

# End-point assessment plan for Pharmacy technician apprenticeship standard

Apprenticeship standard number	Level of this end-point assessment (EPA)	Integrated
ST0300	3	Statutory integrated

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## Introduction and overview

Pharmacy technicians are subject to statutory regulation by the General Pharmaceutical Council (GPhC). The GPhC set the standards of competence required for entry to the professional register and these are the occupational standards for Pharmacy technicians. The GPhC have the statutory duty to set requirements of programmes necessary to support the achievement of the knowledge, skills, and behaviours (KSBs) in the occupational standard. The apprenticeship standard and the delivery of the apprentices training must be aligned to all relevant GPhC standards to ensure that apprentices are eligible for registration with the GPhC on completion. It is against the law for anyone to work as a Pharmacy technician without being registered with the GPhC. The end-point assessment (EPA) assesses whether apprentices have also passed the apprenticeship, and is based on the same professional knowledge, skills, and behaviours as the occupational standard.

This document sets out the requirements for EPA for the Pharmacy technician statutory integrated apprenticeship standard. It is for the end-point assessment organisations (EPAO), that must be an organisation recognised by the GPhC to provide a recognised awarding organisation qualification or accredited programme provided by a recognised training provider leading to registration as a Pharmacy technician, who need to know how EPA for this apprenticeship must operate. It will also be of interest to apprentices and their employers.

Full time apprentices will typically spend at least 24 months on-programme (before the gateway) working towards the occupational standard.

The 24-month minimum work experience period is a requirement of General Pharmaceutical Council for the registration of Pharmacy Technicians.

The EPA period should only start, and the EPA be arranged, once the employer and training provider are satisfied that the apprentice is consistently working at or above the level set out in the occupational standard and all of the pre-requisite gateway requirements for EPA have been met. It is expected that the gateway will be reached on completion of the all the components of a GPhC recognised awarding organisation qualification or accredited programme provided by a recognised training provider.

The EPA period is expected to last a maximum of 1 month beginning when the apprentice has passed the EPA gateway.

The EPA will determine the overall apprenticeship standard and grades of:

- fail
- pass

This apprenticeship has a statutory integrated EPA. The EPA will use the assessment arrangements in use for other entry routes into this occupation and will be completed simultaneously, as outlined in this end-point assessment plan. Alignment of the EPA is permitted because the following criteria are met:

1. Parliament has prescribed that the occupation (profession) must be regulated, and a statutory regulator has undisputed control of access to the occupation.

2. The statutory integrated EPA meets the requirements of an apprenticeship.

## EPA summary table

<b>On-programme</b> (Typically 24 months)	Training to develop the occupation standards knowledge, skills and behaviours that are aligned to the GPhC standards for the initial education and training of pharmacy technicians, October 2017 and GPhC standards for pharmacy professionals May 2017.
<b>End-point assessment gateway</b>	<ul style="list-style-type: none"> <li>• Apprentice has met the knowledge, skills and behaviours</li> <li>• Employer and the GPhC accredited training provider are satisfied the apprentice has consistently demonstrated they meet the KSBs of the occupational standard</li> <li>• Achieved the following:             <ul style="list-style-type: none"> <li>• GPhC recognised Pharmacy Technician qualification</li> <li>• GPhC accredited Pharmacy Technician programme</li> </ul> </li> <li>• Full time apprentices will typically spend at least 24 months on-programme (before the gateway) working towards the occupational standard</li> <li>• The 24-month minimum work experience period is a requirement of General Pharmaceutical Council for the registration of Pharmacy Technicians</li> <li>• The apprentice must have achieved English and maths qualifications in line with the apprenticeship funding rules and in line with GPhC entry requirement</li> <li>• Complete a portfolio signed off by the employer and training provider supervisor or assessor</li> </ul>
<b>End-point assessment</b> (which would typically take place within 1 month)	<p>The EPA starts with the examination board (HEI) or Awarding Organisation / training provider external quality assurance scrutiny of claimed qualification or programme and finishes when the recognised course provider sends the certified list of apprentices to the GPhC. The apprentice is not required to carry out any additional assessments</p> <ul style="list-style-type: none"> <li>• Validation by the examination board (HEI) or external quality assurer scrutiny of claimed certificates from the Awarding Organisation / training provider</li> <li>• List of certified apprentices sent to the GPhC by the recognised awarding organisation or accredited programme provider</li> </ul>

