

The Future of

Apprenticeships in

England

Guidance for Trailblazers – from standards to starts  
  
ANNEXES

December 2015

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# Annex 1: Template for an Expression of Interest (EOI) to develop a standard

(see Section 2)

**To: Apprenticeship Trailblazers Team** by email: [apprenticeship.trailblazers@bis.gsi.gov.uk](mailto:apprenticeship.trailblazers@bis.gsi.gov.uk)

Proposal to develop apprenticeship standard(s) in [x] sector(s)

*[the template assumes you are bidding to develop a single standard but if your bid is for more than one, please provide the information below in relation to each standard]*

I am writing as the lead employer for the proposed development group in [sector or sectors].This is a [new/existing] standards development group. I would chair the group and lead this work.

*[if you have previously submitted an EOI to develop these standards please state this and indicate how your new EOI differs from your previous one]*

I am working with the group of employers listed below, all of whom are committed to working together to develop apprenticeship standards and to see these through to delivery.

The occupation that we would like to develop an apprenticeship standard for is:

* Occupation *[please provide a short description of the occupation including typical roles and responsibilities and an indication of main competencies required. If you are proposing the development of more than one standard, please set out clearly how they are distinct from each other in terms of role responsibilities and competencies needed]*

We believe that this occupation will require rigorous and substantial training of around [x] months *[NB must be at least 12 months training prior to the end-point assessment]* to achieve full competence, 20% of which will be off-the-job training *[insert evidence supporting this].*

We are committed to ensuring that the standard we design provides sufficiently transferable skills to enable a successful apprentice to perform this role in an employer of any size and in any relevant sector. We are collectively representative of our sector(s) and are willing to work with other employers who come forward with an interest in this occupation and with colleagues from other sectors where our standards are closely related. We will develop the apprenticeship standard and assessment plan in line with the latest edition of the “Guidance for Trailblazers – from standards to starts, December 2015”, will aim to complete this process within a year and will ensure that the resulting standard represents good value for money for the end-users.

We have reviewed the standards that have already been developed and those in development and are satisfied that there is no duplication with our bid *[also include any reference to related Trailblazers and any discussions you have had with them to ensure they are content that your bid does not duplicate their activity]*

My company and all the employers listed below as supporters of this bid fully intend to make use of the standard once it is ready for delivery. Projected annual starts for the standard we are bidding to develop by each group member are detailed in the table overleaf.

[*If applicable*:

* We are working with *[professional body]* who set the professional standards for this sector.
* As employers, we have invited representatives from *[sector body or bodies]* to play a supporting role to the Trailblazer.
* We have invited representatives from *[training providers]* to play a supporting role to the Trailblazer.
* The standard we propose to develop will be inappropriate for [x] age group for the following reasons… *(see paragraph 30).*
* *The occupation covered by our proposed standard is currently covered by [x] framework / pathway and we envisage that it will effectively replace the need for the latter once the standard is ready to deliver.]*

Assuming the development process runs smoothly, we envisage the resulting apprenticeship being ready to deliver starts from *[insert date]* with an annual take-up of *[insert projected number of annual starts - i.e. in total across the sector(s) rather than just starts across the group’s members].*

We envisage most Trailblazer meetings taking place in [*insert geographical location as this will help us allocate an appropriately located RM if your EOI is approved*].

If the standard is selected for development at this stage:

* I am happy for my organisation to be publically named as the lead employer and the companies listed below are happy to be named as working together to deliver this.
* I am content for *[insert name and email address of appropriate contact which doesn’t necessarily need to be the chair*] to be used on the gov.uk website as the contact point for enquiries in relation to the Trailblazer; and
* I commit the Group to working with relevant sector organisations to promote the use of the resulting standard once it is ready for delivery.

Yours sincerely,

[*insert name*]

*[Please submit this as a word document rather than a pdf to enable easier uploading to our survey)]*

**Members of the employer group:**

| **Organisation Name** | **Lead Representative** | **Sector** | **Job Title** | **Projected annual starts for each standard (listed individually)** | **Number of employees in the organisation** |
| --- | --- | --- | --- | --- | --- |
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# Annex 2: Trailblazer Small Business Travel Fund - guidance for claimants

The purpose of this fund is to support the involvement of small businesses in the work of apprenticeship trailblazers.

BIS expect all parties travelling as part of the scheme to take appropriate and justifiable spending decisions, weighing up the balance between value for money and business benefit. No one should either benefit or be out of pocket as a result of undertaking business travel as part of this scheme. As such, all travel and subsistence claims should be based on receipted costs incurred as a result of travel between your home or office and an eligible meeting [defined below].

