

Transitioning to the new Level 3 Retail Team Leader apprenticeship standard

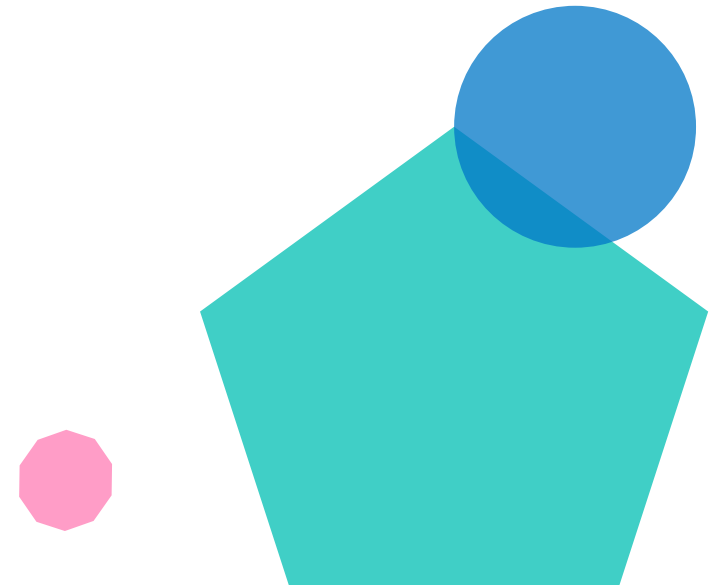
Thursday 14 September 2017

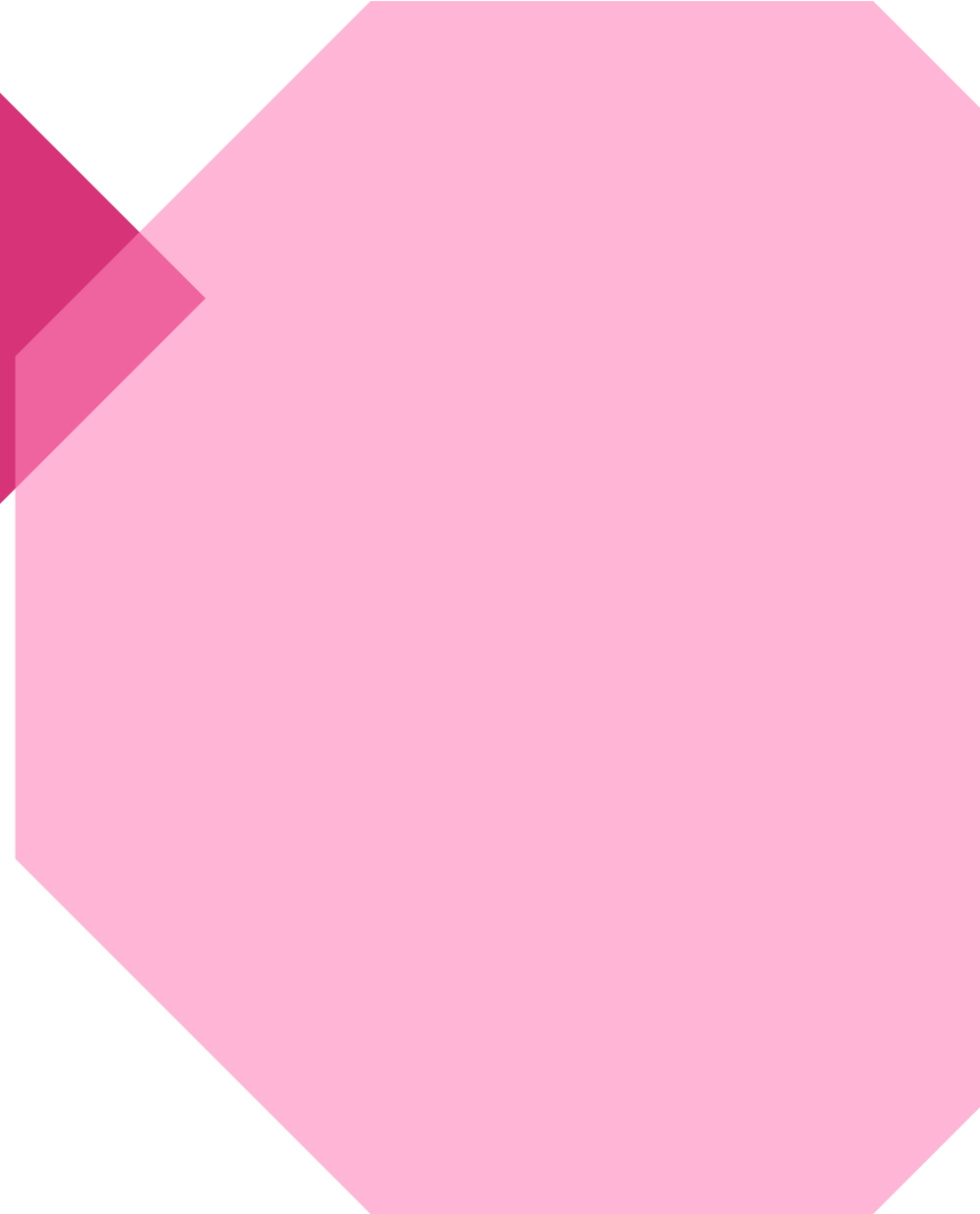
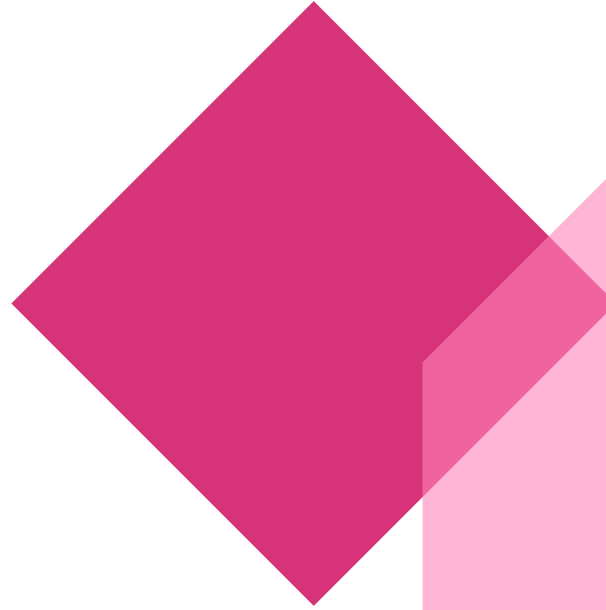
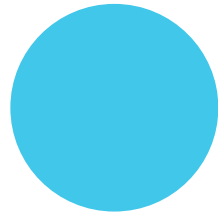
Emma Mackay – Industry Manager for Hair, Beauty & Retail



