

Thursday 30th September @ 10:00am - 11:00am



MERSEYSIDE  
FIRE & RESCUE  
SERVICE

# Prepare, Plan & Perform:

## How to support your apprentices during end-point assessment

A Live Interactive Webinar



The webinar will  
start in



minutes



SFJ  
AWARDS





# Prepare, Plan & Perform

*How to support your apprentices  
during End-Point Assessment*

**Kit Salt, EPA Manager,  
SFJ Awards**



**Do you know someone who has started an  
apprenticeship?**



Yes, they  
enjoyed it



Yes, they  
stayed on with  
their employer



No, but I'd like to  
know more  
about them



Yes, me!

# Outline of Webinar

**Summary and overview**  
Kit Salt – EPA  
Manager, SFJ  
Awards

**Before your  
End-Point  
Assessment**  
Steve Fealy,  
Independent  
Assessor

**During your  
End –Point  
Assessment**  
Alan Fletcher,  
Independent  
Assessor

**EPA at  
Merseyside  
FRS**  
Ashley Roberts,  
Apprenticeship  
Manager  
Merseyside FRS

Panel  
Discussion and  
Q&A from  
Audience

# Early Engagement with SFJ Awards



Customer Engagement



Site visits



Information sessions  
with Apprentices



These findings are  
shared with the IAs



Need another visit?  
Just ask!

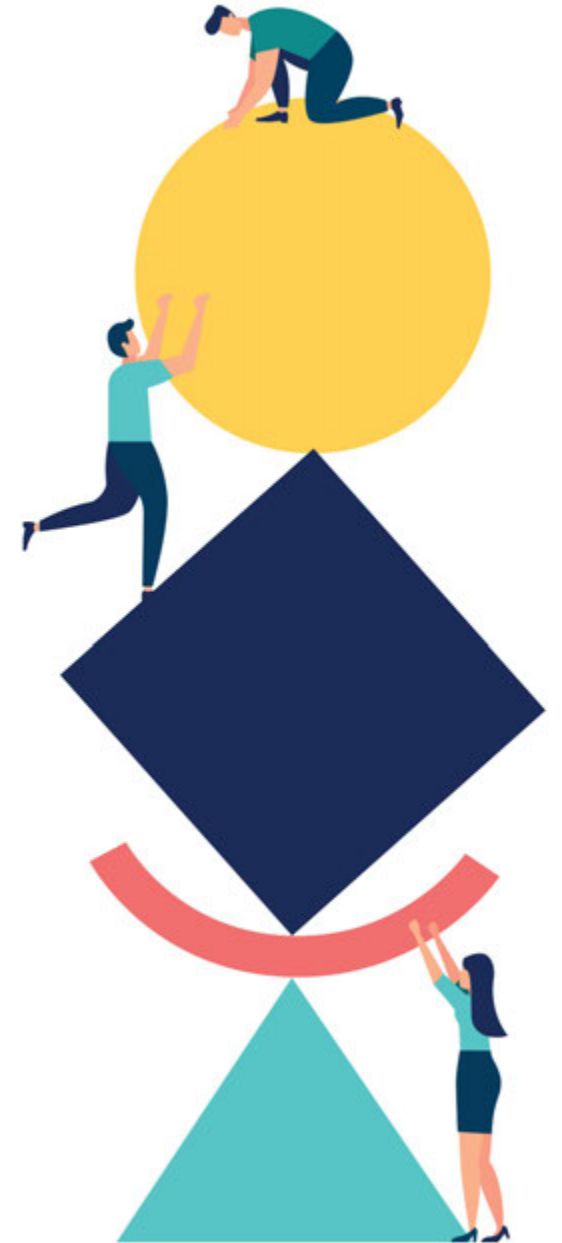
# The Team Approach

Who is involved? If using a separate training provider – talent coach?

Watch managers?

How we can work together from the start to support the apprentice?

Focus must always be on the apprentice.



## Effective use of the on-programme training

- Embedding preparation for EPA into the design of your on-programme training
- Give apprentices confidence to perform without constant supervision during the practical
- Professional discussion – be able to explain "why" they have done something and "what" the impact was
- Portfolio evidence





# Gateway

*Are they ready?*

The 3 requirements for Gateway:

1.

Are they working at or above the occupational standard?

2.

Have they achieved level 2 minimum in Maths and English?

3.

