



Apprenticeships

Apprentice Endpoint Assessment Process Level 2 Operator and Level 3 Eng Tech

Lead provider's responsibilities - Lavender International

This policy details the process from "In Learning" to "Gateway" in an apprenticeship journey for the Level 2 and Level 3 apprenticeship schemes.

This involves several key stages that ensure the apprentice is ready to move towards the end-point assessment (EPA) phase.

Below is a general outline of this process:

- Induction and Initial Learning.
- Initial Assessment: The apprentice's prior learning, knowledge, skills, and behaviours (KSBs) are assessed.
- Learning Agreement: A Training Plan and apprenticeship agreement are signed, outlining the apprenticeship duration and expectations.
- Induction: The apprentice is introduced to the learning provider, employer expectations, and their learning journey.
- Learning Journey.
- Gateway.

On-Programme Learning Period

Training and Development: (Tutor) Apprentices begin their training based on their delivery model, focusing on both on-the-job and off-the-job learning.

Recording Off-the-Job Training: (Tutor, Apprentice, Employer) Ensure apprentices document at least 6 hours per week of off-the-job training. This is essential for progressing through the apprenticeship.

Progress Reviews: (Nominated Tutor) Regular reviews (typically every 10 weeks) are conducted between the apprentice, tutor, and employer to track progress, discuss learning needs, and ensure targets are met.

Quality (Quality Manager, Quality Team) Learner walks, observation of teaching and learning, Sample of portfolio, progression sample and gateway sample.

Functional Skills Support (Functional Skills Tutor). Only apprentices who began their apprenticeship training when aged 16 to 18 will continue to be subject to the mandatory requirement to study towards and achieve English and maths. Apprentices who began their training when aged 19 or older now have the option to opt out of Functional skills and their English and maths qualifications if they wish, but the choice is optional.



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If needed, apprentices will receive additional training in English and/or Maths to ensure they meet minimum requirements. Apprentices without the necessary level in these areas must achieve this before moving to the gateway.

EPA Registration: (Quality Manager-Julie Goodfellow) The apprentice is registered for the End-Point Assessment with an independent End-Point Assessment Organisation (EPAO).

Ongoing Assessments (Tutor) Regular formative assessments and evaluations are conducted to ensure apprentices are on track. This includes assignments, projects, or practical assessments that contribute towards their portfolio of evidence.

Feedback: (Tutor) Tutors provide constructive feedback, ensuring apprentices know what areas they need to improve before moving towards the Gateway.

Employer Involvement: (Line Manager) Employers provide feedback and support the apprentice's development, ensuring they are gaining the necessary experience in their job role

Preparation for Gateway

Final Reviews:(Tutor) In the lead-up to the Gateway, the tutor conducts a final review with the apprentice and the employer to ensure all KSBs in the standard have been met.

Portfolio Submission Quality Checks: (Quality Support, Tutor, Apprentice) The apprentice completes and submits their portfolio of evidence (including practical work, PCN examinations, inspection reports, and learning logs) demonstrating that they meet the apprenticeship standard.

Mock EPA: (Tutor and colleague from Lavender International) We conduct mock End-Point Assessments (EPA) to ensure the apprentice is fully prepared for the final stage.

Gateway Approval

Readiness for EPA: (Employer, Tutor, and Apprentice) Once both the employer and Lavender International agree that the apprentice has demonstrated the required KSBs and is competent, they can formally confirm the apprentice's readiness for Gateway.

Gateway Meeting:(Tutor, Employer, and Apprentice) A meeting is held between the apprentice, employer, and provider to sign off on the Gateway review. The apprentice must have completed all mandatory elements (e.g., off-the-job hours, PCN certification, functional skills, portfolio submission) before passing through the Gateway.



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Post-Gateway Preparation

End-Point Assessment: Once the Gateway is completed, the apprentice proceeds to the EPA, which includes an assessment of their knowledge, skills, and behaviours through a presentation and Interview underpinned by a portfolio of evidence.

Introduction to EPA

The EPA Coordinator contacts the apprentice, provides assessment information, and requests availability for assessment booking this will normally be within 5 working days after the Gateway review and apprentice details and evidence are uploaded onto the EPAO system.

Evidence Review

The [EPAO Assessors](#) will review the apprentice's project and portfolio of evidence before assessment.

EPA Assessment

Project Presentation with Q&A – Conducted via MS Teams led by EPAO Assessment Panel ([Two assessors, EPAO](#))

Interview underpinned by a portfolio – Conducted by MS Teams led by EPAO Assessment Panel ([Two assessors, EPAO](#))

Feedback and Grade: EPAO - Provides grade feedback within 10 working days.

Certification EPAO requested Apprenticeship certification and will post to Lavender International.

Lavender International ([Apprenticeship coordinator at Lavender International](#)) will copy the certification and issue it to the Apprentice.