



# Early Years Practitioner L2

SS Educational Services Ltd

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End-Point Assessment Organisation

A niche EPAO specialising in Early Years, Children and Young People





## Our Mission

SS Educational Services is the only End-Point Assessment Organisation specialising solely in the accreditation of Apprenticeships in early years, children and the youth sectors in England, by providing comprehensive End-Point Assessments that will fully analyse the competency of each individual Apprentice.

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✓ Understand what is expected with the End-Point Assessment

✓ Working with a specialist niche company that has a background of 40+ years in the early years, childcare and youth sector

✓ Save time and stress by providing a personal service and a helping hand to get you set up

✓ SSES have an easy to use online platform to complete all standard requirements

✓ Get set up so you and your Apprentices are following the correct assessment procedures

✓ SSES has a small core team who will be the same contacts for many years

# INTRODUCTION

## ***What is an End-Point Assessment?***

The End-Point Assessment (EPA) is the part of the new Apprenticeship Standards that take place at the end of the Apprentices training, and showcases the Knowledge, Skills and Behaviours they have gained.

It is designed to enable the competence of Apprentices to be assessed in accordance with the Apprenticeship Standard by an Independent End-Point Assessor, from an End-Point Assessment Organisation.

The EPA is an independent assessment of an Apprentice's competence. Therefore, the decision on whether an Apprentice has passed their EPA and what their final grade should be, must be taken by someone who has no vested interest in this decision, or relationship with the Apprentice.

This will ensure all Apprentices are treated fairly and helps to maintain trust in the robustness of the EPA system.

SSES has a comprehensive conflict of interest system that ensures an Independent End-Point Assessor has no connection with either the Apprentice or the employer.



## ***End-Point Assessment Organisation Principles***

The End-Point Assessment process should be meaningful and add value to both the Apprentice and to the employer by complementing and building on normal performance management and developmental processes.

It should enable and encourage progression and Continuous Professional Development.

The End-Point Assessment is designed to test the markers of competence laid down in the Standard.

End-Point Assessment methodologies have been selected on the basis that they will provide a high level of validity of the relevant Knowledge, Skills and Behaviours.

End-Point Assessment will be synoptic and will assess Knowledge, Skills and Behaviours in an integrated way. It will take place at the end of the Apprenticeship and the final End-Point Assessment decision will be made independently of both the employer and the training provider.

# OUR COMPANY

**Helping to develop the next generation of professionals working within early years, children, the youth sector and families is something SSES feel very passionate about.**

As a family-run business, the husband and wife team would describe their ethos in three words - honest, professional and personal. They strive to ensure that every Apprentice, employer and training provider feels secure in the knowledge that they are working with a team whose ethos and values are at the core of the business.

The Directors aim to develop an End-Point Assessment Organisation that will become a leader in the EPAO field for early years, children, young people and families.



**Jeff Sapsed**  
Director

*Jeff started off his career completing an Apprenticeship in Electronic Engineering.*

He was a Director of the private day nurseries he owned with Suzanne and was actively involved in the day to day operations of the nurseries.

In recent years he registered as a foster carer and has supported many children from 0-18 through difficult circumstances, as well as having extensive professional experience with ADHD, mental health issues, autism and severe learning difficulties.

**Due to their combined expertise and prior experience in the childcare sector, SSES has decided to align their offering and specialise in Early Years, Children, Young People and Families.**

**Suzanne Sapsed**  
Chief Executive Officer



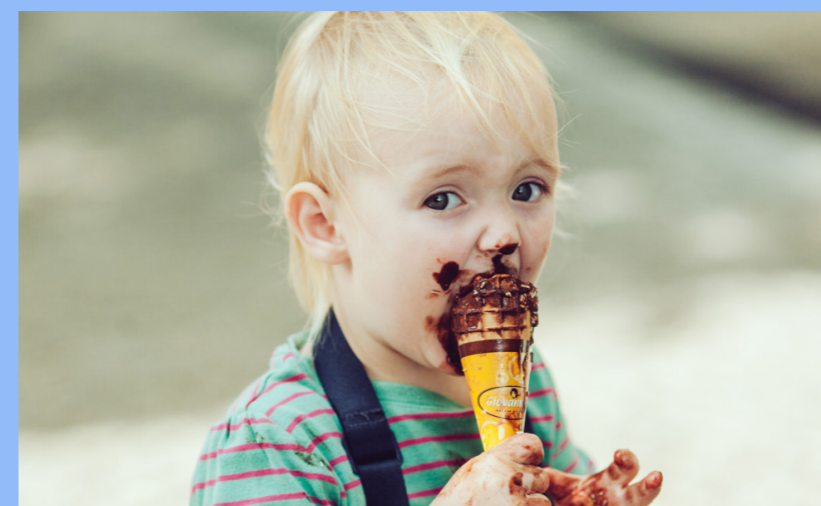
*Since gaining the NNEB at 18 Suzanne has worked extensively in the under-18's and Apprenticeship sectors.*

Suzanne and Jeff built 2 private day nurseries from start up to successful businesses and they managed these together for many years.

