

The Three Stages of the Apprenticeship Standard



1 Stage 1 – The On-programme Stage

The on-programme stage of an apprenticeship standard is the learning and developing stage for an apprentice. It may or may not have a qualification at the heart of this stage, but an apprentice will follow a programme of study that has been designed by an employer group called 'Trailblazers'. This will cover all of the knowledge, skills, techniques and behaviours of the job they are studying.

1. If there is a qualification involved, the apprentice must learn, practise and demonstrate what they have learnt to an assessor specialising in the subject.
2. If there is not a qualification involved, the apprentice must still learn, practice and demonstrate to an industry expert what they have learnt.

The main job of the on-programme stage is to teach the apprentice everything they need to know to enable them to pass an End-point Assessment that is relevant to the job.

An integral part of the on-programme stage is called '20% off the job training'. This is the apprentice's entitlement to learn all of the knowledge, skills and behaviours of the job during their working hours.

2 Stage 2 – The Gateway Stage

The gateway stage is a time for decisions for all three parties involved in the apprenticeship – the apprentice, the employer and the training provider. When the apprentice has achieved everything within the on-programme stage, including thoroughly practised all required skills and proven ready to undertake the End-point Assessment (EPA), the training provider will organise the EPA.

The actual decision that the apprentice should be put forward for the EPA should be agreed by all three parties. The apprentice cannot be put forward for the EPA until all of the on-programme criteria has been achieved.

The apprentice must also achieve the appropriate level of qualifications in maths and English before the EPA can be booked.

Standard	Maths Must achieve one of the following	English Must achieve one of the following
Level 2 Standard	<ul style="list-style-type: none"> • GCSE grade 4 or above • Level 1 functional skills and must at least sit the exam for Level 2 	<ul style="list-style-type: none"> • GCSE grade 4 or above • Level 1 functional skills and must at least sit the exam for Level 2
Level 3 Standard	<ul style="list-style-type: none"> • GCSE grade 4 or above • Level 2 functional skills 	<ul style="list-style-type: none"> • GCSE grade 4 or above • Level 2 functional skills

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3 Stage 3 – The End-point Assessment (EPA)

The EPA will be managed by an End-point Assessment Organisation (EPAO) who will Quality Assure the process to ensure it is fair and reliable. The employer and training provider will choose the most appropriate EPAO to facilitate the EPA. The EPA will take place in an EPAO approved venue by an Independent Apprenticeship Assessor sent by the EPAO.

The EPA is conducted under strict exam conditions by an Apprenticeship Assessor (AA) and will be graded. The training provider and the employer cannot be present during the EPA.

The apprentice will not be given the results on the day of the EPA. The results, and accompanying report, will be made available within 14 days of the EPA to the training provider.

If the apprentice passes the EPA with either a pass or above grade, the EPAO will then claim the apprenticeship certificate directly from the Institute for Apprenticeships (IfA). The certificate will be sent directly to the employer who will present them to the apprentice.

If an apprentice fails the EPA, they can re-sit after 28 days. The report provided by the Apprenticeship Assessor will assist with development needs of the apprentice between EPA attempts.

