

Level 3 Learning and Skills Assessor v1.0

Innovate Awarding Assessment Specification



Contents

Innovate Awarding	04
The Apprenticeship Standard and Assessment Plan	09
Assessment Journey	10
The Apprentice	11
Off-the-Job Training	12
Gateway	13
End-Point Assessment	17
Annex 1 - Assessment Plan and Occupational Standard	20
Annex 2 - Additional Information	21

Innovate Awarding

Meet our Managing Director



Welcome to the Level 3 Learning and Skills Assessor Apprenticeship. Our Innovate Awarding EPA Journeys are designed to ensure the employer, provider, assessor and apprentice have the appropriate support and guidance to allow successful completion of an apprenticeship, providing further confidence and assurance having chosen us as an End-Point Assessment Organisation.

We are an Ofqual approved End-Point Assessment Organisation (EPAO), experienced in operating within a regulated market. Driven by the employers we work in partnership with, we deliver End-Point Assessment (EPA) in the Health, Care, Education, Leadership, Management, Leisure, Customer Service, Creative, Hospitality, Retail, Transport and Logistics sectors.

Delivering an apprenticeship is an extremely rewarding role. We recognise the need for a clear specification, resources and support, so more valuable time can be spent delivering to an apprentice.

At Innovate Awarding we stand by our 'no surprises' approach to assessment, making an apprenticeship journey as simple as possible, ensuring the best chance of success for every apprentice who undertakes EPA with us.

Charlotte Bosworth



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We recognise the need for a clear specification, resources and support.

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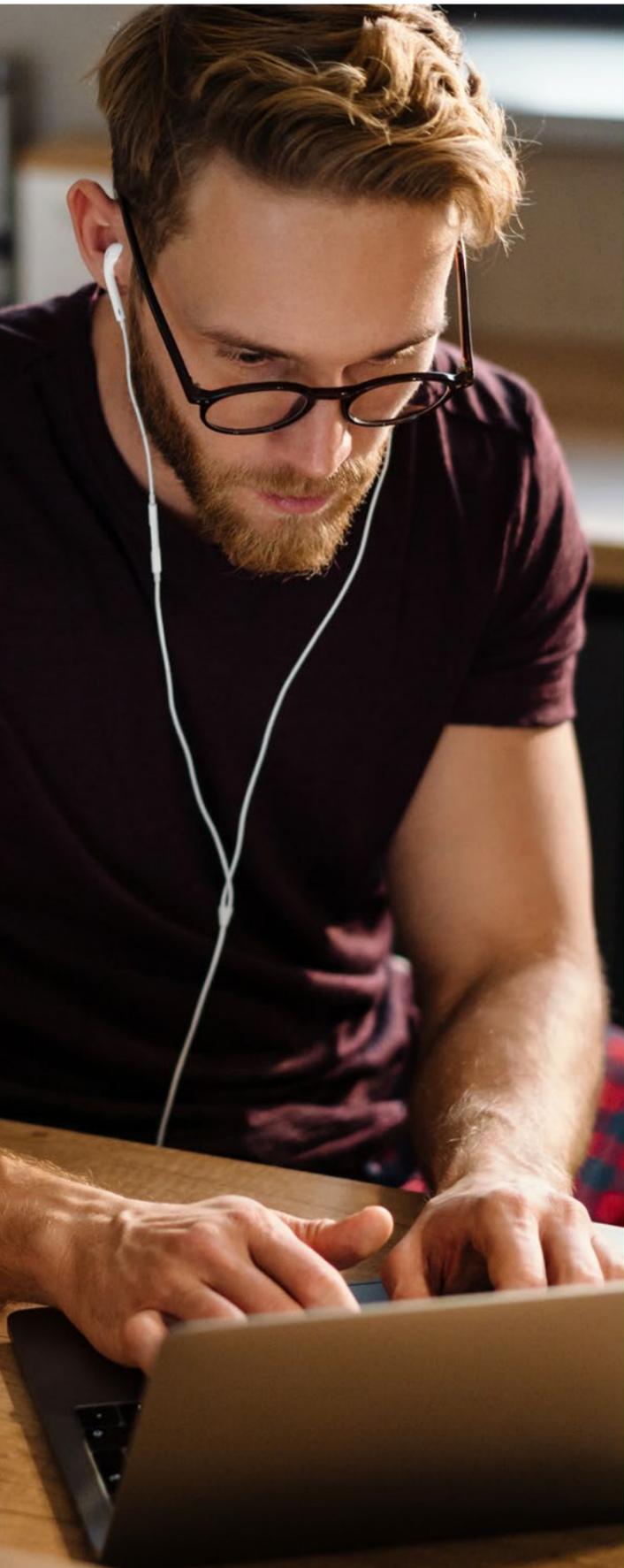
About Innovate Awarding