The fund is open to small employer Trailblazer members (i.e. with under 50 employees) to claim for travel in instances where:

* Attendance at the meeting is critical;
* The meeting will cover discussion of apprenticeship standards (or their related assessment plans and implementation);
* Options for conducting the meeting remotely have been fully explored.

As the fund is small, and in order to ensure robust management of public money, eligibility will be kept under review by the Department. If you are unsure about whether an expense is eligible under the scheme, in the first instance, you should check with your BIS/SFA Relationship Manager, ideally before the expenditure is incurred. As a guide, claims will be paid for a maximum of two attendees per employer at each meeting. **The Department expects all expenditure to be supported via original itemised receipts**, which should be forwarded to the address below, together with a completed claim form, within 28 days of the expense being incurred:

Yeolanda Lopes

Department for Business, Innovation and Skills,

1 Victoria Street

London

SW1P 0EH

Claims will be processed at the beginning of each month and we reserve the right to refuse unreasonable claims for expenses which fall outside the criteria defined below.

**Rail travel entitlements**

The Department will pay for any actual costs incurred for rail travel, on the basis that:

* Tickets are purchased in as far advance as possible and for the least cost possible;
* First Class rail travel will **not** be covered by the Department **in full or in part** unless doing so would constitute a “reasonable adjustment” under the Equality Act (e.g. due to injury or pregnancy).

**Mileage entitlements**

If you use your own car (or another suitable vehicle such as a motorcycle) for a Trailblazer meeting, you can claim motor mileage allowance.

The Department pays the maximum rates allowable under the HM Revenue and Customs Approved Mileage Allowance Payment (AMAP) scheme.

|  |  |  |
| --- | --- | --- |
| Cars and Vans | Standard rate for the first 10,000 miles in the tax year | 45p per mile |
| Lower standard rate for each additional mile over 10,000 miles | 25p per mile |
| Motorcycles | | 24p per mile |
| Bicycles | | 20p per mile |

The standard rate of motor mileage allowance is paid if:

* you are driving your own car, and
* you are using the car for a journey where it is reasonable and cost effective to travel by car, and
* you have suitable comprehensive insurance which allows for business use, and
* you have not exceeded the current 10,000 mile per tax year threshold.

The lower standard rate of motor mileage allowance is paid if:

* you have exceeded the 10,000 mile threshold at standard rate, or
* you have only third party insurance cover which allows for business use, or
* you are using the car for a journey where it was not cost-effective or reasonable to do so, or where there are suitable and convenient public transport alternatives.

The Department reserves the right to reject a mileage claim, where there is clear evidence that other forms of transport offer better value for money and represent better use of public money. If you are unsure whether this applies to your claim, please speak to your Relationship Manager.

**Insurance**

When you use your vehicle for business, you must have adequate insurance cover which allows business use. When claiming mileage allowance, you must declare that you understand the insurance requirements and that you have adequate cover.

The Department does not accept or have any liability in the event of any accident, damage, injury or death, beyond that which would exist if the car had not been used. Any additional liability that arises as a result of an individual using their own car has to be insured by the individual.

**Garage expenses, tolls and ferries.**

If you use a car on Trailblazer business you can claim the cost of garaging and parking fees, Congestion Zone charges, tolls and ferry charges. The rules vary depending on the motor mileage allowance payable, as follows.

* For journeys which attract standard rate, full cost may be reimbursed. Receipts should be produced (but not for parking meter charges which will be reimbursed without receipts).
* In other cases, the full cost may be met only if the total of the mileage allowance and the other charges does not exceed the cost of the journey by public transport.

**Domestic Flight entitlements**

The Department is committed to spending taxpayers’ money wisely. As such, the most economical method of travel must always be considered. Approval for the use of a domestic flight must be sought from your Relationship Manager prior to travel, should only be used for journeys greater than 250 miles and selected on the basis of:

* value for money
* convenience
* the absence of more practical or cheaper forms of transport

**Further queries**

If you have any further queries, please email them to:

[apprenticeship.trailblazers@bis.gsi.gov.uk](mailto:apprenticeship.trailblazers@bis.gsi.gov.uk)

If you have any further queries, please email them to [apprenticeship.trailblazers@bis.gsi.gov.uk](mailto:apprenticeship.trailblazers@bis.gsi.gov.uk)

**Department for Business, Innovation and Skills - Travel Claim Form for Trailblazer Small Business Travel Fund**

**Section 1 – Claimant’s Details**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Company Name** |  |
| **Trailblazer** |  |
| **Office Address** |  |
| **VAT Number (if applicable)** |  |
| **Telephone Number** |  |
| **Email Address** |  |

