

# APPRENTICESHIP UPDATE

April 2021



- Introductions are in order
- EPA Workshops
- Progress Reviews
- BTEC Update

## Spring 2021

## Introductions are in order

In March, we welcomed Sharna Rolle, the new Apprentice Manager for LDE UTC. She comes with a wealth of experience and knowledge, having worked in the education, employment and skills sector for 18 years combined with previously developing, coordinating and driving a successful apprenticeship programme with a leading housing developer.



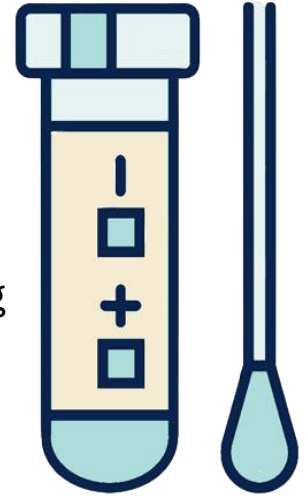
## COVID-19 Update

We are super excited to announce that on the 21<sup>st</sup> April, most of our apprentices will return to site to continue their studies and practical elements of their course.

Please be reminded that upon arrival to site, apprentices will be required to do a test and assuming this is negative, they can enter the college and collect a home test kit located in reception.

Everyone is expected to complete a daily declaration alongside a home test kit twice a week, with results being reported via the NHS test and trace site as well as the college.

During this transitional period, we have issued free temporary parking permits to apprentices choosing to drive to site.



## Planned EPA Workshops

This month, we have scheduled a 2-hour remote EPA session with Janet Benefo from ICE. The session is mandatory and will take place on the 21<sup>st</sup> April for the CET year 3 apprentices and the 28<sup>th</sup> April for the CET year 2 apprentices.

We are arranging a date with NOCN to run a EPA session for the DET apprentices and will keep all apprentices and their employers informed of this.



We now have 44 apprentices on board; this includes 13 level 6 degree apprentices with UEL and 3 B-TEC students, bringing the total to 47 as part of the wider programme.

LDE UTC are delighted to support and celebrate the achievement of the following year 3 CET apprentices who have successfully passed their EPAs with end point assessment organisation, ICE. A huge congratulation to Samuel Boyden, Sam Rowling and Scott Robert Reid. LDE UTC wish you the best of luck for the future and hope that you will return in the not too distant future to share your invaluable experiences with the current year 3 students, who are imminently approaching their EPAs.

We are also pleased to announce that the following apprentices have officially received their NVQ certificates, Charlotte Burrow, Sunny Costin, Benjamin Crossley, Arthur Matika, Harry Parker, Kingsley Owusu-Ware and Bradley Hart and are almost at the finishing point; this is a true reflection of their hard works and efforts over the past year – well done.

As we progress towards the next EPA deadline – 17<sup>th</sup> May, we are certain to see this trend continue for the other year 3 apprentices, currently busy finishing off their assignments and preparing their portfolios to be assessed and verified so they can all reach the required standard.

With a special thanks to the LDEUTC tutors and assessors for their tireless efforts in supporting the apprentices to complete their learning programme, providing encouragement and motivation and paving the way for them to make great achievements.

Despite the challenging year and the loss of normality, more than ever, we are eager to continue our commitment of creating employer led apprenticeships, which will help to recruit new talent and to enable the growth of skilled staff for the future. As a result, the Apprenticeship Team are very pleased to announce that the London Design Engineering UTC has officially began recruiting for its apprenticeship programme in September 2021. We are in the process of identifying numbers for our next cohort of learners and value your support in identifying opportunities across your business areas so we can start to plan for our next intake – September 2021.

Later in the year, we hope to have a new standard on board, watch this space!

## Progress Reviews

Sharna Rolle and her team of assessors, Geoff Hart and Shailesh Parmar are working closely with the employers and apprentices to ensure regular tripartite reviews are conducted, which are important for providing consistent performance feedback through to completion of the apprenticeship.

Tripartite reviews should include the employer, assessor/or ICE mentor for degree apprentices and the apprentice and where possible, both apprentice and the employer should work with their assessor to ensure that these are regularly scheduled.

# 20% off the job

Over the past month, we have had an increase in employer enquiries relating to the 20% off the job, so we thought it would be beneficial to provide a brief overview for guidance below.

Since the introduction of new standards replacing the old framework in 2017, Off-the-job training must make up at least 20% of the apprentice's normal working hours (paid hours excluding overtime) over the planned duration of the apprenticeship.

You can deliver off-the-job training in the apprentice's normal workplace or at an external location, though progress reviews and on-programme assessment do not count towards 20% off-the-job training. Apprentices may choose to spend additional time training outside paid hours, but this must not be required to complete the apprenticeship.

20% Includes	20% Does not include
The teaching of theory – Your day at Uni For example: lectures, role playing, simulation exercises, online learning or manufacturer training	Progress Reviews
Practical training For example: Shadowing, job rotation, industry visit and attendance at events	On-programme assessment (tests & exam) required for the apprenticeship standard
Group discussions & tutorials	Revision
Learning support	Training which takes place outside of your paid working hours
Time spent writing assessments / assignments Revision Coaching / Mentoring sessions	Induction into college or university or place of work

As you will undoubtedly be aware exams for all courses we run at the college have been cancelled for this summer, which will affect the way that your courses are graded. You will probably have seen some information regarding the awarding of grades for both certificating (yr3) and mid course (yr 2) learners for this summer. I felt it would be an appropriate time now to clarify how this may impact you.

## Mid Course Yr2 Apprentices

You have been entered for your Unit 1 exam as we would usually, although you will of course not sit the exam. You will however complete an assessment that mirrors the Unit 1 exam so that we have some evidence of your performance. We will need this information when you are awarded your grade next year. You will also have the opportunity to sit the exam next year should you wish to. Your internally assessed units will continue to be completed as per normal and you should treat these in the same way as you have up until now and ensure that you continue to meet all relevant deadlines.

## Certificating Learners Yr3 Apprentices

You have complete both of your exams, and the results from these have been banked already by BTEC. You will shortly have completed all of your internally assessed units for the course. You will then be awarded a “Q-TAG” (qualification-level teacher assessed grade) for your overall achievement. This will be a reflection of the work that you have produced across all areas of your study. We will use a range of evidence to produce this and you will have the opportunity to discuss this with your tutor so that you are aware of the evidence being used. You will be awarded a grade for the qualification but will not receive a formal recognition of your unit achievement as BTEC learners usually would. We are currently investigating how we can clarify the course study and will inform you of this in due course.

Hopefully this clarifies matters, please contact me if you require further information.

## SmartAssessor

In May, we hope to have a fully competent team of assessors, apprentices, tutors and employers accessing Smart Assessor to view, upload, record and track learner progress, which will positively reduce the amount of paper we use.

In March, the degree level apprentices would have received an email from Smart Assessor welcoming them to the e-portfolio site and providing their unique username and password.

They have been reminded to keep these in a safe place in preparation for the delivery of a Smart Assessor Introductory session.

If an apprentice has have not received an email from Smart Assessor, can you please let Sharna Rolle know immediately, so this can be sent out.



If you would like more detailed information on any of the items included in this terms newsletter, please contact the team.

Please also contact us if you would like other recipients to be added to this bulletin.

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