Improving Timely Success - streamlining gateway and your EPA event

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Apprenticeship Accountability Framework Technical Specification 2021 to 2022

For all age apprenticeships

Version 1.0 (Clarification Version): January 2022

This document sets out the detailed approach on applying the apprenticeship accountability framework, as first published in August 2021. It outlines the initial thresholds for 2021 to 2022 academic year for various quality indicators that form part of the apprenticeship accountability framework and how we will apply them for this first year.

We are issuing this Technical Specification as a clarification version to give you the opportunity to provide feedback on how we can make them clearer or better understood.

Please email any feedback to provider.strategy@education.gov.uk by 1 March 2022. Following a review of any feedback, we will update the specification to reflect any clarifications by the end of April 2022.

Two types of indicators for ESFA (Quality & Supplementary)

Indicator	At risk	Needs improvement
Quality indicators		
Outcomes from Ofsted reports	Organisations graded as inadequate by Ofsted for "apprenticeships" (or inadequate for "overall effectiveness" under its FE and skills remit where there is no separate apprenticeship grade) or an 'Insufficient progress' outcome at an apprenticeship new provider monitoring visit	
Achievement rates		
Retention rates		
Withdrawals	Of total cohort of apprentices, percentage of withdrawals is greater than 35%	Of total cohort of apprentices, percentage of withdrawals is less than or equal to 35% and greater than 15% OR where the number of apprentices identified as withdrawn is greater than 100
Employer feedback		Average feedback less than 2.5
Apprentice feedback		
Supplementary indicators		
Off The Job Training (OTJT)		
Learners Past Planned End Date	Of total cohort of apprentices, the percentage of apprentices passed planned end date by 365 days or more is greater than 15%	Of total cohort of apprentices, the percentage of apprentices passed planned end date by =>180 days and <365 days is greater than 15% OR where the number of apprentices identified is greater than 100
Breaks in learning	Of total cohort of apprentices, the percentage of apprentices identified on a break in learning by 365 days or more is greater than 15%	Of total cohort of apprentices, the percentage of apprentices identified on a break in learning by =>180 days and <365 days is greater than 15% OR where the number of apprentices identified is greater than 100

Completion rates and feedback from EPA – Overall 61.4%

Industry Areas	Completions Overall	19/20 completion rates	Feedback from an EPAO
Engineering & Transport	8k	67%	Invariably longer duration (24 Months -36). Most standards require a skills test.
Construction & BSE	7k	47.5%	
Hospitality & Catering	13k	67%	
Digital	16k	65%	24 Months On-programme in many cases. This is most improving area
Business & Management	62k	60%	Shorter length of programme 12-24 Months on average. Those that do not get this right have lots of OOF.
Health & Children	43k	60%	
Hair & Beauty	6k	50%	
Land-Based	2k	63%	Volumes to small to form any patterns

Important to note

Feedback from apprentices will be collected through a new feedback feature currently under development for the apprenticeship service. This is expected to be launched during the year. Data will be utilised for accountability purposes once a sufficient number of apprentices have submitted feedback.

Getting Started

Ensure that you and your apprentices have a clear assessment of their abilities and skills, so that you can work together to formulate a learning plan.

Learning journey

Understand the requirements for your apprentices' on-programme journey – what gaps does your apprentice have and how can you ensure they are ready for gateway?

Assessment

What can you provide your apprentice with to give them an idea of what's required for their assessment? What materials can you use to practice ahead of this?

