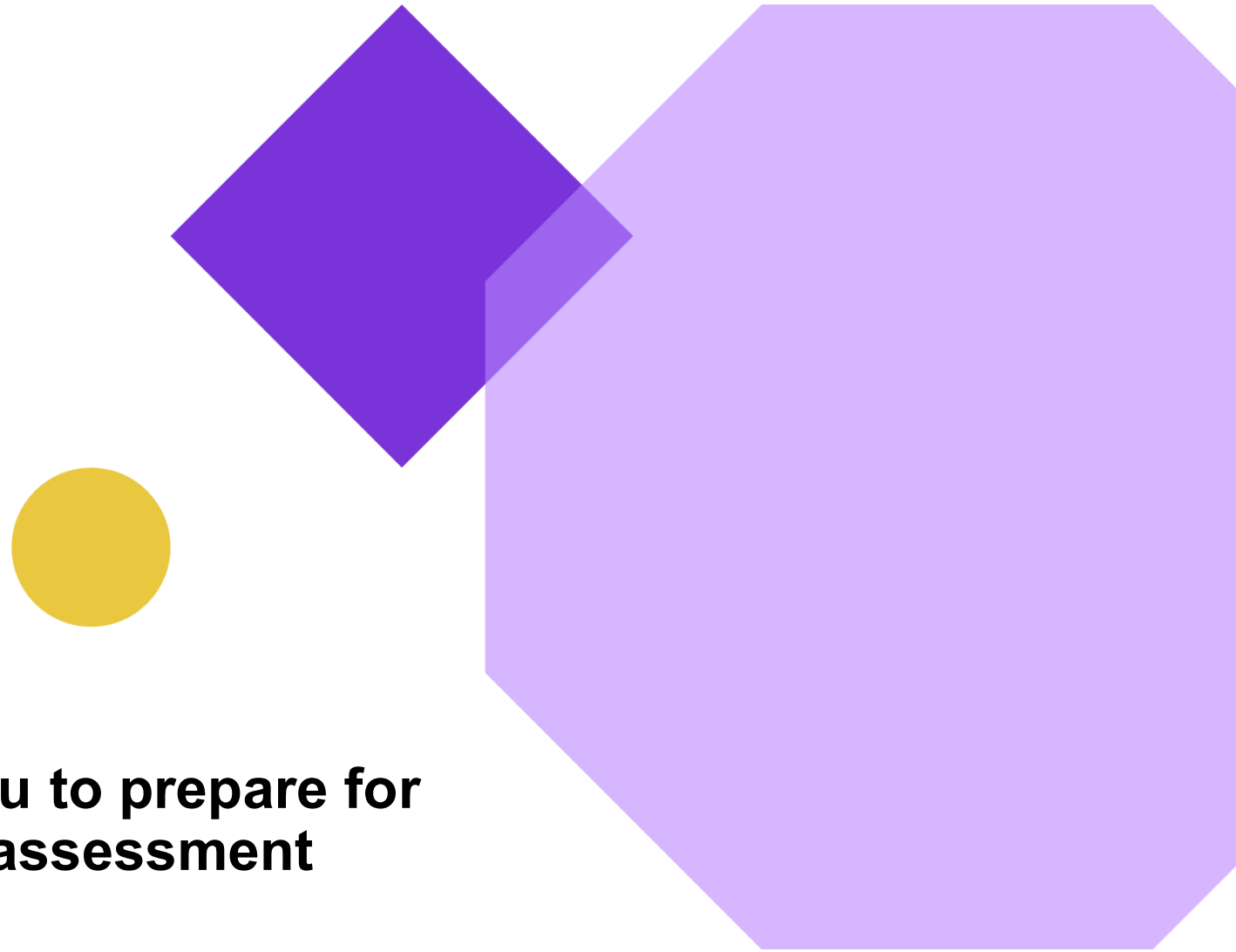
- Pass mark for multiple choice is 65%
- Merit boundary is 75%
- Distinction boundary is 90%

Refer to Grading Table for Pass, Merit & Distinction criteria for the Practical, Holistic project and structured interview

If any element of the end point assessment is failed, two re-takes can be taken over a six-month period from first date of end point assessment.

No cap on grading will be placed on apprentices who need to retake.





How we can support you to prepare for delivery and end-point assessment

Maths and English – what can we offer?