We are an EPAO approved by the Education and Skills Funding Agency (ESFA) with a collaborative approach to doing business. We work with providers to deliver fit for purpose EPA, providing assessments for a wide range of apprenticeship Standards, certifying thousands of apprentices, continuing to learn and improve with each experience.

We have experienced and responsive teams to ensure the EPA experience is smooth and efficient, working closely with our provider partners ensuring a 'no surprises' approach to EPA for all apprentices.

Please see our website for the range of Standards we are approved to deliver:

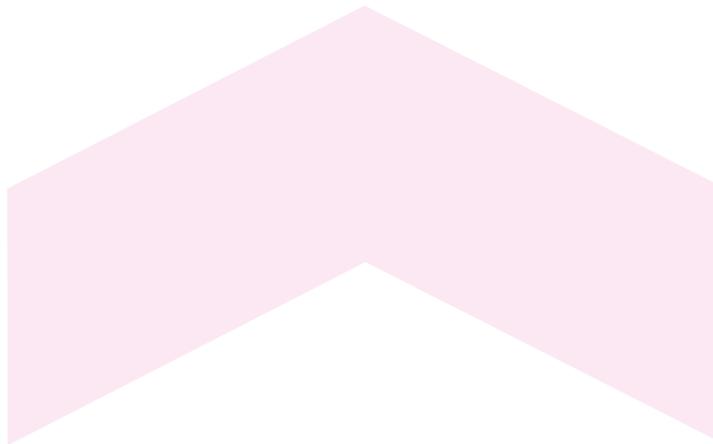
<https://innovateawarding.org/end-point-assessment/apprenticeship-standards/>



Our EPA Journeys

We have created four bespoke EPA Journeys tailored to the individual needs of the employer, provider, assessor and apprentice to enable a cross functional approach to EPA.

The Level 3 Learning and Skills Assessor EPA Journeys are available to download on epaPRO.



The Apprenticeship Standard and Assessment Plan

An Apprenticeship Standard details the knowledge, skills and behaviours (KSBs) required to be occupationally competent:

- **Knowledge** - the information, technical detail, and 'know-how' that someone needs to have and understand to successfully carry out the duties. Some knowledge will be occupation-specific, whereas some may be more generic.
- **Skills** - the practical application of knowledge needed to successfully undertake the duties. They are learnt through on and/or off-the-job training or experience.
- **Behaviours** - mindsets, attitudes or approaches needed for competence. Whilst these can be innate or instinctive, they can also be learnt. Behaviours tend to be very transferable. They may be more similar across occupations than knowledge and skills. For example, team worker, adaptable and professional.

Apprenticeships are an invaluable tool for upskilling in areas that matter most to employers. They are a highly effective route to recruit and train future talent, address skills shortages and develop careers across core parts of the business.

The Level 3 Learning and Skills Assessor apprenticeship has been developed by employers working in the sector detailing the knowledge, skills and behaviours required to be occupationally competent and outlining the training and assessment journey for an apprentice.

The apprentice will typically spend 12 months on-programme, working towards the Level 3 Learning and Skills Assessor Standard, combining practical training in a job with study. The extent of the on-programme time should be decided for each apprentice based on their prior learning, skills and experience. If employers are using this Standard for an existing employee, it is important to be aware that the role must represent new learning. Providers should support employers with this.

It is vital the apprentice is prepared and fully ready before they commence their EPA period, which is detailed in the Assessment Plan.

The EPA period will last three months, consisting of:

- Observation with questioning
- Professional discussion underpinned by a portfolio of evidence

Assessment Journey

On Programme Learning



The minimum on programme duration for the Level 3 Learning and Skills Assessor Standard is 12 months. During this time the apprentice will develop their knowledge, skills and behaviours for the Level 3 Learning and Skills Assessor Standard.