Contents

- Overview of the apprenticeship reforms
- Retail Team Leader standard – Level 3
- Summary of independent end-point assessment process
- How we can support you to deliver end-point assessment
- Next steps
- Q & A

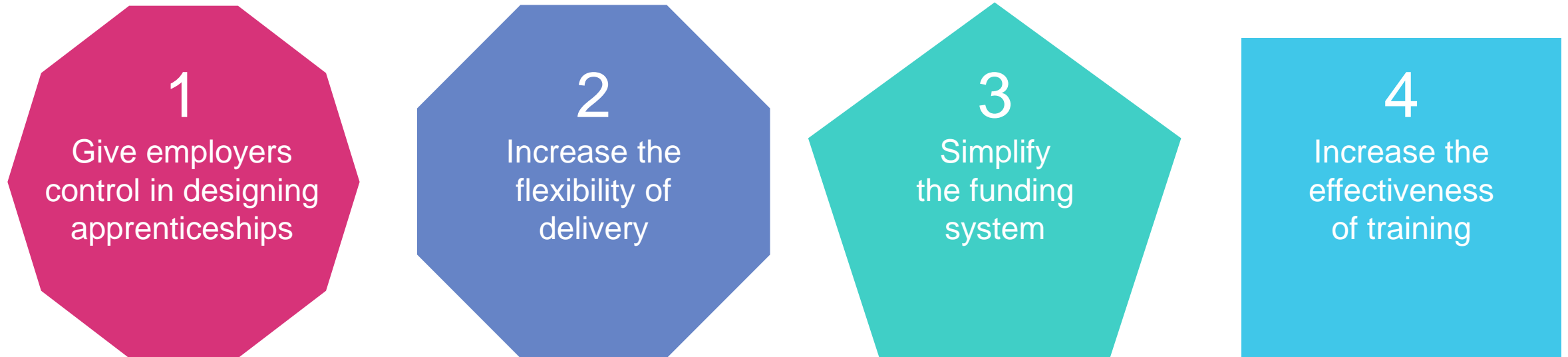




Overview of the apprenticeship reforms

Apprenticeship reforms

Apprenticeships are changing.
You are part of that change.

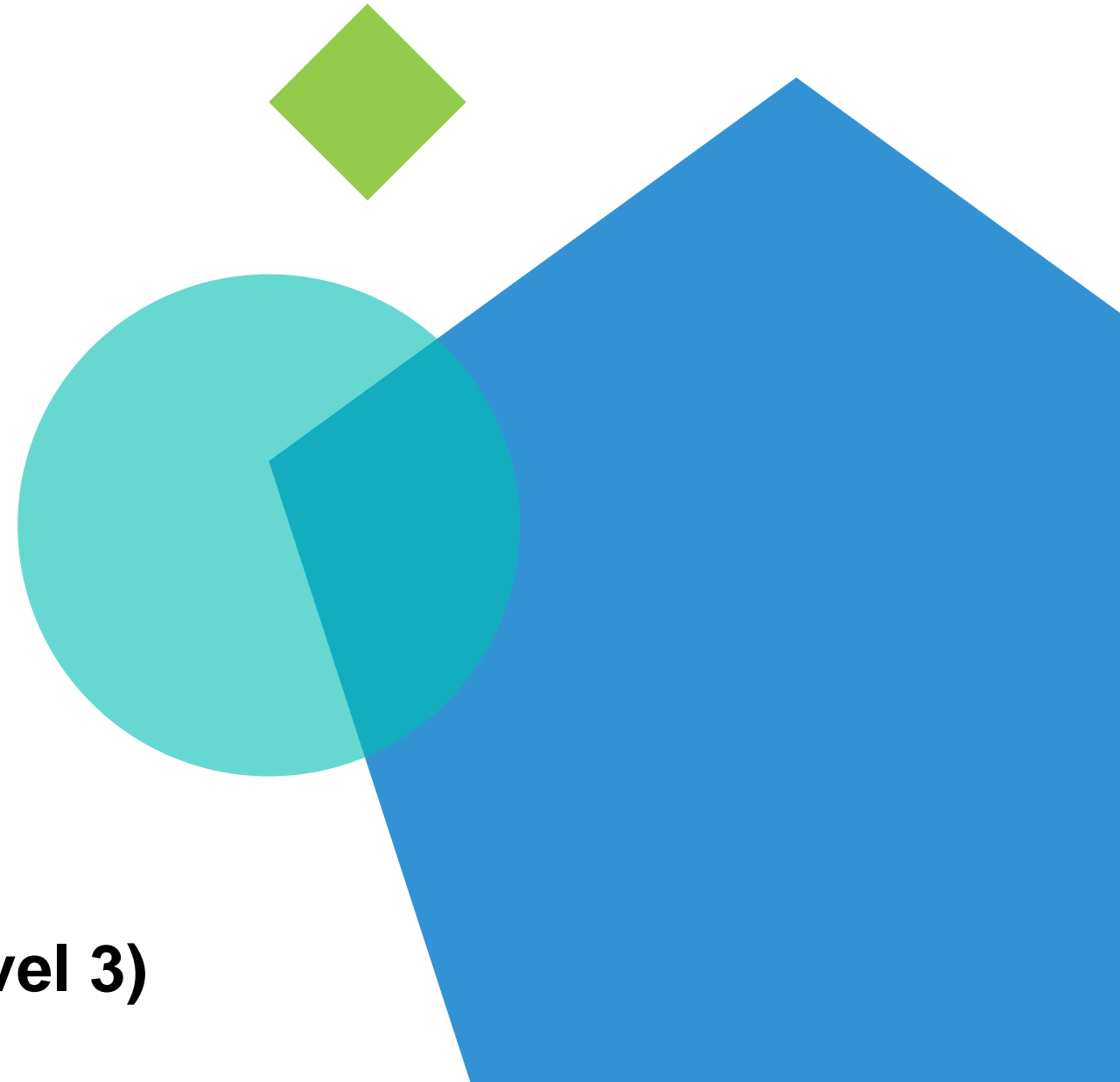


If you'd like a summary of the main changes between the new apprenticeship standards and SASE frameworks, our [25-minute recorded session](#) is a really useful watch.