Qualifications

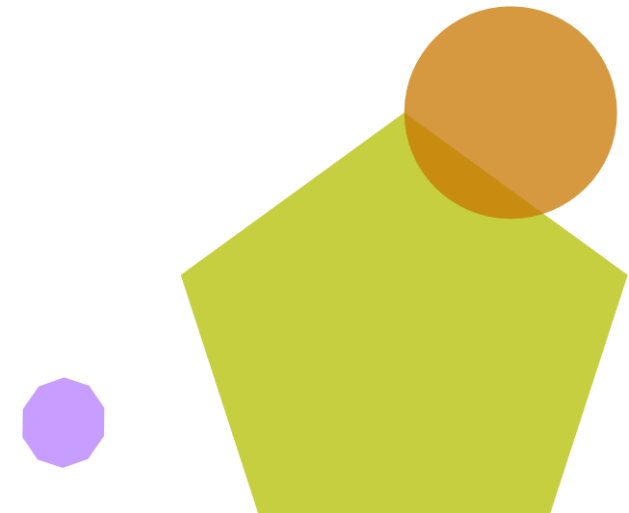
- Full suite of Functional Skills qualifications (3748).
- ‘Bite-sized’ maths and English qualifications (3847 and 3844).
 - Can be used to support progression towards Functional Skills or GCSE.

Learning resources

- e-Functional Skills.
- Maths and English e-Toolkit.
- Functional Skills SmartScreen resources.

Workforce support

- Qualifications for literacy and numeracy practitioners.
- Specialist support, especially with maths and English integration.



English and math resources available in SmartScreen (Free)

QUALIFICATIONS	
3748 (PLUS)	Functional Skills qualifications in English
3748 (FREE)	Functional Skills qualifications in English
3748 (PLUS)	Functional Skills qualifications in information and communication technology (ICT)
3748 (FREE)	Functional Skills qualifications in information and communication technology (ICT)
3748 (FREE)	Functional Skills qualifications in mathematics
3748 (PLUS)	Functional Skills qualifications in mathematics

QS	Qualification Support
E1	Entry 1 (FREE) Functional Skills English at Entry 1 resources
E2	Entry 2 (FREE) Functional Skills English at Entry 2 resources
L1	Level 1 (FREE) Functional Skills English at Level 1 resources
E3	Entry 3 (FREE) Functional Skills English at Entry 3 resources
L2	Level 2 (FREE) Functional Skills English at Level 2 resources
Developing skills	Guidance documents
Preparing for exams	Videos