**Section 2 – Travel Expenses**

Method of Travel:

Train  Own Motor Vehicle  Flight  Other

| **Date** | **From** | **To** | **Purpose of Meeting** | **Sub Total (£)** |
| --- | --- | --- | --- | --- |
| Click here to enter a date. |  |  |  |  |
| Click here to enter a date. |  |  |  |  |
| Click here to enter a date. |  |  |  |  |
| Click here to enter a date. |  |  |  |  |
| Click here to enter a date. |  |  |  |  |
| Click here to enter a date. |  |  |  |  |
| Click here to enter a date. |  |  |  |  |
| **Total** | | | |  |

**Section 3 – Use of Private Motor Vehicle**

|  |  |
| --- | --- |
| **Purpose of Meeting** |  |
| **Date of Travel** | Click here to enter a date. |
| **Miles Travelled** |  |
| **Rate (please refer to guidance for current rates)** |  |
| **Sub Total (mileage x rate)** | **£** |
| **Cark Parking Expenses** | **£** |
| **Total (mileage + carp parking)** | **£** |

Additional Vehicle Details

|  |  |
| --- | --- |
| **Cumulative Total Mileage claimed at full rate this year** |  |
| **Engine Capacity (cc)** |  |

**Section 4 – Method of Payment**

|  |  |
| --- | --- |
| **Bank/Building Society Name** |  |
| **Address** |  |
| **Account Holder** |  |
| **Sort Code** |  |
| **Account Number** |  |

**Section 5 – Declaration**

I declare that the expenses detailed above are correct in accordance with the Trailblazer Small Business Travel Fund Expense Policy and were actually and necessarily incurred by me on Trailblazer business. I have not previously claimed for any item on this claim. Any mileage allowance claimed is in respect of a vehicle I know to be adequately insured for official business use and I have a current driving licence and up to date MOT for the vehicle.

Signed

Date

**Please send your completed claim form and original receipts to:**

**Yeolanda Lopes,**

**The Department for Business, Innovation and Skills,**

**1 Victoria Street**

**London**

**SW1P 0EH**

# Annex 3: Template for a Trailblazer workplan

**(see paragraph 55)**

|  |  |
| --- | --- |
| **Occupation(s):**  **Employer Chair:**  **Relationship Manager:** | |
| **1. Managing the Trailblazer**   * How do you plan to manage the work of the Trailblazer? How often does the group plan to meet? Who will set the agenda for these discussions and chair the sessions? * Will the whole group consider all issues or will you split the work into specific strands working on different aspects? | |
|  | |
| **2. Key phases and milestones**   * How do you plan to meet the overall goal of submitting a high quality apprenticeship standard? * What are the key milestones along the way? When will you share information and drafts with your Relationship Manager? | |
|  | |
| **Key Milestones:** | |
| 3. **Plans for involving others**   * How do you plan to involve a wider group of employers, including smaller businesses, in the Trailblazer process to ensure that the standard is widely applicable and will have take up from across the sector or sectors? * How do you plan to work with the other Trailblazers on any cross-over issues? * What are your plans to involve other organisations and at what stage – e.g. training providers, professional bodies, awarding bodies, trade unions? If you are not planning to engage with training providers early on in the process, how will you ensure your standard is appropriate for delivery? | |
|  | |
| **4. Risks and issues**   * What are the key risks and issues for the Trailblazer project at this point and how are you managing them? | |
| **Risk / Issue** | **Plans for mitigating/managing** |
|  |  |
|  |  |
|  |  |
| **5. Anything else to raise**   * Is there anything else that you would like to make your Relationship Manager aware of at this stage? | |
|  | |

# Annex 4: Template for an apprenticeship standard

(see Section 3)

Items that we expect to be covered in all apprenticeship standards appear in black type in the template, whilst those that are optional depending on the occupation and circumstances are in blue type. Apprenticeship standards should be short and clear, taking up no more than two sides of A4 (in size 12 font) unless you have been given approval to adopt a core and options approach and your Relationship Manager has agreed that it is impractical to fit all the options onto two pages.

Whilst there needs to be some uniformity in terms of the content of standards, there are no restrictions on how the information is set out and a number of different layouts have been used by Trailblazers as can be seen online[[1]](#footnote-1).

The standard should not generally refer to ‘the apprentice’, other than in sections relating to entry requirements or in relation to mandatory on-programme requirements such as English and maths. This is because the standard needs to be presented in terms of what the fully competent individual will be able to do.

