



City Skills

LEVEL 3 TEACHING ASSISTANT APPRENTICESHIP OVERVIEW (ASTA)



End-Point Assessment
Organisation - TQUK

CONTENTS

CITY SKILLS APPRENTICESHIPS	3
IMPORTANT INFORMATION	5
MY PORTFOLIO	6
WELL-BEING	7
LEVEL 3 TEACHING ASSISTANT OVERVIEW	8
OLEVI AWARD OVERVIEW	9
GATEWAY	11
END-POINT ASSESSMENT GUIDE	12
GLOSSARY	14



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-

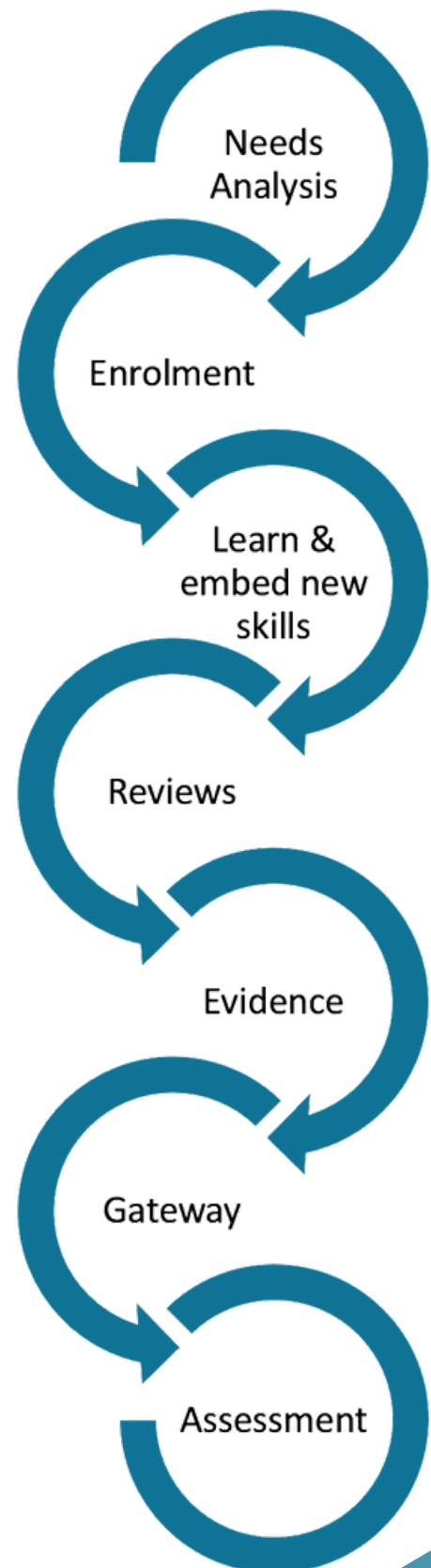
Once you feel confident you have embedded new knowledge, skills and behaviours, we will ask you to gather evidence, sometimes formally through a portfolio or informally through a reflective learning journal. You will have the option to store your evidence using 'My Portfolio'. This evidence is important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

Your Training Provider	City Skills Limited
Email	training@city-skills.com
Phone	020 7157 9835
UKPRN	10065422
Platform	My Portfolio https://city-skills.com/
Your Facilitator	
Facilitator Email	
Facilitator Phone	
Your Development Coach	
Development Coach Email	
Development Coach Phone	
Your EPA Organisation	Training Qualifications UK
EPA Contact	https://www.tquk.org/contact-us/
Your Apprenticeship Standard	Assessor Coach
Apprenticeship Standard and Assessment Plan	https://www.instituteforapprenticeships.org/apprenticeship-standards/teaching-assistant-v1-0
Typical Duration	15 months
Typical Assessment Duration	3 Months
Typical Off-The-Job Training	323 hours

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.