Funding

New standards

Standard name and level	Funding band	16-18 employer incentive	Total 16-18 provider incentive (inc £1000)	Max. possible total provider funding
Retail Team Leader (Level 3)	Band 7 £5,000	£1,000	£1,000	£6,000



Retail Team Leader standard (Level 3)

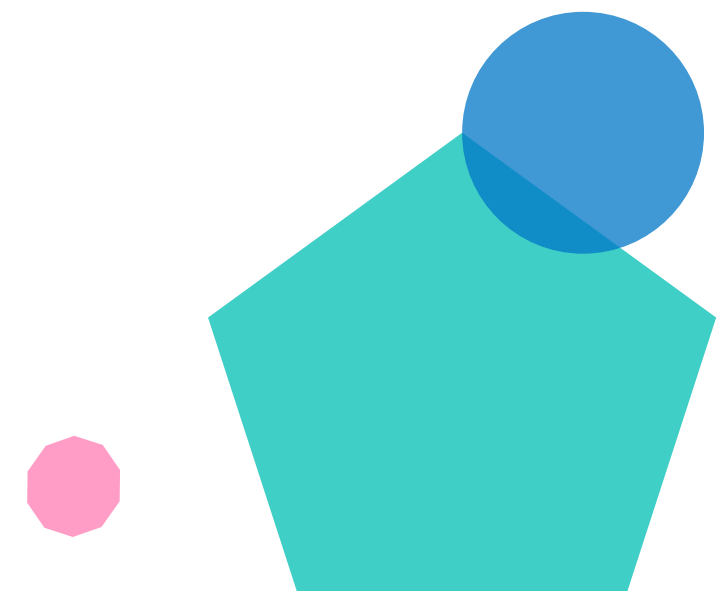
Retail Team Leader standard (Level 3)

The standard was developed by these employers:

- The Co-op
- Ryman
- John Lewis
- Tesco
- Asda
- Goulds
- Dorchester Ltd
- The Horticultural Trades Association
- AS Watson UK
- B&Q
- Boots
- Screwfix
- Debenhams
- Greggs

The standards and assessment plan are online:

<https://www.gov.uk/government/publications/apprenticeship-standard-retailer>



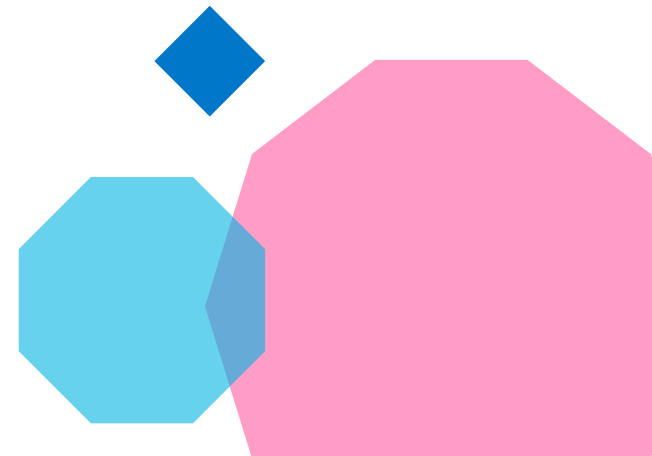
Retail Team Leader standard

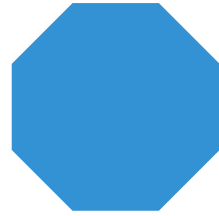
Minimum duration – 12 months.

Level – this standard is set at Level 3.

Progression – apprentices could progress into a junior retail management position.

No mandatory on-programme qualification – flexible approach to working with individual employers.

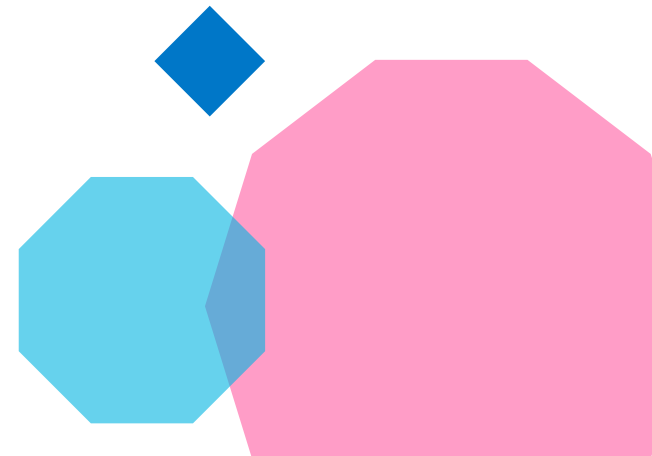




Summary of the independent end-point assessment process

Independent end-point assessment process

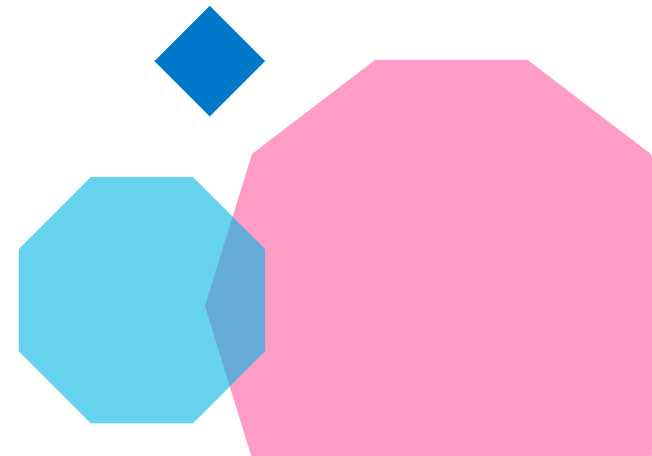
- The **on-demand test** must be the first assessment component, followed by the **retail business project** and finally the **professional discussion**.
- The apprentice will be assessed to the apprenticeship standard using three complementary assessment methods. The assessment is synoptic, i.e. takes a view of the overall performance of the apprentice in their job. The assessment activities will be completed in the following order:
 1. On-demand test.
 2. Retail business project.
 3. Professional discussion.



