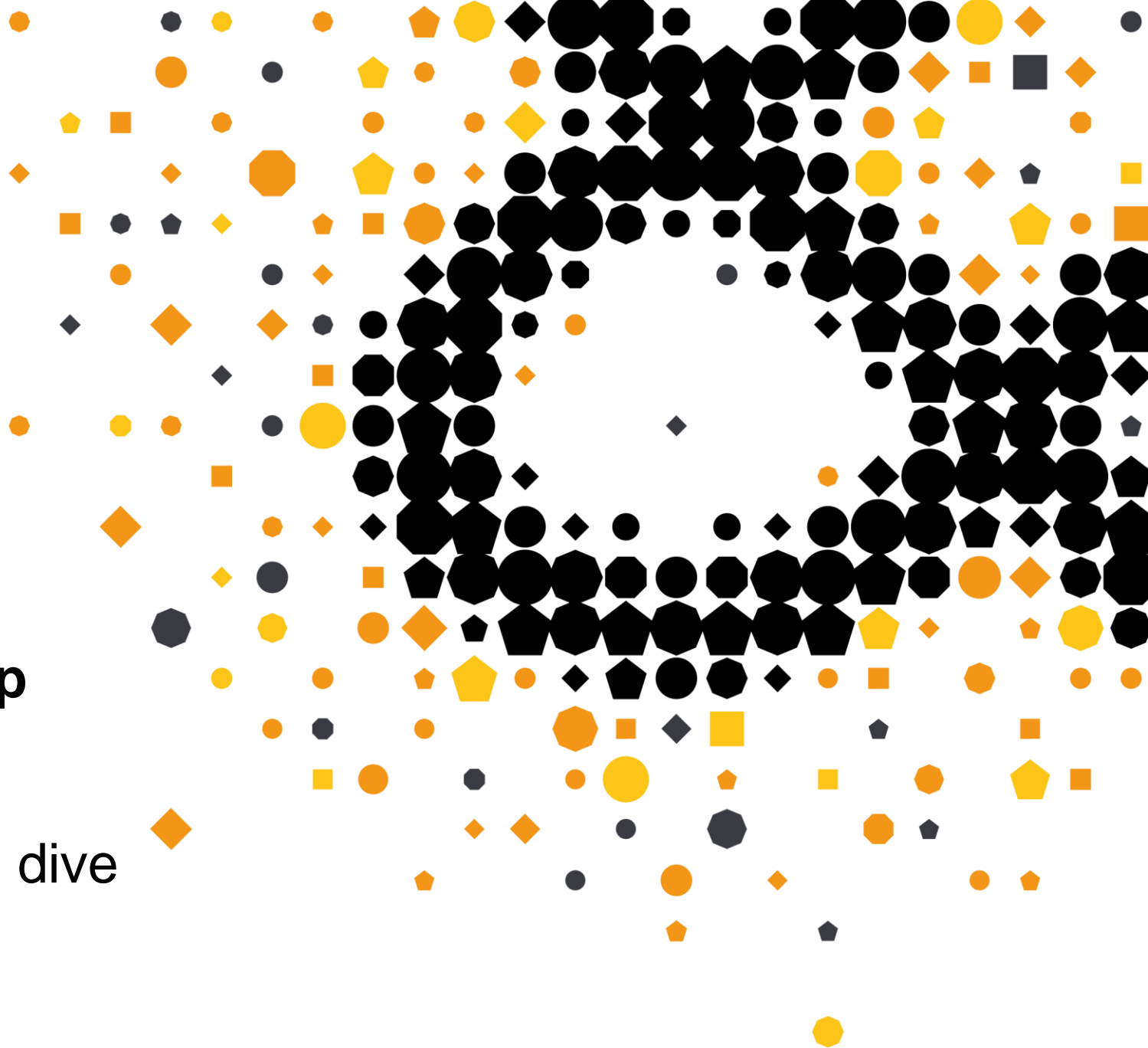


30 March 2021

**Senior Leader Apprenticeship
Assessment Plan Changes**
Assessment Methods – a deep dive



Agenda for today

- **Introductions**
- **Background**
- **Reminder of the changes**
- **The Assessment Methods**
- **Support**
- **Questions**



