



Progress reviews, Gateway and EPA

Bradley Goldsworthy

Trans Plant Mastertrain

Simon Deane

Accountancy Learning

Session Structure

Progress reviews– ‘Making it work for you/top tips

Gateway meeting – “Making it work for you/top tips’

End Point Assessment – “Making it work for you/top tips’

Small group activity focussing on the 3 elements discussed



Progress reviews

Bradley Goldsworthy

Curriculum and Quality Lead - trans plant mastertrain

Progress Review evolution

Initial review – (0-4 weeks):

- Programme
- Short and Long term goals
- Induction
- Health and Wellbeing
- Health and Safety
- EPA



Progress review (10 – 12 weeks):

- Annual goals
- Progress and SMART Actions inc. Eng/Mat/ICT
- Health, Safety and Wellbeing
- Gateway & EPA



Gateway readiness review:

- EPA
- Programme eval and Next steps – Learner
- Programme eval - Employer

THINK ABOUT?

- Activities between reviews which add value for example scorecards/ unit progressions/ celebrate successes
- ‘Pick your own CPD’ – Active learning

Top Tips for Success

- **Early Planning & setting clear expectations - In-depth Training plans with a high emphasis on progress review engagement/time – process established - e.g. Line manager unavailable, who else can be made available?**
- **Progress reviews need to evolve with the programme - Key topics of Career goals, SMART targets, Health, Safety and Wellbeing and EPA preparation**
- **Delivery staff must allow plenty of time to conduct progress reviews – Make each one memorable**
- **Correct communication balance/open questioning –reviewer to encourage a 70/30 balance**
- **Quality - Peer to peer shadowing and IQA observations/sampling/ standardisations**

THINK ABOUT?

- **How I can further the support for delivery staff?**
- **Template for English and maths, ICT targets – using staff expertise - mix of generic + bespoke targets based on BKSB**
- **Quality - recording progress reviews for standardisation and CPD**

Gateway meeting

Simon Deane

Director
Accountancy Learning

Gateway meeting

Gateway is the period of time between an apprentice completing their training and commencing their end-point assessment (EPA), during which the apprentice is asked to showcase the knowledge, skills and behaviours (KSBs) that they've learned along the way.

The Gateway meeting is the 'putting together' of the learner journey to establish if milestones have been achieved and levels of confidence

Top Tips for success

- Your final review prior to gateway is gateway focussed – are all of the core requirements met? Create mini mocks of each elements. If learner is not confident– clear SMART targets to be made with sufficient allocated time/employer engagement.
- Pick your EPAO's with care – what resources do they offer? i.e. online e-learning platforms. What support do they offer apprentices? How well do they operate in your area?
- Ensure the employer is well equipped for the day of EPA – suitable venue/room/equipment. The overall site is clean and tidy. Adheres to good site health and safety, all other staff on site to ensure high levels of professionalism.
- Involve a self assessment tool of all KSBs – their confidence is vital.
- Professional mock assessment – knowledge assessment – look beyond the questioning, discuss 'answering techniques'.
- Practical assessment – practice timings and fluidity. Professional discussion assessment – practice content, once again discuss wider skills of body language, tone of voice and overall passion for the subject. Topic passion carries a long way when coupled with solid content.
- Ensure any additional requests are made to the EPAO – for example a scribe if required or extra time for an assessment.
- Ensure the grading criteria is shared – IFATE – assessment plan document.

EPA

Bradley Goldsworthy

Curriculum and Quality Lead
trans plant mastertrain

‘End-point assessment (EPA) is an independent assessment that takes place at the end of the apprenticeship training.

This is to test that the apprentice is competent in their occupation. All apprentices must complete an EPA’.

‘There are a variety of assessment methods to test apprentices' competency’.

‘Institute for apprenticeships and technical education’

Top Tips for Success



- The practical period may have ended but now your support as a provider must remain consistent – a switch of focus towards wellbeing with confidence reinforcement, remain involved but not overbearing.
- Ensure a designated staff member is available for any issues both at the employer site and available within your organisation.
- Reinforce the importance of professionalism and portraying a positive image of themselves and their company
- ‘Check in with apprentice’ soon after the event – focusing on the experience. How the assessment flowed/its content. It can all feed back into QIP for improving overall future EPAs.

Bradley Goldsworthy – Trans plant mastertrain

Simon Deane – Accountancy Learning

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Thank you
Any Questions?