1. On-demand test

Key facts:

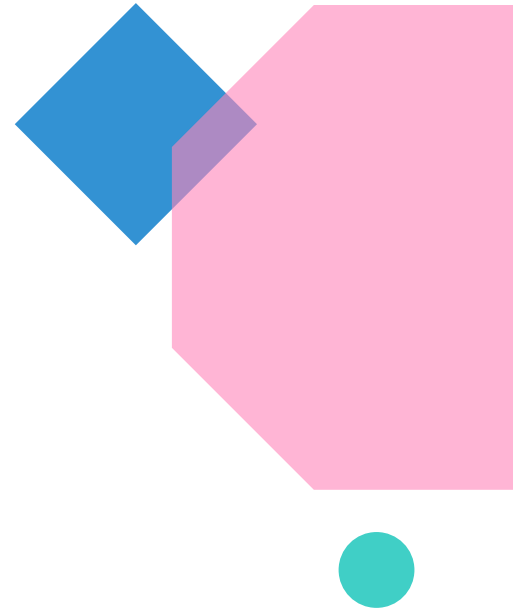
- 60 minute on-demand multiple choice test.
- Scenario-based questions.
- Externally set and marked.
- Undertaken either on the employer's premises or off site.



2. Retail business project

Key facts:

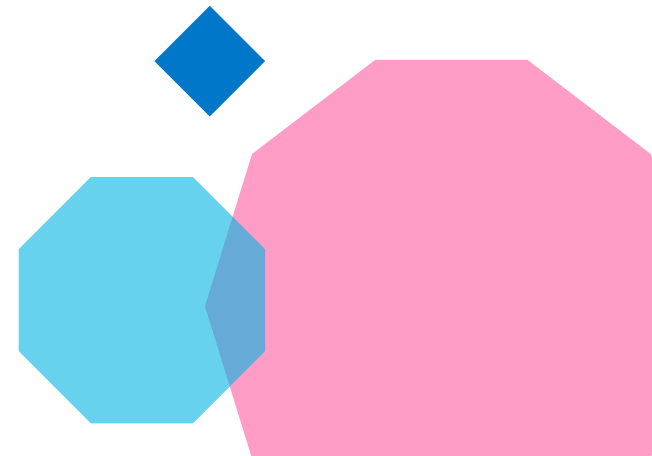
- A project requiring the apprentice to look at an immediate opportunity, problem, challenge or idea within their retail environment. This could be a project to identify a potential cost saving for the business through improving efficiency, reducing waste or finding alternative ways of working to achieve business objectives.
- It should include a research proposal, identify measurable improvements and make recommendations for implementation.



3. Professional discussion

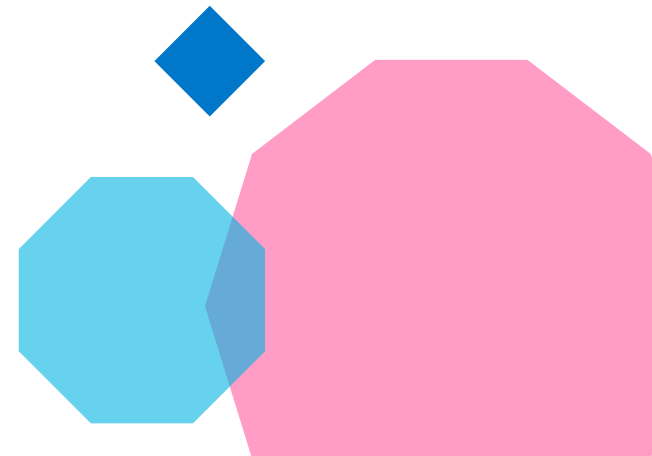
Key facts:

- One-hour discussion between the apprentice and the independent end-point assessor.
- Employer present to support (but not lead) the apprentice and confirm information.
- Will include areas of the standard not seen in the observation, plus key additional areas identified in Annex A.
- Planned in advance to allow the apprentice to prepare fully for the discussion.



Completion

- Independent end-point assessor confirms that each assessment element has been completed.
- The grade is determined by the independent end-point assessor on the overall performance of the apprentice in the observation and professional discussion. This is graded pass, distinction or fail.