Speakers

Joseph Ballantine
ILM Industry Manager



Jill Hansen
ILM Technical Advisor



Gill Harper
Development Manager





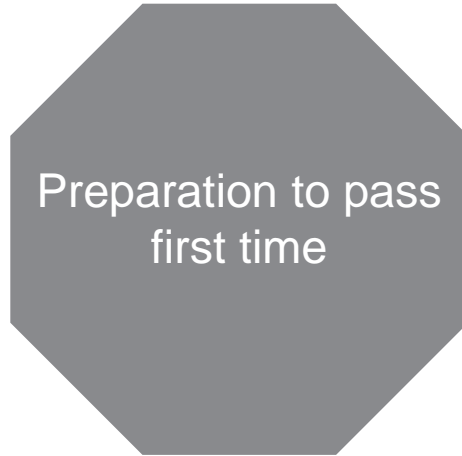
We are here to support you

We have a team of specialists dedicated to giving you support throughout the delivery and preparation for end point assessment of apprenticeships at levels 3-7



Guidance on the process

Customer and Apprentice packs plus live presentations from our team



Preparation to pass first time

A growing bank of exemplars and resources.



Calibre and expertise of assessors

Assessors selected based on industry experience. Each has a thorough induction, receives on-going training and assessment is standardised.



Dedicated support throughout the process

Dedicated EPA team using a tried and tested system to give customers flexibility. .

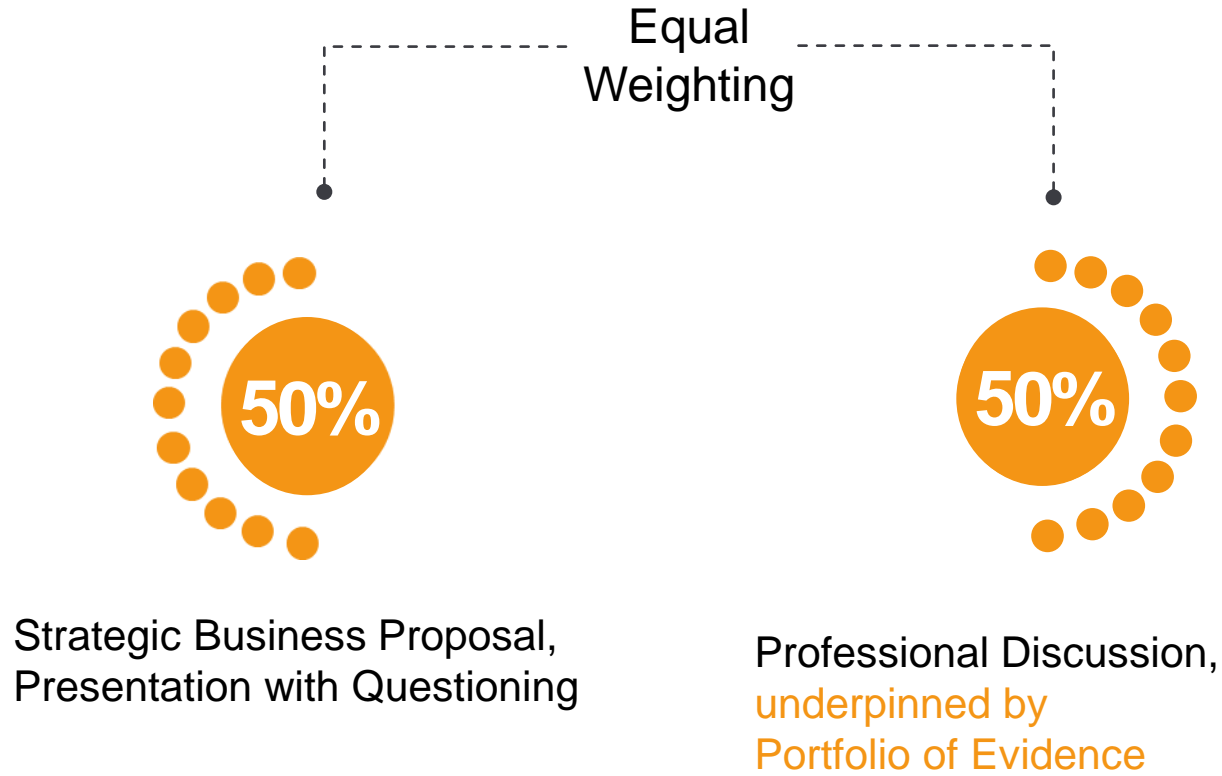
Recap on what has changed in the Standard?

