



City Skills

# LEVEL 3 TEACHING ASSISTANT APPRENTICESHIP OVERVIEW (ASTA)



End-Point Assessment  
Organisation - OLEVI

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# CITY SKILLS APPRENTICESHIPS

Welcome to your City Skills Apprenticeship. The following guide has been designed to support you through your apprenticeship and help you to understand what to expect including key milestones, resources and related organisations.

We have developed a simple and effective journey to help you learn and ultimately showcase your new knowledge skills and behaviours.

## **Needs Analysis-**

Before engaging in your training, we collaborate with your employer to identify what they would like the apprenticeship to achieve, for you and the wider business needs.

## **Enrolment-**

We will ask you for some background information to analyse your experience, prior learning, work setting and capacity to ensure you are able to develop your skills over the duration of the apprenticeship. We also ask you to give your own personal apprenticeship goal. We will reflect on this throughout your apprenticeship to ensure you meet or exceed your expectations.

## **Learn & Embed new skills-**

You will attend mandatory facilitated learning sessions throughout your apprenticeship to learn new knowledge, skills and behaviours (KSB). Following each session, you will be set challenging tasks to embed new learning in your workplace. Often you will have to

support learning activities and learning checks on 'My Portfolio' (See page 5).

## **Off-The-Job Training (OTJ)-**

Alongside your apprenticeship, you will be developed through 'OTJ' training. The definition of OTJ training is 'new learning and development linked to your apprenticeship, during working hours. You will be supported to achieve the OTJ hours by structured learning activities and employer support. Your facilitated learning sessions and post-session tasks make up the majority of this but also any new learning in your working hours will contribute to this

## **Reviews-**

We believe it is important to regularly check how you are progressing through your apprenticeship. This helps you stay on track and enables us to support you early in the process. We conduct progress reviews approximately every 2 – 3 months. Your review will usually be with your development coach.

### **Evidence-**

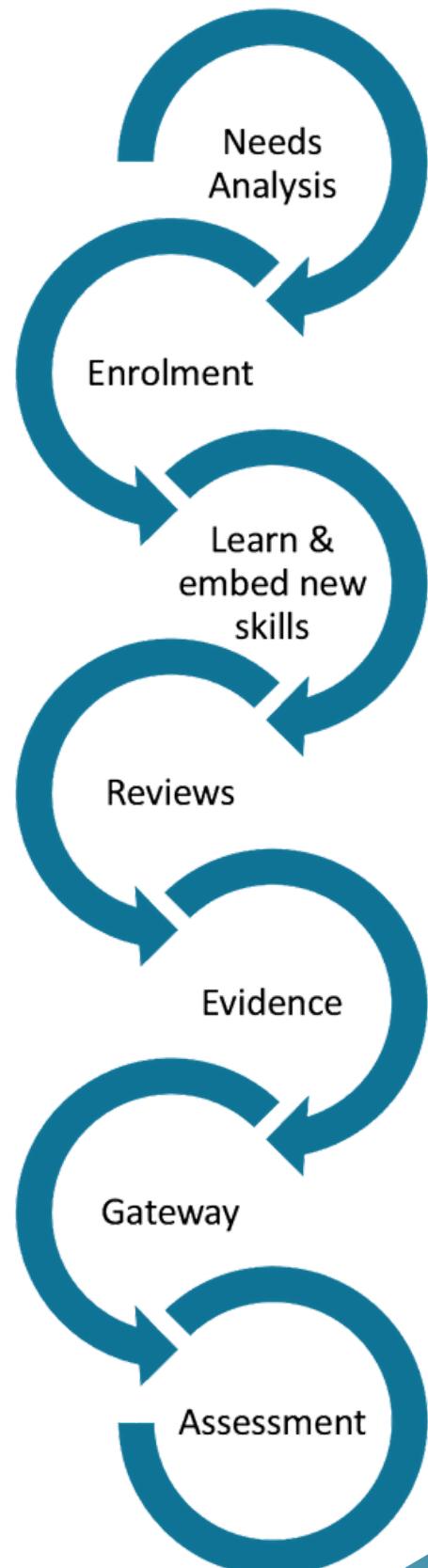
Once you feel confident you have embedded new knowledge, skills and behaviours, we will ask you to gather evidence, sometimes formally through a portfolio or informally through a reflective learning journal. You will have the option to store your evidence using 'My Portfolio'. This evidence is important to support your gateway meeting and preparation for end-point assessments.