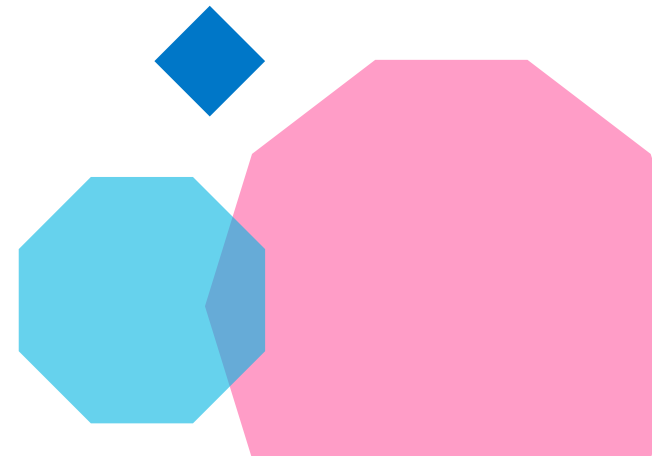


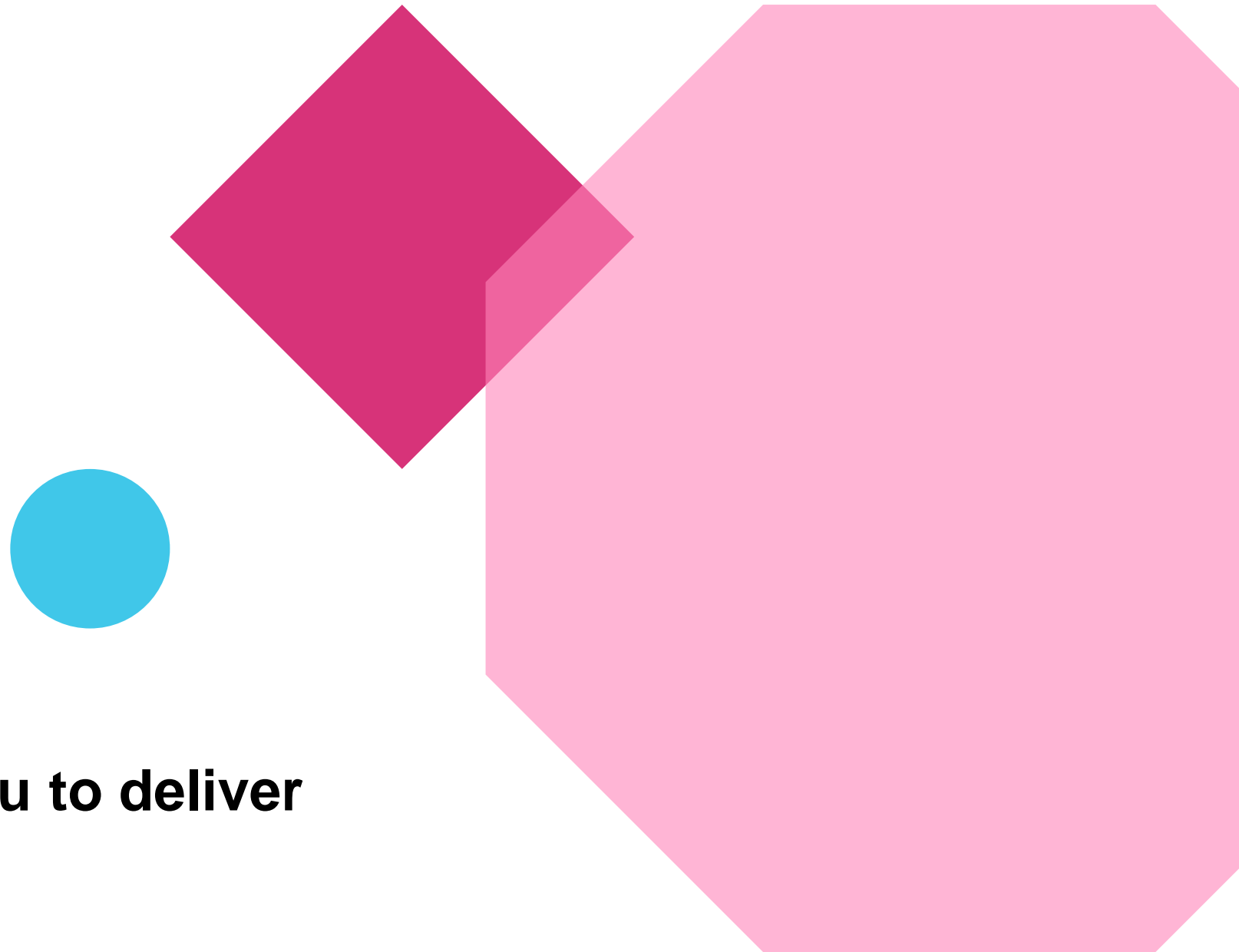
Build components:

Level 3 Retail Team Leader Build:

- Parent full apprenticeship package: 9307-**01** (the apprentice is registered on this PoS)
- Child - on-programme: 1013-32
- Child - EPA 9307-**12**

- Parent EPA only 9307-**02** (the apprentice is registered on this PoS)
- Child EPA 9307-**12**





How we can support you to deliver end-point assessment

Preparation resources and support

Apprenticeship
training manual

EPA pack

Consultancy

Mapping to
existing
qualification

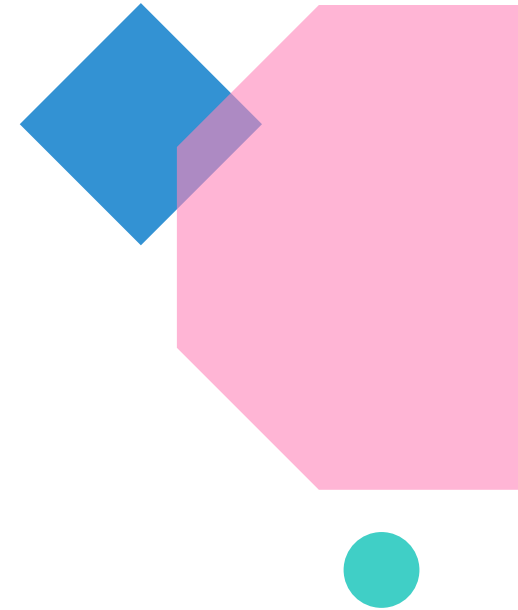
Learning
Assistant
E-portfolio

Accreditation

Existing
qualification

Webinars

CPD Events



Apprenticeship training manual key features

The manual contains tasks for the learner to complete to ensure coverage of the retailer standard.

It includes:

- A list of key terms and their definitions.
- Details on how each task relates to the standard.
- Preparatory activities to check learner understanding.
- Practical tasks to allow the learner to apply their knowledge to their own role and organisation.
- Reflective practice for learners to consider what they've learnt, what they need to improve and how to do it.

The apprenticeship training manual will also include a mapping document detailing how the tasks meet the standard, a progress tracker and a list of key milestones as well as information on how to use the manual as part of the programme. It will also include sign-posting to maths and English.

End-point assessment pack

For customers

Key document for customers for the planning and delivery of the apprenticeship.

It will include:

- The standard.
- Guidance on how to book EPA.
- Guidance on how to book the **on-demand test**.
- Guidance on what situation will need to be set up for a valid **practical observation** to take place.
- Guidance on how the **professional discussion** will work.



