

Highfield Level 5 End-Point Assessment for Healthcare Assistant Practitioner

EPA-Kit

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Assessment Summary

The end-point assessment for Healthcare Assistance Practitioner is made up of three components with the sequence determined by the employer and assessor to ensure best fit with local needs:

1. A multiple-choice and short-answer test consists which has a 90 minute duration
2. An observation of practice which has a 90 minute minimum duration
3. A reflective journal* and an interview, which has a 30 to 60 minute duration

*The reflective journal must be made available at gateway. Written submissions may be provided to Highfield in any format (such as Dropbox or e-portfolio). Access must be given to Highfield to only the learners who have been put forward for end-point assessment.

As an employer / training provider, you should agree a plan and schedule with the apprentice to ensure all assessment components can be completed effectively. For final certification, the apprentice must have passed all components in the end-point assessment.

Each component of the end-point assessment will be assessed against the appropriate criteria laid out in this kit, which will be used to determine a grade for each individual component.

Multiple-choice and short-answer test

Apprentices will complete a multiple-choice and short-answer test. There are 40 multiple choice questions, each worth 1 mark and 4 short answer questions, each worth 5 marks. Each short answer question should be completed within a maximum of 250 words. The multiple-choice and short-answer test covers all knowledge requirements in the standard.

- To achieve a pass, apprentices must achieve 40-59% (24 marks)
- To achieve a merit, apprentices must achieve 60-74% (36 marks)
- To achieve a distinction, apprentices must achieve 75% or above (45 marks)

The criteria for the multiple-choice and short-answer test are the knowledge-based criteria described in this kit.

Before the assessment

- While on-programme, the employer/training provider should brief the apprentice on the areas to be assessed by the multiple-choice and short-answer test
- In readiness for end-point assessment, the apprentice should complete the sample test that can be found in this EPA Kit

Observation of practice

The observation of practice is a 90-minute holistic approach to assessing skills and behaviours, with a recommended maximum of 120 minutes. The assessor observes the apprentice during the course of their normal work in their normal place of work.

The criteria that will be covered within the practical observation are selected from the behaviours and skills of the standard, shown earlier in this kit. To pass the observation of practice the apprentice must be able to meet the following requirements. Those highlighted in bold must be seen during the observation. Requirements not emboldened which do not occur naturally during the observation period may be tested during the interview:

OB1. Communicate complex sensitive information through a variety of methods

OB2. Manage information, keeping accurate records and ensuring confidentiality

OB3. Use and promote a range of techniques to prevent the spread of infection including hand hygiene, the use of Personal Protective Equipment (PPE) and waste management.

OB4. Promote and **maintain a safe and healthy working environment**

OB5. Identify and manage risks

OB6. Demonstrate and promote what it means in practice to provide person centred care and support

OB7. Treat people with dignity, respecting individual's diversity, beliefs, culture, values, needs, privacy and preferences

OB8. Show respect and empathy for those you work with; have the courage to challenge areas of concern and work to best practice; be adaptable, reliable and consistent

OB9. Show discretion and self-awareness

OB10. Promote effective inter-professional and multi-disciplinary team working with peers, colleagues and staff from other agencies

OB11. Provide appropriate leadership within the scope of the role

OB12. Undertake defined clinical or therapeutic interventions appropriately delegated by a Registered Practitioner

Highfield recommends a **maximum of 4 unboldened** skills and/or behaviours that can be carried over to the interview from the following list of skills and/or behaviours:

OB3. promote (a range of techniques to prevent the spread of infection) including hand hygiene, the use of Personal Protective Equipment (PPE) and waste management.

OB4. promote (a safe and healthy working environment)

OB6. promote (what it means in practice to provide person-centred care and support)

OB7. respecting individual's diversity, beliefs, culture, values, needs, privacy and preferences

OB8. have the courage to challenge areas of concern and work to best practice

OB8. be adaptable, reliable and consistent

OB10. (Effective team working) with peers, colleagues and staff from other agencies

The practical observation is graded as Pass or Fail.