<b>Professional recognition</b>	<ul style="list-style-type: none"> <li>• EPAO (GPhC recognised provider) claims the apprenticeship certificate</li> </ul>
	Registration with: General Pharmaceutical Council (GPhC)

## Gateway

The EPA period should only start once the employer and GPhC course provider are satisfied that the apprentice is consistently working at or above the level set out in the occupational standard.

The EPA starts with the examination board (HEI) or Awarding Organisation / training provider external quality assurance scrutiny of claimed certificates and finishes when GPhC recognised provider:

- provides the apprentice's certification (pass list) and personal details to the GPhC
- claims the apprenticeship certificate

The apprentice must have completed the following gateway requirements prior to beginning their EPA:

- Achieved English and mathematics qualifications in line with the apprenticeship funding rules and GPhC entry requirement

For those with an education, health and care plan or a legacy statement the apprenticeships English and mathematics minimum requirement is Entry Level 3 and British Sign Language qualification are an alternative to English qualifications for whom this is their primary language.

- Achieved all, on-programme components associated with a GPhC recognised qualification or accredited programme, taking account of any recognition of prior learning (RPL) towards the recognised qualification or accredited programme:
  - GPhC recognised Pharmacy Technician qualification
  - GPhC accredited Pharmacy Technician programme
- Minimum of 24 months' work experience

## EPA

The EPA is:

The statutory process aligned with the regulator's requirements and must have an external examiner present when considering achievement of the GPhC recognised Pharmacy Technician qualification or programme or confirmation of achievement through external quality assurance undertaken by an Awarding Organisation in line with a GPhC recognised qualification or programme

The EPA starts with the examination board (HEI) and finishes when the recognised course provider sends the certified list of apprentices to the GPhC. The apprentice is not required to carry out any additional assessments

**or**

The EPA starts with the Awarding Organisation / training provider external quality assurance scrutiny of claimed qualification or programme and finishes when the recognised course provider sends the certified list of apprentices to the GPhC. The apprentice is not required to carry out any additional assessments

Independence of the EPA will be assured through:

- the examination board, which will include an external and appropriately qualified person or organisation, that is not an employee of the course provider and has no involvement with the pre-registration apprentice pharmacy technician in their day-to-day work being responsible for the final decision on the GPhC approved Pharmacy Technician qualification or programme and confirms the apprentice has met the education outcomes required for registration with the GPhC or the end-point assessment organisation which will conduct the EPA in line with quality assurance processes associated with a recognised qualification accepted for registration with the GPhC;
- or**
- confirmation of achievement through external quality assurer scrutiny of claimed certificates from the Awarding Organisation in line with a GPhC recognised qualification or programme

## Grading

Name of grade	Grade descriptor
Pass	Has met the standards for Pharmacy Technician set out in the GPhC standards for the initial education and training of pharmacy technicians, October 2017 and GPhC standards for pharmacy professionals May 2017.
Fail	Does not meet the standards for Pharmacy Technician set out in GPhC standards for the initial education and training of pharmacy technicians, October 2017 and GPhC standards for pharmacy professionals May 2017.

