

# Apprenticeship Standard for an Assistant Practitioner (Health)

## Assessment Plan

### Summary of Assessment

On completion of this apprenticeship the individual will be a competent and job-ready Assistant Practitioner in the health sector. The apprenticeship standard provides a high level description of the skills, knowledge, values and behaviours required of the Assistant Practitioner apprentice. The assessment plan describes how the apprentice is assessed at the end of their apprenticeship and by whom.

The assessment plan has been informed by ongoing consultation with employers, professional bodies, awarding organisations, higher education institutions and training providers. When the apprenticeship is delivered by high-quality training providers in partnership with employers, assessed by a Skills Funding Agency registered independent assessment organisation and overseen by the quality assurance process it ensures that apprentices become competent Assistant Practitioners in Health.

During the apprenticeship programme, the apprentice must have successfully completed a regulated level 5 occupational competence qualification. The purpose of the end point assessment is to test (in a synoptic way) the skills, knowledge and behaviours of the apprentice as set out in the apprenticeship standard.

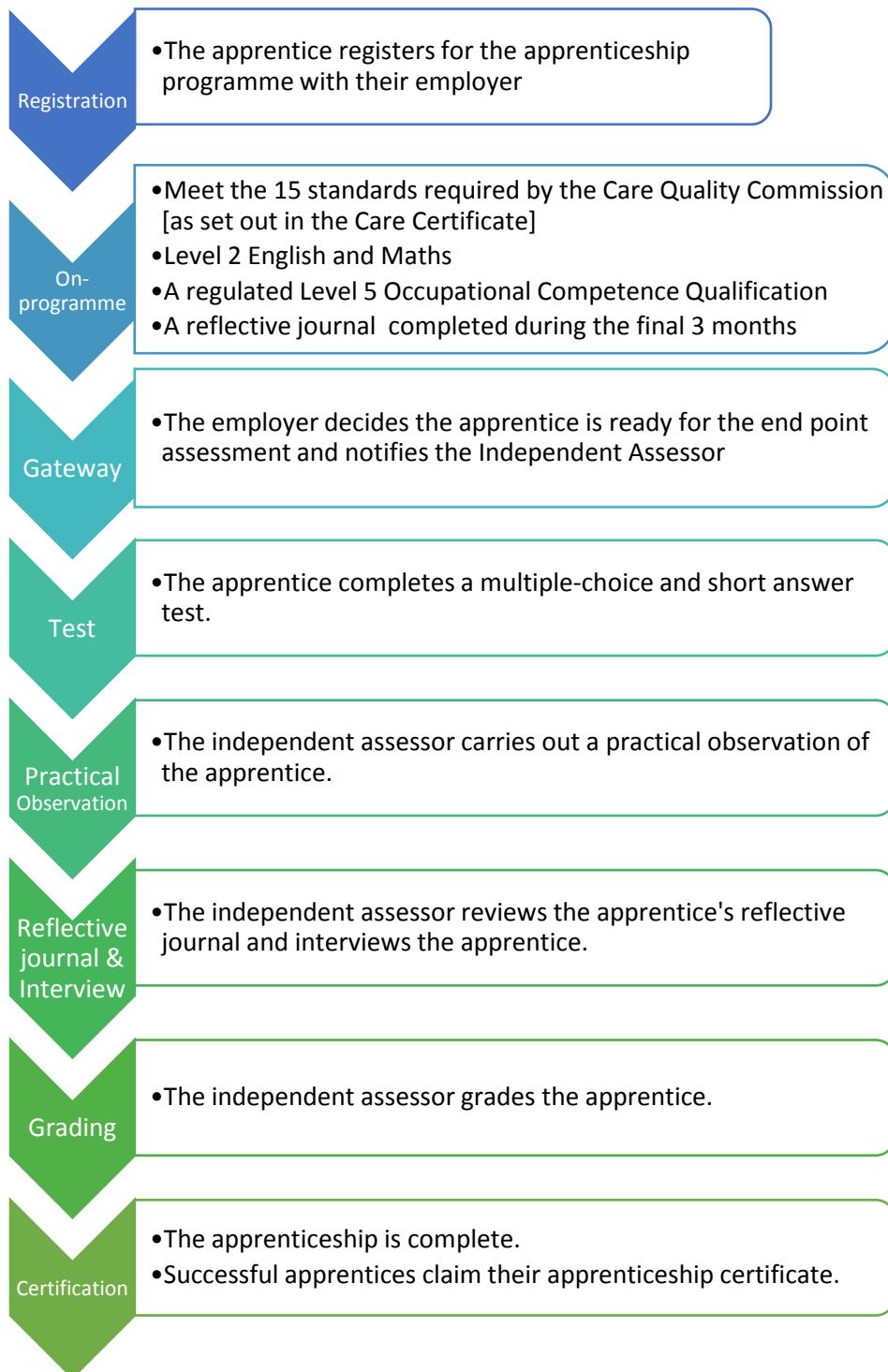
End point assessment:

