

EPUT Assessment Centre Apprenticeship Agreement

This is a contract between:

Learner Name:			
Manager Name:			
Assessor Name:			
ULN:		REF	
Course Name:			
Course Start Date:			

Expected time scale of Assessment Process

Meetings will be pre-arranged at an agreed time and place. Both parties will undertake to give as much notice of cancelled meetings as possible.

It is anticipated the course will be completed within:

Method of evidence gathering and Assessment

It has been agreed that the assessment will include live observations, which will be conducted within the Learner's work setting.

The Learner will take the main responsibility for evidence gathering and will keep the Assessor informed of opportunities for evidence gathering which are likely to arise. The Assessor will support and offer guidance when, and where appropriate.

Assessments will be carried out within normal working time and should not disturb the normal activities of the Learner's workplace.

There is a 20% 'off the job' learning requirement within the Apprenticeship programme. This will be achieved through attendance of monthly workshops, block placements and identified training to enhance and develop skills needed to complete the programme.

Learners will produce a portfolio of written work, to evidence relevant knowledge and planned learning outcomes.

A further, reflective portfolio will be produced by Learners, within the final three months of their programme, for gateway in to End Point Assessment.

End Point Assessment is a compulsory requirement for completion of the Apprenticeship programme, and consists of the End Point Assessor conducting an interview, around the reflective portfolio, an observation within the work setting, and an invigilated examination. Preparation for this assessment will be mainly concentrated within the final 3 months of the programme, and will include practice professional discussions and mock exams.

Record Keeping

The Learner and Assessor will use the documentation required by the Assessment Centre and the Awarding Body. All records of evidence are to be kept in the Learner's portfolio. All information recorded must maintain confidentiality and be within the organisations guidelines.

Records of meetings and assessment plans need to be kept in the portfolio and be available for the Internal Verifier (IV), External Verifier (EV) and other relevant parties, to have access to.

The Learner must take responsibility for the safe keeping of the evidence gathered and ensure the portfolio is maintained in an order that allows evidence to be found easily, as dictated by Assessment Centre guidelines and protocol (revised 2010).

Arrangements for Feedback

Feedback will be given to Learners on a regular basis and recorded on the assessment plan. Verbal feedback may be given when appropriate.

Feedback must include any further action required when the evidence provided is not sufficient to meet the Performance Criteria for a unit.

Feedback will be given monthly to the Manager, and they will be required to respond. This will be recorded on the Monthly Manager Feedback form.

Responsibilities of the Learner:

- To attend relevant training when needed, and arrive punctually to avoid missed content.
- To produce planned evidence relevant to the award being undertaken.
- To meet with your assessor at agreed times.
- To attend monthly workshop sessions, block placement and all training identified to meet the qualification.
- To identify with your Assessor, opportunities to be observed.
- To notify assessor and manager if you have to cancel planned observations
- To avoid booking Annual leave on pre-planned workshops or training sessions
- To work to agreed timescales for completion of each unit.
- To complete End Point Assessment.
- To be available for internal and external quality assurance processes.
- To complete Learner Feedback section, on all relevant paperwork.
- To attend planned supervisions with Assessor.
- To complete the care certificate within the first 3 months of the course
- To complete and maintain an up to date reflective log

Responsibilities of Assessor:

- To assess the work provided by the Learner using the relevant standards and make judgements accordingly.
- To support the Learner to gather appropriate evidence and check evidence is valid, authentic, current and reliable.
- To provide the Learner with a fair and reliable assessment.
- To give feedback throughout the process of the Learner's completion of the programme.
- To complete documentation as required by the EPUT Assessment Centre and the Awarding Body.
- To provide monthly workshop sessions, supervisions, co-ordinate block placements and provide assistance in identifying training which will enable the Learner to develop required skills.

- To prepare the learner to achieve the necessary standard of skills required to undertake the End Point Assessment.
- To monitor progress of the Care Certificate
- Review reflective log and give appropriate feedback

Responsibilities of the Manager:

- To release the Learner to attend planned workshops, block placements and other identified training.
- Provide opportunities for all Assessors involved in delivering the Apprenticeship programme, to observe the Learner in their work setting,
- To discuss progress on Apprenticeship Programme within regular supervision meetings.
- To engage in the Monthly Manager Feedback process.
- Allow provision of time allowed for the Learner’s reflective practice.
- To allocate a mentor to supervise and support completion of the Care Certificate within the first 3 months of the course
- To sign and confirm entries of reflective log are valid

Mutual responsibilities:

To be committed to the Vocational Award Programme and work to the standards stipulated by the EPUT Assessment Centre and the Awarding Body.

			Date
Learner Name		Signed	
Manager Name		Signed	
Assessor Name		Signed	

The contract will be reviewed 6 monthly, but may be reviewed by all parties if necessary.