Transitioning to the Rail Engineering Operative apprenticeship standard
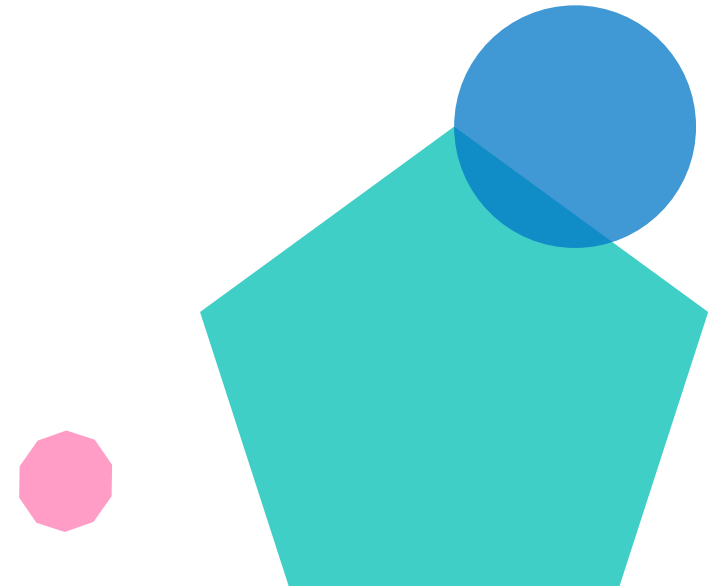
Pat Santos - Industry Manager
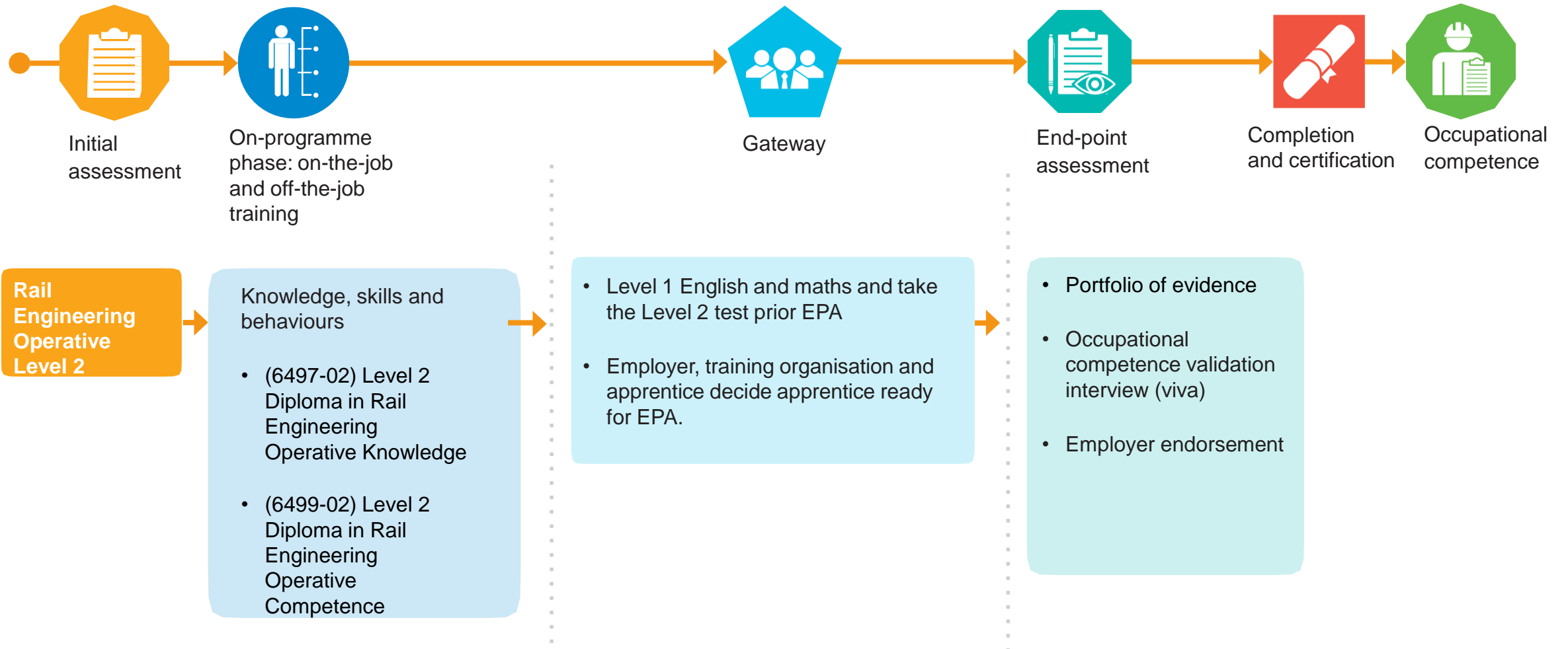
19 June 2018