- Provides apprentices with a showcase opportunity to provide oral and documentary evidence of their knowledge, skills and behaviours developed throughout the apprenticeship
- Enables the independent assessor to assess the skills and behaviours of the apprentice by observing the apprentice in the course of their normal work
- Tests the knowledge acquired by the apprentice throughout the apprenticeship.

The end point assessment includes the following components:

1. A **multiple choice and short answer test**
2. An **observation of practice** undertaken in the workplace
3. A **reflective journal** completed by the apprentice and an **interview**.

## Assessment Flowchart



1. The apprentice registers for the apprenticeship programme with their employer
2. The apprentice completes the agreed period of on-programme training
3. The apprentice has sufficient experience, knowledge and skills (including the qualification requirements) and reaches the gateway where they become eligible to attempt the end point assessment

4. The apprentice undertakes the end point assessment with an independent assessor who will oversee the multiple choice/short answer test, undertake the practical observation, assess the reflective journal and lead the final interview. The sequencing of the end point assessment components is determined by the employer and assessor to ensure best fit with local needs.
5. The independent assessor judges whether the apprentice has passed or failed the end point assessment at the end of the final interview. If the apprentice is successful, the final grade is determined by the independent assessor.

## End Point Assessment Overview

Assessment Method	Area Assessed	Assessed by	Grading
Multiple choice & short answers test	<p>The multiple choice &amp; short answer test assesses the following <b>knowledge</b> components of the apprenticeship standard:</p> <ol style="list-style-type: none"> <li>1. Principles and philosophy of health and social care</li> <li>2. Physiology, organisation and function of the human body</li> <li>3. Lifespan developments and healthcare needs from prenatal to end of life/bereavement</li> <li>4. Research and development in the health and social care sector to inform and improve quality of care</li> <li>5. Provision and promotion of holistic person centred care and support, duty of care and safeguarding of individuals</li> <li>6. Importance of the strategic environment in health and social care and the implications for the individual</li> <li>7. Importance of current evidence based practice within scope of the role</li> </ol>	Independent Assessment Organisation	Pass Merit Distinction
Observation of practice	<p>The observation of practice is undertaken in the workplace to assess higher level <b>skills</b> and <b>behaviours</b>. During the observation of practice the apprentice must be able to:</p> <ol style="list-style-type: none"> <li>1. Communicate complex sensitive information through a variety of methods</li> <li>2. Manage information, keeping accurate records and ensuring confidentiality</li> <li>3. Use and promote a range of techniques to prevent the spread of infection including hand hygiene, the use of Personal Protective Equipment (PPE) and waste management.</li> <li>4. Promote and maintain a safe and healthy working environment</li> <li>5. Identify and manage risks</li> </ol>	Independent Assessment Organisation	Ungraded above Pass

	<ol style="list-style-type: none"> <li>6. Demonstrate and promote what it means in practice to provide person centred care and support</li> <li>7. Treat people with dignity, respecting individual's diversity, beliefs, culture, values, needs, privacy and preferences;</li> <li>8. Show respect and empathy for those you work with; have the courage to challenge areas of concern and work to best practice; be adaptable, reliable and consistent;</li> <li>9. Show discretion and self-awareness</li> <li>10. Promote effective inter-professional and multi-disciplinary team working with peers, colleagues and staff from other agencies</li> <li>11. Provide appropriate leadership within the scope of the role</li> <li>12. Undertake defined clinical or therapeutic interventions appropriately delegated by a Registered Practitioner</li> </ol>		
<p>Reflective journal and interview</p>	<p>The reflective journal is completed by the apprentice in the 3 months leading up to the end point assessment. The apprentice reflects on the development of the following components from the apprenticeship standard:</p> <ol style="list-style-type: none"> <li>1. Case Management</li> <li>2. Supervision and Teaching</li> </ol> <p>The reflective account must also include evidence of the <b>values</b> and <b>behaviours</b> being applied in the context of case management and supervision and teaching.</p> <p>The final interview takes the form of a professional discussion to enable the apprentice to further showcase their <b>knowledge, skills</b> and <b>behaviours</b>. The assessor selects the areas they wish to explore with the apprentice after reviewing responses to the multiple choice /short answer test, the reflective journal and the outcome of the observation of practice.</p>	<p>Independent Assessment Organisation</p>	<p>Pass Merit Distinction</p>