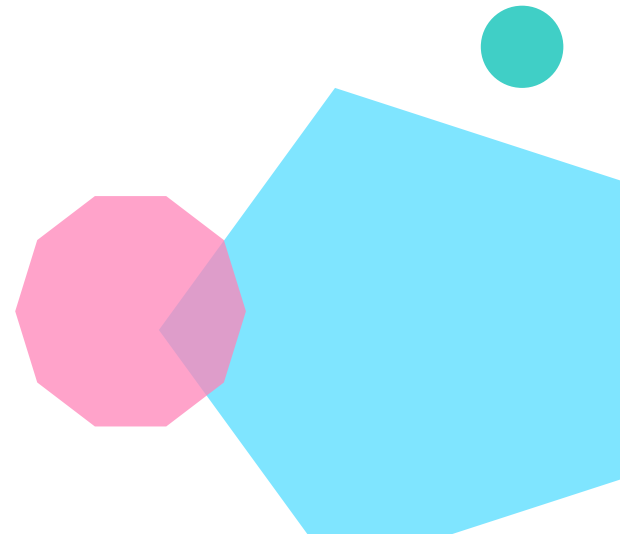
End-point assessment pack

For independent end-point assessors

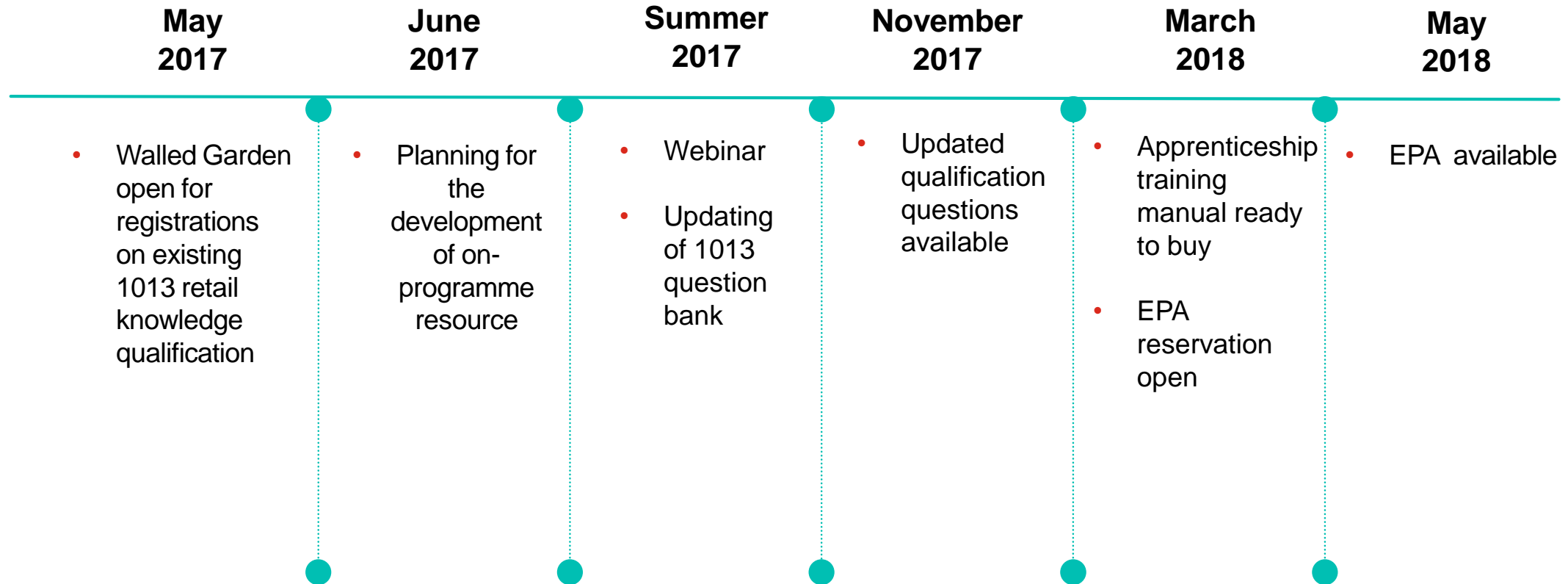
Key document for independent end-point assessors to conduct end-point assessment and grade candidates.

It will include:

- Guidance on what they need to see as part of a valid practical observation – what if they don't see the activities listed in the occupational brief?
- Guidance on the professional discussion including the questions to ask, any prompting and if necessary how to record the discussion.



Timeline of events



Price and offer

End-point assessment: £600

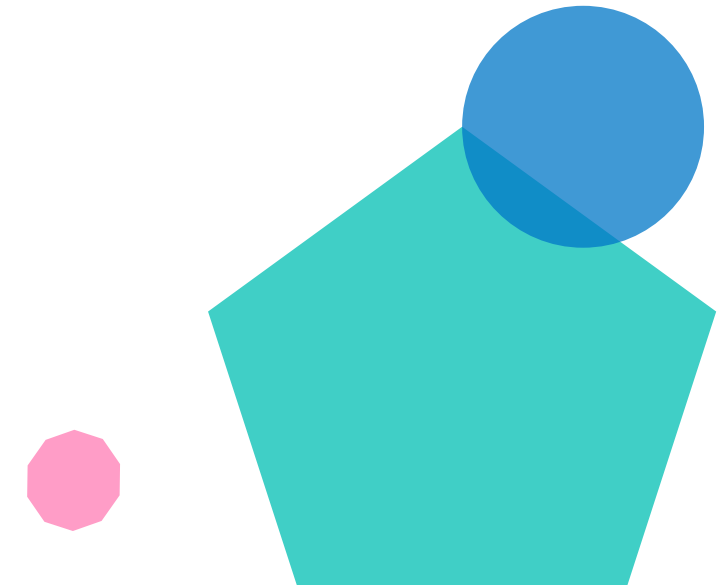
Resit costs:

- £50 test
- £510 project and discussion

On-programme: qualification is an optional offer to the learner.