Contents

- A re-cap of the Rail Engineering Operative apprenticeship standard – what you need to know.

- How we can support your 20% off-the-job learning – a range of resources to support on-programme.

- The Rail Engineering Operative EPA

- Our EPA Service for Rail Engineering Operative (9303)

- Next steps.

- Question and answers.

The Rail Engineering Operative apprenticeship standard

| Initial assessment | On-programme phase: on-the-job and off-the-job training | Gateway | End-point assessment | Completion and certification | Occupational competence |

Rail Engineering Operative Level 2

Knowledge, skills and behaviours

- (6497-02) Level 2 Diploma in Rail Engineering Operative Knowledge

- (6499-02) Level 2 Diploma in Rail Engineering Operative Competence

- Level 1 English and maths and take the Level 2 test prior EPA

- Employer, training organisation and apprentice decide apprentice ready for EPA.

- Portfolio of evidence

- Occupational competence validation interview (viva)

- Employer endorsement

Off-the-job training, the vital 20%

Off-the-job training must be directly relevant to the apprenticeship standard and must take place within the apprentice's normal working hours. This publication provides policy context and some best-practice examples around off-the-job training. 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

https://www.cityandguilds.com/apprenticeships/events-and-webinars

Mandatory qualifications

Qualifications for the on-programme learning

- (6497-02) Level 2 Diploma in Rail Engineering Operative Knowledge

- (6499-02) Level 2 Diploma in Rail Engineering Operative Competence

City& Guilds

Level 2 Rail Engineering Operative Knowledge (6497-02)

Version 1.0 (December 2016)

City& Guilds

Qualification Handbook

Level 2 Diploma in Rail Engineering Operative Competence (6499-02)

September 2017 Version 1.3

Qualification Handbook

Embedding assessment and monitoring progress with our e-portfolio

Tracking progress

Quality consultant (EQA)