### **Gateway-**

Once you have completed all learning activities and feel confident in your new knowledge, skills and behaviours, we will ask you to attend a gateway meeting. The meeting will be attended by your manager, development coach and yourself. It is used to reflect on your direction of travel over the apprenticeship and confirm you are competent in all the KSB areas. The gateway conversations may establish there are one or two areas you would like further support. If this is the case, we will deliver further training in specific areas, to ensure you are confident and assessment ready.

### **Assessment-**

The last step in the process is your end-point assessment (EPA). This is an independent process run by your end-point assessment organisation. We will be on hand to support but it is your EPAO who will make the final decision on whether you have met the necessary standard. This independence adds credibility to your training.



# IMPORTANT INFORMATION

<b>Your Training Provider</b>	City Skills Limited
<b>Email</b>	<a href="mailto:training@city-skills.com">training@city-skills.com</a>
<b>Phone</b>	020 7157 9835
<b>UKPRN</b>	10065422
<b>Platform</b>	My Portfolio <a href="https://city-skills.com/">https://city-skills.com/</a>
<b>Your Facilitator</b>	
<b>Facilitator Email</b>	
<b>Facilitator Phone</b>	
<b>Your Development Coach</b>	
<b>Development Coach Email</b>	
<b>Development Coach Phone</b>	
<b>Your EPA Organisation</b>	OLEVI INTERNATIONAL
<b>EPA Contact</b>	<a href="https://www.olevi.com/contact-us/">https://www.olevi.com/contact-us/</a>
<b>Your Apprenticeship Standard</b>	Assessor Coach
<b>Apprenticeship Standard and Assessment Plan</b>	<a href="https://www.instituteforapprenticeships.org/apprenticeship-standards/teaching-assistant-v1-0">https://www.instituteforapprenticeships.org/apprenticeship-standards/teaching-assistant-v1-0</a>
<b>Typical Duration</b>	15 months
<b>Typical Assessment Duration</b>	2 Months
<b>Typical Off-The-Job Training</b>	323 hours

OLEVI's role - OLEVI has written the curriculum for your apprenticeship training. This includes 6 Sessions as well Post Session Challenges to develop and embed new skills. Your sessions will be facilitated by an OLEVI Professional Facilitator, on behalf of City Skills. Accredited by the OLEVI Institute with your relevant Advanced Skills Teaching Award (ASEP). OLEVI will carry out your end-point assessment (EPA) in approximately 15 months' time to qualify you as a Level 3 Teaching Assistant.

# MY PORTFOLIO & SUPPORT

## My Portfolio

My Portfolio was custom built by our very own digital apprentice during the first COVID-19 lockdown in 2020. The system hosts your portfolio of evidence (aka Showcase), progress reviews and off-the-job record.

Your Facilitator/Development Coach will support you to understand what you need to do on My Portfolio between your delivery sessions.

Activities have been sequenced to build your knowledge, skills and

behaviours whilst giving you an opportunity to gather real-life examples of how you have embedded your new skills to improve your working practice.

## Support

If at any time you need some support with the system we have a number of short video guides to support you navigate the system, as well as the ability to raise a support request for more specific enquiries.



## Support

### My Portfolio How To Guides

The following videos are here to help you navigate 'My Portfolio'. Please watch the ones relevant to you and if afterwards, you still have questions, please use the support form below.

[Support Request](#)

[Register to my Portfolio](#)

[Enrol to City Skills](#)

[Upload a Progress Review](#)

# WELL-BEING

City Skills take the safety and well-being of their apprentices, employees and partners seriously. This is why we are pleased to partner with Health Assured to provide you with our well-being resources. This page provides our apprentices and employees with key support functions for their safety and well-being.

## Services Provided Include:

4 Week Programmes  
CBT Online Counselling  
Mini Health Checks  
Access to Medical Information  
Webinars  
Managing Staff Well-being Resources  
The App and Portal Resources  
An app Mood Tracker



[Home](#) [Our Apprenticeships](#) [Our Policies](#) [My Portfolio](#) [Support](#) [Wellbeing](#) [Contact](#)



If you are in need of urgent help for mental, physical, financial or social issues  
please call our wellbeing provider available 24/7 – 365, who can help organise you  
immediate support..