**Title – Apprenticeship standard for** *[insert occupation title – don’t refer to “Trailblazer”]*

**1. Occupation(s)**

* *List the occupation(s) covered by this apprenticeship standard including any generic job titles used to describe this occupation within the sector. It will also be helpful to provide context by explaining where the occupation fits within the wider sector(s).*
* *If you are using a core and options approach, you should summarise the range of options here.*
* *Describe briefly what someone who is fully competent in this occupation will be expected to be able to do – their main duties and tasks.*

**2. Entry Requirements** *(only if needed)*

*In order to avoid creating barriers to entry, it is not permissible to include entry requirements in a standard unless they are statutory or regulatory requirements. However, some Trailblazers have chosen to include wording such as “Whilst any entry requirements will be a matter for individual employers, typically an apprentice might be expected to have already achieved x, y, and z on entry.”*

*Also, if there is any reason why undertaking this apprenticeships would not be appropriate for a particular age group (see paragraphs 30-31) please state it here.*

**3. Requirements: Knowledge, Skills and Behaviour (KSBs)**

* *This is the core of the apprenticeship standard. You should list the KSBs that are required by employers for full competence in this occupation. If you have approval to develop a core and options approach, you will want to set out separately which knowledge and skills are core and which apply to individual options.*

| **Knowledge** | **What is required** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

| **Skill** | **What is required** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

| **Behaviour** | **What is required** |
| --- | --- |
|  |  |
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* *When completing the KSB sections, you may find it helpful to start with a phrase like “The [occupation title] will require a comprehensive understanding of….” so that you do not need to start every Knowledge bullet with “an understanding of..”*
* *Your consideration of what KSBs are needed should include consideration of whether any digital skills are required.*

**4. Duration**

* *You should give an indication of the likely duration of the apprenticeship (e.g. “typically 24 months”, or “typically 18-24 months”. If the latter, the range given should not generally span more than 6 months).*
* *This must be at least 12 months.*
* *You should not state a maximum duration.*

**5. Qualifications**

* *We do not expect you to specify qualifications as part of your apprenticeship standard as the standard is focused on the outcome for the apprentice, not the inputs. However, there are some exceptions to this as detailed in the standards criterion “G” in the table at paragraph 85.*
* *If a qualification is to be referenced in the standard, the name, type and level of qualification should be stated (or an indication of this if the qualification is still in development) but not a particular provider or awarding organisation (except where it is offered by only one organisation e.g. vendor and professional qualifications).*
* *This section should also state the English and maths requirements at the end of the apprenticeship. These may either be the minimum required across all apprenticeships (see the criterion “F” in the table at paragraph 85) in which case the standard wording below can be used, or any such requirements that you set above the minimum. The standard wording for level 2 apprenticeships is:*

*“Apprentices without level 1 English and maths will need to achieve this level and take the test for level 2 English and maths prior to taking the end-point assessment”*

*…and the standard wording for level 3 to 7 apprenticeships is:*

*“Apprentices without level 2 English and maths will need to achieve this level prior to taking the end-point assessment”.*

**6. Link to professional registration** *(only include where professional registration exists)*

* *Apprenticeship standards must link to professional registration where this exists at that level in the occupation. This means that when someone completes an apprenticeship, they have the evidence proving that they have met the level of competence needed to secure professional registration. It is up to the individual whether they choose to become registered.*
* *Where relevant, this section should set out which professional registration the apprenticeship standard is designed to meet and the name of the professional body or bodies responsible for maintaining the professional register.*

**7. Level**

* *State the proposed level of the apprenticeship standard (levels 2-7)[[2]](#footnote-2)*

**8. Review date**

* *This should generally be “after 3 years” unless there is a particular reason for it to be reviewed earlier (e.g. in cases where technology or processes are developing rapidl*y)*. NB - on approval of your assessment plan, we will insert a specific review date into your standard.*

# Annex 5: Template for assigning copyright to the Crown

(see paragraphs 68-81)

This Assignment is dated [date]

**PARTIES**

1. The Assignors are the persons listed in the table below.

| Assignor | Full Company Name (incorporated in England and Wales) | Company Number | Registered Office |
| --- | --- | --- | --- |
| First |  |  |  |
| Second |  |  |  |
| Third |  |  |  |
| Fourth |  |  |  |
| [Continued] | | | |

(2) The Assignee is the Secretary of State.

**SCHEDULE**

The works are the following apprenticeship standards:

* [Names of standards]

In this Schedule, “apprenticeship standards” means any standard which may be published, with or without revisions, by the Secretary of State in connection with approved English apprenticeships, and includes any assessment plan related to that standard.