The standard, assessment plan and funding band approved 11th January 2021 for implementation 29th March 2021

- There is no longer a mandated Master's degree
- The Funding band has been reduced to a maximum threshold of £14,000 (including EPA)
- Occupational Duties have been added
- Knowledge, Skills and Behaviours have been broken down into more manageable statements
- Apprenticeship 24 months – EPA typically 5 months
- More emphasis on the role of the Employer at Gateway and beyond



Assessment Methods





Strategic Business Proposal, Presentation with Questioning

Split across two components:

- Assessed holistically
- Component 1 - Strategic Business Proposal
- Component 2 - Presentation with Questioning

Knowledge, Skills, Behaviours (KSBs) themes:

- Research
- Methodologies & Analysis
- Communication





Component 1 – Strategic Business Proposal

Some suggested topics are listed in the Assessment Plan: (not an exhaustive list)

- The need to review and implement a change plan to improve financial efficiency within the workplace over a 3-year period
- A focus on the next financial year on how they will take the business forward increasing profits and customers
- The need to implement a direct saving (e.g. percentage decrease in direct costs, reduction in headcount) across their team, department or organisation following a reforecast activity
- A strategic investment in a significant corporate initiative that will have long term benefits to the business

Component 1 – Strategic Business Proposal 500-Word Summary

Subject, Title & Scope

- Employer and apprentice agree the Strategic Business Proposal will:
 - Meet a business need
 - Be relevant to the apprentice's role
- Summary written by the apprentice & submitted **at Gateway**:
 - 500 word limit
 - No template – example Summary in the pack
 - Not assessed
- IEPA reviews the summary to decide whether it has the **potential** to evidence the assigned KSBs
- Gateway requirements not met until IEPA confirms the summary

Example Strategic Business Proposal 500-word Summary

This example includes notes about where the IEPA has identified the **potential** for this apprentice to provide coverage of the assigned KSBs in their full Strategic Business Proposal.

Proposal to achieve better demand management at an NHS Trust, through the implementation of virtual triage (489 words)

Introduction

The NHS Long Term Plan stressed the need to redesign elective care services in order to achieve better demand management, that improves both patient care and efficiency.

S2 Strategic direction
K3 Changing customer demands and trend analysis
New market strategy.
K8 Modelling and identifying trends

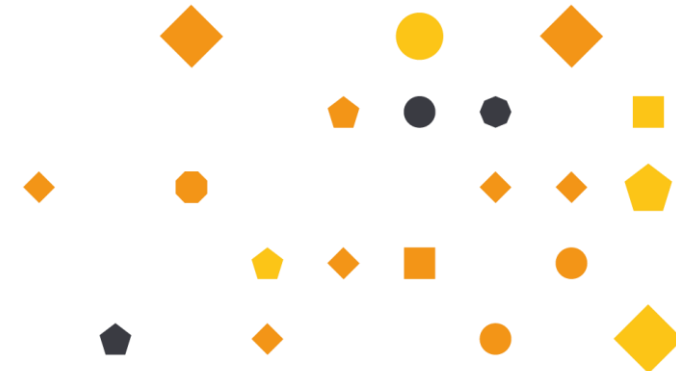


Component 1 – Strategic Business Proposal

Once the Summary is approved

The apprentice has 12 weeks to prepare:

