

NCFE

**Achieve
apprenticeship
success
with NCFE**



Apprenticeships

Future-focused and flexible, our apprenticeship products and services allow you to develop diverse delivery programmes that meet the needs of apprentices and employers.

Our end-to-end apprenticeship solution supports you from start to finish. We have everything you need to deliver high-quality apprenticeships, including:

- Pre-programme support with skills assessment and diagnostic tools
- A wealth of mandatory and supporting qualifications
- Functional Skills with on-demand and remotely invigilated assessment
- A market-leading end-point assessment (EPA) service.

With our focus on exceptional service, you can rely on our specialist teams to guide you through the entire apprenticeship journey, enabling you to focus on your apprentices.

We develop apprenticeships in areas where there's a growing workforce need and exciting opportunities for career progression, such as:

- Health
- Education
- Digital
- Social care
- Business services
- Accountancy, finance and compliance.
- Childcare
- Leadership management



Over 20,000
apprentices registered



Pre-programme

Skills assessment tools - One Assessment and Skills Builder

On-programme

Mandatory and complementary qualifications - Skills Review and Skills Portfolio

Functional Skills - English and maths

EPA preparation and EPA

End-point assessment (EPA)



Why choose NCFE for apprenticeships?

- Our pre-programme support and robust skills assessment tools set apprentices up for success by accurately reviewing their starting points
- We offer a range of qualifications for a number of apprenticeship standards, from mandatory to those that are advisory and complement the delivery of particular apprenticeships
- Our Functional Skills qualifications have a market-leading 6-day results turnaround to maximise learner engagement, and offer on-demand and remotely invigilated assessment
- As one of the largest and most well-established end-point assessment organisations (EPAOs) in the UK, we put provider and apprentice success at the heart of what we do to ensure the best possible outcomes and impact
- Our specialist team provides exceptional service to support you throughout the apprenticeship journey.



We would **highly recommend** NCFE to other centres. We've received lots of support and training from them. The EPA specification and guidance are **clear and easy to follow.**"

Sharon Hanney, Assessor at Wiltshire College

Pre-programme support

Establish each apprentice's starting point to set them up for success.

Initial assessment is invaluable for assessing the level an apprentice is working at before they begin their apprenticeship, as well as crucial for regulatory compliance and high quality, individualised delivery.

Our pre-programme offering gives apprentices the best head start, with our diagnostic and skills assessment tools providing recognition of prior learning (RPL) and English and maths reviews.

Through our skills assessment platform, providers can document an apprentice's progress, store learning resources and transform your delivery.



One Assessment

- The fastest initial assessment on the market; apprentices can complete both English and maths initial assessment in a single 30-minute assessment. This is much quicker than the 50 minutes it would take to complete the two assessments separately
- Adapts to provide a GCSE result from ungraded to grade 9, or a Functional Skills result from Entry 1 to Level 2
- Results page provides a "spiky profile" breakdown of the learner's levels in English and maths, along with their overall levels
- Available through our Skills Builder platform but also as a standalone tool.

Skills Builder

- Comprehensive eLearning solution for English and maths with language changing facilities to support ESOL learners
- Full diagnostics provide an individual skills plan for your apprentice, identifying strengths and areas for development across the subject content
- Independent online learning resources allow the apprentice to work on their English and maths at a time that suits them
- Full tracking and progress checks ensure your apprentice is on course for completion
- Quality dashboard that provides robust data and reporting tools. At the click of a button, see how much progress your apprentices

On-programme learning

We offer everything you need to ensure that during this all-important learning phase of the programme, your apprentices develop the knowledge, skills and behaviours they need to reach Gateway and excel at their end-point assessment (EPA).

Our range of qualifications and resources are designed to provide a structured and effective approach to on-programme learning.

Qualifications

Mandatory: qualifications that apprentices are required to complete as a part of their on-programme learning and development to achieve the apprenticeship.

Optional: qualifications that are based on apprenticeship standards and designed to support on and off-the-job training and development of apprentices. While these qualifications are not mandatory, employers and training providers can still choose to use qualifications to support the delivery of the on-programme learning.