# OVERVIEW

## Level 3 Teaching Assistant Overview

The Level 3 Teaching Assistant Apprenticeship Standard consists of several knowledge, skills and behaviours (KSB). These have been designed by industry and approved by the Institute for Apprenticeships and Technical Education (IFaTE). You can view the required KSBs in full by clicking on the following link.

<https://www.instituteforapprenticeships.org/apprenticeship-standards/teaching-assistant-v1-0>

## English & Maths

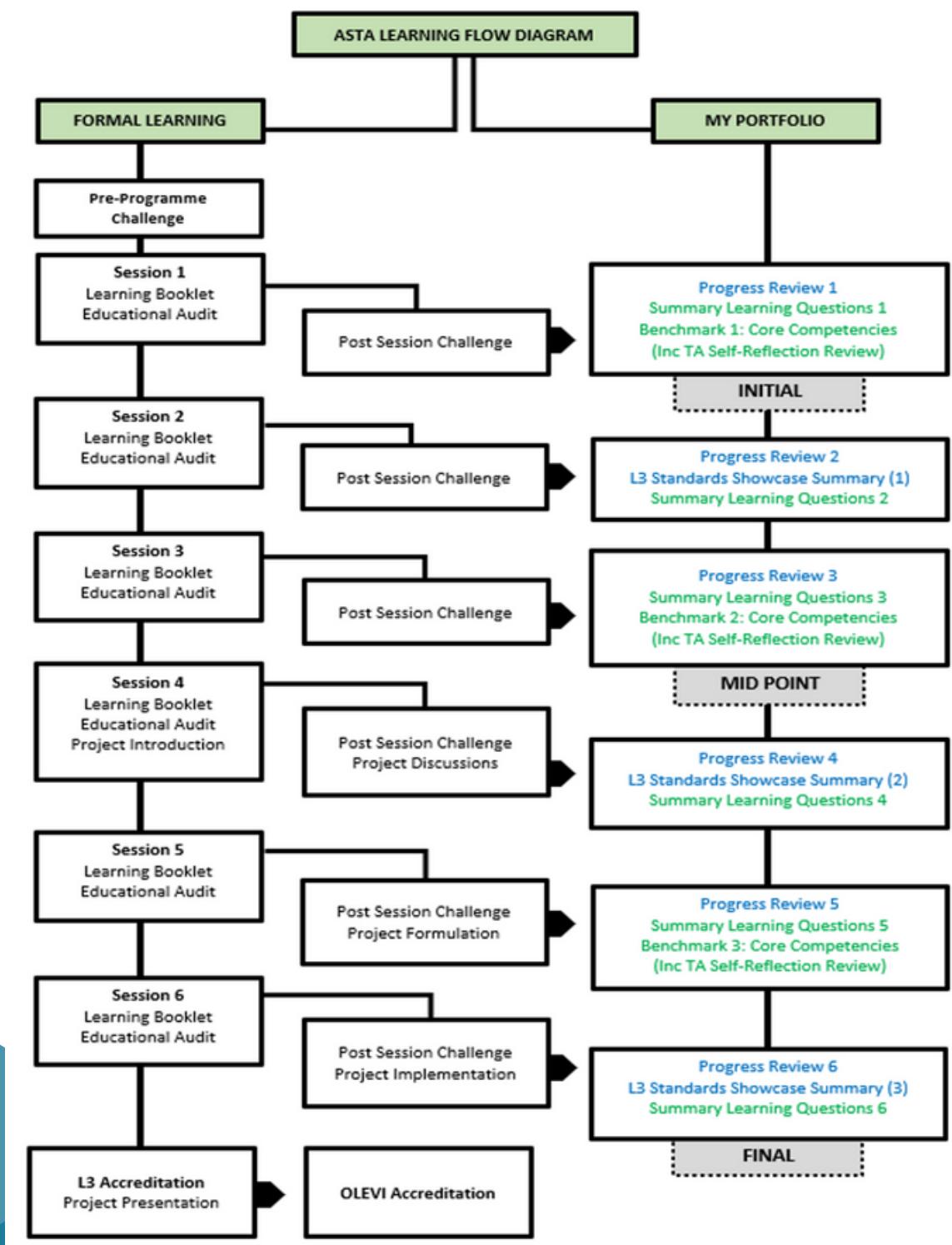
English & maths are required at a minimum of Level 2 (GCSE A\*-C or equivalent) for this apprenticeship. Please present evidence of these at the beginning of your apprenticeship. If you do not hold these, we will set out a plan to ensure you achieve them before your gateway meeting.