- Detailed Strategic Business Proposal & Presentation
- Does **not** need to be fully implemented
- Must have sufficiently progressed to be able to evidence S2



Component 1 – Strategic Business Proposal

Preparing the Strategic Business Proposal:

- 4,000 words limit (+/-10% at the apprentice's discretion) excluding tables, graphs, figures, references, and annexes.
- Structure set in Assessment Plan
- Annex mapping the proposal to the assigned KSBs – can use your own format
- **Submitted (along with the presentation) within 12 weeks of proposal being agreed**



Component 1 – Strategic Business Proposal

Generic Specification	KSB elements in bold that would be demonstrated	How coverage of KSBs would be evidenced Title: Implement virtual triage at an NHS Trust to achieve better demand management
Executive Summary	S2 Set strategic direction and gain support for it from key stakeholders.	S2. The strategic direction in this proposal, focuses on the implementation of 'virtual triage' as part of the NHS Trust's commitment to the redesign of elective care services. In summary, if all new referrals are reviewed by a suitably qualified clinician as part of virtual triage, the referral can be directed to the most appropriate place for further assessment, diagnostics and/or treatment. This should mean patients are given the right information and where necessary are seen by the right person, in the right place, first time.
Introduction (provides context of the business need): <ul style="list-style-type: none"> Background of Organisation Role of the Author 	K3 New market strategies, changing customer demands and trend analysis	K3. NHS Long Term Plan identified the need to stem the increasing number of outpatient appointments (for example, in the last year there were 120 million outpatient appointments – almost double the decade before) through the redesign of elective care services. The author is a Deputy Director/Divisional Manager of a hospital Directorate within an NHS Trust charged by the Trust with implementing critical elements of NHS England's plan
Purpose & Scope Including: <ul style="list-style-type: none"> Key Performance indicators Problem identification/business need 	K3 New market strategies, changing customer demands and trend analysis. K5 Systems thinking, knowledge/data management, research methodologies and programme management. K14 Working with board and other company leadership structures. K15 Brand and reputation management.	K3. The NHS Long Term Plan stressed that the redesign of elective care services is essential in order to achieve better demand management, which improves both patient care and efficiency. K15. The Royal College of Physicians identified that clinicians are increasingly frustrated with, and fatigued by, growing pressures from waiting lists and overbooked clinics. Moreover, patients are frustrated by poor communication and long waiting times K14 and K16. NHS England; the local NHS Trust; Directors; Divisional Managers are intrinsically involved in this process. K14, K16 and K5. 'Stakeholders' and 'systems thinking' are critical elements as the new approach involves the entire Trust (as a whole) and all the associated stakeholders i.e., primary care including GPs; secondary care including general surgeons and clinicians; administrators; and patients.



Component 2 – Presentation with Questioning

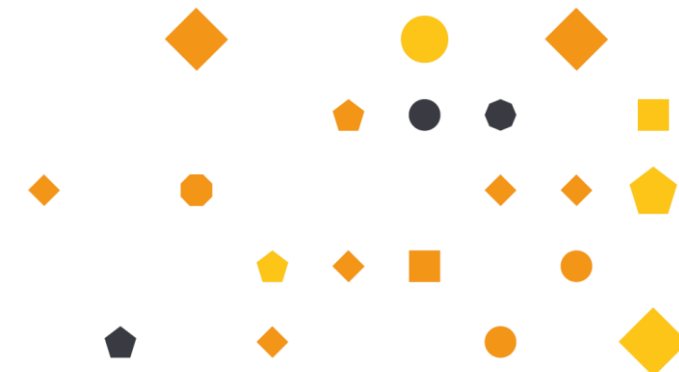
Presentation

- Submitted with the Strategic Business Proposal 12 weeks after Gateway
- Focus on Strategic Business Proposal
- Must cover content set within the Assessment Plan
- IEPA has 2 weeks to review and prepare appropriate questions



Questioning

- Minimum of 6 questions – at least one from each specific theme in the Grading Descriptors
- Questions will be for:
 - Clarification
 - To assess the breadth and depth of knowledge, skills and behaviours