Super user

Internal verifier

City & Guilds | Learning Assistant

Employer

Assessor

Apprentices

https://www.cityandguilds.com/what-we-offer/centres/improving-teaching-learning/learning-assistant
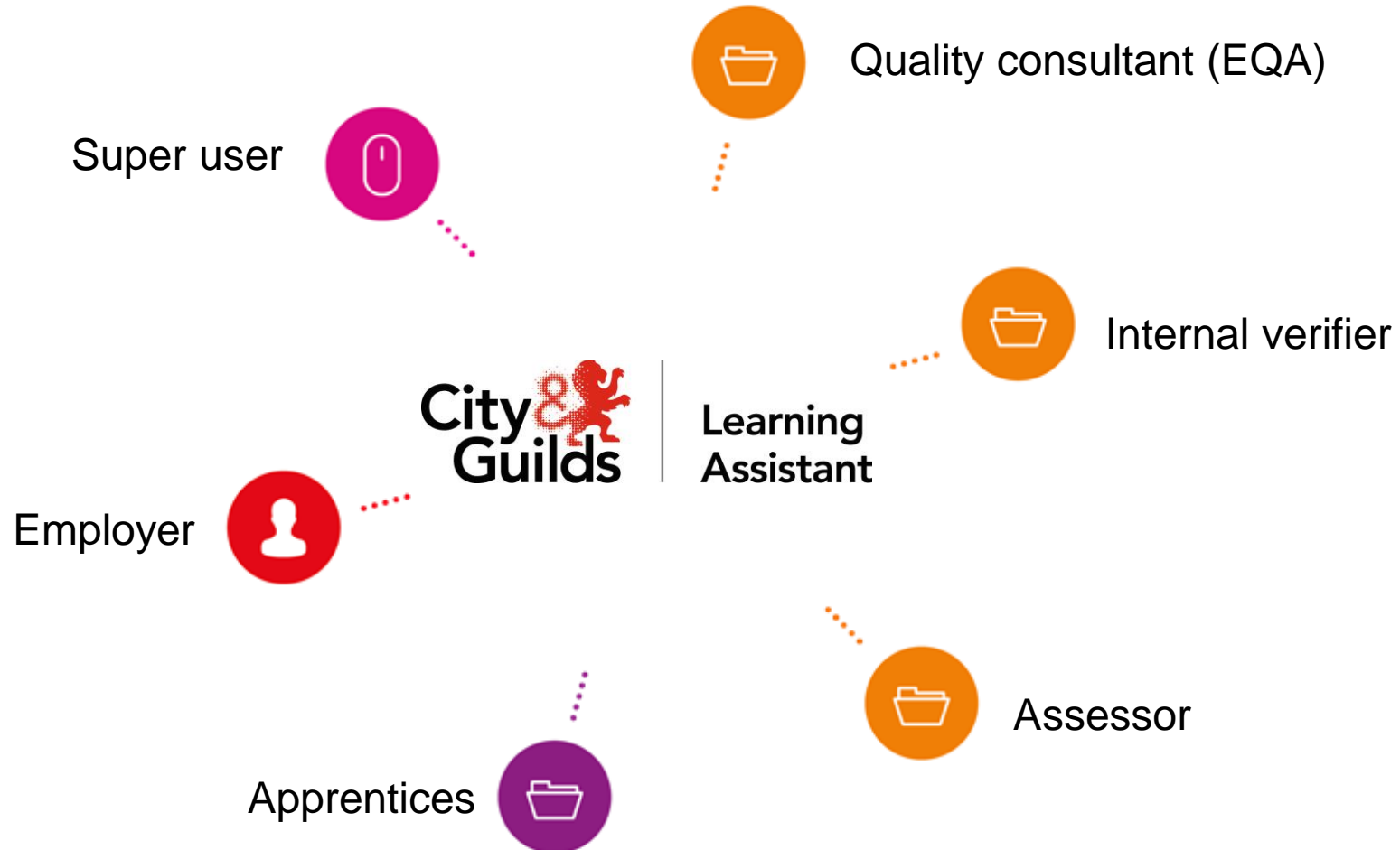
Maths and English – what can we offer?

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
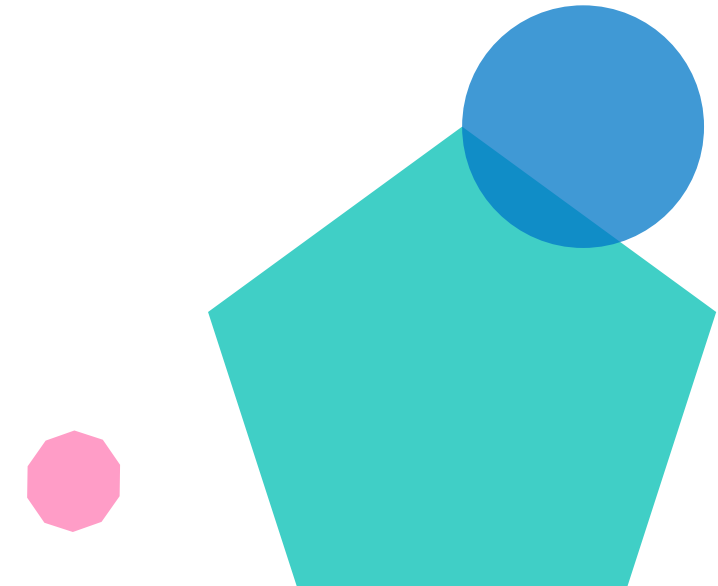
English and maths resources available in SmartScreen

