



**INNOVATE**  
AWARDING



# Cross-sector Support Materials Proposition

## Introduction

*Innovate Awarding* is developing a portfolio of support materials and resources which will be available to all customers across all of the standards for which we are approved to deliver End-point Assessment.

All materials offered are available free to customers as part of the cost for End-point Assessment, and these will be stored on *EPA Pro*, *Innovate Awarding's* bespoke IT system for the management of the End-point Assessment process.

This is an ongoing, phased development meaning some materials for standards are available in *EPA Pro*, and more will be added at an additional date.

## Apprenticeship standard specific materials

In addition to the generic developments identified above, other support materials may be identified that are only applicable to specific standards. These will be developed as part of a standard support proposition and will be available through the same platforms.

## Identifying new support opportunities

During delivery of standards and End-point Assessment, new opportunities for support may be identified by employers and training providers. *Innovate Awarding* has a process for reviewing new support requirements and will develop new materials as part of this process.

### What is EPA Pro?

*Winner of the Innovation Award at this year's E-Assessment Association Awards*

*EPA Pro* is *Innovate Awarding's* specially designed End-point Assessment system which has been developed to make the administration of the new assessment process as simple as possible.

*EPA Pro* will guide the provider from apprentice registration to assessment booking, results and certification. It also enables assessment scheduling, whilst providing access to materials that support the assessment process.




## End-point Assessment guidance documents

### 1. Guide to practical observations

Purpose/benefits	Primary audience	Format	Planned delivery date
A more practical and easy-to-use document guide that puts the practical observation into context and gives hints and tips as to how to prepare, and what to expect from, the practical observation for the standard.	Single guide for: <ul style="list-style-type: none"> <li>• Training provider</li> <li>• Employer provider</li> <li>• Apprentice</li> </ul>	<ul style="list-style-type: none"> <li>• Online PDF document</li> <li>• Video recordings and webinars</li> </ul>	Available now

### 2. Guide to professional discussions and interviews

Purpose/benefits	Primary audience	Format	Planned delivery date
A more practical and easy-to-use document guide that puts interviews and professional discussions into context and gives hints and tips as to how to prepare, and what to expect from, the professional discussions and interviews for the standard.	Single guide for: <ul style="list-style-type: none"> <li>• Training provider</li> <li>• Employer provider</li> <li>• Apprentice</li> </ul>	<ul style="list-style-type: none"> <li>• Online PDF document</li> <li>• Video recordings and webinars</li> </ul>	Available now

### 3. Work-based project guide

Purpose/benefits	Primary audience	Format	Planned delivery date
A more practical guide that puts the projects into context and gives hints and tips around how to prepare, and what to expect from, the projects for the standard.	<ul style="list-style-type: none"> <li>• Employer provider</li> <li>• Training provider</li> <li>• Apprentice</li> </ul>	<ul style="list-style-type: none"> <li>• Online PDF document</li> <li>• Video recordings and webinars</li> </ul>	Available now
Where synopses of projects are required for a standard exemplar, it will be shown here.			

## End-point Assessment guidance documents

### 4. Presentation guide

Purpose/benefits	Primary audience	Format	Planned delivery date
Guidance documentation that puts presentation approach into context and gives hints and tips around how to prepare, and what to expect from, this assessment method.	<ul style="list-style-type: none"> <li>Employer provider</li> <li>Training provider</li> <li>Apprentice</li> </ul>	<ul style="list-style-type: none"> <li>Online PDF document</li> </ul>	Available now

### 5. Portfolio showcase guide

Purpose/benefits	Primary audience	Format	Planned delivery date
<p>A generic guide designed to prepare apprentices and providers in providing suitable assessment environment.</p> <p>Focuses on preparing apprentices with most appropriate form of evidence format to demonstrate competencies required to fully meet this assessment method.</p>	<ul style="list-style-type: none"> <li>Employer provider</li> <li>Training provider</li> <li>Apprentice</li> </ul>	<ul style="list-style-type: none"> <li>Online PDF document</li> </ul>	Available now

### 6. Guide to examinations (MCQs, short answer questions and written exams)

Purpose/benefits	Primary audience	Format	Planned delivery date
<p>A detailed guide to a series of assessment method required to fully meet requirements of standard.</p> <p>Provide full coverage around how to prepare your apprentices, structure of the examination format and hints and tips to support successful outcome.</p>	<ul style="list-style-type: none"> <li>Employer provider</li> <li>Training provider</li> <li>Apprentice</li> </ul>	<ul style="list-style-type: none"> <li>Online PDF document</li> </ul>	Available now