For more information contact: apprenticeships@cityandguilds.com

We do not charge VAT so these prices are what you'll pay

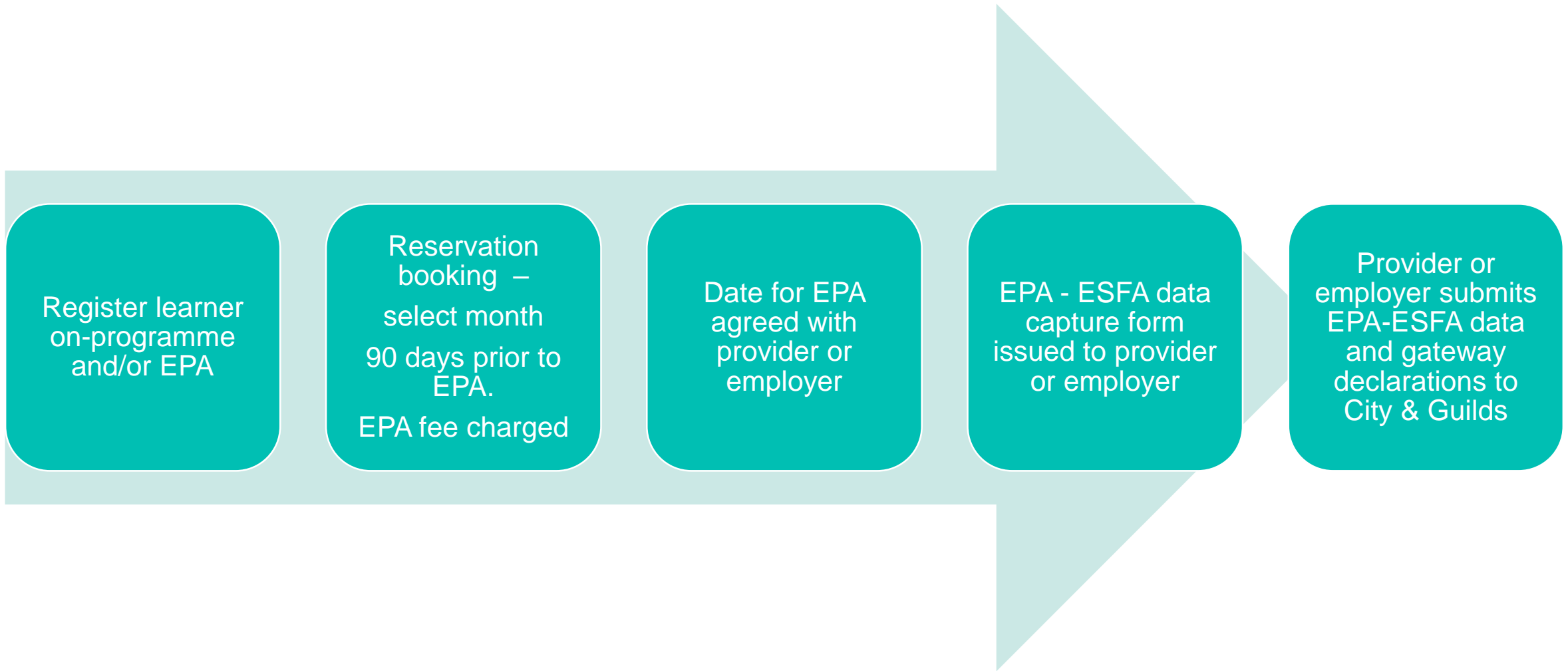


Approval process

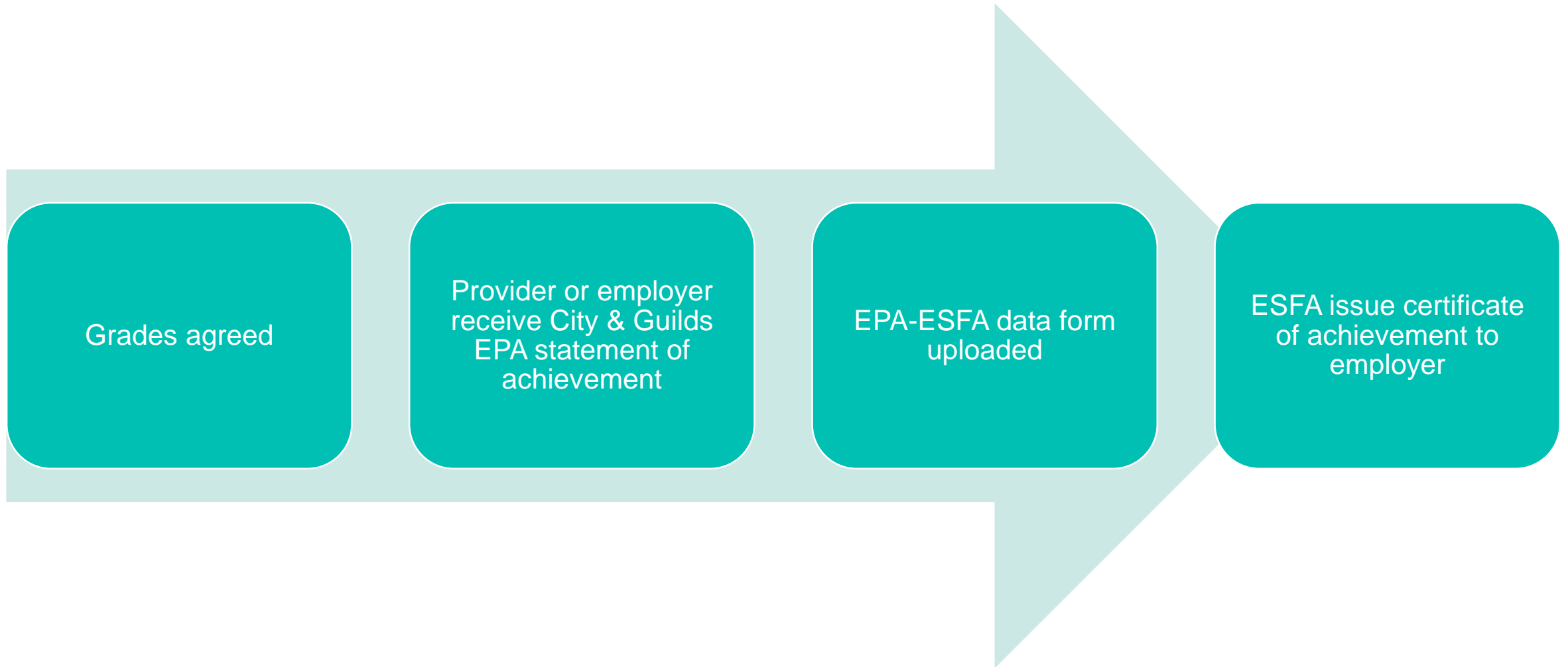
- If you're a new City & Guilds provider you'll need to gain end-point assessment financial approval.
- If you're a current City & Guilds centre you'll also need to apply for end-point assessment approval for the occupation.
- If you want to deliver the qualification linked to the standard, you'll need to apply for Qualification Approval (QAP).
- The assessment pack will be available on the website once you have registered.
- If you're delivering the qualifications you must ensure that your staff are able to demonstrate they have the occupational expertise required.