Preparation resources and support

Enhanced training specification

EPA assessment packs

On-programme qualifications 0059

Webinars

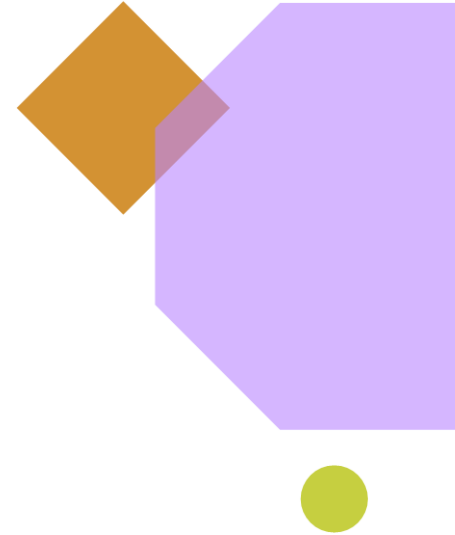
CPD events

Accreditation

EPA preparation tool

Learning Assistant E-portfolio

Dedicated advisors



End-point assessment pack

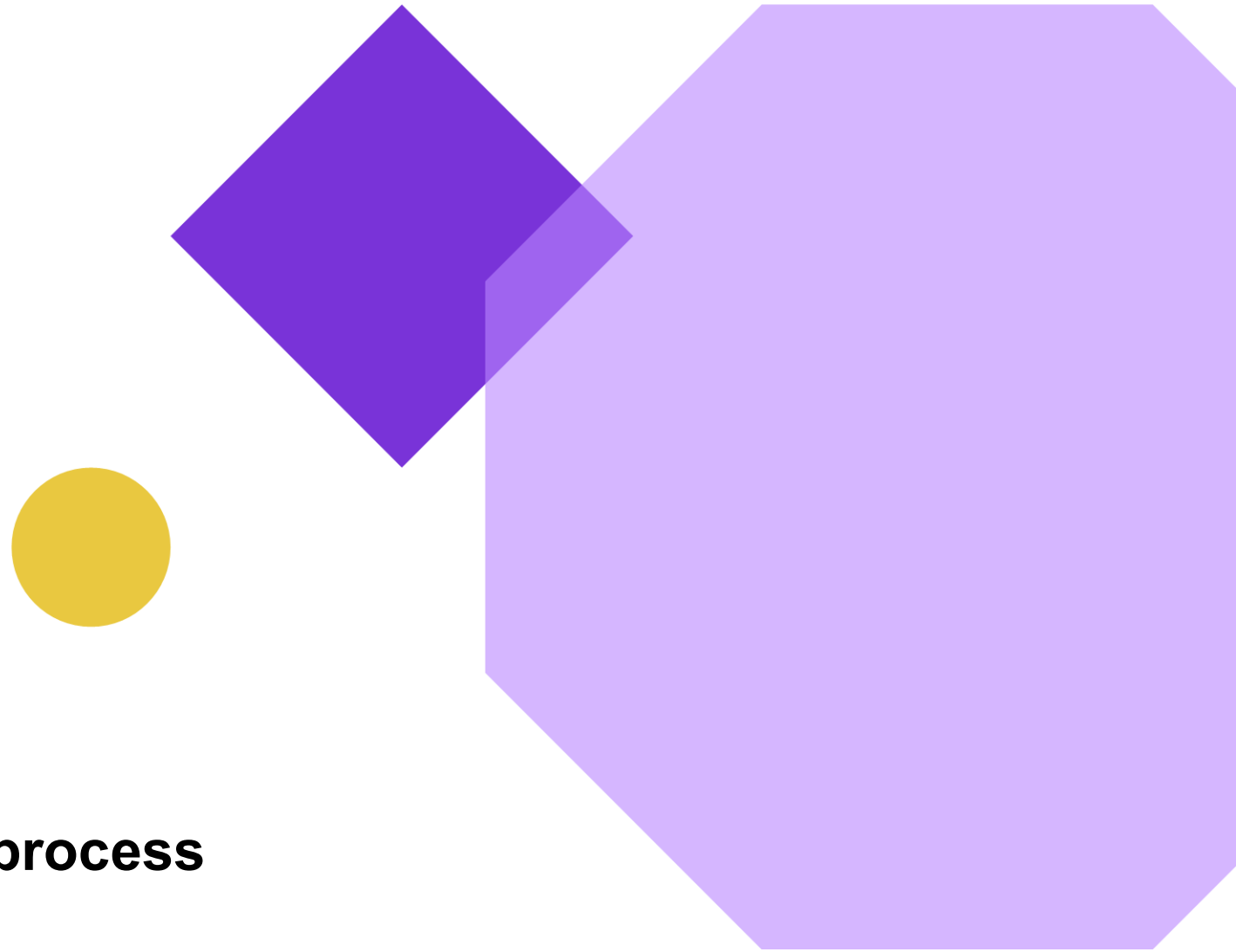
For apprentices, training providers and employers

Key document for customers for the planning and delivery of the apprenticeship.

It will include:

- The standard.
- Guidance on how to book EPA.
- Guidance on how to book the **on demand knowledge test(s)**.
- Guidance on resource and/or controlled condition requirements.
- Guidance on how the **individual assessment elements** will work.





End-point assessment process

Approval process

- If you're a new City & Guilds provider you'll need to gain end-point assessment financial approval.
- If you're a current City & Guilds centre you'll need to apply for end-point assessment approval for the occupation.
- If you want to deliver the City & Guilds mandatory qualifications linked to the standard:
 - For Functional Skills you'll need to apply for Qualification Approval (QAP).
- The assessment guidance pack will be available on the website once you have registered.