Further guidance on preparing for the observation of practice can be found later in this EPA Kit.

Reflective Journal and Interview

The reflective journal and interview form a combined assessment method and will be assessed holistically, with a grade awarded as Pass, Merit or Distinction by the independent assessor. End-point assessors will review all evidence provided by the apprentice for this combined assessment method and make a final holistic judgement on the ability of the apprentice.

Evidence is gathered on-programme. The highest quality of evidence is most likely to be generated towards the end of the apprenticeship, following completion of their programme of training and development and during the 3 months leading up to the planned date of the end point assessment. The apprentice reflects on the development of the following skills components from the apprenticeship standard:

Standard:	Skills:
S2. Case Management	The apprentice includes evidence to show that they are able to; S2: Manage own work and case load and implement programmes of care in line with current evidence, taking action relative to an individual's health and care needs (See Assessing the Reflective Journal and Interview for further guidance on producing the reflective journal).
S3. Supervision and Teaching:	The apprentice includes evidence to show that they are able to; S3. Allocate work to and support the development of others and supervise, teach, mentor and assess other staff as required ((See Assessing the Reflective Journal and Interview for further guidance on producing the reflective journal).

The reflective account must also include evidence of the values and behaviours being applied in the context of case management and supervision and teaching.

*The reflective journal must be made available at Gateway. Written submissions may be provided to Highfield in any format (such as Dropbox or e-portfolio). Access must be given to Highfield to only the learners who have been put forward for end-point assessment.

The end-point assessor will assess the journal and judge whether additional questions will be required to achieve the skills, values and/or behaviours during the interview. The assessor will pose holistic and synoptic lead and/or secondary questions to the apprentice that enable them to provide answers that cover the remaining elements of the standard, to ensure all skills, values and behaviours have been attempted. These questions may also facilitate the achievement of carry-over from the observation.

The interview will cover the following skills from the apprenticeship standard. Additional guidance and amplification of these areas can be found within this EPA Kit:

Standard	Skills
S4. Personal Development	Maintain and further develop own skills and knowledge, and that of others, through recognised Continuing Professional Development (CPD) activities enabling flexibility in practice and responsiveness to changing service needs
S6. Assessment	Provide holistic assessment of individuals, implement programmes of care and modify individualised care plans within their scope of practice
S9. Physiological Measurements	Undertake physiological measurements as part of an assessment of an individual's healthcare status and following evaluation, make appropriate changes or recommendations to care plan; report changes to the Registered Practitioner when the nature of the change falls outside of the agreed scope of role
S11. Equality and Diversity	Promote and advocate Equality, Diversity and Inclusion
S12. Quality	Proactively make recommendations to improve the quality of service delivery

The final interview takes place between the independent assessor and the apprentice and lasts for a minimum of 30 minutes and a maximum of 60 minutes.

The reflective journal and interview is graded as Pass, Merit or Distinction by the independent assessor.

Grading

For final certification, the apprentice must have passed all components in the end-point assessment. The successful apprentice receives an overall grade of Pass, Merit or Distinction. The grade is derived from the components of the end point assessment using the following table:

Observation of practice	Multiple-choice and short-answer Test	Reflective Journal and Interview	Overall Grade
Pass	Pass	Pass	Pass
Pass	Pass	Merit	Pass
Pass	Pass	Distinction	Merit
Pass	Merit	Pass	Pass
Pass	Merit	Merit	Merit
Pass	Merit	Distinction	Merit
Pass	Distinction	Pass	Merit
Pass	Distinction	Merit	Merit
Pass	Distinction	Distinction	Distinction

The final judgement on the competency of the apprentice, the grade to be awarded for each component and the overall grade rests with the independent assessor.

Resit and Retake information

The apprentice must attempt all components of the end point assessment on their first attempt. Should the apprentice fail any components they are required to re-take only those components which they have previously failed. Re-takes are permitted after 1 month and within 12 months but not after 12 months. The number of times an apprentice is permitted to re-take the end point assessment within the permitted timeframe is determined by the employer.