



**ASSOCIATION OF
AMBULANCE
CHIEF EXECUTIVES**

NENAS

National Education Network for Ambulance Services

Level 4

Associate Ambulance Practitioner

Assessment Plan

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1. Summary of Assessment:

This assessment plan is to accompany the Level 4 Associate Ambulance Practitioner Standard

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/455222/AMBULA_NCE_SERVICES_Associate_Ambulance_Practitioner.pdf

The Associate Ambulance Practitioner (AAP) works as part of the wider Emergency & Urgent Care setting, having direct contact with service users or others, providing high quality and compassionate care. Day to day duties and tasks for an AAP would involve working as part of an ambulance crew responding to emergency (999) & urgent calls providing emergency and urgent assistance, driving safely and progressively at high speed.

The AAP will assess, treat and manage service users at the scene or assist with non-conveyance or onward referral if appropriate, reducing the need for hospital admission. Other tasks involve working closely with other emergency services and the wider NHS. Tasks of an AAP will include evaluating different approaches to solving problems, communicating those results accurately and reliably, with structured and coherent arguments.

AAP's work at a level above that of Healthcare Support Workers and have knowledge of the underlying concepts and associated principles within their area of study, including the ability to evaluate and interpret these. They will have the qualities and transferable skills necessary for employment, exercising some personal responsibility. AAP's will undertake further annual training and develop new skills within a structured and managed environment when employment is secured. The AAP will work under the supervision of an occupationally competent individual at the same level or above in accordance with Regulatory policies and procedures for an initial probationary period of 20 weeks.

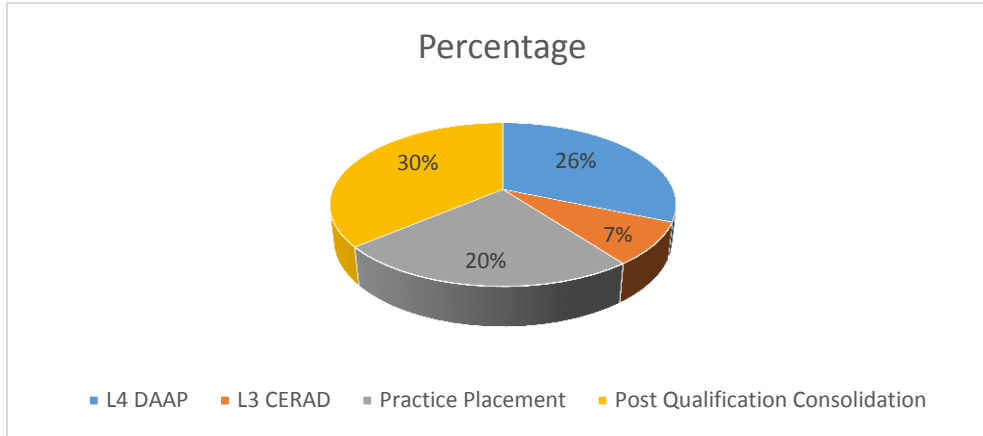
After successful completion the AAP will be accountable for their own actions, operating within their own scope of practice. They will work alongside professional colleagues of higher or lower grades.

It is anticipated that the apprentice will have completed all the necessary mandatory qualifications from the Level 4 Associate Ambulance Practitioner standard by month 13, including a post qualification consolidation period. Although deemed safe and competent at the point of successfully completing the mandatory qualifications, the newly competent apprentice is a 'novice associate practitioner'. This consolidation period is a structured transition, during which he or she will have access to and be supported by a qualified practice placement educator (mentor) to develop their confidence, whilst refining skills, values and behaviours; continuing their journey of lifelong learning.

Phase / Qualification	Duration (weeks)	Duration (Months)	%
Level 4 Associate Ambulance Practitioner	14	3.5	26
Level 3 Emergency Response Driving & Level 2 Award in Ambulance Driving	4	1	7
Practice Placement (750hrs)	20	5	37
Post Qualification Consolidation	16	4	30
	Total = 54	13.5	100



Duration in percentages:



At month 13 the apprentice will be deemed ready by an agreement (Section 7 Assessment Gateway) with a mentor to undertake the end-point assessment (EPA), which utilises a range of assessment methods (Assessment Overview) covering a complex set of skills, knowledge, values & behaviours (End Point Assessment). The assessments tabled below will be undertaken by an approved independent Assessment Organisation, registered with the Skills Funding Agency.