## Roles and responsibilities

Role	Responsibility
Apprentice	As a minimum, the apprentice should: <ul style="list-style-type: none"> <li>• complete the constituent parts of the programme recognised qualification or accredited programmed successfully</li> <li>• meet all apprenticeship gateway requirements</li> <li>• understand the structure and requirements of the apprenticeship</li> </ul>
Employer	As a minimum, the employer should: <ul style="list-style-type: none"> <li>• support the apprentice to achieve the KSBs outlined in the occupational standard</li> <li>• determine when the apprentice is working at or above the level of occupational competence outlined in the occupational standard and has met all apprenticeship gateway requirements, taking account of the advice of the training provider</li> </ul>
Training Provider	<ul style="list-style-type: none"> <li>• Advises the employer when the apprentice has achieved the on-programme requirements and is ready to undertake the EPA</li> <li>• Is Registered on the Education and Skills Funding Agency Register of Apprentice Training Providers</li> <li>• Is recognised by the GPhC to deliver a Pharmacy technician qualification recognised by the GPhC or to deliver a pharmacy technician programme accredited by the GPhC</li> </ul>
The EPAO (GPhC) accredited	As a minimum the EPAO:

programme or recognised qualification awarding organisation)	<ul style="list-style-type: none"> <li>• be on the Register of end-point assessment organisations (RoEPAO)</li> <li>• be recognised by the GPhC to deliver a Pharmacy technician qualification recognised by the GPhC or to deliver a pharmacy technician programme accredited by the GPhC</li> <li>• offer a qualification or programme that is regulated</li> <li>• offer a qualification or programme that includes an integrated EPA</li> <li>• confirm to the employer that gateway requirements have been met</li> <li>• use appropriate recording documentation to ensure a clear and auditable mechanism for recording the decisions or results</li> <li>• maintain robust quality assurance procedures and processes, and conduct these on a regular basis</li> <li>• conform to the requirements of the nominated external quality assurance provider</li> <li>• conduct standardisation events and activities in accordance external quality assurance (EQA) provider's requirements</li> <li>• have, and operate, an appeals process</li> <li>• arrange for apprenticeship certification</li> </ul>
External examiner (HEI)	<p>As a minimum an external examiner (HEI) should:</p> <ul style="list-style-type: none"> <li>• understand the occupational standard and end-point assessment plan</li> <li>• be a GPhC Pharmacy Technician or Pharmacist</li> <li>• comply to the requirements of the EPAO (GPhC recognised Education Provider delivering a GPhC recognised qualification</li> <li>• be independent of the apprentice, the EPAO (GPhC recognised Education Provider delivering a GPhC recognised qualification) and employing organisation who are involved in delivering the apprenticeship</li> </ul>
External quality assurer (awarding organisation / training provider)	<p>As a minimum an external quality assurer (awarding organisation / training provider) should:</p> <ul style="list-style-type: none"> <li>• understand the occupational standard and end-point assessment plan</li> <li>• be a GPhC Pharmacy Technician or Pharmacist</li> <li>• comply to the requirements of the EPAO (GPhC recognised Education Provider delivering a GPhC accredited programme or recognised qualification awarding organisation)</li> <li>• be independent of the apprentice, the EPAO (GPhC recognised Education Provider delivering a GPhC accredited programme or recognised qualification awarding organisation) and employing organisation who are involved in delivering the apprenticeship</li> </ul>

## Internal Quality Assurance (IQA)

Internal quality assurance refers to the requirements that EPAO's must have in place to ensure consistent (reliable) and accurate (valid) assessment decisions. EPAO's for this EPA must:

- appoint independent assessors who:
  - have recent relevant experience of the occupation/sector at least the same level as a Pharmacy technician or Pharmacist.
  - meet the EQA provider's recommendations for external examiners or external quality assurer scrutiny of claimed certificates for the Awarding Organisation

## Re-sits and re-takes

In line with the EPAO's (General Pharmaceutical Council recognised institution) procedures.

## Statutory Regulator

This apprenticeship aligns with requirements for registration with the General Pharmaceutical Council.

## Reasonable adjustments

The EPAO must have in place clear and fair arrangements for making reasonable adjustments for this apprenticeship standard. This should include how an apprentice qualifies for reasonable adjustments and what reasonable adjustments will be made. The adjustments must maintain the validity, reliability and integrity of the assessment decisions outlined in this EPA plan.