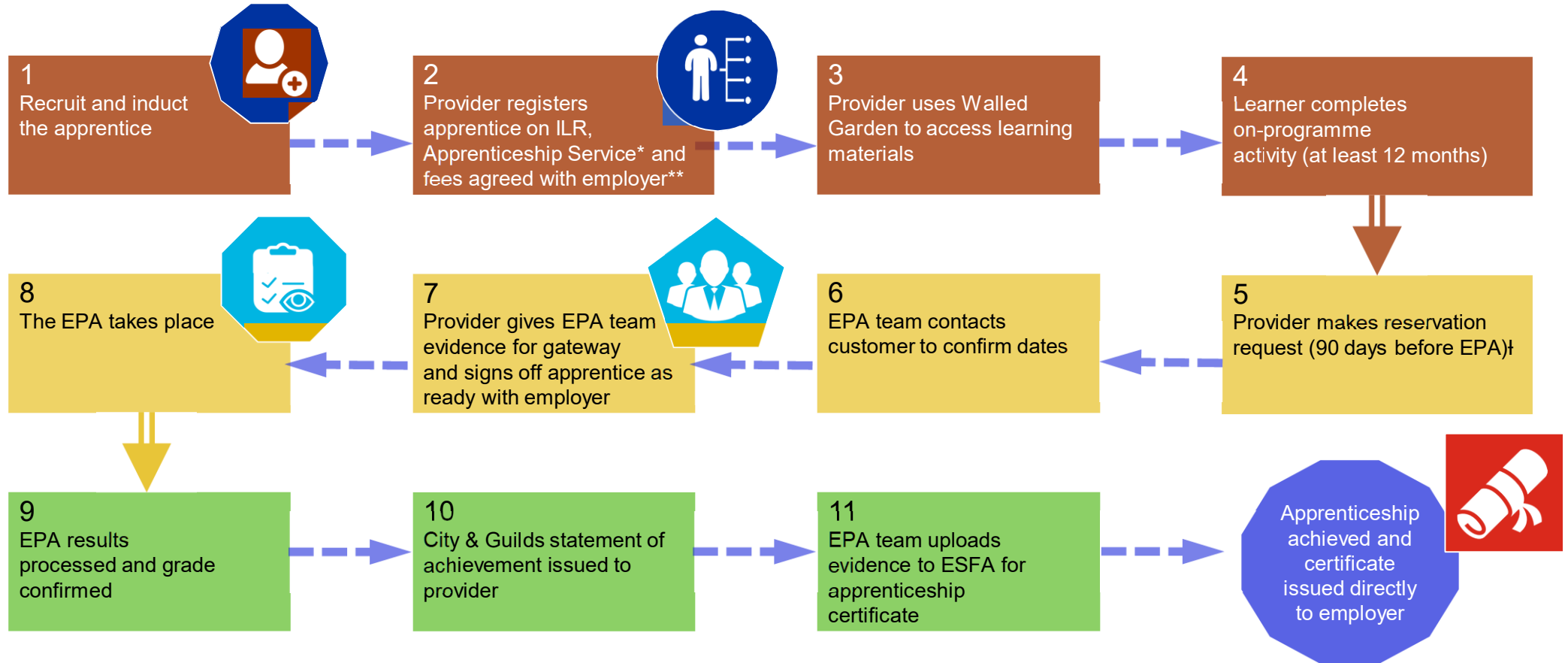


Entry requirements for EPA:

- The apprentice must have achieved their English and maths requirements.
- Complete gateway declaration form.
- Book EPA 90 days in advance of EPA taking place via the Walled Garden.



The end-point assessment journey, step-by-step



* Can also be done by employer ** Where known; if not known the EPA cost and awarding organisation can be added later † Ideally done alongside stage 4

After successful end-point assessment



End-point assessment pricing model

- Simple pricing – two charging points:
 - EPA registration fee – small fee (£25) when the apprentice is registered for EPA on Walled Garden
 - Balance – after Assessor enters results.
- The registration fee releases our EPA preparation tool and any related materials during the on-programme learning phase.
- You'll have received nearly all of your funding from employers by this point so helps cash flow.
- No hidden charges – includes any third-party fees related to external quality assurance.

