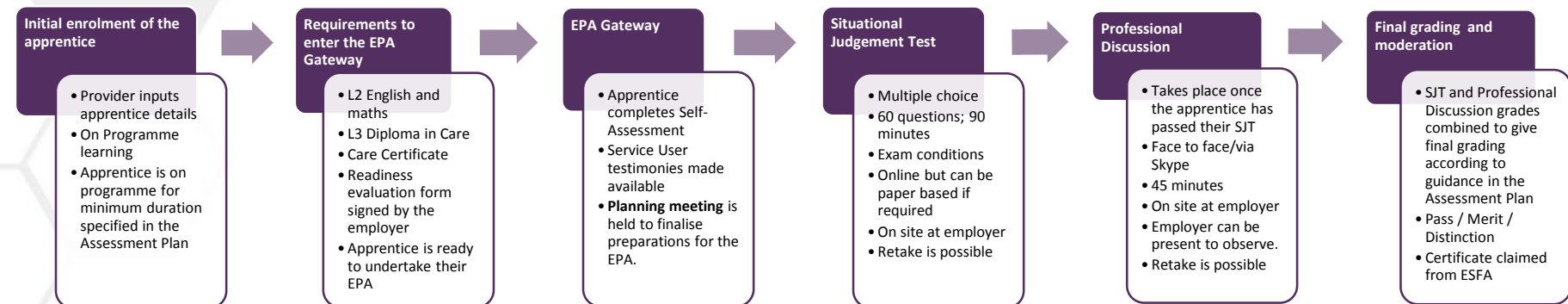


ST0006 Lead Adult Care Worker L3

End Point Assessment process



Initial enrolment of the apprentice

The apprentice can be registered on our EPAPro platform as soon as they are enrolled on their apprenticeship. However, the apprentice must be registered within the first 8 weeks on their programme. Once registered, the apprentice is able to access information on the structure of their EPA as well as a full range of support and practice materials and resources. The employer and training provider also have access to our Online Platform.

Venue for the End Point Assessment

End Point Assessments are carried out as far as possible at the employer's premises. This will be confirmed at the planning meeting discussions. Where it is not possible to use the employer's premises, a suitable alternative venue will be identified taking into account the proximity and accessibility for the apprentice. All venues are assessed for suitability as a test venue i.e. access to appropriate facilities for the apprentice including Health and Safety checks prior to the venue being used.

- For the Situational Judgement Test (SJT), either online or paper based, the apprentice takes the test under exam conditions. The training provider can provide an assessor to undertake the invigilation role.

The Professional Discussion (PD) will also take place at the employer's premises (again if this is not possible, at another suitable venue). The apprentice and employer are given an agenda for the discussion in advance of the meeting. The employer is able to attend as an observer.

Online platform

Our End Point Assessment system uses EPAPro, an online platform designed to provide end to end functionality for the delivery of our EPAs. It's functionality includes:

- One stop 'end to end' facility
- Online registration of apprentices
- Planning and administration of EPA timetabling and delivery
- Client access for apprentices, employers, training providers to upload information and access resources and materials
- Monitoring and follow up system; record retention capacity.
- Online interactive timetable
- Appropriate interface with ESFA systems
- Robust audit trail and archiving systems

End Point Assessment for the Adult Care Worker standard

The EPA for this standard consists of the following elements:

1. Confirmation that the apprentice is ready to enter the EPA Gateway – Evaluation discussion and sign off
 - a. Employer in discussion with the training provider and apprentice informs Steadfast EPA that the apprentice has achieved the necessary requirements and is ready to undertake their EPA
 - b. Evaluation discussion form and evidence documentation is uploaded to the Online Platform
 - i. Evaluation of Readiness form (signed by the employer)
 - ii. Copy of Care Certificate
 - iii. Evidence of achievement of L2 Diploma in Care
 - iv. Evidence of achievement of L1 English and maths
2. Steadfast EPA Co-ordinator confirms receipt of documents; the EPA Assessor is allocated; the Planning meeting is scheduled (can be face to face or via video /telephone conferencing) and tentative date for the EPA is agreed.
3. Planning meeting takes place.
4. The apprentice enters the Gateway:
 - a. Completes the Self-Assessment and uploads to Online Platform
 - b. Service User testimonies are uploaded to Online Platform
5. EPA Assessor collates and reviews the Gateway documentation and confirms the date of the Situation Judgement Test (SJT).
6. EPA Co-ordinator arranges date, time and venue for the SJT including invigilation arrangements; online (paper-based and special access by arrangement) and a tentative date for the Professional Discussion (PD).
7. The apprentice takes their SJT under exam conditions (90 minutes).
8. The EPA Assessor marks and grades the SJT

9. The employer, apprentice and training provider are informed of the result and if the apprentice been graded with at least a pass, the EPA Co-ordinator will confirm the date, time and venue for the PD.
10. The EPA Assessor undertakes the PD with the apprentice (45 minutes). The PD will take place face to face unless there are specific reasons why this is not possible and in this case it can take place via video/telephone conferencing. The discussion is recorded using a voice or video recorder (permission for this is obtained during initial registration).
11. The EPA Assessor will score and grade the PD and combine with the SJT grade to arrive at a final overall grading (Pass, Merit or Distinction). All scoring and grading decisions will be based on the most current Assessment Plan for the standard and associated grading guidance.
12. The results and grading will be moderated by our EPA Lead Assessor.
13. The employer, apprentice and training provider will be informed of the outcome and Steadfast EPA will claim the Apprenticeship Certificate on behalf of the apprentice from the ESFA. Permission to claim the Certificate on the apprentice's behalf will be obtained during initial registration.

Please note:

- Should the apprentice not achieve a pass for their SJT but score between 25 and 39 points, they are able to retake their SJT once more within 3 months and the Professional Discussion will be put on hold until this retake has taken place. If they achieve a minimum of a Pass for their retake, the Professional Discussion will then be scheduled and take place.
- Should the apprentice achieve a score of 24 or less for their SJT, the training provider is asked to complete a professional review of the apprentice's performance and put in place an action plan. The apprentice has to complete the identified actions before they are able to retake their SJT.
- The apprentice is able to retake their Professional Discussion element within 3 months but if so the maximum grade available is a Pass.

All information, records and evidence relevant to each apprentice including evidence of achievement of Gateway requirements, employer readiness confirmation; self-assessment report; user testimonies along with all EPA records of activity, outcomes, grading and moderation, internal quality assurance and payments received will be retained for a period of 6 years for audit purposes.

All employers, training providers and apprentices for whom we undertake End Point Assessment will be given the opportunity to complete a comprehensive feedback and evaluation form which is designed to ensure that we are able to fully evaluate our performance and use this to inform our Quality cycle and self-assessment as well as capture good and positive practice; anonymised feedback will be used as part of ongoing CPD and training for staff.