2. Assessment Overview:

Area Assessed	Method	Assessed by	Grading
Core Skills, Knowledge, Values & Behaviours	Interview (Professional Discussion) using Portfolio Submission	Independent Assessment Organisation	Fail / Pass / Merit / Distinction
Patient Assessment & Measurements	Objective Structured Clinical Examination	Independent Assessment Organisation	Competent / Deferred
Intermediate Life Support & assisting the practitioner	Objective Structured Clinical Examination	Independent Assessment Organisation	Competent / Deferred
Safeguarding & Capacity (Behaviours)	Situational Judgement Assessment	Independent Assessment Organisation	Fail / Pass / Merit / Distinction
Driving	Pictorial Examination	Independent Assessment Organisation	Fail / Pass / Merit / Distinction

3. Grading & Weighting:

Grading	Fail	Pass	Merit	Distinction
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Weighting	39% ⁻	40% - 59%	60% - 69%	70% ⁺
Competent	70% ⁺			
Deferred	<40%			

For those assessment areas where a grading & weighting is applied will follow the format above. For those assessment areas where a grading & weighting exemption is applied, the assessment decision of competent will mean distinction and 70% will be awarded. A deferral will mean a fail and 39% will be awarded. In order for the apprentice to achieve a successful overall assessment grade (as detailed below), no assessment decision of Fail and/or Deferred shall apply.

4. Overall Assessment Grade:

The overall assessment grade will be determined by the mean average of the above assessment areas against the grading & weighting table. E.g.

Overall Assessment Grade	Core Skills, Knowledge, Values & Behaviours	Patient Assessment	Intermediate Life Support	Safeguarding & Capacity	Driving	Total	% Av'
Fail	35%	70%	70%	67%	68%	310	62%
Pass	40%	70%	70%	50%	60%	290	58%
Merit	55%	70%	70%	69%	57%	321	64%
Distinction	89%	70%	70%	58%	94%	381	76%

All 5 areas of assessment must individually meet or exceed the required pass mark standard of 40%, in order to achieve the Apprenticeship Standard. The overall average assessment grade will determine the grading & weighting applied, unless any area of assessment is <40%, in such cases this will result in a fail.

5. Professional Qualifications:

The Level 4 Associate Ambulance Practitioner apprentice is required to complete the following mandatory qualifications:

Qualification	Qualification Number
Level 4 Associate Ambulance Practitioner	601/7496/1
Level 3 Certificate Emergency Response Driving & Level 2 Award in Ambulance Driving	601/7335/X

The above programmes listed serve to meet the relevant regulatory and sector requirements in order to support successful employment.

6. On-Programme Assessment:

Throughout the above mandatory qualifications, the apprentice will be assessed, using a range of assessment methods:

Qualification	Assessment Methods
Level 4 Associate Ambulance Practitioner	Professional Discussion, Direct Assessment (OSCE), Direct Observation, Multi-choice,
Level 3 Certificate Emergency Response Driving & Level 2 Award in Ambulance Driving	Formative & Summative Assessments, Written Questions, Question & Answers, Situational



	Judgement, Portfolio of Evidence, regular tutorials
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7. Assessment Gateway:

At the point of the apprentice successfully completing the mandatory qualifications and the required 20 weeks (750hrs) practice placement, they will undertake a period of 16 weeks post qualification consolidation. During this consolidation period, the apprentice will undertake a number of clinical supervision & facilitation shifts, (determined by the employer) with a Practice Placement Educator (mentor), who must hold a minimum Level 5 mentorship qualification and be occupationally competent at the same level or higher in the emergency & urgent care setting. During these clinical supervision & facilitation shifts, both the mentor & apprentice will professionally discuss their readiness. Once an agreement has been reached, the apprentice will be put forward to undertake the end-point assessment around month 13.