Component 2 – Presentation with Questioning

Presentation – 20 minutes covering:

- The intended outcomes & impact of the Strategic Business Proposal
 - How they have undertaken the strategic planning
 - The rationale for the activities
 - Further recommendations for future growth and progress
 - How they negotiated with and influenced stakeholders
-
- Online
 - Assessed holistically with the Strategic Business Proposal and Questioning
 - An opportunity to strengthen evidence provided in the Strategic Business Proposal



Component 2 – Presentation with Questioning

Questioning – 40 minutes

At least 6 questions covering the themes:

- Research
- Methodologies & Analysis
- Communication

The IEPA will be looking to:

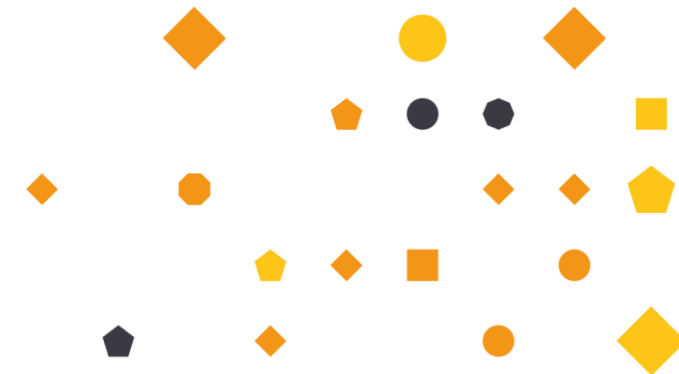
- Confirm their understanding of the Strategic Business Proposal and Presentation
- Clarify how the apprentice has demonstrated the KSBs assigned to this EPA, including any perceived gaps
- Assess the depth and breadth of KSBs



Professional Discussion (underpinned by a Portfolio of Evidence)

Knowledge, Skills, Behaviours (KSBs) themes

- Organisational Values
- Finance, Workforce, Planning & Procurement
- Driving Change & Risk Management
- Team Working & Development



Professional Discussion (underpinned by a Portfolio of Evidence)



Portfolio of Evidence

- Collated on Programme
- Submitted at Gateway
- Provides context
- 18 pieces of evidence



What is a Portfolio of Evidence?

A concise collection of the apprentice's best evidence showing:

- Application of knowledge learnt
 - Acquisition and demonstration of skills
 - Demonstration of behaviours
 - The role they played in creating the evidence
 - Coverage of all the assigned KSBs
- ✓ Assessor uses it to familiarise themselves with the apprentice's work in preparation for the Professional Discussion
 - ✓ As an apprentice becomes independent in their work and completes larger activities, they are more likely to generate the most holistic evidence
 - ✗ Should not include reflective accounts and self-evaluation





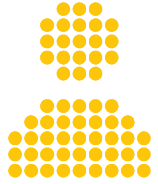
18 Discrete Pieces of Evidence

- We are happy to receive a small 'bundle' of 2 or 3 documents as one discrete piece of evidence
- The documents within the bundle must relate to each other for example:
 - A Project Initiation Document, Presentation to the Board and a Witness Testimony
- They demonstrate a holistic approach and evidence several criteria

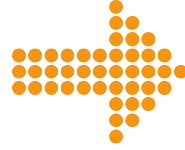


Types of Evidence

Work product



- Performance reviews
- Project plans and documentation
- Reports
- Minutes of meetings
- Demonstrations
- Presentations
- Academic assignments
- Research projects



Witness testimony

- Cover several (if not all) areas of this part of the standard
- Can be written and updated throughout the apprenticeship



We want to see apprentices **best work** – so if you have evidence of chairing 6 team meetings – **pick the best one!**



Use the sample evidence matrix (or similar)

- Evidence can be quickly found
- clear, accurate referencing to show how the candidate has met the descriptors and how evidence is being used.



