



## **Apprentice OFSTED Guide**

This document provides guidance on what you may be asked and need to know before an OFSTED inspection. If there are any areas you are unsure of, please contact me to provide further clarity.

### **Apprenticeship aim:**

It is important that you can discuss what your personal apprenticeship goals are and why you are completing the Apprenticeship standard. Have a clear understanding of what you set out to achieve during enrolment on the commitment statement form. Also consider how your apprenticeship is supporting you in your role and future career goals.

### **Apprenticeship standards:**

Your apprenticeship standard is what you will be assessed on during your End point assessment (EPA). This is made up of knowledge, skills and behavior (KSB) standards you will gain during your learning phase prior to EPA. You will gain new knowledge through your coaching/ facilitated sessions delivered. Skills and behaviors will be developed through your post session tasks to be completed in the workplace. You will gather evidence throughout your apprenticeship learning phase to confirm you have achieved the standards set out.

### **Gateway meeting:**

Your Gateway meeting will take place at the end of your apprenticeship learning phase. During this meeting attended by your coach, manager and yourself you will confirm you have achieved the apprenticeship KSB standards through discussion and evidence gathered throughout your apprenticeship. Only when all parties agree you have achieved the KSB standards, will you be passed through for End point assessment.

### **EPA:**

Your End point assessments will be carried out by an external EPA organisation. During your apprenticeship learning phase you will receive guidance and preparation from your coach/ facilitator around EPA and also the EPA organisation. We ensure that you are gathering the evidence you require and arrange a presentation from the EPA organisation to ensure you are fully prepared. These sessions are recorded and can be accessed regularly.

### **Off-the-job training (OTJ):**

Part of all apprenticeship delivery requires an apprentice to be completing 20% OTJ training. This means 20% of your working weekly hours should be spent learning new things linked to your apprenticeship. This may sound a lot but we have ensured your post session tasks will achieve most of this time, while you embed your new knowledge, skills and behaviors in your role. Your coaching/ facilitated sessions will also count towards this, along with any time spend on My Portfolio uploading and completing assessments. Anytime you are gaining new learning during your working hours is counted as OTJ training.

## **My Portfolio:**

My portfolio is your e-portfolio platform which will support you in numerous ways. It is where you can:

1. Confirming understanding of new learning.
2. Evidence the application of Knowledge, Skills and Behaviours
3. Completing progress reviews.
4. Track progress towards End point assessment

You can see exactly how My Portfolio works by watching the video overview using the link below. Alternatively, there are bite sized videos for all functions on our website page under support.

<https://youtu.be/dY4hE4mwMLc>

## **Progress Reviews:**

Progress reviews are mandatory and important for numerous reasons. They provide all parties involved in the apprenticeship key information linked to progress, experience, impact on role and support needs to achieve the qualification. These are accessed through My Portfolio and should be completed between coaching sessions once post session tasks have been completed. Once the progress review is completed your Development coach will add comments and feedback around your progress and any actions required.

## **Prevent and British Values:**

Due to Apprenticeships being funded through the Educational Skills Funding Agency (ESFA), You are required to have good understanding of the Prevent strategy and British values. Please see below for information on what content you need to know.

### **British Values:**

- What are the five British Values and why were they created by the UK government.

The five British values are:

**Democracy**

**Rule of law**

**Individual liberty**

**Mutual respect**

**Tolerance**

Reason for creating British values:

The five British Values are democracy, the rule of law, individual liberty, and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

These are the 5 fundamental values that have been developed by the UK Government in an attempt to create social unity and prevent extremism.

Use this link to gain further information on each of the five British values. [Click here](#)

### **Prevent:**

- What do the terms radicalisation, extremism and terrorism mean?  
*Radicalisation* – refers to the process by which a person comes to support terrorism and extremist.  
*Extremism* – “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.  
*Terrorism* – is the use or threat of action, both in and outside of the **UK**, designed to influence any international government organisation or to intimidate the public.
  
- What are the signs that someone may have been radicalised?

Radicalisation can be really difficult to spot. Signs that may indicate a child or vulnerable adult is being radicalised include:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use.

- How would you report concerns linked to radicalisation, extremism and terrorism

You can report any concern directly to the Police, your workplace safeguarding contact or through City Skills Safeguarding report procedures. Information on how to do this can be found on our website by clicking on the Well-being page. <https://city-skills.com/wellbeing/>

### **Questions you may be asked:**

During an OFSTED inspection you may be asked questions during a facilitated coaching session or receive a phone call. We will make you aware if and when this will be happening and you just need to be yourself.

***Inspectors might talk to you during lessons, whilst you are doing pair or group work with your fellow apprentices. Here are some of the types of question you may be asked:***

- If you see or speak with an Inspector, just be your usual friendly and polite self and try not to be nervous, they are not here to inspect you, they are here to inspect CITY SKILLS.
- Inspectors might talk to you during lessons, whilst you are doing pair or group work with your fellow apprentices. Here are some of the types of question you may be asked:
  - What are you working on (in this task)?
  - How will you know if you have done it (the task) right?
  - Will you get any feedback on this task?
  - What apprenticeship are you doing? At what level?
  - Does this apprenticeship provide different grades at the end? If so, what grade are you aiming for?
  - What level are you currently working at?
  - What feedback have you had that will help you achieve your target grade?
  - Can I see your workbook/notes/any marked work?

***Sometimes, Inspectors may call you on the phone or talk to you at work. They may then ask you a little more about your experiences, for example:***

- What apprenticeship are you doing? Is it what you expected it to be?
- What level is the apprenticeship?
- Will you be doing an end-point- assessment (EPA)?
- What do you know about the EPA? What do you expect?
- Do you have a target grade for your EPA? How does the current level of your work compare to your target grade? How do you know?
- How well are you progressing? How would you describe your progress?
- What new skills or knowledge have you developed? How has your behaviour/ professionalism improved or developed?
- Do you expect to complete everything by the end date of your apprenticeship?
- Are you doing English or math's? How would you describe your progress in English and math's?
- How do you learn? What do assessors/coaches do that help you learn well? What could be improved?
- What do you know about British values? How do they apply to your course or work?
- How safe do you feel during CITY SKILLS sessions and at work? Who would you speak to if you felt unsafe or had a concern about another apprentice?
- What do you know about the Prevent agenda? The Government's anti-terrorism and radicalisation program?
- How does your assessor/coach help you make progress? Do you have regular feedback? Do you have any targets that you are currently working on? Could you give me an example?
- Do you receive regular feedback from your Tutor/coach and your employer?
- How often is your progress reviewed?
- What happens during progress review meetings? Is your employer involved?
- What can you do now that you couldn't do at the start of the apprenticeship?
- What do you know now that you didn't know at the start of the apprenticeship? Can you give examples?
- What will you do next? Who do you talk to about next steps? Have you had any careers advice?

***Inspectors are hoping to hear and see that you:***

- Are on the right apprenticeship and that it is meeting or exceeding your expectations.
- Are receiving training, assessment and support that meets your needs and interests.
- Are making good progress and you know where you are now and what is coming next.
- Are aware of progression routes (to the next level apprenticeship or promotion etc.) after your apprenticeship finishes.
- Are developing your English and math's skills.
- Receive regular feedback on your progress.
- Are set targets that do not just focus on tasks or unit completion but on the development of skills, knowledge and behaviours.
- Can see the relevance of British values and Prevent to your everyday life and to work.