01

Gateway



02

To reach Gateway the employer will need to be satisfied that the apprentice is consistently working at, or above, the occupational competence of a Level 3 Learning and Skills Assessor. At Gateway the apprentice must have achieved Level 2 English and Maths. At Gateway the apprentice will submit their portfolio of evidence for review and their portfolio of evidence locator for the End-Point Assessment which must be approved before the apprentice begins the EPA period.

Planning Meeting



The planning meeting with the apprentice and a member of the Innovate Awarding team will take place remotely and will last around 45 minutes. The employer should also be present and dates for submissions and assessment will be agreed.

03

Observation with Questions



04

The apprentice will complete a 60 minute observation with 30 minutes of questioning (90 minutes in total), with an Innovate Awarding Assessor at the workplace. The Innovate Awarding Assessor will ask at least five questions.

Professional Discussion underpinned by a Portfolio



The professional discussion will take place with an Innovate Awarding Assessor and last for 75 minutes. The Innovate Awarding Assessor will ask the apprentice at least 12 questions after reviewing their portfolio of evidence. The portfolio itself will not be assessed.

05

Grading and Certification



06

The assessments will be graded as Distinction/Pass/Fail. The last step along the journey is the receipt of the apprentice certificate which will be sent to the employer by the ESFA.

The Apprentice

A Learning and Skills Assessor is found in the public, private and voluntary sectors in national and multi-national organisations. This role can be found in all sectors where learning, training and development is required. For example, but not limited to, healthcare, military, manufacturing, production, business and professional, education, leisure, construction, creative, technology.

The broad purpose of this occupation is to assess candidates against agreed standards of competence using a range of assessment methods. The Learning and Skills Assessor will plan, conduct assessment activities and record and report on assessment decisions to the learner and other relevant stakeholders. They will support the progression of the learner through feedback of assessment decisions, setting of ongoing realistic learning goals and referral to other professionals if required. They will

contribute to the quality cycle of the organisation and actively contribute to standardisation and moderation of assessment decisions. The Learning and Skills Assessor will be committed to their own continual professional development to maintain occupational competency in their sector. They will typically work in an environment in their organisation where they are assessing competency. They will work in a variety of locations and environments including practical vocational settings where activity may be undertaken face to face or remotely.

In their daily work the Learning and Skills Assessor will interact with learners, quality assurance practitioners, teaching and delivery professionals and other relevant stakeholders where necessary. A Learning and Skills Assessor will be responsible for ensuring they are occupationally competent in the sector they are assessing in. They will be responsible for completing their own work to specification, with minimal supervision, ensuring they meet set deadlines. They will report to relevant stakeholders and are responsible for meeting quality requirements.

Off-the-Job Training

Off-the-job training is a statutory requirement for an English apprenticeship. It is training, which is received by the apprentice during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship the learner is completing.

It is an important aspect of apprenticeship training, as it gives the learner time to properly develop knowledge and skills from the programme. At the same time, it can develop a deeper understanding of the wider business, giving a learner insight into the supply chain or different departments.