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

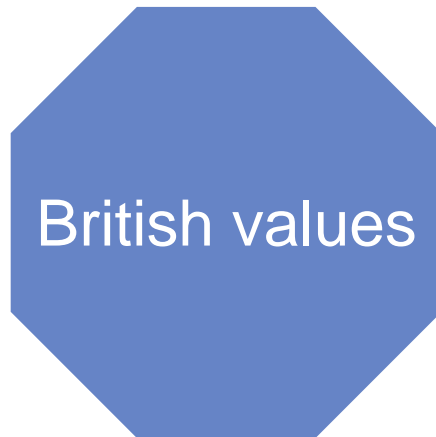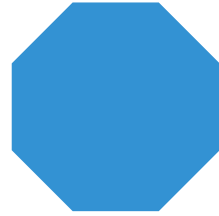|	
QS	Qualification Support
E1	Entry 1 (FREE) Functional Skills English at Entry 1 resources
E2	Entry 2 (FREE) Functional Skills English at Entry 2 resources
L1	Level 1 (FREE) Functional Skills English at Level 1 resources
E3	Entry 3 (FREE) Functional Skills English at Entry 3 resources
L2	Level 2 (FREE)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

Essential content

Our blend of e-learning and core content covers:


Prevent

British values

Equality and diversity

Health and Safety

The Rail Engineering Operative EPA

Gateway prior to EPA

- Employer/tutor review progress and confirm apprentice is eligible for EPA.

- Complete a three-way declaration and upload to EPA portal.

- Apprentice has been on-programme for a minimum of 12 months, 20% off-the-job.

- Confirmation of all on-programme achievements (qualifications, maths and English requirements).

- Book EPA 60-90 days in advance of EPA taking place.
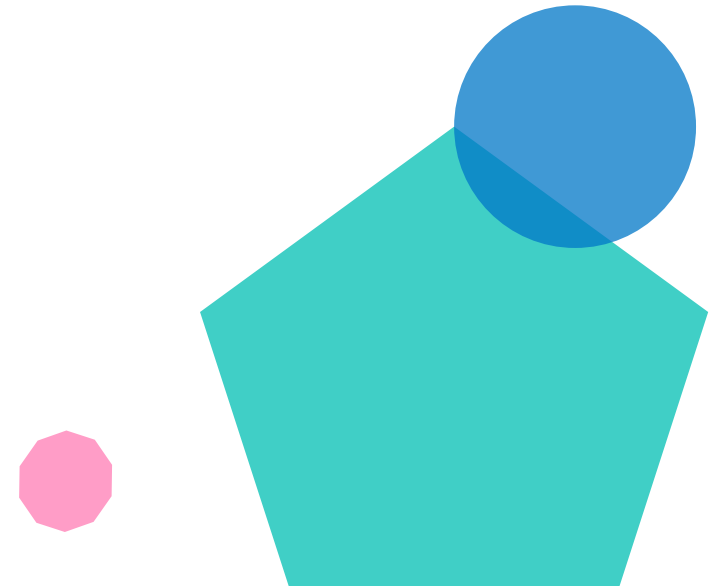
EPA for Rail Engineering Operative

Portfolio of evidence

- This is **not** the NVQ portfolio

- Collected during the last part of the apprenticeship

- Agreed with the employer and training organisation

- At least three different examples of competent evidence

- Meet the requirements of the standard: knowledge, skills and behaviours

Viva interview

- Carried out by an independent assessor

- May include an employer's representative

- Around 50-60 min

- Synoptic assessment, covering knowledge, skills and behaviours

- Graded Pass or Fail, ie, competent or not yet competent

- Feedback on performance

Employer endorsement

- After successful viva interview

- Final sign off by employer along with the apprentice and the training organisation (optional)

- We issue a statement of achievement with the outcome of the EPA

- We submit all documentation to IfA who will issue the apprenticeship certificate to the employer
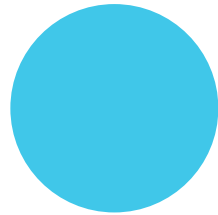
Our EPA Service for Rail Engineering Operative (9303)

How we can help you to get your apprentices ready for EPA and be successful

Our EPA Service

- The Manual for City & Guilds and ILM EPA Service is

https://www.cityandguilds.com/apprenticeships/emerging-standards/end-assessment-service

- Catch up on our recent webinars about the EPA booking process and support on assessment methods.