### **On-programme Training, Development and Assessment**

Apprentices usually take 18 - 24 months to complete this apprenticeship during which they participate in training, development and on-going review activities. These typically include:

- Induction which is specific to their workplace and at a minimum meets the 15 standards required by the Care Quality Commission [as set out in the Care Certificate]
- Study days and training courses
- Formal programmes of lectures, seminars and workshops that are provided as part of their regulated qualification
- Mentoring/buddy support
- Completion of portfolios, essays, reflective accounts and projects through which the apprentice gathers evidence of their progress
- Structured one to one reviews of their progress with their employer and/or training provider

Apprentices will complete a regulated Level 5 Occupational Competence Qualification such as a Foundation Degree, other Level 5 Diploma of Higher Education or the Level 5 Diploma for Assistant Practitioners in Healthcare whilst on programme, prior to moving on to end point assessment.

The qualification must evidence what the apprentice has achieved during the apprenticeship, covering these knowledge areas of the apprenticeship standard:

1. The principles and philosophy of health and social care
2. Physiology, organisation and function of the human body
3. Lifespan developments and healthcare needs from prenatal to end of life/bereavement
4. Research and development in the health and social care sector to inform and improve quality of care

The qualification must evidence what the apprentice has achieved during the apprenticeship, covering these skills areas of the apprenticeship standard:

1. Responsibilities and duty of the role
2. Personal Development
3. Team Working
4. Assessment
5. Communication
6. Person-centred care and wellbeing
7. Physiological Measurements
8. Risk Management
9. Equality and Diversity
10. Quality

### **Assessment Gateway**

Before going forward for end point assessment the apprentice must have completed:

- the 15 standards required by the Care Quality Commission [as set out in the Care Certificate]
- Level 2 maths and English
- A regulated Level 5 occupational competence qualification
- A reflective journal. The apprentice reflects on their knowledge and skills development as well as their approach to the workplace (the values and behaviours). Evidence must be gathered following completion of their programme of training and development and during the 3 months leading up to the planned date of the end point assessment.

Judgement on whether the apprentice is ready for the end point assessment is taken by the employer who should gather views from the training provider and the apprentice to inform this decision. Apprentices should not be put forward for the end point assessment before they are ready.

### **Administering the End Point Assessment**

The end point assessment is triggered by the employer when the gateway requirements have been met, and after determining the readiness of the apprentice. Delivery of all training, development and review activities up to the end point are considered as being on-programme. The independent assessor must not have been involved in any on-programme training, development or on-programme review/assessment of the apprentice.

The date and timing of the assessment is agreed with the apprentice and their employer and takes place in the apprentice's normal place of work.

The assessment takes the following format:

- Multiple choice/short answer test The apprentice sits the test which the independent assessor administers (90 minutes)
- Practical observation. The assessor observes the apprentice in the course of their normal work (minimum of 90 minutes)
- Reflective journal and interview. The assessor assesses the journal generated by the apprentice  
This takes place between the assessor and the apprentice at the end of the assessment (minimum of 30 minutes, maximum of 60 minutes)

For final certification, the apprentice must have passed all components in the end point assessment. At the conclusion of the end point assessment, the independent assessor collates the evidence and determines the final grading for the apprenticeship. The grading decision is made solely by the independent assessor.

The apprentice must attempt all components of the end point assessment on their first attempt. Should the apprentice fail any components they are required to re-take only those components which they have previously failed. Re-takes are permitted after 1 month and within 12 months but not after 12 months. The number of times an apprentice is permitted to re-take the end point assessment within the permitted timeframe is determined by the employer.