8. End-Point Assessment:

What will be assessed:

Area Assessed	Content
Core Skills, Knowledge, Values & Behaviours	This area will cover 5 of 15 standards from the Care Certificate ¹ <i>Patient Centred</i> - Professional, Passionate, Commitment about the emergency and urgent care services. <i>Dignity & Respect</i> - Openness & honesty, while promoting equality and celebrates diversity. <i>Care & Compassion</i> – maintains a positive, safe, caring and compassionate working environment.
Patient Assessment & Measurements	<i>Conscious patient</i> - following a stepwise approach, undertaking physiological measurements using appropriate equipment in a safe and effective manner; making appropriate changes or recommendations to the treatment plan within their scope of practice. (OSCE)
Intermediate Life Support & assisting the practitioner	<i>Adult Life Support</i> - perform intermediate life support, assisting the practitioner in preparing for one of the following: advanced airway management (Intubation) and Intravenous Cannulation (IV) or Intraosseous (IO) (OSCE)
Safeguarding & Capacity	<i>Mental Capacity Diagnostic & functional assessment of a vulnerable individual with learning disabilities</i> – acting in the best interest of the patient.
Driving	<i>Traffic Signs pictorial assessment paper – 24 Traffic signs out of 120</i>



How will the 'What' be assessed:

Area Assessed	Method	Assessed by	Grading
Core Skills, Knowledge, Values & Behaviours	Interview (Professional Discussion) using Portfolio Submission	Independent Assessment Organisation	Fail / Pass / Merit / Distinction
Patient Assessment & Measurements	Objective Structured Clinical Examination	Independent Assessment Organisation	Competent / Deferred
Intermediate Life Support & assisting the practitioner	Objective Structured Clinical Examination	Independent Assessment Organisation	Competent / Deferred
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Driving	Pictorial Examination	Independent Assessment Organisation	Fail / Pass / Merit / Distinction

Where will the assessment take place:

The End Point Assessment will take place within facilities organised/arranged by the employer. The premises must be suitable for the intended purposes of this assessment plan.

Who will carry out the assessment:

The employer will choose from the Register of Apprentice Assessment Organisations ² to deliver the end point assessment. That Independent Assessment Organisation (IAO) will then carry out the assessments against this assessment plan. Due to the assessment plan details above, a panel approach will be required.

The tools for assessment will be developed by the IAO in order to provide reliability and consistency of assessment judgements. In order to do so, the IAO is responsible to ensure that any assessment tools implemented are suitable to deliver this assessment plan. Particular attention will be paid to ensuring that the tools are consistent and produce comparable results. To ensure that any assessor is competent they will be trained by the IAO in the assessment process.

The IAO must have a lead assessor assigned in all cases to deal with any onsite judgement queries or disagreements and to ensure standardisation of assessment decisions by the IAO Assessors. The decision of the lead assessor will be final in any cases of disputes. The lead assessor is also responsible for providing the feedback against the assessment overview to the employer. A robust scoring matrix will be created by the IAO, to evaluate the seven assessment components in this assessment plan, against the skills, knowledge, values and behaviours from the L4 AAP Standard.



Each area will be scored to identify how well the apprentice has met the learning outcome as detailed above.

All assessors must be occupationally competent ³ and current ⁴ in the area in which they are assessing, as well as holding one of the following assessor's qualifications:

Units D32/33 (Assessors Award) ⁵	Legacy Award
A1 Assessors Award ⁵	Legacy Award
Level 3 Certificate in Assessing Vocational Achievement	Current Award

The lead assessor, in addition to the above requirements must also hold as a minimum the Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes & Practice or higher or its legacy qualification(s).

9. End Point Final Judgement:

The lead assessor will be responsible for quality assuring the assessment decisions made by the assessors and will make the final decision about whether an apprentice has passed. Only the lead assessor can provide this information to the employer, who will then notify the apprentices of such outcome.

10. Independence:

The IAO may be any other NHS Ambulance Service, Private Ambulance Service, Voluntary Ambulance Service, College of Paramedics, or a HCPC approved HEI that delivers Pre-registration Paramedic programmes or an organisation that can meet the above criteria. The IAO must meet the criteria specified within this assessment plan. The IAO cannot be the employer of the apprentice to ensure independence and to remain impartial.