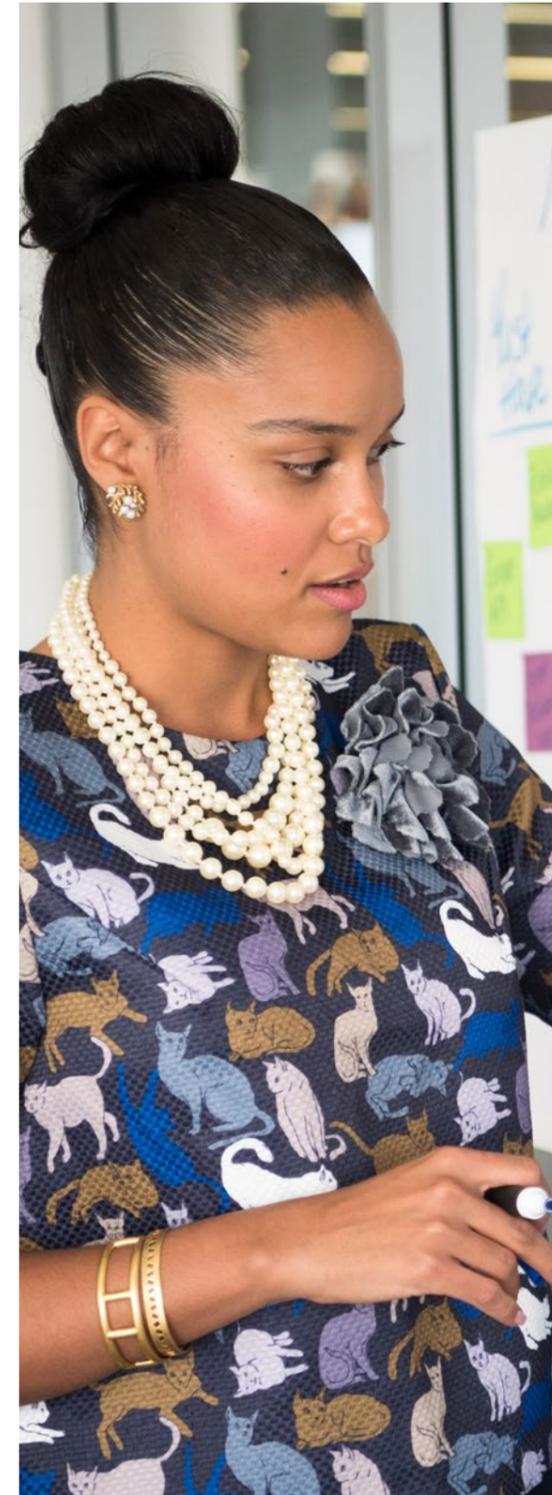
Off-the-job training allows the learner to take full advantage of the programme, improving the return on investment in training costs for the employer. A developed and upskilled apprentice will lead to an increase in productivity, a clear benefit to the business.

Examples of off-the-job training include:

- Learning new skills at work through shadowing other members of the team, where this activity has been agreed and documented as part of the agreed training plan
- In-house training programmes relevant to the apprenticeship
- Coaching sessions
- Attendance at workshops, training days and webinars relevant to the apprenticeship
- Completion of online learning
- Self-study that includes reading or watching videos
- Training in new working practices or new equipment
- Role-playing or simulation exercises
- Industry visits/conferences relevant to apprenticeships
- Writing assessments, assignments and completing projects or activities
- Practical training or training in the workplace relevant to the apprenticeship

The minimum volume of off-the-job training is six hours per week, irrespective of the hours worked by the apprentice.

Gateway



Gateway is the entry point to EPA, and it is vital that all parties understand its importance. It is the point at which the apprentice has completed their learning, met the requirements of the Level 3 Learning and Skills Assessor Apprenticeship Standard, and the provider and employer have reviewed the apprentice's knowledge, skills and behaviours to confirm they satisfied the provider and employer that they are competent and ready to enter their EPA.

Employers are ultimately responsible for deciding when their apprentice is competent as a Learning and Skills Assessor and ready to enter EPA. This decision should be taken after conversation with the provider and apprentice. It is vital this decision is based on each individual apprentice's readiness and not because they have reached the end of the initially agreed training period.

✦ Pre-Gateway Checks

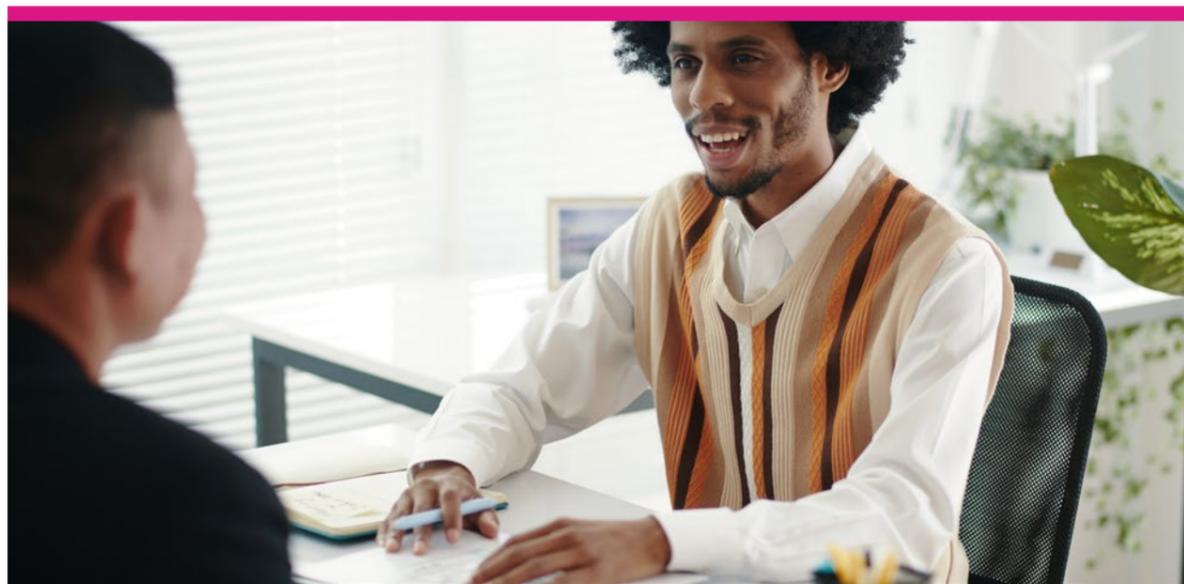
Knowing when an apprentice is Gateway-ready is much more than simply checking the apprentice has completed their learning and obtained all the mandatory requirements outlined in the Level 3 Learning and Skills Assessor Assessment Plan. Although this is important, it is about the provider, apprentice and employer being convinced that the apprentice is at the level of competence set out in the Standard and that they are prepared for the EPA, so they can claim that competency.