## **End Point Assessment**

### ***Multiple Choice & Short Answer Test***

The multiple choice/short answer test covers all knowledge requirements within the standard:

1. Principles and philosophy of health and social care
2. Physiology, organisation and function of the human body
3. Lifespan developments and healthcare needs from prenatal to end of life/bereavement
4. Research and development in the health and social care sector to inform and improve quality of care
5. Provision and promotion of holistic person centred care and support, duty of care and safeguarding of individuals
6. Importance of the strategic environment in health and social care and the implications for the individual
7. Importance of current evidence based practice within scope of the role

There are; 40 multiple choice (1 mark each) and 4 short answer questions (5 marks each) (maximum 250 word answers). The grade boundaries are set to allow candidates to achieve Pass, Merit and Distinction grades according to the following table

Combined multiple choice and short answer score	Grade
40 – 59%	Pass
60 - 74%	Merit
75%	Distinction

### **Observation of Practice**

The independent assessor spends a minimum of 90 minutes observing the apprentice during the course of their normal work in their normal place of work. To pass the observation of practice the apprentice must be able to meet the following requirements in bold:

1. **Communicate complex sensitive information through a variety of methods**
2. **Manage information, keeping accurate records and ensuring confidentiality**
3. **Use and promote a range of techniques to prevent the spread of infection** including hand hygiene, the use of Personal Protective Equipment (PPE) and waste management.
4. Promote and **maintain a safe and healthy working environment**
5. **Identify and manage risks**
6. **Demonstrate and promote what it means in practice to provide person centred care and support**
7. **Treat people with dignity**, respecting individual's diversity, beliefs, culture, values, needs, privacy and preferences
8. **Show respect and empathy for those you work with**; have the courage to challenge areas of concern and work to best practice; be adaptable, reliable and consistent
9. **Show discretion and self-awareness**
10. **Promote effective inter-professional and multi-disciplinary team working** with peers, colleagues and staff from other agencies
11. **Provide appropriate leadership within the scope of the role**
12. **Undertake defined clinical or therapeutic interventions appropriately delegated by a Registered Practitioner**

Requirements not emboldened which do not occur naturally during the observation period may be tested during the interview.

The practical observation is ungraded above a Pass by the independent assessor.

### **Reflective Journal and Interview**

The apprentice produces a written account of 2000 words (+/- 10%) reflecting on the development of the following components from the apprenticeship standard:

#### 1. Case Management

Manages own work and case load and implements programmes of care in line with current evidence, taking action relative to an individual's health and care needs.

#### 2. Supervision and Teaching

Allocates work to and supports the development of others and may supervise, teach, mentor and assess other staff as required.



The reflective account must also include evidence of the values and behaviours being applied in the context of case management and supervision and teaching.

The final interview takes place between the independent assessor and the apprentice and lasts for a minimum of 30 minutes and a maximum of 60 minutes.

The purpose of the interview is to enable the apprentice to further showcase their knowledge, skills and behaviours. The assessor checks and clarifies any matters arising from the multiple choice/short answer test results, the reflective journal and from the outcome of the observation of practice. The independent assessor uses professional discussion techniques to encourage a two-way dialogue

The reflective journal and interview is graded as Pass, Merit or Distinction by the independent assessor where

**Pass = Meets the standard**

The reflective journal content is organised and uses recognised referencing system, uses appropriate language and sentence construction but with some inaccuracies in grammar and spelling, is able to relate some concepts and theories to practice, makes satisfactory connections between learning and future practice, does not go outside word limit, is able to engage in professional discussion and is able to provide evidence that supports practice. Combined evidence demonstrates the knowledge, skills and behaviours set out in the Standard have been met.

**Merit = Exceeds the standard**

The reflective journal content well organised and uses recognised referencing system, uses appropriate language and sentence construction with accurate in grammar and spelling, is able to relate a range of concepts and theories to their practice, makes good connections between learning and future practices, does not go outside word limit, is able to engage in and actively take forward professional discussion and provides evidence that demonstrates a good level of analysis and synthesis across the range of theories and concepts applied to their practice.

**Distinction = Far exceeds the standard**

The reflective journal content is highly structured and uses a recognised referencing system extensively, uses appropriate language and sophisticated sentence construction with accurate grammar and spelling, is able to relate a wide range of concepts and theories to their practice, draws conclusions and makes insightful connections between learning and future practices, does not go outside word limit, is able to engage in professional discussion in a way that demonstrates a very good or exceptional knowledge of the concepts and theories they apply to their practice including an awareness of the limitation of their knowledge, and how this influences any analyses and interpretations based on that knowledge

### **Independence**

End point assessments are carried out by staff from independent end-point assessment organisations on the Skills Funding Agency's Register of Apprenticeship Assessment Organisations. An apprenticeship certificate is only issued if approved by the independent assessor.