Audio/Video Files

- 5 minute chunks
- Identify the apprentice
- Timestamped
- Of good quality



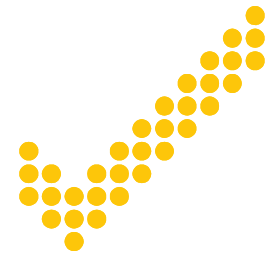
VACS

- Evidence must meet the requirements of **VACS**:
 - **Valid/Relevant** – it must be obtained in a real working environment that accurately reflects the apprentice’s day-to-day work. It must relate to the criteria being evidenced.
 - **Authentic** – it must be the apprentice’s own work, unguided and in a real working environment (where possible). It must be clear what role the apprentice has played in producing the evidence presented
 - **Current** – the evidence must have been produced while the apprentice was on-programme/doing their apprenticeship.
 - **Sufficient** – the evidence must fully cover the KSBs/descriptors it’s intended to, partial coverage of an KSB/descriptor does not demonstrate full knowledge or competence.



Preparing the Portfolio of Evidence

- Add a header or footer containing the apprentice's name, the date the evidence was produced, and an evidence reference number
- The content of the Portfolio of Evidence must be mapped to the assigned KSBs on the Evidence Matrix
- External sources should be clearly referenced using a recognised system
- Evidence must have been generated during the apprenticeship
- The role and contribution of the apprentice is clear when evidence is from project or teamwork
- Relevant confidentiality and data protection requirements have been met
- Authenticity of evidence has been established



Complete an Evidence Matrix (mapping document)

- ✓ Ensure no gaps – a piece of evidence for each assigned KSB
- ✓ Each piece of evidence should cover multiple KSBs
- ✓ If document is large signpost the IEPA
 - e.g. page number and paragraph
- ✓ Can design own matrix
- ✓ If more than 2 pieces of evidence mapped to a KSB consider removing some – select the best evidence



Professional Discussion underpinned by Portfolio of Evidence

Online – 1 hour

- Minimum of 8 questions from the IEPA
- Apprentice will need to articulate how their evidence meets the assigned KSBs under the 4 themes
- Apprentice should have their Portfolio of Evidence available:
 - Talking more than the assessor
 - Explaining how their KSBs have developed during the apprenticeship
 - Providing examples of how they have carried out tasks
 - Referring to evidence submitted
- **Employer** should ensure that the apprentice is prepared



Grading Descriptors

- The IEPA will assess against the KSBs and grading descriptors in each assessment method
- 100% of Pass descriptors must be met to achieve a Pass
- 100% of Pass and 100% of Distinction descriptors must be met to achieve a Distinction



Overall Grading

- Grades from the two individual assessments will be combined to determine the overall grade
- Each assessment has equal weighting towards the overall grade
- Overall grade of Fail, Pass or Distinction



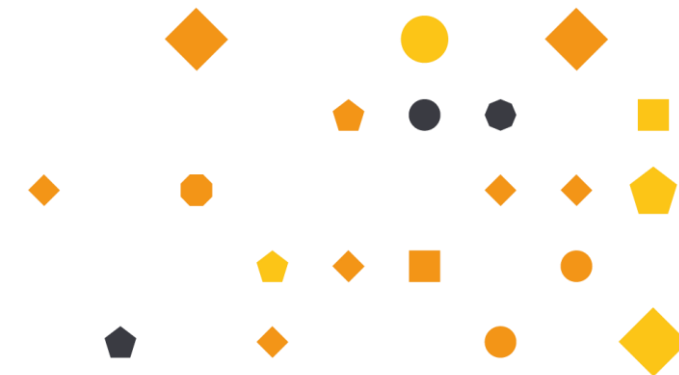
End-point Assessment Support Documents

End-point Assessment Guidance Packs:

- For customers
- For apprentices

Recording Forms:

- Evidence Matrix – Strategic Business Proposal (can design own version)
- Declaration of Authenticity – Strategic Business Proposal
- Evidence Matrix – Portfolio of Evidence
- Declaration of Authenticity – Portfolio of Evidence (Only required for re-sits/re-takes)