## Post Session 1

1. At the end of the session, delegates will complete their **Summary Learning Questions** and audited themselves against the **Core Competencies (1)** on My Portfolio.
2. Within 48 hours this information will be emailed to facilitators. Facilitators will read them and send a whole-group email to all delegates, providing **feedback** on the 3 questions.
3. Approximately 2 weeks before the next session delegates will be sent a reminder email regarding the date/time of the next session, what the Post Session Challenges are and to complete the **Progress Review 1** prior to session 2. If there are any concerns with these reviews, the Development Coach is Chris McGeehan.

## ASTA In Programme Learning Journey

The chart below shows how new learning will take place and be embedded throughout the apprenticeship journey. This is designed to achieve the Olevi 'Advanced Skills Educational Coach' or 'Advanced Skills Assessor Coach Award' in conjunction with the Assessor Coach apprenticeship standard.



# GATEWAY

Once you have completed your training period you will move into the end-point assessment. Before this takes place, you must pass a gateway meeting with yourself, City Skills Development Coach/Facilitator & your employer. For this, we will need-

Requirement	Example/Expectation/Form
<b>Copies of your maths &amp; English certificates (either completed with City Skills or exemptions if you have done them previously)</b>	Good quality image or scan
<b>Copies of your ICT and Safeguarding L1 certificates (either completed with City Skills or exemptions if you have done them previously)</b>	Good quality image or scan
<b>Showcase portfolio</b>	The showcase should be presented professionally and provide at least one example of how all KSB have been achieved.
<b>Have your gateway meeting with yourself, City Skills Development Coach &amp; your employer and record on the Gateway form.</b>	<a href="https://www.cognitoforms.com/CitySkills1/GatewayTripartiteAgreement">https://www.cognitoforms.com/CitySkills1/GatewayTripartiteAgreement</a>