After the sale of the nurseries, Suzanne decided to work in Further Education as she enjoyed sharing her knowledge and experience to help develop the next generation of child and teen professionals. As an Assessor and Tutor, Suzanne maintained a 100% success rate.

More recently Suzanne has acted as a Consultant to set up a training provision; as an Interim Operations Manager to successfully support a chain of failing nurseries; and has also worked with Universities, setting up their Degree Apprenticeship provision.

As well as the NNEB, Suzanne is a qualified teacher, has her A1 and V1. and has recently completed L5 Leadership & Management in Residential Childcare. She also has a L5 in Leadership and Management and recently was awarded Chartered Manager status with CMI, attesting to the wealth of knowledge and experience she has gained during her career.



**Chief Administrative Manager**  
Board Member

For many years during her career, Sandra, has managed offices and is a welcome addition to ensure the smooth running of all functions of the business.

**Critical Friend**  
Board Member

SSES have a Critical Friend on their Board who will be responsible for Conflicts of Interest and oversee any Complaints/Appeals.

Anna has extensive experience in Apprenticeships and is currently a Quality and Compliance Manager for Degree Apprenticeships .

**Director of Quality**  
Board Member

SSES are fortunate to have a Director of Quality with a vast amount of experience within Early Years, Apprenticeships and Quality Assurance. Suzanne and Joy have worked together on many projects over the past 35 years and SSES feel very honoured that Joy has chosen SSES as her first Board role.

