

## GUIDANCE NOTE

Issued: 15<sup>th</sup> May 2020

Valid Until: 31<sup>st</sup> March 2021

### MAINTAINING WORK-BASED OBSERVATION DURING THE COVID-19 PANDEMIC

The following guidance is designed to enable end-point assessment organisations (EPAOs) to take the actions described in this guidance if they deem it necessary. The scope of this guidance is limited to those EPAOs working with NSAR as their EQAO and is only those apprenticeship standards listed below:

#### Large Goods Vehicle (LGV) Driver (Level 2) | ST0257/AP03

NSAR is aware that the opportunity to have an independent (EPAO) assessor to carry out the workplace observations is now severely diminished because of the current Covid-19 situation. In response to this there are two potential courses of action available:

1. Implement any break in learning that has been introduced by the ESFA in light of the current Covid-19 situation, as a way to postpone end-point assessment and as a result, the workplace observation. Where this is not an option then:
2. EPAOs can use the Covid-19 temporary discretion agreed by the IFATE to replace the practical observation with an alternative assessment comprising of witness testimony and professional discussion by the EPAO Independent Assessor, if each of the following conditions can be satisfied:
  - The person completing the witness testimony must be occupationally competent or have responsibility for the occupational competence of people working in the apprentice's role.
  - The person completing the witness testimony has been trained by the EPAO in the assessment requirements of the assessment intervention (witness testimony) including training in familiarisation with the assessment criteria and associated NSAR Assessment Plan Guidance Notes and NSAR Distinction Criteria Guidance Note.
  - The witness testimony is obtained prior to the professional discussion being conducted; the professional discussion will take the witness testimony into consideration. Any apprentice who is recorded as not passing the witness testimony is not put forward for professional discussion and, in these circumstances, is then delayed until Covid-19 government guidance is changed and a practical driving assessment (observation) can take place.
  - Witness testimony records should be recorded in sufficient detail to enable the EPAO to make a robust assessment judgement against each assessment criteria and thus allowing for EPAO assessment, internal quality assurance and scrutiny.
  - Professional Discussion is conducted by the EPAO Independent Assessor and can be done remotely following appropriate security and quality assurance practices.
  - There should be no conflict of interest risking compromising the integrity of assessment decisions about apprentice performance.
  - There is an auditable record of the assessments and the assessment judgements made including records of assessment decisions made against each assessment criteria (agreed by the EPAO).
  - The end point assessment must adopt the following mandatory mapping of the ST0257/AP03 Assessment Plan Skills Learning Outcomes (Appendix 1: Learning Outcomes, Page 12) and the Distinction Criteria, to the temporary assessment methods and instruments as shown on the following page in Table 1:

**Table 1: Mapping Table**

	Learning Outcome	Assessment Methodology
1	Drive safely and efficiently on public and private roads	Manager Witness Testimony
2	Use and position vehicle fitted equipment	Manager Witness Testimony
3	Control the vehicle in all traffic situations	Manager Witness Testimony
4	Use relevant equipment and machinery safely	Manager Witness Testimony
5	Comply with relevant systems and processes (legislation and regulation)	Professional Discussion with EPAO Independent Assessor
6	Prepare the vehicle and load for deliveries	Manager Witness Testimony
7	Protect the driver, vehicle, and load	Manager Witness Testimony
8	Plan routes effectively	Professional Discussion with EPAO Independent Assessor
9	Use basic IT systems	Professional Discussion with EPAO Independent Assessor
10	Maintain the health, safety and security of people at all times	Professional Discussion with EPAO Independent Assessor
	Distinction Criteria	Professional Discussion with EPAO Independent Assessor
D1	Make fewer errors and start to demonstrate advanced and courteous driving skills for example enhanced application of the Highway Code and defensive and economic driving skills	Manager Witness Testimony PLUS Professional Discussion between EPAO Independent Assessor and Apprentice (using the NSAR Guidance Notes relating to Grade Boundaries and Distinction Criteria Guidance)
D2	Go above and beyond what is expected of their role, for example, demonstration of particularly fast, efficient and new ways of working and improved ways of working	Manager Witness Testimony PLUS Professional Discussion between EPAO Independent Assessor and Apprentice (using the NSAR Guidance Notes relating to Grade Boundaries and Distinction Criteria Guidance)
D3	Demonstrate originality in the consistent, effective application of technical processes, resources, techniques and materials	Manager Witness Testimony PLUS Professional Discussion between EPAO Independent Assessor and Apprentice (using the NSAR Guidance Notes relating to Grade Boundaries and Distinction Criteria Guidance)
D4	Complete tasks independently to a level that far exceeds the minimum standard with few or no errors	Manager Witness Testimony PLUS Professional Discussion between EPAO Independent Assessor and Apprentice (using the NSAR Guidance Notes relating to Grade Boundaries and Distinction Criteria Guidance)
D5	Select and use appropriate skills and processes, justifying their choices	Manager Witness Testimony PLUS Professional Discussion between EPAO Independent Assessor and Apprentice (using the NSAR Guidance Notes relating to Grade Boundaries and Distinction Criteria Guidance)
D6	Be able to challenge where appropriate and identify solutions rather than just problems or issues	Manager Witness Testimony PLUS Professional Discussion between EPAO Independent Assessor and Apprentice (using the NSAR Guidance Notes relating to Grade Boundaries and Distinction Criteria Guidance)

A witness testimony form should be developed by the EPAO which enables the witness to record their testimony in accordance with the mapping Table 1 above. The EPAO may be asked to demonstrate how each of these conditions has been satisfied in the course of EQA Monitoring.