English and maths qualifications: our Functional Skills qualifications offer apprentices a vocational route for English and maths with the flexibility to sit their assessment all year round, to ensure they meet the requirement for the achievement of English and maths qualifications before they reach Gateway. Onboarding support and three free consultations provided by our Provider Development team are proven to increase achievement by 6%.

Business services

Standard Name	Skills Assessment	Qualifications	EPA
Customer Service Practitioner	Yes	Optional	Yes
Customer Service Specialist	Yes	Optional	Yes
Business Administrator	Yes	Optional	Yes
Fundraiser	Yes	Not required	Yes

Leadership management

Standard Name	Skills Assessment	Qualifications	EPA
Team Leader or Supervisor	Yes	Optional	Yes
Operations or Departmental Manager	Yes	Optional	Yes
Associate Project Manager	Yes	Mandatory	Yes

Accountancy, finance and compliance

Standard Name	Skills Assessment	Qualifications	EPA
Accounts or Finance Assistant	Yes	Not required	Yes
Assistant Accountant	Yes	Not required	Yes
Public Sector Compliance Investigator and Officer	Yes	Not required	Yes
Professional Accounting or Taxation Professional	Yes	Not required	Yes

Digital

Standard Name	Skills Assessment	Qualifications	EPA
Data Analyst	Yes	Not required	Yes
Data Technician	Yes	Not required	Yes

 **Social care**

Standard Name	Skills Assessment	Qualifications	EPA
Adult Care Worker	Yes	Mandatory	Yes
Lead Adult Care Worker	Yes	Mandatory	Yes
Lead Practitioner in Adult Care	Yes	Mandatory	Yes
Leader in Adult Care	Yes	Mandatory	Yes
Children, Young People and Families Practitioner	Yes	Mandatory	Yes
Children, Young People and Families Manager	Yes	Mandatory	Yes
Early Intervention Practitioner	Yes	Mandatory	Yes

 **Education**

Standard Name	Skills Assessment	Qualifications	EPA
Teaching Assistant	Yes	Optional	Yes
Learning Mentor	Yes	Mandatory	Yes
Assessor Coach	Yes	Mandatory and optional	Yes
Learning and Skills Teacher	Yes	Mandatory	Yes
Employability Practitioner	Yes	Not required	Yes

 **Early years**

Standard Name	Skills Assessment	Qualifications	EPA
Early Years Practitioner	Yes	Mandatory	Yes
Early Years Educator	Yes	Mandatory	Yes
Early Years Lead Practitioner	Yes	Mandatory	Yes

 **Health**

Standard Name	Skills Assessment	Qualifications	EPA
Healthcare Support Worker	Yes	Optional	Yes
Senior Healthcare Support Worker	Yes	Mandatory	Yes
Healthcare Assistant Practitioner	Yes	Mandatory	Yes
Dental Nurse	Yes	Mandatory	Yes
Dental Practice Manager	Yes	Mandatory	Yes





Functional Skills that fit flexibly with your delivery

- Flexible and on-demand paper, online and remotely invigilated assessments
- Receive your learners' results within 6 working days
- High-quality suite of teaching and learning resources
- Free curriculum support from our Provider Development team

When you work with us for Functional Skills, you'll get the complete package that gives apprentices the English and maths qualifications they need to progress to their end-point assessment.

Our offer includes:

- The fastest online results release in the sector. You'll receive your learners' results in 6 working days, ready for their next lesson, helping to keep them engaged in their learning
- Flexible and on-demand paper, online, and remotely invigilated assessments that allow learners to sit at a time that suits them
- High-quality teaching and learning resources that can be delivered face-to-face, remotely or independently by the learner
- Curriculum support from our Provider Development team, including onboarding and continuing professional development (CPD). Engagement with the support from the team is proven to **increase achievement by up to 6%**
- Free online learner feedback reports, which identify areas for improvement at subject content statement level, to help learners understand exactly where they need to focus their energy
- A free re-sit per assessment
- Fully remote delivery solution using skills assessment tools for your diagnostic and initial assessments, online learning, online sample assessments and remote invigilated assessments.