https://www.cityandguilds.com/apprenticeships/events-and-webinars

Application and registration process

Terms and conditions eg: cancellations

Quality assurance process

Manual for the
End-Point Assessment Service

Version 1.0
January 2018

For external use
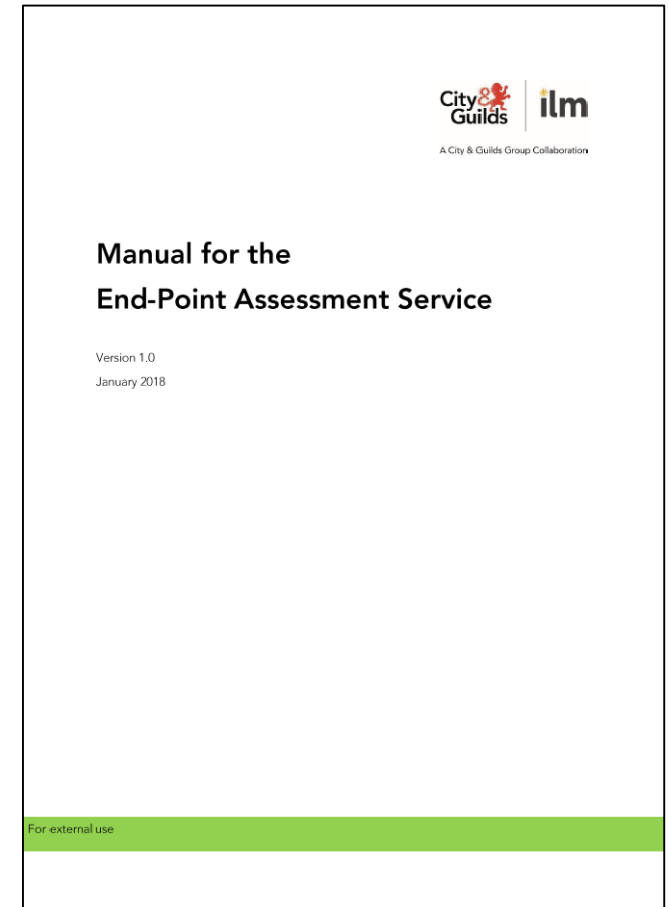
Preparation at the heart of our service

EPA customer packs for every standard

City&
Guilds

Rail Engineering Operative – End-point Assessment (9303-12)

Version 1.0 May 2018

End-Point Assessment Pack
For training providers/employers

Key document for centres/customers/employers for the planning and delivery of the apprenticeship.

It will include:

- the standard

- guidance on how to book EPA

- guidance for employers/trainers on how to prepare for the portfolio-based interview, how they will be assessed and grading criteria

- Guidance for apprentices on what to expect during the end point assessment, portfolio introduction for apprentices and guidance on how to prepare for the viva interview

- separate pack with recording forms.

The EPA assessment pack and recording forms are available at our website: https://www.cityandguilds.com/qualifications-and-apprenticeships/transport-maintenance/railway/9303-rail-engineering-operative#tab=documents