In this Schedule, an “assessment plan” is any document prepared for the purpose of assisting the Secretary of State, or another person, to decide whether a person has achieved an apprenticeship standard (whether or not the document is annexed to or otherwise forms part of that standard).

**BACKGROUND**

• The Assignors jointly own the copyright in the Works.

• The Assignor and Assignee acknowledge that the Assignor may create Future Works.

• The Assignor has agreed to assign to the Assignee all copyright in the Works and the Future Works on the terms set out in this agreement.

**AGREED TERMS**

**1. DEFINITIONS**

**“Works”** means the works described in the Schedule. (The schedule forms part of this agreement and has effect as if set out in the body of the agreement.)

**“Future Works”** means any modification, adaptation, revision or amendment to any of the Works.

**2. ASSIGNMENT**

In consideration of the sum of £1.00 (receipt of which the Assignors expressly acknowledge), the Assignors assign to the Assignee absolutely the following rights throughout the world:

the entire copyright and all other rights in the nature of copyright subsisting in the Works and the Future Works; and

all other rights in the Works and the Future Works of whatever nature, whether now known or created in the future, to which the Assignors are now, or at any time after the date of this agreement may be, entitled by virtue of the laws in force in the United Kingdom and in any other part of the world,

in each case for the whole term including any renewals, reversions, revivals and extensions and together with all related rights and powers arising or accrued, including the right to bring, make, oppose, defend, appeal and obtain relief (and to retain any damages recovered) in respect of any infringement, or any other cause of action arising from ownership, of any of these assigned rights, whether occurring before, on, or after the date of this agreement.

**3. MORAL RIGHTS**

The Assignors waive their moral rights arising under the Copyright, Designs and Patents Act 1988 and, so far as is legally possible, any broadly equivalent rights they may have in any territory of the world.

**4. VARIATION**

No variation of this agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

**5. SEVERANCE**

If any provision or part-provision of this agreement is or becomes invalid, illegal or unenforceable, it is to be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision is to be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause does not affect the validity and enforceability of the rest of this agreement.

**6. GOVERNING LAW**

This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by, and construed in accordance with, the law of England and Wales.

**7. JURISDICTION**

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

First Assignor

|  |  |
| --- | --- |
| Signed by [NAME OF DIRECTOR]  for and on behalf of [NAME OF ASSIGNOR] | .......................................  Director |

Second Assignor

|  |  |
| --- | --- |
| Signed by [NAME OF DIRECTOR]  for and on behalf of [NAME OF ASSIGNOR] | .......................................  Director |

Third Assignor

|  |  |
| --- | --- |
| Signed by [NAME OF DIRECTOR]  for and on behalf of [NAME OF ASSIGNOR] | .......................................  Director |

Fourth Assignor

|  |  |
| --- | --- |
| Signed by [NAME OF DIRECTOR]  for and on behalf of [NAME OF ASSIGNOR]  [Continued] | .......................................  Director |

# Annex 6: Template for a Trailblazer employer support letter

(see Criterion “C” in the table at paragraph 85)

*To be submitted via the Chair when draft standards are being submitted for approval. Such notifications can either take the form of a signed letter (a scanned version will do) or an email containing relevant employer/employee details (i.e. company logo, name and address and the emailer’s name, company position and contact details)*

*Address to the Trailblazer Chair:*

I confirm that I have been an active member of the *[insert name]* Trailblazer group, that I have been involved in developing the standard(s) *[insert name(s) of standard(s)]* being submitted and that I approve of the final draft(s).

I believe that the standard(s) fully meet the needs of the *[insert name]* sector in relation to the occupations covered by them and offer(s) good value for money for end-users.

*[Only if applicable - see paragraph 75]* Whilst I have had an active involvement in the Trailblazer, I have not expended sufficient skill and labour to be classed as an author and neither I nor my employer are entitled to the copyright in any of the works produced by the Trailblazer. In view of this, my company has not signed the assignment to transfer copyright of the standard(s) to the Crown.

[*Only if applicable - see criterion “G” in the table at paragraph 85*] I confirm that my employer supports the development of the “yet to be developed” qualification(s) listed in the draft standard and intends to use the standard on this basis.

The company that I represent on the Trailblazer group employs approximately *[insert number]* people.