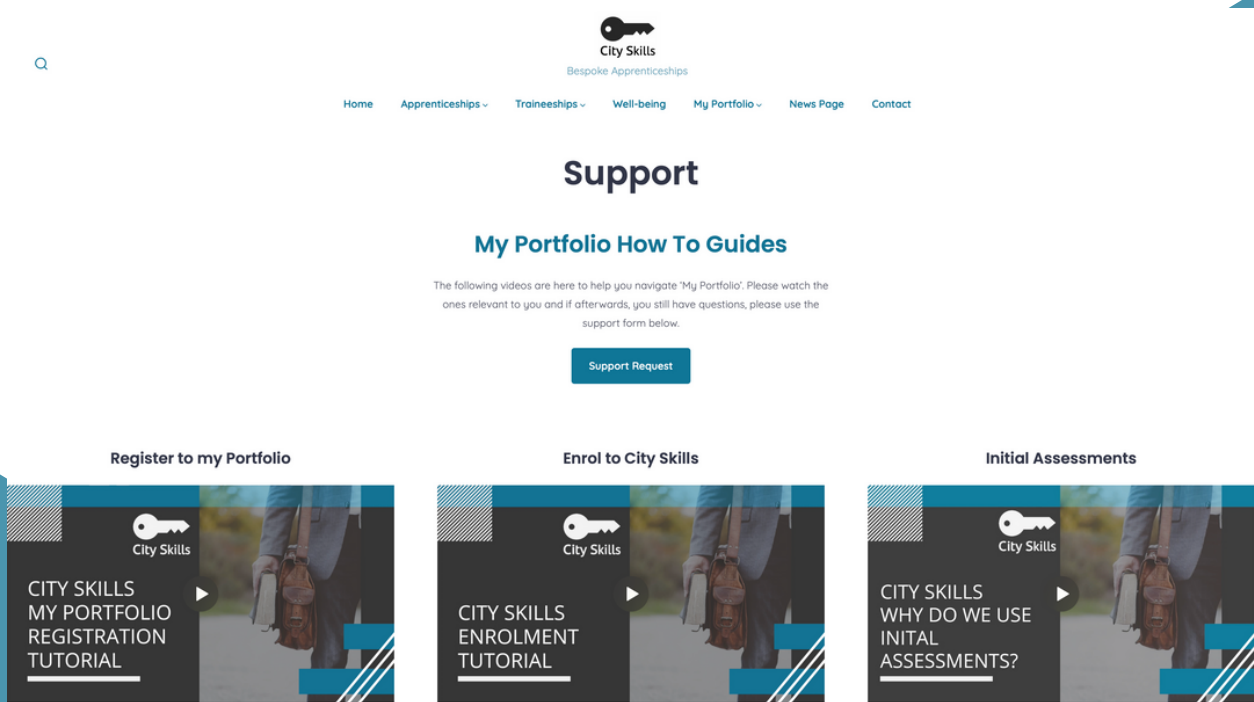
Your Facilitator/Development Coach will support you to understand what you need to do on My Portfolio between your delivery sessions.

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.