Common Pitfalls

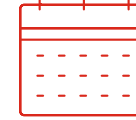Here are some common pitfalls in the process.
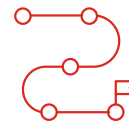
Paperwork requirements
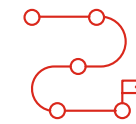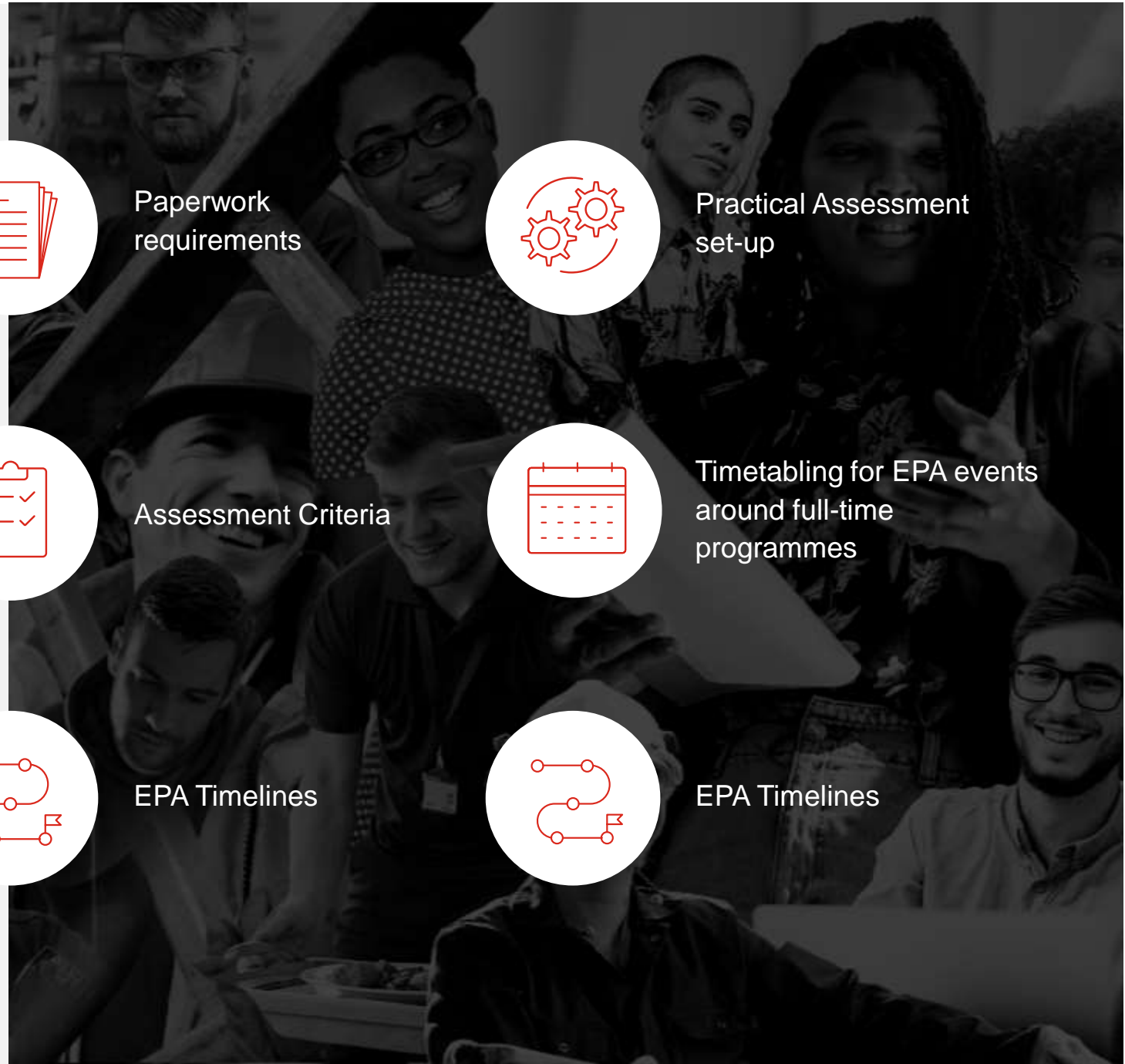
Practical Assessment set-up

Assessment Criteria

Timetabling for EPA events around full-time programmes

EPA Timelines

EPA Timelines

Gateway Top Tips

Math's & English Evidence	Correct level has been achieved, learner name matches and it is the acceptable type of evidence
Mandatory Qualification	Claim and upload your qualification evidence ready for gateway
Paperwork versions	Use up to date paperwork – do not print and save copies
Learner's details	Ensure learner documentation matches the registered name or provide supporting evidence
Paperwork is completed in full	Ensure dates, full names and signatures are completed on paperwork
Minimum apprenticeship timeframe had been completed	Apprentice must be on programme for 12 months and 1 day before entering into gateway
EPA platform	Teams know how to use their EPA platform
Understanding of the standard gateway requirements	Use the resources provided to inform the requirements of gateway
Staff Training	Ensure your teams are familiar with their EPA platform

Preparing for EPA - Apprentice

- Apprentices should spend time familiarising themselves with their apprentice resource pack to understand the requirements of the EPA and what they will need to prepare along the way.