### **Roles and Responsibilities**

In summary:

Apprentice	<ul style="list-style-type: none"> <li>• Participates fully in their training and development</li> </ul>
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	<ul style="list-style-type: none"> <li>• Actively contributes to their performance review</li> <li>• Contributes to the decision on the timing of their end point assessment</li> </ul>
Employer	<ul style="list-style-type: none"> <li>• Supports the apprentice throughout their training and development</li> <li>• Conducts reviews to monitor progress</li> <li>• Determines when the apprentice is competent and ready to attempt the end point assessment</li> </ul>
Training Provider	<ul style="list-style-type: none"> <li>• Provides on-going training for the apprentice</li> <li>• Provides tools and processes to support the apprentice</li> <li>• Carries out regular reviews with the apprentice and employer</li> <li>• Advises the employer when the apprentice is ready to undertake the end point assessment.</li> </ul>
Assessment Organisation	<ul style="list-style-type: none"> <li>• Takes no part in the training of those apprentices for whom they complete end point assessments</li> <li>• Devises and administers the end point assessment</li> <li>• Recruits and trains independent assessors</li> <li>• Ensures assessors are occupationally competent, are able to assess the performance of the apprentice in all components of the end point assessment and are able to determine the grade achieved</li> <li>• Maintains robust quality assurance processes</li> <li>• Actively participates in the quality assurance procedures described in this assessment plan</li> </ul>
Assessor	<ul style="list-style-type: none"> <li>• Administers and oversees the multiple choice/short answer knowledge test</li> <li>• Assesses the apprentice in the course of their normal work</li> <li>• Assesses the reflective journal and conducts the final interview</li> <li>• Determines the final apprenticeship grade</li> </ul>

### Quality Assurance

Assessment organisations that deliver end point assessment for the Assistant Practitioner apprenticeship must be accepted by the Skills Funding Agency onto the Register of Apprenticeship Assessment Organisations.

Skills Funding Agency registered end point assessment organisations develop the assessments and supporting materials. Assessments are designed to produce assessment outcomes that are consistent and reliable, allowing fair and proper comparison between apprentices employed in different types and sizes of organisations.

Only assessors appointed by the apprenticeship end point assessment organisation are able to carry out the end point assessment. Assessors must:

- Be occupationally competent

*Occupationally competent means that each assessor must be capable of carrying out the full requirements within the competence they are assessing. Occupational competence must be at an individual function level which might mean different people being involved during the on-programme*

delivery however the assessor involved in the end point assessment must be occupationally competent across the whole apprenticeship standard.

- Be a registered healthcare professional in the related field of practice
- Hold, or be working towards, a formal assessor qualification.
- Have experience of working in a health or social care setting within the last 2 years

Assessment organisations are required, *as a minimum*, to

- hold an internal annual standardisation event which focusses on current assessment practices and issues which have arisen
- meet annually with all other assessment organisations for Assistant Practitioner to share practices and resolve issues which have arisen

External quality assurance is provided by Ofqual through regulation of the end point assessment. All organisations that offer end point assessment for this Standard will be recognised awarding organisations by demonstrating to Ofqual that they meet the General Conditions of Recognition.

### End-point Grading

The successful apprentice receives an overall grade of Pass, Merit or Distinction. The grade is derived from the components of the end point assessment using the following table

Observation of practice	MCQ/short answer test	Reflective journal & interview	Overall grade
Pass	Pass	Pass	Pass
Pass	Pass	Merit	Pass
Pass	Pass	Distinction	Merit
Pass	Merit	Pass	Pass
Pass	Merit	Merit	Merit
Pass	Merit	Distinction	Merit
Pass	Distinction	Pass	Merit
Pass	Distinction	Merit	Merit
Pass	Distinction	Distinction	Distinction

The final judgement on the competency of the apprentice, the grade to be awarded for each component and the overall grade rests with the independent assessor.

## Implementation of the Apprenticeship Assessment

### Affordability

This approach to independent assessment is evidenced based and sector specific and has been tested with employers who have confirmed that it is the preferred approach.

Cost analysis verified that this approach was the most cost effective method of all. The cost of the independent assessment will not form more than 10% of the overarching cost of the apprenticeship standard.

### Manageability and Feasibility

The end point assessment has been designed to meet the needs of all employers/environments within the healthcare sector from NHS Trusts to private institutions delivering their own work based

provision to small SME single site and healthcare businesses reliant on high quality training provision to deliver their work based training.

We believe that the approach is manageable and feasible as the necessary expertise already exists within the sector. We would expect apprenticeship assessment organisations to tap into organisations that are accountable for these experts when recruiting for independent assessors. Utilising existing expertise would ensure a sufficiency of qualified assessors with a good geographical spread. Under these conditions the anticipated uptake of the Apprenticeship in the first year is 300 starts.