# Annex 7: Template for an assessment plan

(see Section 4)

*A good assessment plan will concisely:*

* *Explain* ***what*** *will be assessed (i.e. which skills, knowledge and behaviour listed on the standard, and giving more detail if needed).*
* *Explain* ***how*** *the apprentice will be assessed (i.e. which method or range of methods will be used at the end of the apprenticeship to judge competency),*
* *Indicate* ***who*** *will carry out the assessment* (i.e. who will be the assessor(s) for each aspect of the end-point assessment (EPA)),
* *Propose internal and external* ***quality assurance*** *arrangements to make sure that EPAs are reliable and consistent across different locations, employers, and training and assessment organisations.*

*The template below has been provided to help you include the detail behind the above points. You should aim for your Assessment Plan to be no more than 10 pages long.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Summary of Assessment** | | | | | |
| *Provide an introduction, a clear explanation of how the EPA will work and a description of how an apprentice should expect to be assessed.* | | | | | |
| **Assessment Overview [set out key assessment information]** | | | | | |
| **Assessment Method** | **Area Assessed** | | **Assessed by** | **Grading** | **Weighting** |
| *e.g. Online test* | *What Skills / Knowledge / Behaviour are being assessed?* | | *Independent Assessment Organisation* | *Fail/Pass / Distinction* | *65%* |
| *e.g. Professional Discussion* | *What Skills / Knowledge / Behaviour are being assessed?* | | *Professional Body* | *Fail / Pass / Merit / Distinction* | *35%* |
|  | | | | | |
|  | | | | | |
| **On-programme Assessment [if applicable]** | | | | | |
| * *Include a brief description of any mandatory qualifications on the standard that must be undertaken as a pre-requisite to taking the EPA. Any recommendations for on-programme assessment should be included in a separate document and not in the assessment plan (see paragraph 104). You may use a hyperlink to such a document which must be freely available to all employers.* | | | | | |
| **Assessment Gateway** | | | | | |
| * *What will trigger the apprentice being put forward for the EPA?* * *Who will make the judgement?* | | | | | |
| **End-point - Assessment** | | | | | |
| ***What***   * *What skills/knowledge/behaviour are being assessed? This should link to the published standard*   ***How***   * *How will the ‘what’ be assessed?* * *What will the apprentice have to do exactly?* * *Where will the assessment take place?* * *How will the assessment be undertaken by all employers; regardless of their size*   ***Who***   * *Who will carry out the assessment and who will be on the Register?* * *If there are a number of assessors, such as in a panel arrangement, explain how they will work together and who has the casting vote* * *Are there any minimum requirements for assessors? e.g. sector knowledge, assessor qualification, experience?* | | | | | |
| **End-point – final judgement** | | | | | |
| * *Who makes the final decision about whether the apprentice has passed? Who is on the RoAAO?* | | | | | |
| **Independence** | | | | | |
| * *Who is providing the independent EPA?* * *What is their relationship to the apprentice? What level of independence and impartiality do they have?* * *How is this deliverable for all employers?* | | | | | |
| **End-point – Summary of roles and responsibilities [set out the role of each organisation/person involved in assessment]** | | | | | |
| **Assessor** | | **Role** | | | |
| *e.g. Employer* | |  | | | |
| *e.g. Training Provider* | |  | | | |
| *e.g. Assessment Organisation* | |  | | | |
| **Quality Assurance – internal** | | | | | |
| * *How should an Assessment Organisation internally provide quality assurance? This could include internal sample checking or moderation meetings between assessors.* | | | | | |
| **Quality Assurance – external** | | | | | |
| * *How will quality be assured between Assessment Organisations? Who has a role in this assurance?* | | | | | |
| **End-point - Grading** | | | | | |
| * *How will the grade be decided and is each assessment equally weighted?* * *Who decides the grade?* * *Are there grading criteria?* * *What does the grade above pass look like and how is it determined?* | | | | | |
| **Implementation** | | | | | |
| * *Affordability: What are the likely costs for EPA and what proportion of the overall cost of the apprenticeship is likely to be on assessment?* | | | | | |
| * *Professional Body recognition: How will the apprentice be recognised by the professional body? Will they be ready to apply for accreditation upon completion?* | | | | | |
| * *Consistent: How is the EPA deliverable across the country and in a variety of businesses to the same standard of competence?* | | | | | |
| * *Volumes: How many starts on your apprenticeship are expected each year?* | | | | | |
| **Annex** | | | | | |
| * *Please include any additional documents or resources, or links to these documents where they can be freely obtained. Information in the annex should be supplementary for the EPA and should not contain information around on the on-programme curriculum.* | | | | | |