- Learners should ensure that they can access the resources needed to achieve the EPA. These could include departmental experience, mini-assessments, case studies and success stories.

- It's essential for apprentices to understand how the assessment platform works, such as City & Guilds' apprenticeship platform, E-volve.

- The wise apprentice will set aside regular time with their employer to reassess and manage expectations around their performance in their role and evaluate the upcoming requirements of the apprenticeship.

- Apprentices should practice their final presentation thoroughly, gathering feedback from "mock professional discussions", prior to their actual EPA evaluation.

Preparing for EPA - Provider

- Providers should establish a clear process within the centre for the touch points of the end-point assessment

- Providers to ensure staff are trained on their platforms to prevent delays with learners registration, gateway and event bookings.

- Allow all staff to access resource materials and review the assessment plan for their approved standards

- Registering your learners early may allow your learners access to their own support materials and include them in their own EPA journey

- Prepare for physical EPA event – use your EPA support resources to plan what materials and resources you need for your EPA to take place

- Providers need to ensure that events can be carried out under exam conditions and timetable accordingly

Preparing for EPA – Provider Resources

- Exemplar materials – Examples of actual assessment components to help the learner understand the standards and requirements of their EPA.

- Sample tests – These tests provide insight into the questions that the apprentice should be preparing for.

- Portfolio guidance – Technical advisors are made available to offer guidance on what to include in the apprentice portfolio for the best possible results.

- Profession discussion – These are 'practice rounds' which give tutors and learners an opportunity to better prepare for the final EPA.

- EPA Pro – An online bank of supporting documents and resources to enrich the apprentice's journey and provide support in EPA preparation

- LIEPA Reports – Lead Independent End-Point Assessment reports focus on EPA key objectives, sharing feedback from previous assessments.

Preparing for EPA - Employer

- Review job descriptions to ensure that the skills and experience required are applicable to the programme and do not unintentionally create hindrances to the apprentice's progress.

- Employers should endeavour to provide as much information as possible, applicable to their learnership, as well as resources and relevant contacts within the organisation that add value to the apprentice's portfolio.

- Provide opportunities to accomplish project tasks in order to collate a portfolio of success stories that will form part of the final EPA.

- Employers or apprentice mentors should make themselves available to the learner, to manage expectations and reassess areas where the apprentice may need further experience.

- Create an apprentice-friendly community environment within the workplace by encouraging managers and colleagues to support the apprentice as they learn.

EPA Event Top Tips

Plan your bookings	Plan as far in advance as you can for your event to take place to secure your requested date
Uploading assessment evidence	Keep to your EPAO's assessment evidence timelines to avoid the assessment date being delayed
Timetable for physical events	Have time scheduled in to allow the events to take place under exam conditions
Resources	Use your resource packs provided by your EPAO to set up bays and equipment required for the assessment
Support	Use your EPAO technical advisors or similar for support setting up your assessment areas
Online assessments	Make sure your learner is familiar and comfortable with their I.T equipment – use checklists and test links where provided
Feedback	Use the feedback provided from previous events to standardise and support future events
Platforms	Know your EPA platform to avoid delays in booking and uploads
EPAO	Use your EPAO to support your staff, employers and learners

Thank you

Any questions?

About City & Guilds

Founded in 1878 to develop the knowledge, skills, and behaviours needed to help businesses thrive, we offer a broad and imaginative range of products and services that help people achieve their potential through workbased learning. We believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future. So we work with likeminded partners to develop the skills that industries demand across the world.

About ILM

ILM is the leading specialist provider of leadership qualifications in the UK. Last year, over 70,000 people enhanced their skills and performance with ILM, including 14,000 management apprentices. We believe that great leaders can come from anywhere. With the right support, anyone can grow and develop to make a real difference to their team and organisation. Which is why we help individuals from all levels to realise and apply their potential, so that the organisations they work for can reap the benefits.

To learn more about City & Guilds Apprenticeships, please contact
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