

Medway Adult Education

YOUR APPRENTICESHIP WITH MEDWAY ADULT EDUCATION

discover | *learn* | *achieve*



Our apprenticeship programmes, recently rated **OUTSTANDING** by Ofsted, are designed to ensure that you, the apprentice, develops the knowledge and skills to become an expert in your role. Our team of trainers, assessors and quality assurers are highly qualified and experienced, and have many years of occupational competency in the subjects delivered.

We will work closely with you to ensure that the apprenticeship meets the needs of your employer and that you have the level of support you need to complete the programme. We pride ourselves on our success rates and the pastoral care and support we provide to all of our apprentices.

What is EPA (End Point Assessment)?

An EPA is an assessment at the end of your apprenticeship to show how well you can carry out the occupation you have been trained for.

Each apprenticeship's EPA is structured slightly differently, but for most you will have to provide a portfolio of evidence, which an independent assessor will then interview you about as part of the EPA.

Other common assessment methods at EPA include presentation with Q&A sessions about a project you have managed, direct observation in the workplace followed by professional discussion or a multiple-choice exam.

What the apprenticeship delivery programme looks like:

The length of the training is dependent on which apprenticeship you take. Typically, Level 2 apprenticeships are delivered over 12 months, and Level 3 apprenticeships are over an 18-month period. The EPA (End Point Assessment) period is usually 3 months.

MAE will provide group taught sessions during the practical period of your apprenticeship. These taught sessions will deliver learning opportunities covering the theory and developing the understanding of the knowledge, skills and behaviours criteria set in the standards of the qualification.

You will be allocated an assessor who will provide regular 1-2-1 support, including monthly review meetings, to guide you through the evidence you will need to produce for your portfolio.

Your employer will allocate time each week, which you can spend away from your working role to produce evidence for your portfolio.

Maths and English requirements

To complete the apprenticeship, you must provide evidence of Maths and English qualifications. Again, the grade required will differ depending on the level of your apprenticeship. For Level 2 apprenticeships, GCSE grade 2/E or above (or equivalent) is required. For Level 3 apprenticeships, GCSE grade 4/C or above (or equivalent) is required. If this has not been achieved prior to enrolment, you will be given the opportunity to work towards a Functional Skills qualification in literacy and/or numeracy with Medway Adult Education, alongside your apprenticeship.

Again, your employer will allow time for you to be released from your working role to attend these lessons.

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