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



Q

City Skills

Home Our Apprenticeships Our Policies My Portfolio Support Wellbeing Contact

Wellbeing

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

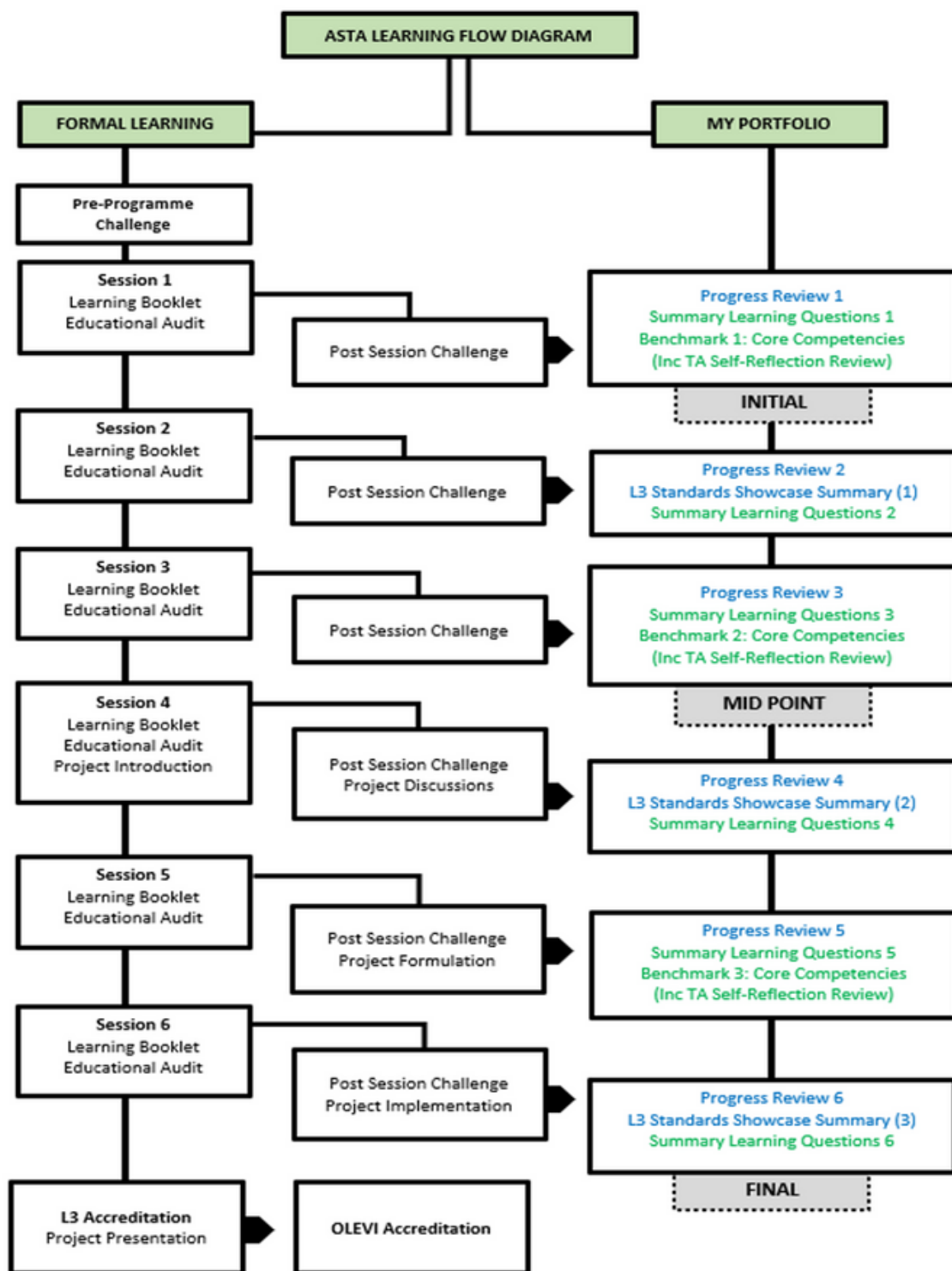
English & maths are required at a minimum of Level 2 (GCSE A*-C or equivalent) for this apprenticeship. Please present evidence of these at the beginning of your apprenticeship. If you do not hold these, we will set out a plan to ensure you achieve them before your gateway meeting.

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.



Post facilitated learning session

1. At the end of each session, apprentices/ delegates will complete their **Summary Learning Questions** on My Portfolio. These will be marked and feedback provided by your Development coach.
2. At the end of each facilitated learning session you will be given a **post-session challenge** to embed learning and meet **'Off the job'** (OTJ) training hours. This will involve collating evidence of your development.
3. Approximately every 8 weeks you will complete a **progress review** form through My Portfolio.[MY1] This will start the process of booking a one to one support session with your Development coach. You will review your progress and challenges since your last review and gain guidance on preparing for your **End-point assessment** (EPA).

GATEWAY

The Gateway meeting will be attended by the Training Provider, Employer and Apprentice. During this meeting, all parties must agree that the Apprenticeship KSB standards have been achieved.

Requirement	Example/Expectation/Form
Copies of your maths & English certificates (Either completed with City Skills or exemptions if you have done them previously)	Good quality image or scan
Showcase portfolio	The showcase should be presented professionally and provide at least one example of how all KSB have been achieved. Use mapping and tracking document. Portfolio of Evidence Mapping
Have your gateway meeting with yourself, City Skills Development Coach & Your employer. Complete both forms.	Tripartite Agreement Gateway Meeting

