



Community First Academy Trust

Apprenticeship Assessment Policy & Procedures

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Document control

This is a SCITT policy adopted and reviewed by The Headteacher Board (HTB) and relates to all SCITT partners within the Kingsbridge Teacher Training arm. It will be displayed on <http://www.kingsbridgeteachertraining.co.uk>
This policy was drafted/updated in July 2023.
It will be reviewed annually.

Document Control		Apprenticeship Exams Policy & Procedures
Version and Date		Actions/Notes
1.0	Jan 2020	Revised policy agreed by SCITT Headteacher Board
2.0	May 2021	We have updated this template privacy notice in line with recommendations made by the DfE and ESFA.
3.0	July 2023	We have reviewed this template to ensure it is compliant. No fundamental changes were required.
Policy Reviewed		July 2023
Policy review frequency		Annually or in line with legal or statutory guidance
Next Planned review		August 2024

Apprenticeship Assessment Policy

Objectives

1. To identify and clarify the roles of key personnel in the administration and delivery of apprenticeship programmes in the trust.
2. To ensure apprenticeship procedures in the trust are in line with awarding body requirements.
3. To ensure regular quality control of the delivery and assessment processes using end-point assessment.

Key Personnel and their Roles and Responsibilities

1. The SCITT Programme Leader and Lead Mentors

Who are qualified and experienced persons who will deliver the knowledge element of the course and with knowledge of the sector the apprentice is working in. The SCITT's SCITT Programme Leader and Lead Mentors will ensure the timely completion of the full framework and pastoral care.

2. SCITT/Trust as the accredited provider

Ensures the quality of the assessment by sampling assessments to confirm the quality and consistency of assessment decisions.

3. Annual External Quality Assessor

Appointed by the SCITT/Trust as the accredited provider to ensure that standards are being applied consistently.

Registration and Certification

1. Kingsbridge EIP SCITT will provide and maintain a database of all learners starting an apprenticeship framework in a timely manner, at the latest within a month of the learner starting the framework.
2. The SCITT Administration Team will register the apprentices with the DfE via 'DfE Register' and 'ACE 360' in preparation for the End Point Assessment and send confirmation of this with the learners' registration numbers to Employing Schools and Lead Mentors.
3. The Lead Mentor will provide the SCITT Administration Team with a list of all apprentices and units that need claiming for within a month of the apprentices finishing all the required assessments to complete the relevant framework.
4. Upon receipt of the certificates the SCITT Administration Team will check the certificates.
5. A Learner Recognition of Prior Learning and record of Off the Job Training is administered via OneFile.

Internal Verification

1. It is the responsibility of the training provider to ensure that all assessment work is properly marked, moderated and verified.
2. There must be accurate and detailed recording of assessment and verification decisions.
3. The SCITT/Trust as the accredited provider must ensure that all records are securely and safely maintained, up to date and provide accurate tracking facilities. Verification records must be kept for scrutiny by the ESFA and DfE and the awarding body for a period of three years following certification.
4. In the case of malpractice or an appeal against an assessment decision the SCITT should follow the Trust's Malpractice and Coursework/Controlled Assessment Appeals policy and use the attached proforma to record the steps taken to resolve each case. All staff involved in the delivery of the apprenticeship framework must familiarise themselves with these policies.

Malpractice and Assessment Appeals Procedures

1. The SCITT has an Internal an Internal Assessment Malpractice Appeals Policy. The SCITT Team, in liaison with the Programme Manager is responsible for the review and updating of these policies.
2. It is the responsibility of the Lead Mentors to make the apprenticeship learners aware of what constitutes malpractice and the procedure which will follow the discovery of an example of malpractice.
3. Any incident of malpractice must be reported as appropriate.
4. It is the responsibility of the Lead Mentors to make the apprenticeship learners aware of their rights to appeal against internal assessment decisions.

Who can assess your apprentice?

At the end of the accredited provider programme of initial teacher training an end-point assessment is carried out by an independent organisation known as an end-point assessment organisation (EPAO). They must be different to the training provider that trains the apprentice.

An end-point assessment usually includes:

- a practical assessment
- a project
- an interview and presentation
- written or multiple choice tests

Prior to the EPA a period called gateway, where the apprentice learner and the SCITT/Trust as the leaders training provider will decide if the apprentice is ready to take their end-point assessment.

Before considering if your apprentice is ready, the apprentice must have:

- completed the minimum duration of their apprenticeship
- met the requirements set out in the end-point assessment plan

Once the apprentice has met these requirements, you and your training provider should use the end-point assessment plan to decide if you think the apprentice has the skills to pass the end-point assessment.

If you decide the apprentice isn't ready for end-point assessment or disagree whether the apprentice is ready, you should discuss whether more training is needed.

Once a final decision is made, you should notify the end-point assessment organisation to confirm whether the apprentice is ready for end-point assessment.

Certificates of completion

An apprentice can only pass and complete their apprenticeship if they pass the end-point assessment. This includes any requirements in English and maths set out in the end-point assessment plan.

The apprentice's grade is decided as part of the end-point assessment.

After your apprentice successfully completes their apprenticeship and end-point assessment, the end-point assessment organisation will request their certificate.

We usually post certificates within 10 working days. Privately funded apprenticeships can take longer. Some apprenticeships will also include eligibility for professional recognition by an authorised body.

Resits and retakes

Apprentices who fail their end-point assessment are able to resit or retake.

A resit involves the apprentice resitting one or more components of their assessment without further training.

A retake involves an apprentice doing further training before they do their assessment again.

A resit or a retake cannot be taken to improve the original grade if an apprentice has passed their end-point assessment.