

Stage One: Induction

Welcome to 'Stage One: Induction' of your resource pack for your Adult Care Worker apprenticeship programme. This stage is broken up into the following areas:



1. Your Learning Journey

When enrolling on a new study programme it is so important that you are fully aware of what is required and 'Your Learning Journey' is available to help illustrate this across all aspects of your programme of study.

2. Who's who

During your course you will come across a number of different people with different job roles and responsibilities who are there to support you. This section helps to identify these people so you have a much clearer picture of how they are involved in your apprenticeship programme.

3. Apprenticeship Induction Completion Summary

Linked with 'Your Learning Journey', there are a number of key milestones to complete as you progress toward the successful completion of your programme. This section records an official sign off for each stage, showcases your progress, and identifies what you still need to complete.

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Your Learning Journey

Your Learning Journey for the Adult Care Worker apprenticeship can be split in to the following four stages:



Stage One: Induction

Complete all programme enrolment paperwork

Complete initial assessments for English and Mathematics

Evidence enhanced Disclosure and Barring Service (DBS)



Stage Two: Formative Study

Complete training against all Knowledge, Skills and Behaviours

Achieve a minimum of Level 1 Mathematics and Level 1 English

Complete the Level 2 Diploma in Care

Complete the Care Certificate



Stage Three: Gateway

Confirm all aspects of 'Formative Study' are completed successfully

Collate testimonies from service users

Undertake gateway self-assessment, in readiness for end-point assessment



Stage Four: End-Point Assessment

Situational Judgement Test

Professional Discussion

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Your Learning Journey

1. Your Learning Journey

Looking a little closer at each stage...



Stage One: Induction (complete in month 1)

Your induction will be completed by your Trainer/Assessor and Employer. During this stage you will explore the full requirements of your apprenticeship programme and what will be expected from you during your course.

At this stage you will also complete an initial assessment in both Maths and English, (don't panic, these are not tests!). These initial assessments are useful to provide your Trainer/Assessor with a benchmark of your level, but also to identify any potential areas where you may need support.

One other important requirement to be completed at this stage is the need to evidence an Enhanced DBS report. This is an industry minimum requirement when working with people under your care/support.

Stage Two: Formative Study (complete in months 1-12)

The Formative Study stage is the longest stage within your programme and is an essential aspect of development within your role. At this stage you will evidence your knowledge, skills and behaviours against the apprenticeship standard and with the support of your Trainer/Assessor and Employer you will have every opportunity to succeed.

During stage two, you will be required to complete the following:

- **Level 2 Diploma in Care.** This industry standard qualification is the minimum requirement for those working in the adult health and social care sector.
- **Functional Skills Qualification in English at Level 1.** Having good literacy skills is so important when working in this sector and this qualification showcases your ability to read, write and communicate with others in a professional manner.

Note: If you already have a recognised English qualification at Level 1, you may not need to complete this area again.

- **Functional Skills Qualification in Mathematics at Level 1.** Similarly having a good level of mathematical

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skills is important when dealing with important measures in health care.

Note: If you already have a recognised Mathematics qualification at Level 1, you may not need to complete this area again.

- **Care Certificate.** The care certificate is an introductory training package designed by Skills for Care and should be completed by everyone working in the care sector.



Stage Three: Gateway

Assessment Gateway is a term used within apprenticeships to describe the point at which you will check your readiness for End-Point Assessment.

Prior to you progressing to Gateway, you must showcase your knowledge and skills within your role by collecting testimonies from service users and your Trainer/Assessor will support you with this. At this point, you should have successfully completed all Formative Study elements as part of your programme.

As part of this stage you must also complete a self-assessment check with your Trainer/Assessor and Employer. The self-assessment will provide you with the opportunity to ensure you are fully prepared for the end-point assessment and will check your knowledge, skills and behaviours are to the correct standard.



Stage Four: End-Point Assessment

The final stage of this new apprenticeship standard is to complete the following two end-point assessment elements:

A. Situational Judgement Test:

This 90 minute examination will include 60 multiple choice questions across all content within the apprenticeship standard. This will be completed under strict exam conditions. At the end of the test, if completed on screen, you will be issued with a provision grade. A final grade will be confirmed by your Trainer/Assessor once moderation and remote invigilation has been concluded.