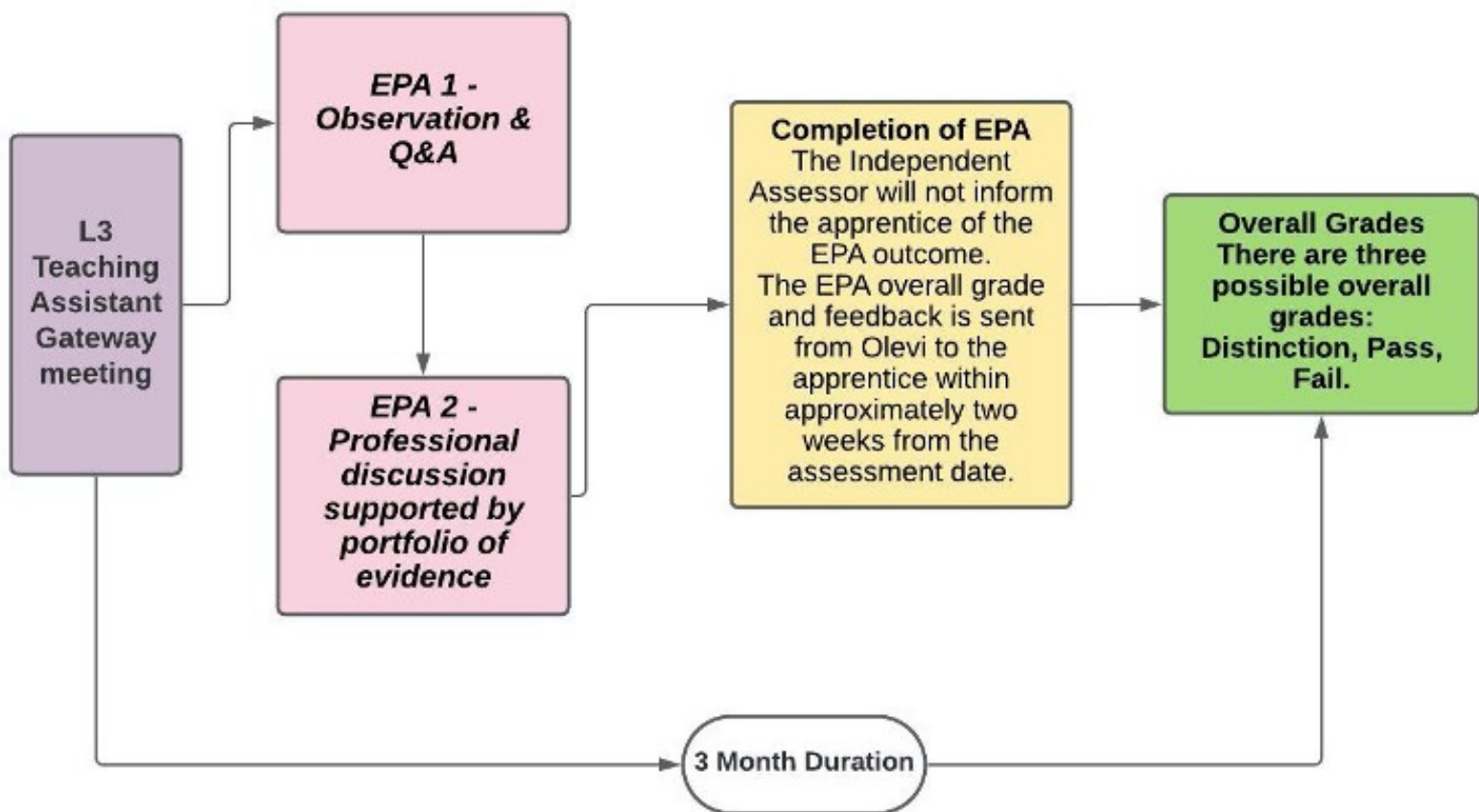
END-POINT ASSESSMENT GUIDE

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
EPA1 – Observation with Q&A	<ul style="list-style-type: none"> • The practical observation will be carried out over 2 hours (+/- 10%). This will typically be 4x 30-minute sessions. The Q & A will last for 15 minutes (+/- 10%) and will take place at the end of the observation. • 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. • The practical observation must take place in the apprentice's workplace. 	Date confirmed with EPA after Gateway.
EPA2 – Professional Discussion supported by portfolio of evidence	<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"> • The professional discussion will last for a duration of 90 minutes (+/- 10%). • 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. • The professional discussion, organised in advance with the apprentice and employer, will need to take place in a quiet room away from distractions. • 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. 	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.