# Annex 8: Assessment criteria

(quick reference version)

| **Criterion** | **Explanation** |
| --- | --- |
| **1.SYNOPTIC ASSESSMENT** | The end-point assessment (EPA) must be synoptic, which means that it must holistically assess the higher order KSBs from across the standard in an integrated way at the end of the programme. |
| **2. USING A RANGE OF ASSESSMENT METHODS** | Your assessments will need to ensure that apprentices can demonstrate their ability across the standard. This is likely to require mixed methods of assessment. |
| **3.GRADED ASSESSMENTS** | All apprenticeships should be graded, and should have at least one level above a pass. For example, pass and distinction or pass, merit and distinction. |
| **4. DELIVERING CONSISTENT (RELIABLE) JUDGEMENTS** | Your assessment strategy and tools must ensure that employers can have confidence that apprentices assessed in different parts of the country, at different times, by different assessors have been judged in the same way and have therefore reached the same standard of occupational competence. |
| **5. DELIVERING ACCURATE (VALID) JUDGEMENTS** | The method of assessment must be appropriate to the content**.** The assessment methods and tools will need to ensure that the decisions reached on every apprentice are an accurate reflection of their competence. |
| **6. ENSURING INDEPENDENCE** | It is vital that all apprentices are assessed in a fair and objective manner. This means assessments will either be delivered by an independent third party, or will be delivered in such a way that no party who has been involved in delivery can make the sole decision on competence. The approach must clearly deliver an impartial result. |
| **7.AFFORDABILITY** | Your approach should consider how cost effectiveness in assessments will be delivered while still meeting the quality objectives. You should ensure that the EPA is financially reasonable and not off-putting to other employers. |
| **8. MANAGEABLITY / FEASIBILITY** | You will need to set out how the assessment process will bedeliverable on the scale required for the number of apprentices. |
| **9. PROFESSIONAL BODY RECOGNITION** | Where a professional body or bodies have recognised the standard, our expectation is that they will also recognise the assessment process, as completion of the apprenticeship should ensure the apprentice is ready to secure professional accreditation. |

# Annex 9: Trailblazer standard activity summary template

(this version is for reference only and is subject to change – the latest excel version for completion is available from your Relationship Manager)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Trailblazer Standard: Activity Summary Template - Dec 2015** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1** | **Standard Title** | |  | | | | | | | **2 Standard Reference** | | | | | | | | | | | | | | | | |  | | | | | | |
| **3** | **Main industry sector (s) supported by the Standard** | |  | | | | | | | | | | **4 Occupation (s) Supported** | | | | | | | | | | | | | |  | | | | | | |
| **5** | **Sector Subject Area (select from the list)** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **6** | **Typical Apprenticeship Duration** | |  | | | | | **7 End Level** | | | | | | | |  | | | | | **8 Does this standard replace existing framework or pathway(s)? ( Y or N)** | | | | | | | | | | |  | |
| **8a** | | **If yes, please list the name, level and/or pathways of any frameworks being replaced (please add rows as required):** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Framework Titles | | | Pathway (if relevant) | | | | | Level | | | Full or Part Replacement | | | | | | | | | | | | | | | | % Shared Content | | | | | |
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| **9** | **Please list any entry requirements for your standard (excluding English and Maths)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **10** | | **Does the standard include English and maths above level 2? (select Y or N)** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **10a If yes, to which level? (select from the drop down list)** | | | |  | | | | | | | | | | | | **English**  **Maths** | | | | | | | | | | | |  | | | | | |
| **11 When are you expecting the first starts on the standard? (dd/mm/yy)** | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **12 How many starts are you expecting?** | | |  | | | | | | | **16-18** | | | | | | | | **19+** | | | | | | | | | | **Subtotal** | | | | |  |
| **12a In the first academic year (Aug 2015 to July 2016)?** | | | | | | | | |  | | | | | | |  | | | | | | | | | | | |  | | | | | |
| **12b In the second academic year (Aug 2016 to July 2017)?** | | | | | | | | |  | | | | | | | |  | | | | | | | | | | |  | | | | | |
| **13 How many starts per year are you expecting once fully established?** | | | | | | |  | | | | | | | | | |  | | | | | | | | | | |  | | | | | |
| **14** | | **Please provide a breakdown of all key elements of training and assessment for a typical apprentice ( add rows as required )** | | | | | | | | | | | | | | | | | | **Cost £ EXCLUDING VAT** | | | | | | | | |  | |  | | |
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| **15** | | **Please provide a breakdown of key elements of end point assessment for a typical apprentice ( add rows as required )** | | | | | | | | | | | | | | | | | | **Cost £ EXCLUDING VAT** | | | | | | | | | | | | | |
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|  | |  | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |
| **16** | | **Total training costs (per apprentice) - this will automatically calculate** | | | | | | | | | | | | | | | | **A** | | | | **£** | | | | | | | | | | | |
| **17** | | **Total end point assessment costs (per apprentice) - this will automatically calculate** | | | | | | | | | | | | | | | | **B** | | | | **£** | | | | | | | | | | | |
| **18** | | **Grand Total per apprentice training and end point assessment (A+B=C) - this will automatically calculate** | | | | | | | | | | | | **C** | | | | | | | | **£** | | | | | | | | | | | |
| **19** | | **End Point Assessment Costs as a percentage of total cost - this will automatically calculate** | | | | | | | | | | | | | **D** | | | | | | | | **£** | | | | | | | | | | |
| **20** | | **Please provide three provider quotes for training delivery** | | | | | **Name of training provider** | | | | | | | | | | | | | **Total price of quote** | | | | | | | | | | |  | | |
|  | |  | | | |  | | | | | | | | | | | | | | | | | | **£** | | | | | | | | | |
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|  | |  | | | |  | | | | | | | | | | | | | | | | | | **£** | | | | | | | | | |
| **21** | | **Please provide one assessment organisation quote for end point assessment** | | | | **Name of assessment organisation** | | | | | | | | | | | | | | **Total price of quote** | | | | | | | | |  | |  | | |
|  | |  | | | |  | | | | | | | | | | | | | | | | | | | **£** | | | | | | | | |
| **22** | | **Does the standard include qualifications? (select Y or N)** | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |
| **23** | | **Are any of these qualifications mandatory for all apprentices? (select Y or N)** | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |
| **24** | | **If responding "Yes" to Q22 please list the qualifications below- include those listed as mandatory or recommended in the assessment plan and indicate if any are new or in development.** | | | **Awarding Organisation or Body / Product Owner** | | | | | | **Learning Aim Reference - if applicable  (e.g. 600/0000/01)** | | | | | | | | **Is this mandatory for all apprentices?** | | | | | | | | | | | **Level** | | | |
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| **25 Please add any further information needed to support the entries elsewhere in this form (press Alt+Return to go to start of new line)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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# Annex 10: Glossary of Terms and Acronyms