To pass through Gateway, typically the apprentice will have been training for a minimum of 12 months. They must also have:

- Achieved Level 2 English and Maths
- Satisfied their employer that they are consistently working at, or above, the occupational competence of the Level 3 Learning and Skills Assessor

- Compiled, and be ready to submit, a portfolio of 15 discrete pieces of evidence towards the professional discussion
- A signed declaration
- Declared any reasonable adjustments and special considerations

Readiness for Gateway includes confirming that the apprentice's portfolio meets the requirements of the knowledge, skills and behaviours set out within the Level 3 Learning and Skills Assessor Standard. This will be confirmed at Gateway and documented on epaPRO. This notifies us that the apprentice is ready for their assessment and the EPA planning meeting will be organised.



✦ Assessment Booking

Applications for any reasonable adjustments and/or special considerations should be submitted prior to Gateway, to allow time to review the request before the planning meeting.

Providers can book a planning meeting on epaPRO once Gateway documents have been reviewed and approved by us.

The purpose of the meeting is to allocate an Innovate Awarding Assessor, discuss assessment dates, confirm assessment timings, assessment requirements and assessment preparation. During the meeting we will discuss what happens if assessments are cancelled/rescheduled and how this could impact the EPA period, as well as providing information on certification and appeals.

The Level 3 Learning and Skills Assessor 45 minute planning meeting will book assessment timeslots for the:

- Observation with questioning
- Professional discussion underpinned by a portfolio of evidence

The provider will incur a charge for non-attendance of a planning meeting.

After the planning meeting, the apprentice will receive an email confirming everything discussed in the meeting and a calendar invite for all booked assessments. The apprentice will then prepare for EPA.



✦ Portfolio of Evidence Guidance

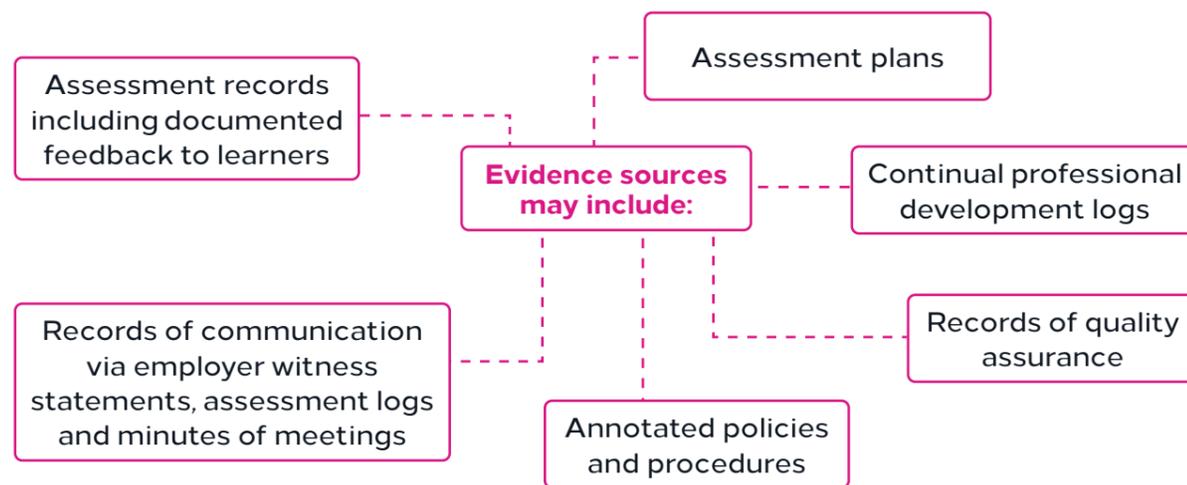
Employers will ensure their apprentice has compiled a portfolio of evidence during the on-programme period of the apprenticeship, which will be submitted at Gateway. It underpins the professional discussion but will not be assessed by us.