Discover more about our Functional Skills at ncfe.org.uk/functionalskills

Skills assessment tools to set apprentices up for success

Our skills assessment and diagnostic tools complement your apprenticeship delivery and improve apprentice outcomes through accurate assessment of their starting points. These are available 24/7 via our award-winning eLearning platform.



Skills Review is a **well-developed** tool which ensures on-programme learning is **tailored to help the apprentice** with learning, progression and successful achievement of EPA.”

Charlotte Bosworth, Managing Director of Innovate Awarding

SKILLS REVIEW

This self-assessed skills gap analysis tool enables providers, apprentices and employers to record prior learning, calculate funding reductions and monitor ongoing progress towards EPA.

- Accurately pinpoint your apprentices' starting point and understand the requirements to reach occupational competency
- Demonstrate that the individual is on the right apprenticeship from the start, improving retention rates and timely achievement
- Assess apprentices' progress against the knowledge, skills and behaviours (KSBs) needed to achieve in the EPA
- Measure progress towards end-point assessment
- Provide evidence to demonstrate compliance with ESFA funding rules, and data that can be shared with Ofsted.

SKILLS PORTFOLIO

A bespoke digital portfolio, with all of the unique features you need to deliver, manage and monitor your apprenticeship.

- Provide a bespoke e-portfolio around your apprentices' specific apprenticeship standards
- Recognise and track off-the-job training, ensuring you meet the 20% requirement
- Integrated with other software and systems, it will allow you to upload any file and produce bespoke reports mapped to your own needs and requirements
- Provides a user-friendly, end-to-end journey for your apprentices
- Provide showcase evidence of learner work for employers and EPA.

End-point assessment (EPA) that drives apprentice success

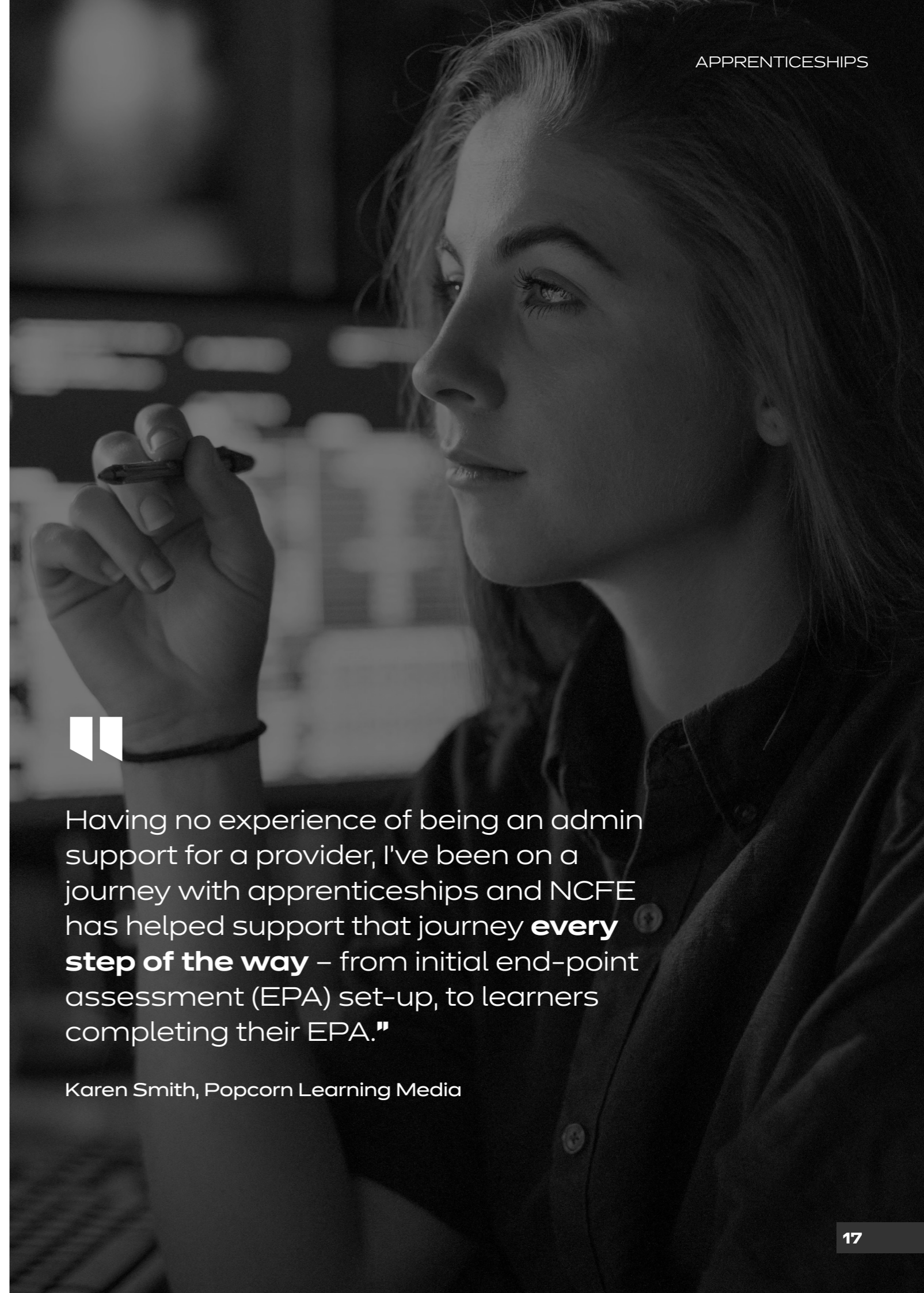
Let our experienced EPA specialists guide you through a seamless EPA journey, that focuses on provider and apprentice success from start to finish.