Submit a portfolio of **showcase** evidence to underpin the Professional Discussion, **Without this they should not progress through Gateway.**)



## Multi-Choice Knowledge Test

Use mock test in exam conditions

### Multi-Choice Test Criteria

60 Minutes

30 questions

18/30

24/30

Paper based or Online

KSB Ref	Knowledge Area	Indicative Learning Content / Resources
K10	The principles of JESIP (Joint Emergency Services Interoperability Principles)	On programme training and <a href="https://www.jesip.org.uk/five-principles">https://www.jesip.org.uk/five-principles</a> <a href="https://www.ukfrs.com/guidance/search/jesip-joint-doctrine-interoperability-framework">https://www.ukfrs.com/guidance/search/jesip-joint-doctrine-interoperability-framework</a>

# Practical Assessment

## Manage expectations

- Facilitator / Incident Commander must not be known to them
- Will need representation from host FRS to confirm procedures and safe working practices.
- Assessed as an individual working in a team environment, the natural environment for a firefighter
- Assessed on host FRS site, using equipment, environment and procedures familiar to the Apprentice
- 1:1 Q&A after each task
- Mistakes will be made

1 full day

3 key tasks

Criteria need to be evidence across all 3 tasks

1:4 ratio

Independent Facilitator/ IC



# Practical Assessment

Manage expectations – the tasks

1. Search and Rescue within a structure using firefighting equipment – Breathing Apparatus task with a demonstration of compartment firefighting branch techniques. This task will also incorporate simple working at height. Then 1:1 Q&A

2. Extrication of casualties from a situation of entrapment – could be anything, but to recognise the diversity of service provision across the country, most likely to be a road traffic collision (RTC). Then 1:1 Q&A

3. Resolve a small spillage of hazardous material & perform initial decontamination with resources from front line pumps only, including MDTs. Unless specifically requested, this will not involve gas tight suits due to logistics and timings required, but it has been done and is possible. Then 1:1 Q&A

# Professional Discussion

## Preparation and ownership

- What is a professional discussion?
- Starts at the beginning – the portfolio
- Apprentice selects showcase evidence for their PD
- Evidence is provided to SFJA via Ace360. If this is a folder of documents or a link to OneFile, Smart Assessor etc., use the PD declaration form to index the evidence and its location. Some use 1 Word document to capture evidence for the 14 KSBs in the 8 discussion areas.
- IA uses the evidence selected by the Apprentice for that individual's PD, to discuss the areas known to the Apprentice.
- The importance of providing evidence against all KSBs.
- Practice, prepare & own

Portfolio evidence  
informs questions

60 mins

# Supporting Your Apprentices Through The End Point Assessment





# Practical Assessment

## What happens on the day?

- Arrival of the End Point Assessment Team
- Briefing of support staff/facilitators
- Briefing of apprentices
- Assessment scenarios begin
- 3 x 2 hour scenarios
- Apprentices briefed by the facilitator
- Apprentices then complete the tasks.
- Performance is observed and recorded by the Independent Assessors



# Practical Assessment Facilitator Role

- ✓ Brief and Supervise
- ✓ Facilitator briefing card
- ✓ Allow apprentices to conduct the tasks
- ✓ Should not influence the performance
- ✓ Only step in for points of immediate safety critical danger



# Your support staff role

- ✓ Set up exercises
- ✓ Ensure Apprentices are in the right place at the right time
- ✓ Good working relationship with assessment team
- ✓ Do not influence apprentice performance.





# Appliances & Equipment

- ✓ Communication is Key
- ✓ Appliances stocked as per resource list and equipment tested ready for use.
- ✓ Avoidable delays...
- ✓ Risk Assessments, access, site limitations.



Slide 20

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So just to summarise points on the Practical assessment prior to moving on.

Apprentices will be nervous and anxious about the end point assessment and what will be required of them.

Nervous and anxious

Keep apprentices informed and supported

Apprentice Briefing

Equipment Checked/ Familiarised

Long, physically demanding day

Welfare facilities

Factors affecting performance..



# Professional Discussion

Two way  
discussion

Based upon  
evidence and  
activities recorded  
in the portfolio



# Professional Discussion

## Face to Face Requirements



- ✓ Private Room
- ✓ Internet access
- ✓ Timekeeping
- ✓ Apprentice waiting room.
- ✓ Nerves

## Remote Discussion Requirements



- ✓ Private Room for the apprentice
- ✓ No training or aide memoirs
- ✓ Internet access, reliable
- ✓ Link emailed to apprentice
- ✓ Virtual waiting room

# The Knowledge Test

## Key Points to Consider

Relax

Mock Tests

Take time to  
read questions  
fully

Apply thought,  
consideration  
and logic

No Red  
Herrings in the  
Test



**Ashley  
Roberts**  
Apprenticeship  
Manager  
Merseyside Fire and  
Rescue Service



**Please put your  
questions into the  
Q&A Feed**





*“SFJ Awards have been a great support in preparation for our first EPAs and incredibly flexible in what has been a constantly changing situation for everyone this year, truly working with us to resolve a wide range of queries. It has been reassuring to have their support and expertise throughout the EPA process”*

*“ it was as close to the real thing as an assessment could get”*

*“the apprenticeship journey has helped me grow and develop as a firefighter and as a person”*



# See you next time!



Get in touch to find out how we can support you and your apprentices now and in the future.



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