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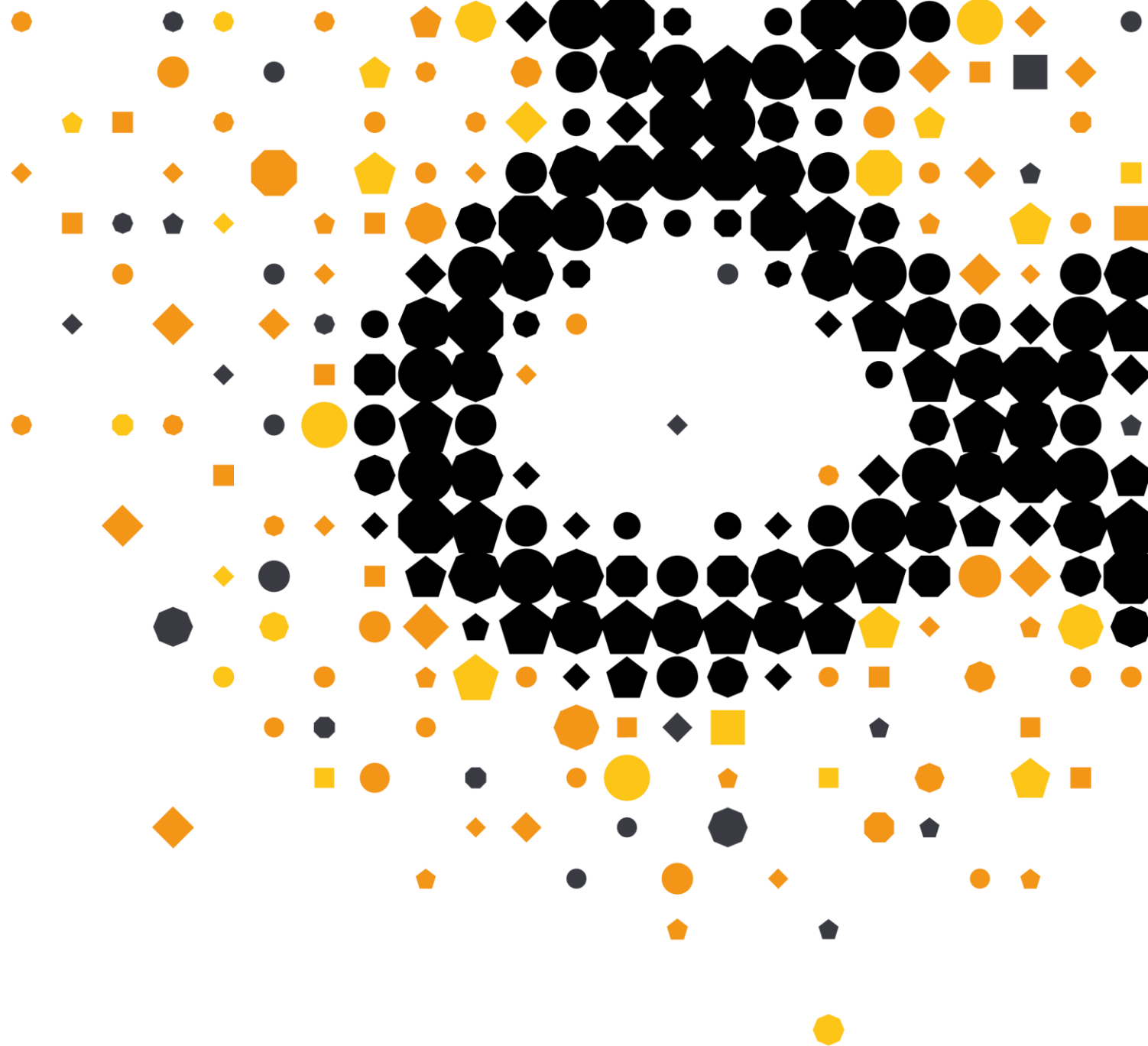
Join us for webinar 3 in the series:

Webinar 3 4 May 9.30-10.30 Q&A

To book a place go to i-l-m.com/news-and-events/events



Questions





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Thank you!