The examination is graded, meaning:

- Distinction = 55 + correct answers
- Merit = 50 – 54 correct answers
- Pass = 40 – 49 correct answers
- Fail = 0-39 – correct answers*

Note: If you achieve between 25-39 correct answers you are able to retake the assessment on one further occasion within a three month period. However, if you achieve fewer than 25 correct answers you will not be allowed to retake the assignment until they have completed a professional review with your Trainer/Assessor giving you additional time to complete further study.

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B. Professional Discussion:

The Professional Discussion will take place once the Situational Judgement Test has been successfully completed.

The discussion is generally between you and your Trainer/Assessor, however, your employer can/may be involved if required.

The Trainer/Assessor will have a set of topics to be discussed which are taken from the apprenticeship standard. The discussion should last approximately 45 minutes and

will provide you with plenty of time to discuss each topic area.

Following the discussion, you will be given a grade of either:

- Distinction = Outstanding Achievement
- Merit = Good Achievement
- Pass = Acceptable Achievement

Note: You have to complete each component to at least 'Pass' grade to complete the apprenticeship.

Once both assessments are completed, you will be provided an overall grade for your apprenticeship, using the following Grading Table:

Example: If you achieve a *Pass* for the Situational Judgement Test and a *Merit* for the Professional Discussion, *Merit* would be your Overall Grade:

GRADING TABLE		PROFESSIONAL DISCUSSION			
		<input type="radio"/> Fail	<input type="radio"/> Pass	<input checked="" type="radio"/> Merit	<input type="radio"/> Distinction
SITUATIONAL JUDGEMENT TEST	<input type="radio"/> Fail	Fail	Fail	Fail	Fail
	<input checked="" type="radio"/> Pass	Fail	Pass	Merit	Merit
	<input type="radio"/> Merit	Fail	Pass	Merit	Distinction
	<input type="radio"/> Distinction	Fail	Merit	Merit	Distinction

OVERALL GRADE

Merit

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Who's Who?

2. Who's who?

During your course, you will meet many people who are there to help you with your studies. It can be confusing remembering who is responsible for what, so the following table is designed to help provide you with a quick reference to 'Who's who':

Key:

- Involved during Stage 1-3 of your apprenticeship
- Involved during just Stage 4 of your apprenticeship
- Involved throughout your whole apprenticeship

Trainer/ Assessor	Your Trainer/Assessor is employed by your training provider and has a wealth of Adult Health and Social Care experience. They are responsible for supporting you from stages 1-3 of your apprenticeship programme including the assessment of the Level 2 Diploma qualification.
Internal Quality Assurance Officer	Your Internal Quality Assurance Officer is also employed by your training provider and is in place to support and monitor the work of the Trainer/Assessor. This is to ensure you receive the right amount of support and guidance and that the qualification/ apprenticeship standards are maintained. Much of this monitoring may take place remotely and therefore you may not always meet this person.
External Quality Assurance Officer	The External Quality Assurance Officer (EQA) is employed by the Awarding Organisation and will be very experienced in Adult Health and Social Care. They will have an excellent understanding of vocational education will ensure that the Trainer/Assessor and IQA are doing things correctly. Their sampling and checking methods may mean that you never meet in person.
Independent Assessor	The Independent Assessor is employed by an approved independent End-Point Assessment Organisation and will provide the End-Point Assessment for your apprenticeship (Stage 4). They will invigilate the Situational Judgement Test and undertake the Professional Discussion before providing you with a final apprenticeship assessment grade.
Independent Quality Assurance Officer	Your Independent Quality Assurance Officer is employed by an approved independent apprenticeship Assessment Organisation and is in place to support and monitor the work of the Independent Assessor. They will ensure that the End-Point Assessment requirements are maintained and completed fairly and equally. Much of this monitoring may take place remotely and therefore you may not always meet this person.
Adult Care Apprenticeship Board	The Adult Care Apprenticeship Board is managed by Skills for Care and supported by a range of industry employers. It is their responsibility to ensure all apprenticeship standards in this sector are completed in line with requirements and that standards improve over time. They do this through regular monitoring of approved independent Apprenticeship Assessment Organisations.

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Apprenticeship Completion Summary

3. Apprenticeship Induction Completion Summary

The following provides a summarised record of progress toward the completion of your programme of study. Each element is important in helping you successfully achieve the Adult Care Worker apprenticeship. If you have any questions, please speak to your Trainer/Assessor.

Element	Trainer/ Assessor Confirmation	Apprentice Confirmation	Outcome	Date
Initial Assessment: English/Reading				
Initial Assessment: English/Writing				
Initial Assessment: Maths				
Enhanced Disclosure and Barring Service (DBS)				