As a market-leading end-point assessment organisation (EPAO), we deliver an independent proposition that combines innovation and customer service into each stage of the EPA process.

Our flexible solutions come with sector expertise, comprehensive guidance materials and proactive support to ensure the best possible outcomes and impact.

We successfully deliver EPA across a range of subject areas, with focus on the sectors where we have deep experience and insight:

-  Health
-  Social care
-  Digital
-  Early years
-  Education
-  Business services
-  Finance and compliance
-  Leadership management.



Having no experience of being an admin support for a provider, I've been on a journey with apprenticeships and NCFE has helped support that journey **every step of the way** – from initial end-point assessment (EPA) set-up, to learners completing their EPA.”

Karen Smith, Popcorn Learning Media

As an market leading EPAO, we start with the end goal in mind to ensure success. Our offer includes:

- An online platform available 24/7 for registrations, Gateway requests and progress updates
- A holistic support package, from the onboarding process to a dedicated Relationship Manager. Your Relationship Manager will be your trusted partner every step of the way
- Remote assessment tools
- A directly employed team of Independent End-Point Assessors (IEPAs), which ensures we have complete control over the quality and service of your EPA
- High-quality resources to help you prepare the apprentice for their EPA
- You can put us to the test on our first-class service. We have sector-leading service-level agreements for every stage of the EPA process, giving you trust, transparency and confidence:
 - Feedback and results on each assessment component **within 5 working days** – we're the only EPAO that offers this after each assessment
 - **Complete EPAs within as little as 4 weeks** of your Gateway acceptance date for some standards**
 - **No upfront fees** until apprentices reach Gateway and no withdrawal fees
 - Guaranteed access to your chosen Gateway progression date*
 - Direct booking for assessments offered **within 4 working days**
 - **Personalised feedback** on your Gateway audit if you're unsuccessful, to ensure success next time around.

*Apprentices must register 90 days before Gateway progression.

**Where you give 8 weeks' notice, with some exceptions where EPA plans outline specific timelines.



I loved learning about dental nursing, I found it interesting and loved watching people's smiles transform during on-the-job training. My assessor responded to all my queries and worries pretty much instantly, and she put me at ease. **I honestly couldn't have asked for better.**

Mollie Cooke, Dental Nurse apprentice



Contact us

Want to find out more about our apprenticeship offer?

Visit: ncfe.org.uk/apprenticeships

Email: apprenticeships@ncfe.org.uk