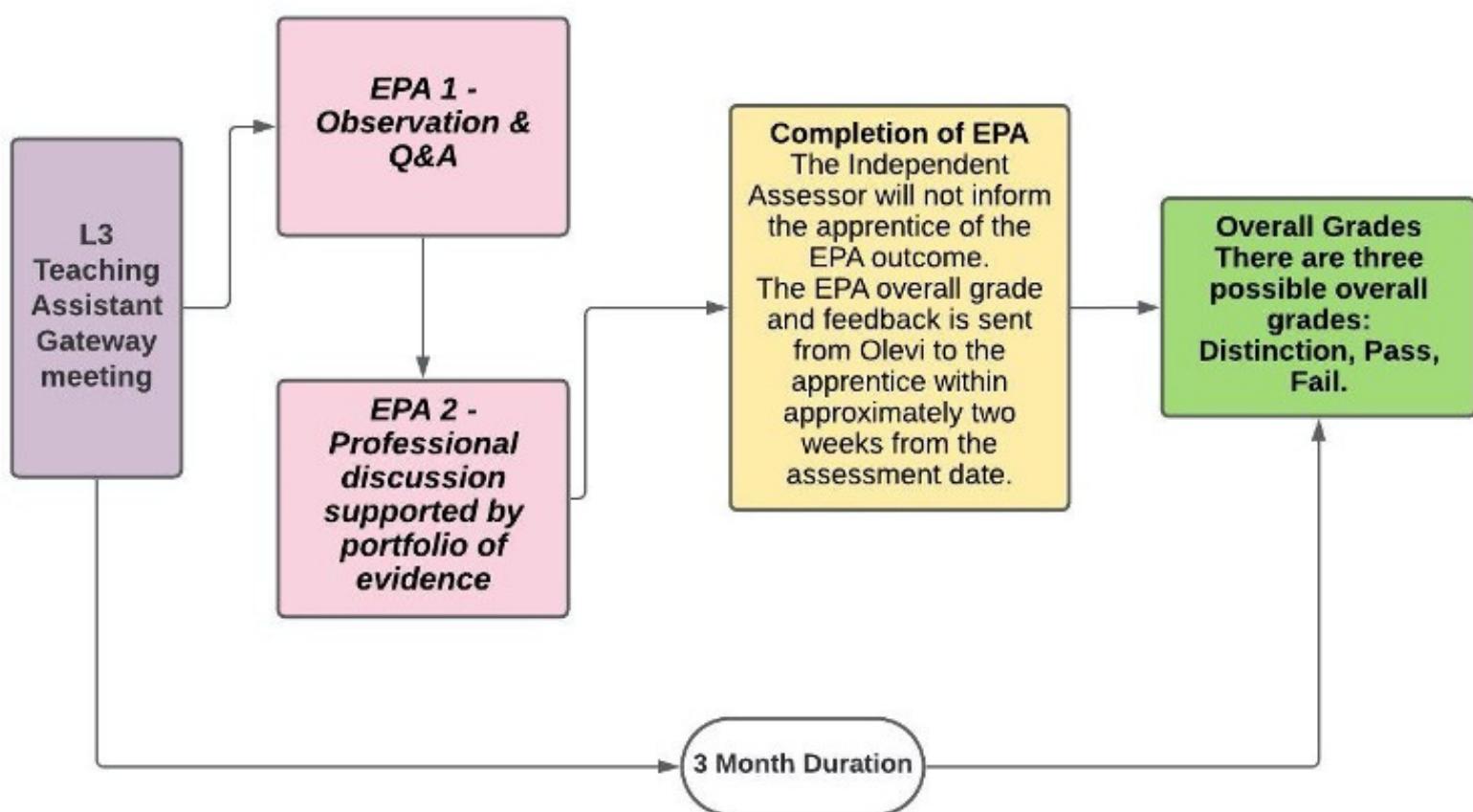
# END-POINT ASSESSMENT GUIDE

The EPA: is the final assessment for an apprentice to ensure they can do the job of a Level 3 Teaching Assistant. There are two assessment methods that must be completed, in the following order:

Teaching Assistant L3 EPA		
Requirement	Example/Expectation/Form	When
<b>EPA1 – Observation with Q&amp;A</b>	<ul style="list-style-type: none"> <li>The practical observation will be carried out over 2 hours (+/- 10%). The Q &amp; A will last for 15 minutes (+/- 10%) and will take place at the end of each observation.</li> <li>Whenever possible the practical observation should be undertaken by an independent assessor over a period of one day with each session lasting for at least 30 minutes.</li> <li>The practical observation must take place in the apprentice's workplace.</li> </ul>	Date confirmed with EPA after Gateway.
<b>EPA2 – Professional Discussion supported by portfolio of evidence</b>	<p>The portfolio of evidence should be given to the independent assessor two weeks prior to the professional discussion taking place. Although this is not assessed by the independent assessor it will enable them to prepare for the professional discussion.</p> <ul style="list-style-type: none"> <li>The professional discussion will last for a duration of 90 minutes (+/- 10%).</li> <li>The professional discussion will be a structured discussion between the apprentice and the independent assessor, following the practical observation, to establish the apprentice's understanding and application of the knowledge, skills and behaviours. See Annex B for KSBs that must be assessed by the professional discussion.</li> <li>The professional discussion, organised in advance with the apprentice and employer, will need to take place in a quiet room away from distractions.</li> <li>The portfolio of evidence will allow the independent assessor to lead the discussion, asking the apprentice questions (assessor to draw from a template of questions set by the EPAO and use as needed). The portfolio can then be used by the apprentice to evidence and support their responses to those questions.</li> </ul>	Date confirmed with EPA after Gateway

# END-POINT ASSESSMENT GUIDE

## Level 3 Teaching Assistant End-Point Assessment Guide



# GLOSSARY

**Development Coach/Facilitator-**

This is the person who will support your learning.

**EPA-** This is an end-point assessment and it is the final stage of your apprenticeship.**EPAO-** End-point assessment organisation. This is an independent body that will assign your assessor when you reach your EPA.**Gateway-** This is a meeting between the apprentice (you), the employer and City Skills to confirm that you have achieved all minimum requirements and ready to be assessed.**My Portfolio-** This is an online platform to track your progression and offers a reminder of what you have achieved through evidence collection and your learner journal; as well as tasks to be completed.**OTJ-** The amount of off-the-job training required over the duration of your apprenticeship. This includes your taught sessions, reading and assignments. However, it also includes the time you spend at work practicing new skills you have acquired e.g. an apprentice on a management apprenticeship might learn to complete a performance review. If they then do this with their 5 reports this would all be OTJ.**Progress Review-** A review of how you are progressing**Remote delivery-** Training sessions completely using a digital interface such as Zoom or Teams.**ULN-** Unique Learner Number, a unique number assigned to you for this and future funded qualifications.