We will review the portfolio of evidence in preparation for the professional discussion prior to Gateway. Feedback is not required, although generally if Gateway is rejected due to the portfolio of evidence being inadequate, a courtesy email will be sent with an explanation, including the rejection reason on epaPRO.

Portfolio of evidence content and format are typically Word documents, presentations, video or audio recordings. You will upload the portfolio of evidence to epaPRO at Gateway, either by inserting a link to a SharePoint or including a zip file.

Portfolio of evidence requirements:

- The apprentice must compile a portfolio of evidence during the on-programme period of the apprenticeship
- It must contain evidence related to the knowledge, skills and behaviours (KSBs) that will be assessed by the professional discussion
- The portfolio of evidence will contain 15 discrete pieces of evidence
- Evidence must be mapped against the KSBs
- Evidence may be used to demonstrate more than one KSB; a qualitative as opposed to a quantitative approach is suggested
- The evidence provided must be valid and attributable to the apprentice; the portfolio of evidence must contain a statement from the employer and apprentice confirming this



End-Point Assessment

✦ Assessment Methods

Assessment Method 1 Component 1: Observation with questioning

The observation with questioning will take one hour 30 minutes. The observation may be split into discrete sections held on the same working day to cover:

- Two 30 minute live observations (60 minutes)
- 30 minutes of questioning

The Innovate Awarding Assessor can increase the time of the observation by up to 10%. This time is to allow the apprentice to complete a task or respond to a question if necessary.

The apprentice must be given three weeks' notice of the observation.

The Innovate Awarding Assessor will observe the apprentice in their workplace completing day-to-day duties under normal working conditions.

The Innovate Awarding Assessor should observe the following during the observation:

- Two 30-minute observations of assessment practice that must be undertaken in a live assessment environment. This may include where the apprentice is assessing recorded evidence provided by the candidate being assessed by the apprentice, as required by the employer.

These activities provide the apprentice with the opportunity to demonstrate the KSBs mapped to this assessment method.

The purpose of the questions is to clarify information observed during the assessment, and to allow the apprentice to add depth and detail to their evidence against the KSBs.

The questions must be asked after the observation. The time allocated for questioning is 30 minutes and at least five questions must be asked. Follow-up questions are allowed where clarification is required.

The Innovate Awarding Assessor must ask questions about KSBs that were not observed to gather assessment evidence. These questions are in addition to the set number of questions for the observation and should be kept to a minimum. Questions can also be asked to clarify answers given by the apprentice.

The questioning that occurs after the observation should take place in a quiet room, free from distractions and influence.

The observation and responses to questions must be assessed holistically by the Innovate Awarding Assessor when they are deciding the grade.

Assessment Method 1 Component 2:

Professional discussion, underpinned by a portfolio

The professional discussion is a formal two-way conversation between the apprentice and the Innovate Awarding Assessor.

The professional discussion will last for one hour and 15 minutes. The time can be increased by up to 10% to allow the apprentice to respond to a question if necessary.

The professional discussion gives the apprentice the opportunity to demonstrate their depth of understanding of the KSBs and engages the apprentice in detailed and technical discussions to achieve the highest available grade. It is authentic as the apprentice will discuss assessment practice undertaken in their workplace.

