

GUIDANCE NOTE

Issued: 20th March 2020
Valid Until: 31st August 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) | Supply Chain Operator (Level 2) | Supply Chain Warehouse Operative (Level 2) | International Freight Forwarding Specialist (Level 3)

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 access end-point assessors locally (from the employer), if each of the following conditions can be satisfied:
 - The person assessing must be occupationally competent or have responsibility for the occupational competence of people working in the apprentice's role
 - The person assessing has been trained in the assessment requirements of the assessment intervention (observation in the workplace) as set out in the assessment plan, preferably holding an assessor qualification or credential
 - There is no conflict of interest risking compromising the integrity of assessment decisions about apprentice performance
 - There is an auditable record of the assessment and the assessment judgements made (agreed by the EPAO) that will allow EPAO quality assurance and scrutiny

The EPAO may be asked to demonstrate how each of these conditions has been satisfied in the course of EQA monitoring.