|  |  |
| --- | --- |
| Apprenticeships Directorate (AD) | The team within both the Department for Business, Innovation & Skills (BIS) and the Department for Education (DfE) responsible for developing apprenticeship policy and reporting to the Minister for Skills. |
| Digital Apprenticeship Service | The online end-to-end service for employers. It will enable employers to find an apprentice candidate, choose a training provider and pay for apprenticeship training and assessment. |
| Employer Occupational Brief | Term used by some Trailblazers to mean additional documents they have created to provide more detail on the expected training and curriculum that will support the apprentice towards developing the KSBs against which they will be assessed in the EPA. |
| EOI | Expression of Interest: a bid by a group of employers to develop one or more apprenticeship standard. |
| EPA | End-point Assessment: the assessment undertaken at the end of an apprenticeship to test full occupational competence. |
| KSBs | The Knowledge, Skills and Behaviour required to achieve full competence in an occupation as detailed in an apprenticeship standard. |
| Off-the-job training | On or off-site learning which is undertaken outside of the normal day to day working environment and contributes towards the achievement of the apprenticeship. |
| On-programme assessment | Any assessment undertaken during the apprenticeship (i.e. prior to the end-point assessment) used to check progress towards developing full competence. |
| Open Policy Development | Refining policy in the light of experience and stakeholder feedback derived from early implementation. |
| QAA | Quality Assurance Agency for Higher Education. |
| RM | Relationship Manager - a named individual either in the AD or SFA whose role is to advise individual Trailblazers on policy and processes relating to the development of standards and assessment plans. |
| RoAAO | Register of Apprentice Assessment Organisations. |
| RoTO | Register of Training Organisations. |
| SFA | Skills Funding Agency. |
| Synoptic or holistic assessment | An assessment of the skills, knowledge and behaviour in an integrated way at the end of the programme. |
| Standard | A short, easy to understand document developed by employers that describes the KSBs required to undertake a specific occupation well, and to operate confidently within a sector. |
| Trailblazer | A group of employers approved by government to develop one or more apprenticeship standard and related assessment plan for occupations in their sector(s). |
| Viva | Oral examination - question and answer test between the apprentice and the examiner. |



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1. <https://www.gov.uk/government/collections/apprenticeship-standards> [↑](#footnote-ref-1)
2. Advice is available at <https://www.gov.uk/what-different-qualification-levels-mean>

   and <http://www.qaa.ac.uk/en/Publications/Documents/Framework-Higher-Education-Qualifications-08.pdf> (page 15-22) [↑](#footnote-ref-2)