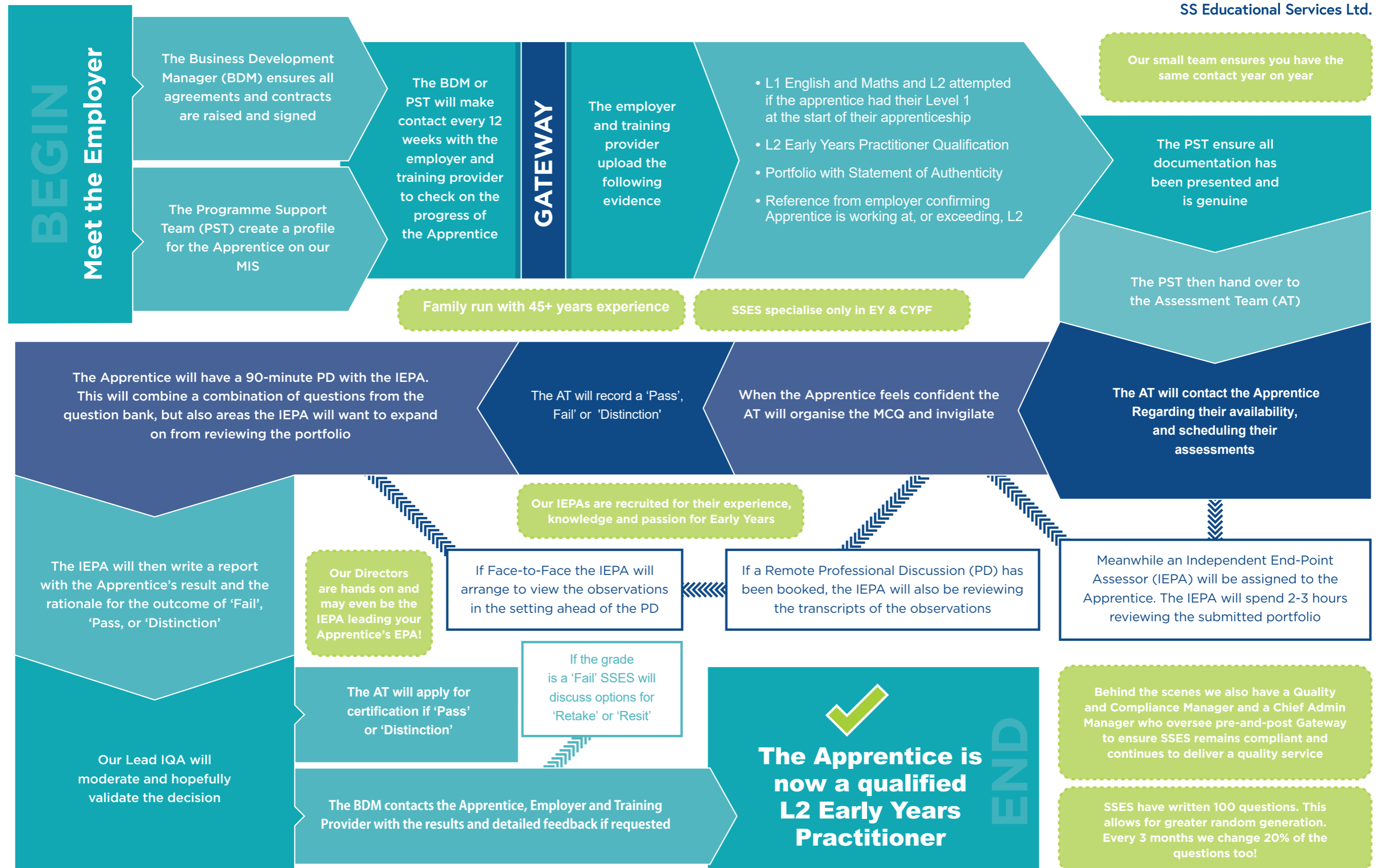
**Joshua Sapsed**  
Trainee Executive

Joshua will form an integral part of the team. He has 10 years experience in Early Years, primary-aged children and supporting children with complex needs. He will support the Level 2 assessment provision.

## The Rest of the Team

We have a small team behind the scenes, including Apprentices in Business and Digital Marketing as we are passionate about Apprenticeships!

# FOCUSING ON THE END IS THE KEY TO SUCCESS



<b>S</b>	<b>SUPPORT</b> —Apprentices receive support throughout, and, with a low turnover of team members, means continuity as well
<b>S</b>	<b>SKILLED</b> —SSES have only skilled and experienced team members, with current competencies, to guide you through the standards
<b>E</b>	<b>EXCELLENCE</b> —The service you will receive from SSES will be nothing short of, well, excellent
<b>S</b>	<b>SUCCESS</b> —Each Apprentice is unique and we will endeavour to support every individual to a successful outcome

Our **VALUES** support the Apprentice from **ENROLMENT** to **EPA**



### Focusing on the End is the Key to Success

- 1** At the start of the Apprentice's journey the employer chooses an EPAO to partner with. This can be one recommended by their training provider, but can also be an EPAO not connected to the training provider.
- 2** The EPAO works with the employer and training provider to ensure the Apprentice reaches Gateway and has completed all of the necessary requirements.
- 3** The EPAO delivers the EPA so that the Apprentice can complete their Apprenticeship.

Although there is no requirement for an employer to choose an EPAO until near completion, at SSES we believe early contact with the EPAO can only be beneficial to all involved with the Apprentice. We offer regular, 12 weekly, contact with the employer and training provider. We have a bank of templates for the Gateway requirements available for use, as well as a wealth of childcare knowledge and experience.

## Business Development

- Our Business Development Manager will be assigned to employers and training providers and will remain the main point of contact.
- Answer any questions relating to SSES, requirements of Gateway, pricing structure, etc.
- Ensures contracts are agreed and signed.
- Due to the nature of their role, to avoid any perceived conflict of interests, they will not discuss individual Apprentices.
- Their key role is to offer support and guidance on a commercial perspective, but the information and support will be generic.
- As part of their role they will maintain 12-weekly contact with employers and training providers, but not Apprentices.

## Programme Support Team (Pre-Gateway)

- Create profiles on our MIS SkilSure.
- Support the training providers and employers to assist Apprentices to reach Gateway.
- Regular touch points with key stakeholders.
- Answer queries relating to SSES' requirements for Gateway, pricing structure, etc.
- Ensure that all requirements of the Gateway are met and that the evidence produced is accurate and genuine.
- Ensure invoices are paid before the account is transferred to the Assessment Team.
- Offer impartial support and advice on the End-Point Assessment process.
- Detailed information on the Gateway is covered later.
- This department is managed by the Chief Administration Manager.

## Assessment Team (Post-Gateway)

- The Assessment Team will take over and liaise to ensure a smooth progression through the EPA.
- Arrange a mock Knowledge Test and invigilate the actual test.
- An Independent End-Point Assessor (IEPA) will have been allocated ahead of Gateway, but no contact will have been made by the IEPA and the Apprentice until authorised by the Assessment Team.
- The Assessment Plan states that the EPA should be completed within 3 months, but under normal circumstances, it is expected that most Apprentices will complete within a month.
- Detailed information on the End-Point Assessment is covered later.
- The team will update SkilSure and apply for certification.
- The Assessment Team also includes the IEPAs, and the Lead IQA.
- The Team is managed by the Quality and Compliance Manager.