### 7. Assessment readiness checklist

Purpose/benefits	Primary audience	Format	Planned delivery date
<p>A document in checklist format, designed to assist and prepare the apprentice for End-point Assessment.</p> <p>This support material should be used during a mock End-point Assessment.</p> <p>The checklist is designed to function across the chosen assessment methodology. Please note the associated disclaimer.</p>	<ul style="list-style-type: none"> <li>Employer provider</li> <li>Training provider</li> </ul>	<ul style="list-style-type: none"> <li>Online Word document</li> </ul>	Available now

## Technical documentation

### 1. Innovate Awarding assessment specification

Purpose/benefits	Primary audience	Format	Planned delivery date
<p>A standard specific document designed to break down all assessment components and key areas that will be assessed by <i>Innovate Awarding</i> during EPA.</p> <p>Provides a breakdown of assessment delivery showing full grading criteria where appropriate and expectations of <i>Innovate Awarding</i> for apprentices undertaking all assessment components.</p>	<ul style="list-style-type: none"> <li>Training provider</li> <li>Employer provider</li> <li>Apprentice</li> </ul>	<ul style="list-style-type: none"> <li>Online document</li> </ul>	Available now

## Assessment exemplar materials (tests)

### 1. Practice multiple choice questions

Purpose/benefits	Primary audience	Format	Planned delivery date
<p>An e-assessment system designed to help monitor apprentices' progress through variety of sample questions mapped to assessment requirement.</p> <p>Can be used to test learning and understanding in a quiz environment.</p> <p>A tool used for monitoring apprentices' progress whilst providing constant feedback to help improve outcomes.</p>	<ul style="list-style-type: none"> <li>Apprentice</li> <li>Training provider</li> <li>Employer provider</li> </ul>	<ul style="list-style-type: none"> <li>Via e-assessment platform - direct access and instant feedback provided</li> </ul>	<p><b>Available now</b></p>

## Assessment exemplar materials (tests)

### 2. End-point Assessment full mock papers

Purpose/benefits	Primary audience	Format	Planned delivery date
<p>Full exams, mapped to assessment specification, written in the format of the EPA test for apprentices to practice in the correct system.</p> <p>Questions in same format as they will be tested formally and results for this will be available.</p> <p>Portfolio of mock papers will grow as we retire papers.</p>	<ul style="list-style-type: none"> <li>Apprentice</li> <li>Training provider</li> <li>Employer provider</li> </ul>	<ul style="list-style-type: none"> <li>Via e-assessment platform - direct access and instant feedback provided</li> </ul>	<p><b>Available now</b></p>

## Assessment exemplar materials (video case studies)

### 1. Assessed apprentice work exemplars

Purpose/benefits	Primary audience	Format	Planned delivery date
<p>An indicative exemplar work produced against each assessment component across different levels i.e. P/M/D.</p> <p>This will include full assessor commentary to justify awarded grades whilst identifying gaps within learner work and suggesting improvements required to achieve higher standard.</p>	<ul style="list-style-type: none"> <li>Apprentice</li> <li>Training provider</li> <li>Employer provider</li> </ul>	<ul style="list-style-type: none"> <li>Embedded video</li> </ul>	Available now

### 2. Professional discussions/interviews exemplars

Purpose/benefits	Primary audience	Format	Planned delivery date
<p>Videos showing elements of professional discussions and interviews in action, including commentary to highlight good and bad practices and useful tips whilst suggesting improvements required to achieve higher standard.</p>	<ul style="list-style-type: none"> <li>Apprentice</li> <li>Training provider</li> <li>Employer provider</li> </ul>	<ul style="list-style-type: none"> <li>Embedded video</li> </ul>	Available now

### 3. Practical observation exemplars

Purpose/benefits	Primary audience	Format	Planned delivery date
<p>Videos showing elements of practical observations in action, including commentary to highlight good and bad practices and useful tips whilst suggesting improvements required to achieve higher standard.</p>	<ul style="list-style-type: none"> <li>Apprentice</li> <li>Training provider</li> <li>Employer provider</li> </ul>	<ul style="list-style-type: none"> <li>Embedded video</li> </ul>	Available now

## Other assessment support documents and systems

### 1. Apprentice logbooks

Purpose/benefits	Primary audience	Format	Planned delivery date
<p>Mapped to the requirements of the assessment components, these are worksheets designed to allow preparation for assessment by the apprentice.</p> <p>Designed to enable apprentices build a pull of resources from which full evidence could be drawn for final submission.</p> <p>Could also be used by trainers/deliverers for evaluation of apprentices learning experiences.</p>	<ul style="list-style-type: none"> <li>Apprentice</li> <li>Trainer/deliverer</li> </ul>	<ul style="list-style-type: none"> <li>PDF/Word or online sheet</li> </ul>	Available now