End-point assessment reservation



After successful end-point assessment





City & Guilds
A City & Guilds Group Business

SEARCH EVERYTHING | FIND A COURSE OR QUALIFICATION | FIND A CENTRE

Search the site:

Everything

WHAT WE OFFER | QUALIFICATIONS | APPRENTICESHIPS | TECHBAC | DELIVERING OUR QUALIFICATIONS | INTERNATIONAL | NEWS & INSIGHT | HELP & SUPPORT

Become an Independent End-point Assessor



Home > Apprenticeships > New Apprenticeships Standard Offers > Become an Independent End Assessor

Become an Independent End-point Assessor

We are currently accepting applications from suitable candidates to become Lead and Independent End-point Assessors.

City & Guilds has been approved to deliver Independent End-point Assessments across a number of new Apprenticeship Standards.

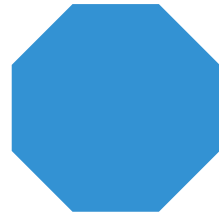
[Apply now](#)

[f](#) [t](#) [in](#)

NEW APPRENTICESHIPS STANDARD OFFERS

- Teaching & learning resources
- End Assessment service
- New Apprenticeship Standards

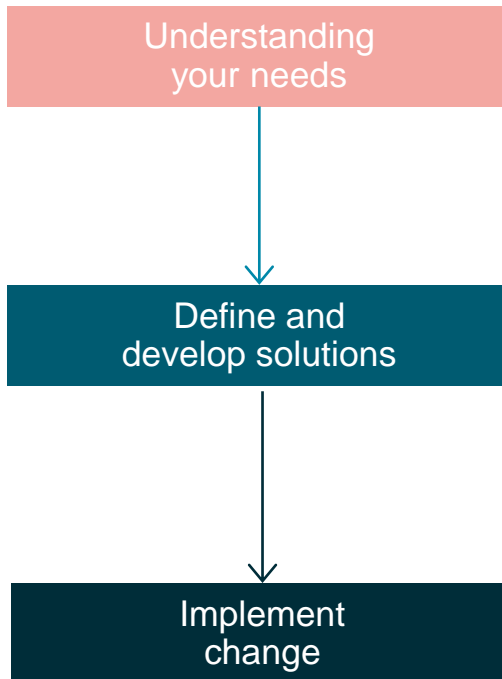




Next steps

And if you want to take things further with us

Apprenticeship consultancy offer



Areas of apprenticeship consultancy and training

Audit your current apprenticeship strategy

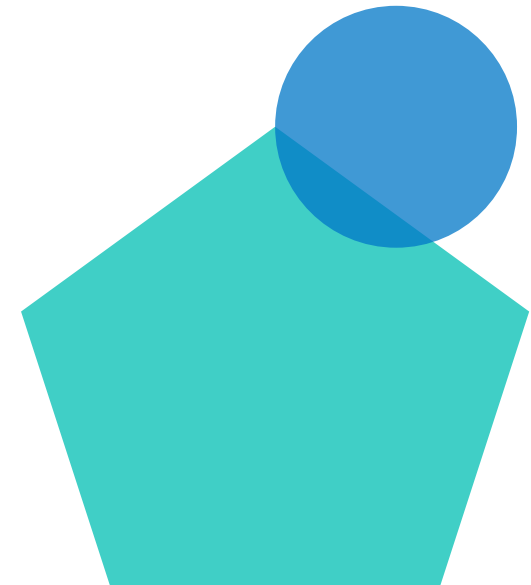
A root-to-branch audit that assesses your current strategy and identifies opportunities for growth. You'll receive an on-site consultation from a City & Guilds apprenticeship specialist who has experience in commerce and further education.

Defining your apprenticeship offer

A carefully constructed plan defining your new strategy and providing a framework for implementation. Our consultants will draw up an improved offer that takes advantages of the new opportunities for growth.

Upskill your team

Expert-led training courses that equip your staff to deliver your new apprenticeship strategy. We offer five different courses to meet your needs around commercial development, contract negotiation, apprenticeship support, funding, and trainer coaching.



Support and resources available

Find all our past and forthcoming workshops, webinars and events [here](#).

See our apprenticeship, consultancy and events pages on the City & Guilds website:

<http://www.cityandguilds.com/apprenticeships>

<http://www.cityandguilds.com/what-we-offer/centres/what-is-advance>

<http://www.cityandguilds.com/what-we-offer/centres/improving-teaching-learning/events>

Also look at the Government's information:

[Provider/ employer apprenticeship funding rules 2017/18](#)

[Technical funding guidance](#)

[Apprenticeship funding policy and funding bands sheets](#)

[Apprenticeship standards](#)

[Register of apprenticeship training providers guidance](#)

[Becoming an employer/training provider](#)

[Apprenticeship funding from May 2017 – policy paper](#)



Thank you

- Keep up to date – register for email updates: <http://www.cityandguilds.com/what-we-offer/centres/email-updates>
- To be involved in the developments of the new qualifications: businessskills@cityandguilds.com
- For more information on the new standards, our learning resources (including demos), and how we can support your business: directsales@cityandguilds.com
- For additional information on end-point assessment: endpointassessment@cityandguilds.com



Any questions?