EPA preparation tool – helping your apprentice calmly approach EPA
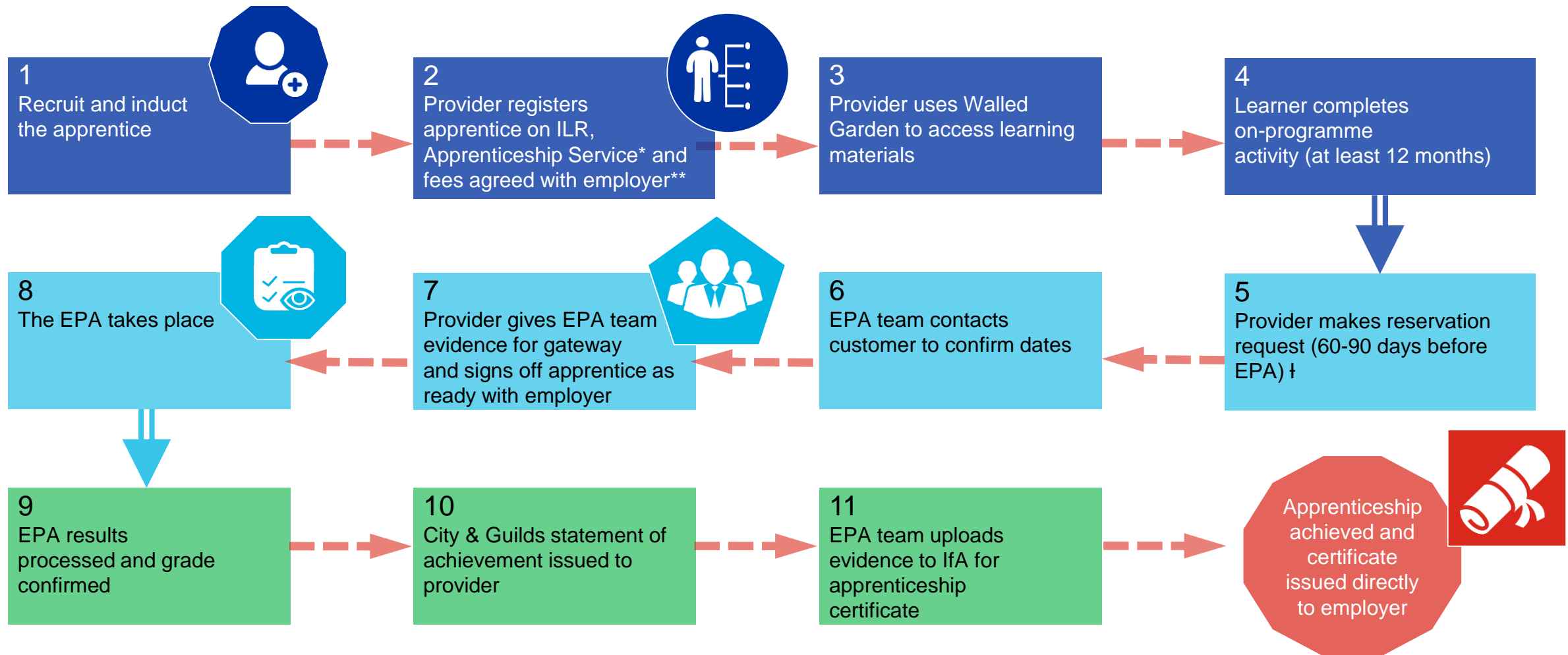
EPA preparation

Personalised to each apprentice with up to six hours of generic content per standard

Useful and relevant learning resources relevant to the standard and assessment method

Organised by assessment skills most relevant to the apprentice and to the standard

Apprentices can gain confidence in areas like interviews, presentation skills, writing and exam revision

The EPA journey step-by-step

1 Recruit and induct the apprentice

2 Provider registers apprentice on ILR, Apprenticeship Service* and fees agreed with employer**

3 Provider uses Walled Garden to access learning materials

4 Learner completes on-programme activity (at least 12 months)

8 The EPA takes place

7 Provider gives EPA team evidence for gateway and signs off apprentice as ready with employer

6 EPA team contacts customer to confirm dates

5 Provider makes reservation request (60-90 days before EPA) ⱦ

9 EPA results processed and grade confirmed

10 City & Guilds statement of achievement issued to provider

11 EPA team uploads evidence to IfA for apprenticeship certificate

Apprenticeship achieved and certificate issued directly to employer

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

Results and resits

- If the apprentice passes, then we will issue a 'Statement of Achievement' to the customer.

- We then claim the apprentice certificate from the Institute of Apprenticeships who in turn, post certificates to the employer.

- If the apprentice fails, we will issue a formal notification and feedback to the customer on which areas were failed.

- Booked through Walled Garden on a component by component basis. City & Guilds reopens access for the apprentice's EPA portal record or gives them a resit course.

EPA payment structure

Simple payment structure – two charging points:

- Registration: small amount (£25) when they register the apprentice on Walled Garden

