



Training Qualifications UK

End-Point Assessment Further Information

Assessment Delivery

COVID-19

Production Chef

In order to mitigate the effects on Apprentices' End-Point Assessment journeys, we have worked collaboratively with External Quality Assurers, the Institute for Apprenticeships and Technical Education to agree and apply some approved assessment flexibilities as well as some standard specific alterations to individual assessment methods.

Such flexibilities include:

- Relaxation of prescribed assessment order
- Detaching assessment dependencies
- Remote invigilation of test based assessments
- Applying an up to 12-week extension to standards which detail a time bound EPA period.

For many assessments, we have always proactively offered a remote assessment option. A practice we are able to continue to offer during this time, as appropriate.

However, it is recognised that on-site face-to-face based assessments may still not be possible at present due to the COVID-19 outbreak. We are therefore applying some of the above named flexibilities in order to enable as many assessments to continue to take place until all face-to-face assessments become practicable and safe once more.

This document aims to outline how these flexibilities and/or other detail alterations have been applied to this standard. Updates will be made should further alterations be made or Government guidance change.

Normal Delivery Operation:

Assessment Component	Delivery Order	Delivery Method(s)
Multiple Choice Question Test	Takes place as the first assessment	Onscreen or Paper Based
Observation	Takes place as the second assessment	Face to Face
Professional Discussion	Takes place as the final assessment	Face to Face or Remote

COVID-19 Delivery Operation:

Assessment Component	Delivery Order	Delivery Method(s)
Multiple Choice Question Test	Takes place as the first assessment	Onscreen only
Professional Discussion	Takes place as the second or third assessment (can be the same day)	Face to Face or Remote
Observation	Takes place as the second or third assessment (can be the same day) DELAY - Remains an option as needed	Face to Face
OR		
Alternative Method for Observation	Can replace the Observation assessment	Remote only
Competence Framework with 40-minute Question and Answer session	Takes place as the second or third assessment (can be the same day)	
<p>Notes:</p> <p>Where onsite assessments are required, Training Providers are asked to request this via taking responsibility for the completion of the Onsite Assessment Declaration Form which can be found under the General Support materials section on VERVE EPA.</p> <p>Apprentices can choose to undertake the approved alternative assessment method- Competence Framework with Q&A - in place of the Observation Assessment. It is permissible for this assessment to take place on the same day as the Professional Discussion, however they will be treated as separate assessments.</p> <p>Apprentices do not have to select this alternative assessment and can still request to delay their EPA until such time that it is safe and practicable for on-site Observations to resume.</p> <p>Where an Apprentice does opt to wait for the onsite observation assessment to be able to take place a short Question and Answer session will be added to the Observation to address matters arising from the assessment which would usually be addressed in the Professional Discussion assessment.</p> <p>Where the alternative assessment is undertaken, should the Apprentice require a resit/retake, both assessment options remain open to them.</p>		

Competency Framework

A competency framework is a collection of statements from either the Employer or the Training Provider, whereby evidence is recorded where the Apprentice has been witnessed showing competency against the Knowledge, Skills and Behaviours assigned to the assessment method. The statements must provide detail of how the criteria were demonstrated, using specific examples from the Apprentice's performance. A template for the production of this Competency Framework can be found on Verve EPA, along with a **Competency Framework with Q&A Apprentice Brief**.

If the End Point Assessor deems the evidence provided as sufficient, the Apprentice will be taken forward to the question and answer assessment. Following this, the appropriate grade will be awarded based on the assessment and the evidence provided.

This assessment plan outlines that all assessment components should be completed within a two month period of the Apprentice successfully progressing through Gateway. As required Training Qualifications UK will apply the permitted Extension period of up to 12 weeks. This will be recorded centrally by Training Qualifications UK with such records available for External Quality Assurance Providers upon request.

Where an Apprentice opts to pause and wait for such a time when an onsite observation is be able to take place, and it is therefore likely to be more than four weeks between this Observation and the Professional Discussion assessments taking place, Training Providers are advised to record a Break in Learning against the Apprentice on the ILR. This should be in addition to the record of Extension applied by TQUK.

We appreciate due to other factors associated to COVID-19, delays in wider assessments may be required. In such instances the same principles as above should be applied in relation to recording a Break in Learning if this is likely to exceed four weeks.

Should there be a need for the extension to proceed beyond the 12 week period Training Providers are requested to contact Training Qualifications UK prior to this expiring for further advice.

Should you have any further queries, please contact our End-Point Assessment team at epa@tquk.org or call them on 03333 583344.