EPA registration fee

EPA reservation request

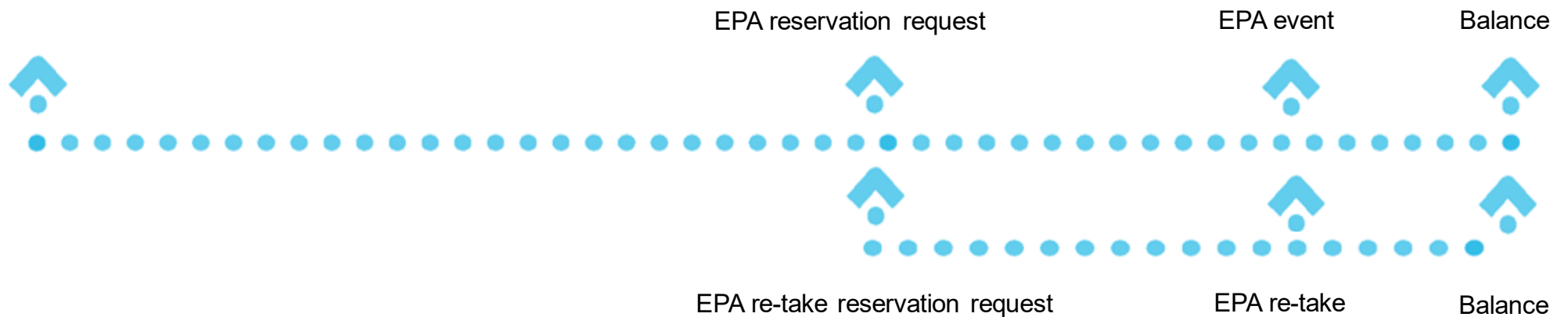
EPA event

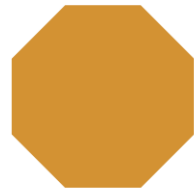
Balance



EPA resits

- Apprentices who don't achieve their end-point assessment or a component of it will need to re-take.
- Re-takes are covered by funding to maximum 20% of the funding band.
- Costs vary with each standard – our prices are on the Walled Garden.
- You need a reservation request for each re-take – will be prioritised on a shorter timescale.
- Any contract between employers and providers should say who's responsible for paying for any re-takes.





Next steps

And if you want to take things further with us

If you need to develop your strategy, train your teams or update your processes, we live and breathe the new apprenticeship standards and our expert team can help.



1. Audit your current strategy

A root and branch audit that assesses current strategy and identifies opportunities for growth



2. Define your new offer

A carefully constructed plan defining new strategy and providing a framework for implementation



3. Upskill your team

Expert-led training courses that equip staff to deliver new apprenticeship strategy

Use all three services, or just the ones you need. And at any stage in your delivery plans.

<http://www.cityandguilds.com/what-we-offer/centres/consultancy-service>

Support and resources available

Find all our past and forthcoming workshops, webinars and events [here](#).

- [Friday 1st June 2018: Golf Greenkeeper and Horticulture & Landscape Operative](#)
- [Friday 29th June 2018: Arborist and Forest Operative](#)

See our apprenticeship, consultancy and events pages on the City & Guilds website:

<http://www.cityandguilds.com/apprenticeships>

<http://www.cityandguilds.com/what-we-offer/centres/what-is-advance>

<http://www.cityandguilds.com/what-we-offer/centres/improving-teaching-learning/events>

Also look at the Government's information:

[Provider/ employer apprenticeship funding rules 2018/19](#)

[Apprenticeship funding policy and funding bands sheets](#)

[Register of Apprenticeship Training Providers Guidance](#)

[Apprenticeship funding from May 2017 – policy paper](#)

[Technical Funding Guidance](#)

[Apprenticeship standards](#)

[Becoming an Employer/Training Provider](#)



The screenshot shows the City & Guilds website with the following elements:

- Logo:** City & Guilds, A City & Guilds Group Business.
- Search Bar:** Includes buttons for "SEARCH EVERYTHING", "FIND A COURSE OR QUALIFICATION", and "FIND A CENTRE". Below is a search input field with "Search the site:" and a dropdown menu set to "Everything", followed by a "GO" button.
- Navigation Menu:** WHAT WE OFFER, QUALIFICATIONS, APPRENTICESHIPS (highlighted), TECHBAC, DELIVERING OUR QUALIFICATIONS, INTERNATIONAL, NEWS & INSIGHT, HELP & SUPPORT.
- Hero Section:** Large text "Become an Independent End-point Assessor" next to a circular image of a young man in a red shirt looking at a laptop.
- Breadcrumbs:** Home > Apprenticeships > New Apprenticeships Standard Offers > Become an Independent End Assessor.
- Text:** "Become an Independent End-point Assessor" in red. "We are currently accepting applications from suitable candidates to become Lead and Independent End-point Assessors." "City & Guilds has been approved to deliver Independent End-point Assessments across a number of new Apprenticeship Standards." [Apply now](#)
- Social Media:** Facebook, Twitter, and LinkedIn icons.
- List of Offers:** "NEW APPRENTICESHIPS STANDARD OFFERS" with links to "Teaching & learning resources", "End Assessment service", and "New Apprenticeship Standards".



<http://www.cityandguilds.com/apprenticeships/emerging-standards/independent-end-assessor>

Thank you

- Keep up to date – register for email updates:
<http://www.cityandguilds.com/what-we-offer/centres/email-updates>
- For more information on the new standards, our learning resources (including demos), and how we can support your business: directsales@cityandguilds.com
- For additional information on end-point assessment:
endpointassessment@cityandguilds.com



Any questions?