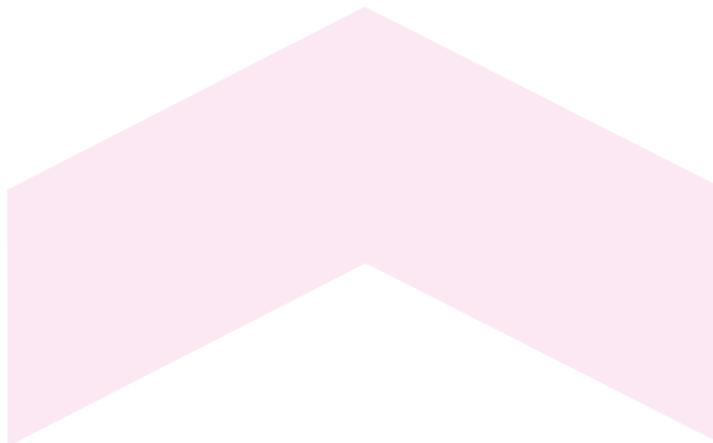
The purpose of the questions by the Innovate Awarding Assessor will be to assess the following six themes:

1. Key concepts
2. Assessment practice
3. Communication
4. Quality assurance
5. Recording
6. Professional development

Innovate Awarding will give an apprentice 14 days' notice of the professional discussion and the Innovate Awarding Assessor must have at least two week(s) to review the supporting documentation.

The apprentice must have access to their portfolio of evidence so they can refer to and illustrate their answers with evidence during the professional discussion.

The Innovate Awarding Assessor must ask at least 12 questions. Follow-up questions are allowed where clarification is required.



Grading

Performance in the EPA determines the apprenticeship grade of:

- Distinction
- Pass
- Fail

The Innovate Awarding Assessor must individually grade the observation with questioning and professional discussion underpinned by a portfolio of evidence.

The Innovate Awarding Assessor must combine the individual assessment method grades to determine the overall EPA grade.

To achieve an overall EPA distinction, the apprentice must achieve a pass in the professional discussion and distinction in the observation.

To achieve an overall pass, the apprentice must achieve at least a pass in all the assessment methods.

If the apprentice fails one or more assessment method, they will be awarded an overall fail.

Grades from individual assessment methods must be combined in the following way to determine the grade of the EPA overall.

Observation with Questioning	Professional Discussion underpinned by a Portfolio of Evidence	Overall Grading
Distinction	Pass	Distinction
Pass	Pass	Pass
Fail	Any grade	Fail
Any grade	Fail	Fail

Annex 1

✦ Assessment Plan and Occupational Standard

The Level 3 Learning and Skills Assessor Apprenticeship Standard and the latest version of the Assessment Plan can be accessed using this link:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/learning-and-skills-assessor-v1-0>

Level 3 Learning and Skills Assessor ST1380
Version: 1.0
Sector: Education and Early Years
EQA Organisation: Ofqual



Annex 2

Additional Information

✦ Results and Certifications

All final assessment component results are published on epaPRO within **seven working days** of the assessment taking place.

We will submit a certificate claim with the ESFA within 15 working days after the final result has been uploaded to epaPRO. The ESFA will send the certificate directly to the employer.

For replacement certificates a request must be emailed to epa@innovateawarding.org. Within two days of receiving the request, a replacement certificate will be requested from the ESFA.

✦ Re-sits and Re-takes

An apprentice who fails one or more assessment method can take a re-sit or a re-take at their employer's discretion. The apprentice's employer needs to agree that a re-sit or re-take is appropriate. A re-sit does not need further learning, whereas a re-take does.

An apprentice should have a supportive action plan to prepare for a re-sit or a re-take.

The employer and Innovate Awarding will agree the timescale for a re-sit or re-take. A re-sit is typically taken within two months of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within three months of the EPA outcome notification.

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

Re-sits and re-takes are not offered to an apprentice wishing to move from pass to a higher grade.

An apprentice will get a maximum EPA grade of pass for a re-sit or re-take, unless Innovate Awarding determines there are exceptional circumstances.

✦ Reasonable Adjustments, Special Considerations and Appeals

Information on reasonable adjustments, special considerations and the appeals process can be accessed by using this link:

<https://innovateawarding.org/end-point-assessment/apprentice-information>

Version Record

Innovate Awarding continuously review all support material to ensure its accuracy. All amendments will be recorded in the Version Record.

Version Number	Effective From	Reason for Change	Location

Please ensure that you use the current version.

All enquiries relating to the version change of the document should be directed to epa@innovateawarding.org

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