- After EPA: the balance once our assessors have submitted their results

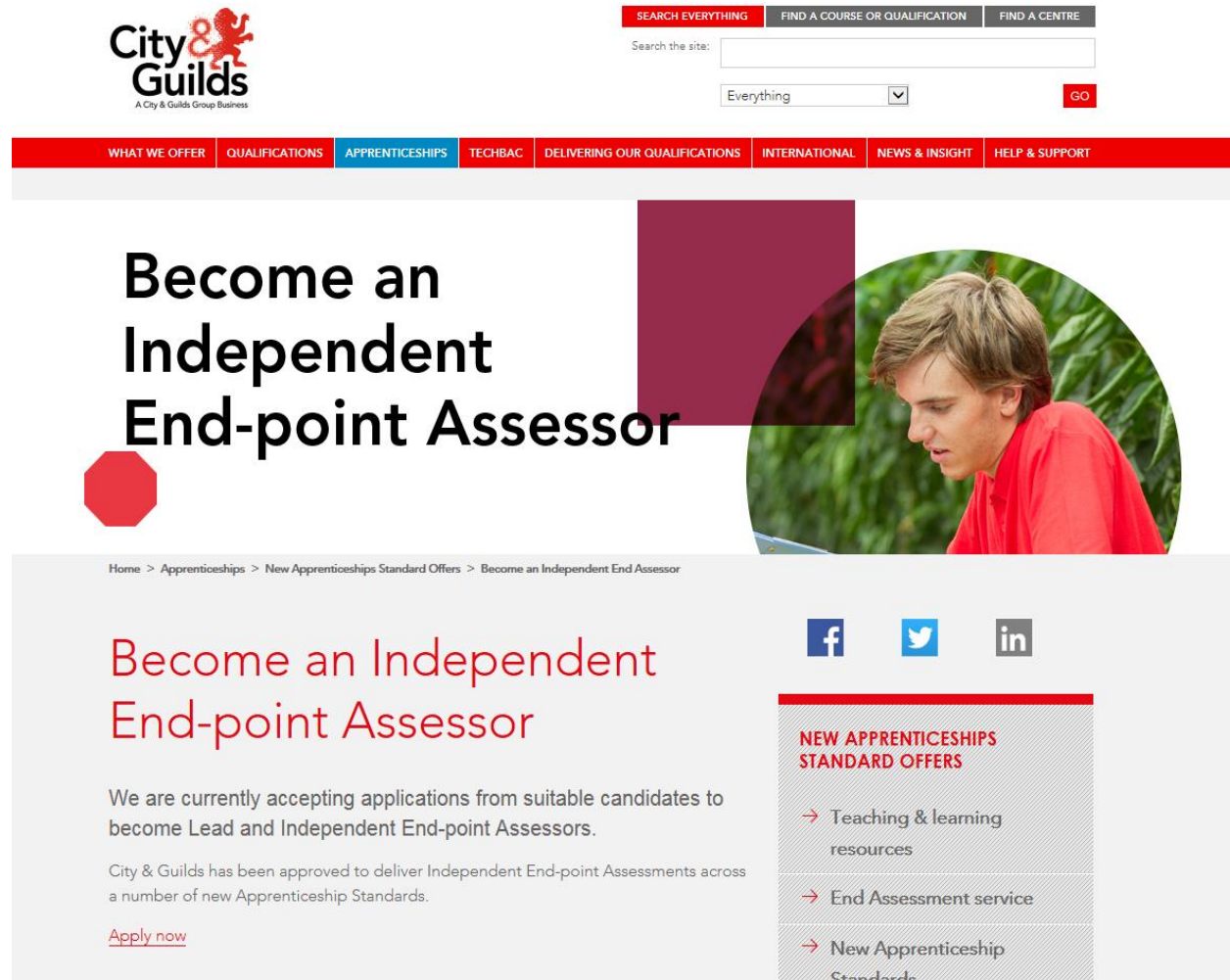**Reservation fee**   **EPA reservation request**   **EPA event**   **Balance**

- You'll have received nearly all of your funding by this point so can help manage your cash flow

- No hidden charges – the price includes any third-party fees related to external quality assurance

- Registration releases materials to help apprentices prepare for their EPA

9303-12 Rail Engineering Operative End-point Assessment

Registration fee: £25
Balance fee: £575 (after results have been submitted by independent assessor)
Re-sits (if needed): £575

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

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

Further support and events from us

Keep up to date – register for email updates:
http://www.cityandguilds.com/what-we-offer/centres/email-updates

Pre-recorded webinars on EPA, funding, on-programme resources:
https://www.cityandguilds.com/apprenticeships/events-and-webinars

Network events
We are always looking for centres to help us host network events. Please contact us if you're interested.

Thank you! patricia.santos@cityandguilds.com

Any questions?