Welcome to the City & Guilds Level 2 Administration Assistant Webinar

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Level 2 Administration Assistant ST1472

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Today's session

- Θ **Where are we at?**
- Θ **What do we know?**
- Θ **Assessment Methods**
- Θ **Poll**
- Θ **Grading**
- Θ **Gateway**
- Θ **Resits**
- Θ **Summary**
- Θ **Staying connected**

Where are we at?

- Standard currently in development therefore currently in DRAFT format.

- Proposal for the Level 2 Administration Assistant has been approved

- The Occupational Standard, EPA plan and funding band still needs approving.

- Recently gone through public consultation

What do we know so far?

- Full time apprenticeship (not foundation)

- Minimum 12 month on programme

- EPA should be completed within an EPA period lasting typically 4 months

- **Two** assessment methods

  - Interview based on a portfolio of evidence

  - Presentation and Q&A

- The assessment methods can be delivered in any order

DRAFT

Portfolio of Evidence based Interview

Assessment Methods: Portfolio based Interview

- Portfolio of evidence requirements:

  - contain 16 to 18 discrete pieces of evidence

  - mapped to the KSBs

  - holistic mapping expected

- Evidence sources may include workplace documentation and records, for example:

  - workplace policies and procedures

  - witness statements

  - annotated photographs

  - video clips with a maximum total duration 10 minutes; the apprentice must be in view and identifiable

- **Cannot** include reflective accounts or any methods of self-assessment

- The PoE is **not** directly assessed.

- The IEPA will review the portfolio of evidence to prepare questions for the interview

Assessment Methods: Portfolio based Interview

- To assess the apprentice's competence against the following themes:

  - Continuous professional development

  - Policies and procedures

  - Sector and organisational landscape

  - Operational activity

- The interview will last a minimum of 60 minutes (10% tolerance allowed)

- The IEPA will ask a minimum of 6 questions (from a question bank)

- Follow up questions are allowed where clarification is required.

- Remote EPA is advised

Presentation and Q&A

Assessment Methods: Presentation/Q&A

Presentation must cover the following:

- A review of their workstation - for health and safety compliance and an example plan of how they complete tasks

- An example of how they reviewed and responded to a request for information and selected communication methods, following organisation policies, workplace practices and regulations

- An example of how they have used a software package and cloud service or platform to access, retrieve and save information

- How they use agreed systems to schedule meetings

- The presentation can be in a format or style chosen by the apprentice, e.g.

  - the use of audio content such as audio clips

  - the use of visual content such as video clips

  - images such as photographs, tables or charts

  - annotated written report

  - presentation software

Assessment Methods: Presentation/Q&A

- Duration of presentation : 20 minutes (10% tolerance)

- Q&A : 20 minutes (10% tolerance)

- The IEPA must ask a minimum of 3 questions (question bank)

- Remote EPA is advised

Poll time

Potential Change in Final Grading

- **Interview based on portfolio of evidence:**
  - fail
  - pass
  - distinction

- **Presentation with questions:**
  - fail
  - pass
  - distinction

- **Overall Grading:**
  - fail
  - pass
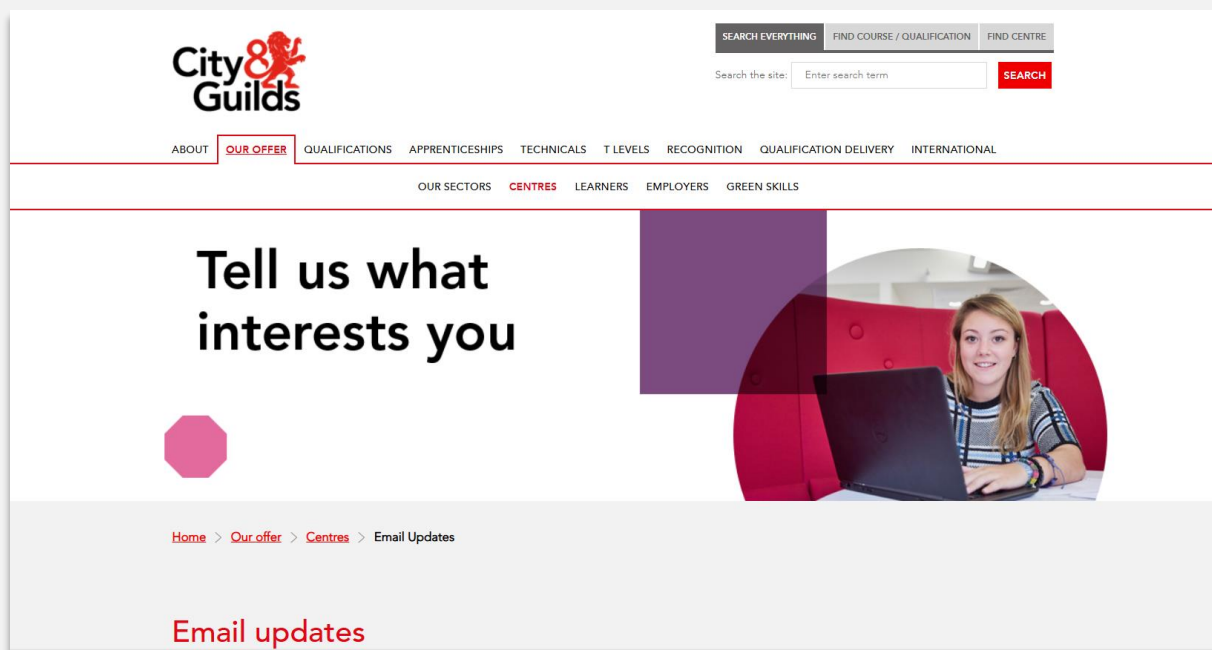 - merit
  - distinction

Gateway

- Achieved English and mathematics qualifications in line with the apprenticeship funding rules

- Submit a portfolio of evidence for the interview - based on portfolio of evidence

- The IEPA must have at least 2 weeks to review the supporting documentation (PoE)

- The EPAO must give an apprentice 2 weeks' notice of the interview.

Resits

- An apprentice cannot resit to upskill

- A re-sit is typically taken within 2 months of the EPA outcome notification.

- Failed assessment methods must be re-sat or re-taken within a 6-month period from the EPA outcome notification, otherwise the entire EPA will need to be re-sat or re-taken in full.

- The apprentice will get a maximum EPA grade of pass if they need to re-sit or re-take one or more assessment methods

Summary

- Only two assessment methods

- Still 'on programme' for 12 months minimum

- Introduction of a potential merit grade

- **Cannot** include reflective accounts or any methods of self-assessment in PoE

- Remote EPA

- What next? This is the first of many webinars. Once the standard has full sign off, we will issue timelines of our next steps.

- DRAFT End Point Assessment Plan

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Thank you for listening.

Questions?