11. End Point Assessment – Summary of Roles & Responsibilities:

Assessor	Role
Employer	To conduct on-programme assessment decisions, to provide the apprentice with the requirements as laid out by the regulated qualifications, sector and this assessment plan. To agree the readiness of the apprentice for the EPA. To arrange an IAO from the SFA register of apprentice assessment organisations to deliver this assessment plan. To provide suitable premises for the purposes of this assessment plan. Where possible to provide the Assessors access to the specialist equipment needed to conduct the assessments
IAO Assessors	To make assessment decisions following this assessment plan. To ensure they remain impartial to their assessment decisions and current against the National Occupational Standards NO 9 – Assess Learner Achievement ⁶
IAO Lead Assessor	To ensure consistent and standardised assessment decisions of IAO assessors. To ensure documentation used by IAO Assessors are valid and fit for purpose. To plan and facilitate the delivery of this assessment plan. To



	make the final decision based on information & evidence provided by the IAO Assessors. To deal with any assessment decision queries or appeals. To notify the employer of the apprentice outcome. To remain current against the National Occupational Standards NO 9 – Assess Learner Achievement ⁶
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12. Quality Assurance – Internal:

Internal quality assurance is carried out by the registered independent assessment organisation. This will involve the lead assessor ensuring a consistent and smooth running of the end point assessment and the suitability of the assessment panel. The roles & responsibilities of the lead assessor are detailed in section 8 & 11.

13. Quality Assurance – External:

An Employer Group approach will be used, under the National Education Network for Ambulance Services (NENAS), this group will have representatives from the following:

- Representative from each NHS Ambulance Service in England – NHS England
- Representative from Scottish Ambulance Service – NHS Scotland
- Representative from Welsh Ambulance Service – NHS Wales
- Representative from Northern Ireland Ambulance Service
- Representative from College of Paramedics
- Representative from the Ministry of Defence
- Representative from Independent Ambulance Association (PAS) – SME's
- Representative from the Voluntary Aid Societies (VAS)

The membership will be controlled by the voted NENAS chairperson, chairing the group under an agreed Terms of Reference. The group will implement a small team who will conduct a remote sampling of evidence from the IAO against an agreed set of EQA principles, covering the criteria of this assessment plan. These principles will be shared with the IAO upon request for evidence. The EQA sampling team are also permitted to conduct onsite quality assurance visits if the remote sampling suggests that this is needed.

This approach is to ensure that the end-point assessment deliverables against this assessment plan is consistent across the country, in a variety of businesses to the same standard of competence

The membership will be reviewed on an annual basis and will be open to other applicable organisation representatives.

The Fees of this group must only cover the costs to deliver the EQA requirements.

14. End Point Grading:

Please refer to section 2 & 3 on how the grade will be decided and the grading criteria. For details about who decides the grade, please refer to section 8.

15. Implementation:



Affordability:

Indications show the likely costs to deliver the end-point assessment is 11.8% of the overall on-programme costs. To ensure affordability, where possible, the employer will allow the independent assessment organisation access to onsite specialist equipment.

Professional Body Recognition:

The qualifications as part of the Level 4 Associate Ambulance Practitioner Standard, in addition to being regulated by an approved Awarding Organisation who represents the whole sector, have been endorsed by the Association of Ambulance Chief Executives (AAACE), therefore apprentices who are successful in achieving the overall standard will be of national NHS standards across the United Kingdom Ambulance Services.

Successful apprentices will be awarded the following regulated qualifications:

Qualification	Qualification Number
Level 4 Associate Ambulance Practitioner	601/7496/1
Level 3 Certificate Emergency Response Driving	601/7335/X

Furthermore the College of Paramedics have provided a letter to confirm their contribution and their involvement in this Assessment Plan.

Consistent:

Refer to section 8 & 13

Volumes:

Anticipated starts for funding period 16/17:

Funding Period	No of Starts
16/17	788

16. Annex:

¹ The IAO will choose at random 5 of the 15 standards

<http://www.skillsforhealth.org.uk/standards/item/216-the-care-certificate>

² <https://www.gov.uk/government/publications/register-of-apprentice-assessment-organisations>

³ Assessors & Lead Assessors must hold a recognised occupational qualification in the area in which they are assessing and must have held such qualification for a minimum of 2 years.

⁴ Assessors & Lead Assessors must be current in their recognised occupational qualification in the area in which they are assessing. E.g a up to date CPD record of professional development related to the area in which they are assessing.



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⁵ Those holding an assessing legacy qualification are required to ensure up to date knowledge by having an awareness of the National Occupational Standards NO 9 – Assess Learner Achievement

⁶ http://www.sqa.org.uk/files_ccc/Appendix%209%20-%20NOS_learn_and_dev.pdf