### 2. EPA Pro (system and user guide)

Purpose/benefits	Primary audience	Format	Planned delivery date
<p>EPA Pro has been developed to make the administration of the new assessment process as simple and as manageable as possible.</p> <p>The system will guide you from apprentice registration to assessment booking, results and certification.</p> <p>It also enables assessment scheduling, whilst providing access to materials that support the assessment process.</p>	<ul style="list-style-type: none"> <li>Employer provider</li> <li>Training provider</li> <li>Apprentice</li> </ul>	<ul style="list-style-type: none"> <li>Online platform</li> <li>PDF user guide</li> </ul>	<p>Available now with ongoing improvements and development being released</p>

## Support materials and resources at a glance

	Assessment Specification	Practice multiple choice questions	Full mock papers	Guide to practical observations	Guide to professional discussions and interviews	Apprentice logbooks	Project guides	Portfolio building	Assessed apprentice work exemplars	Mock practical observation examples (video)	Mock professional discussions examples (video)	Assessment readiness checklist	Factsheet
L2 Trade Supplier	✓	✓	✓	✓	✓	✓	X	✓	X	✓	✓	X	✓
L3 Community Sport and Health Officer	✓	X	X	✓	✓	X	X	X	✓	✓	✓	✓	✓
L3 Customer Service Specialist	✓	X	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
L4 Associate Project Manager	✓	X	X	X	✓	X	X	✓	✓	X	✓	X	✓
L4 Policy Officer	✓	✓	✓	X	✓	✓	X	✓	X	X	✓	X	✓
L2 Passenger Transport Driver	✓	X	X	✓	✓	X	X	X	✓	✓	✓	X	✓
L2 Adult Care Worker	✓	✓	✓	✓	✓	✓	X	X	X	X	✓	✓	✓
L3 Lead Adult Care Worker	✓	✓	✓	✓	✓	✓	X	X	X	X	✓	✓	✓
L2 Healthcare Support Worker	✓	✓	✓	✓	✓	✓	X	✓	X	X	X	✓	✓
L3 Senior Healthcare Support Worker - Assessment Plan V1	✓	✓	✓	✓	✓	✓	X	✓	X	X	X	✓	✓
L3 Senior Healthcare Support Worker - Assessment Plan V2.2	✓	X	X	X	X	X	X	X	X	X	X	X	X
L5 Assistant Healthcare Practitioner	✓	✓	✓	✓	✓	✓	X	✓	X	X	X	✓	✓
L2 Retailer	✓	✓	✓	✓	✓	✓	X	X	X	✓	✓	✓	✓
L3 Retail Team Leader	✓	✓	✓	X	✓	✓	✓	X	X	✓	✓	✓	✓
L4 Retail Manager	✓	X	X	X	✓	✓	✓	X	X	X	✓	✓	✓
L2 Commis Chef	✓	✓	✓	✓	✓	✓	X	X	✓	✓	✓	✓	✓
L3 Chef de Partie	✓	✓	✓	✓	✓	✓	X	X	✓	✓	✓	✓	✓
L3 Senior Chef Production Cooking	✓	✓	✓	✓	✓	✓	X	X	✓	✓	✓	✓	✓
L2 Hospitality Team Member	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓
L3 Hospitality Supervisor	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓
L4 Hospitality Manager	✓	✓	✓	X	✓	X	✓	X	✓	X	✓	X	✓
L3 Business Administration	✓	✓	✓	X	✓	X	✓	✓	✓	X	✓	✓	✓
L3 Team Leader / Supervisor	✓	✓	✓	X	✓	✓	X	✓	✓	X	✓	✓	✓
L5 Operations / Departmental Manager	✓	✓	✓	X	✓	✓	✓	✓	✓	X	✓	✓	✓

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L2 Customer Service Practitioner	✓	X	X	✓	✓	✓	✓	X	✓	✓	✓	✓	✓
L2 Community Activator Coach	✓	X	X	✓	✓	X	X	X	✓	✓	✓	✓	✓
L3 Leisure Duty Manager	✓	X	X	X	✓	✓	✓	X	✓	X	✓	✓	✓
L2 Supply Chain Warehouse Operative	✓	X	✓	✓	X	✓	X	X	X	✓	X	X	✓
L3 Public Service Operational Delivery Officer	✓	X	X	X	✓	X	✓	X	X	X	✓	X	✓
L3 Personal Trainer	✓	X	X	✓	✓	X	X	X	✓	✓	✓	✓	✓

# Get in touch

Need more information?

You can give us a call on 0117 314 2800 or email our assessment services team at epa@innovateawarding.org.



**Innovate Awarding**  
Block F  
291 Paintworks  
Arnos Vale  
Bristol, BS4 3AW

0117 314 2800

[innovateawarding.org](http://innovateawarding.org)

Version 6 | March 2019

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