MEET THE TEAMS



# GATEWAY

**SSES will need a reference from the employer confirming the Apprentice is consistently working at, or above, Level 2, as well as:**

- Maths and English Level 1
- Maths and English Level 2 attempted where relevant
- Early Years Practitioner Level 2
- Portfolio with Statement of Authenticity

## GRADING

**Assessment Method:** Professional Discussion, underpinned by the Portfolio

- Fail
- Pass
- Distinction

**Assessment Method:** Knowledge Test

- Fail
- Pass
- Distinction

**Performance in the EPA** will determine the overall Apprenticeship standard and grade of:

- Fail
- Pass
- Distinction

### IMPORTANT NOTES.....

The Apprentice need not have completed Level 2 in Maths or English, but where the Apprentice already holds Level 1 in maths and English, we will need to see evidence that Level 2 has been attempted

The **Portfolio of Evidence** *can* include naturally generated work products, and *should* include witness testimonies and feedback from colleagues and parents. Confidentiality must be maintained throughout the portfolio

**English** and **Mathematics** at Level 1. For those with an Education, Health and Care Plan, or a legacy statement, the Apprenticeship's English and Mathematics requirement is Entry Level 3; and British Sign Language qualifications are an alternative to English qualifications for whom this is their primary language.



## END-POINT ASSESSMENT

**Assessment method:** Knowledge Test

- Multiple Choice Questions
- 40 questions
- Closed book, i.e. no referencing books or other materials
- 60 minute duration maximum
- To achieve a PASS the Apprentice must correctly answer a minimum of 26 questions, and at least 3 safeguarding, and 3 health, safety and security answers must be correct

**Assessment method:** Professional Discussion underpinned by a portfolio

- A 90 minute 1:1 between the Apprentice and IEPA
- 10% extra time is permitted to enable the Apprentice to complete an answer
- The Professional Discussion will be recorded for Quality Assurance purposes
- Questions to start discussion will be from the question bank and generated by the IEPA to target specific areas of the portfolio
- The Professional Discussion allows a full synoptic assessment of the Apprentice, testing aspects of the Knowledge, Skills and Behaviours gained





# PRICING STRUCTURE

**As the employer of the Apprentice, the decision as to which EPAO to use rests with you.**

When considering your choice we would like to draw your attention to a few reasons we feel may help you to choose SSES:

- We specialise only in Early Years, Children, Young People and Families
- Our experience in EY and CYPF spans 45+ years
- Being small we can keep our prices competitive
- ESFA state the EPAO can charge up to 20% of the total funding, £800 of the £4,000. If you choose a remote assessment you will see we only charge £400, which is only half the maximum amount
- As well as 12 weekly contact throughout, we provide templates for all the Gateway requirements
- Our family team ensures you have the same contact year on year
- Our Directors are hands-on and may even be leading your Apprentice's EPA
- Our IEPAs are recruited for their experience, knowledge and passion in Early Years

## END-POINT ASSESSMENT RESIT

Remote EPA	£400	Knowledge Test First Resit	NO COST
Face-to-Face EPA	£500	Knowledge Test subsequent tests	£25
		Professional Discussion Remote	£150

- A 20% deposit can be paid to secure an End-Point Assessment with SS Educational Services Ltd. This is not a requirement, although we recommend an early relationship with SSES as we believe that **'Focusing on the End is the Key to Success'**.
- Once a deposit has been paid, our Business Development Manager and the Programme Support Team will make contact, and being a small family-run business you can be assured of continuity throughout our relationship.
- SSES are able to assess more than one Apprentice onsite during one day. In this situation the first EPA will be charged at the Onsite price to cover travelling costs, and the remaining Apprentices will be charged at Remote costs.

# OUR COMPANY

Digital...

[contact@sseducationalservices.co.uk](mailto:contact@sseducationalservices.co.uk) (general enquiries)

[sandra@sseducationalservices.co.uk](mailto:sandra@sseducationalservices.co.uk) (pre-gateway & business development)

[josh@sseducationalservices.co.uk](mailto:josh@sseducationalservices.co.uk) (post-gateway)

Tel: 07494 746 681

Snail Mail...

**SS Educational Services, Castle Hill House, 12 Castle Hill, Windsor, Berkshire, SL4 1PD**

**Landline: 01753 373 435**

You can follow us on social media where we love being able to interact with our followers and bring them informative and fun posts on EPA's, Apprenticeships, childcare and even recipes! Our information is on the back page!





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**Disclaimer: some of the information in this document is not exhaustive; for full information regarding the EPA process please visit the IfATE website, or feel free to contact us for a PDF.**