



EQA of Trailblazer Apprenticeships Manual

Issue 1.1

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1 Introduction

The External Quality Assurance (EQA) of Trailblazer Apprenticeships by the Engineering Council.

This document is intended to assist Trailblazer groups that have named the Engineering Council as the External Quality Assurance (EQA) body for the end-point assessment (EPA) of professional competence, or those that are considering making a request that the Engineering Council undertakes this role.

It sets out the context and scope for Engineering Council involvement, the criteria to be met for a request to be considered, and the EQA procedure that will be followed.

In drafting this document, the following assumptions have been made:

- Across the standard, end-point assessment of professional competence is being undertaken by one of the professional engineering institutions that is licensed by the Engineering Council, or by a third party whose standard is being assured by the professional engineering institution. Reference to this is made below (see section 4).
- Professional engineering institutions¹ have been involved in the design and development of the apprenticeship.
- The apprenticeship is at Level 3, leading towards registration as Engineering Technician (EngTech) or ICT Technician (ICTTech).

Any queries should be directed to eqa@engc.org.uk

This manual will be subject to periodic review by the Engineering Council.

2 Context

Operating under a Royal Charter (1981), the Engineering Council is the regulator of the engineering profession in the UK. It is responsible for setting the standards of competence and commitment that individuals must demonstrate in order to become registered as professional engineers and technicians. These internationally recognised standards are set out in the Engineering Council's UK Standard for Professional Engineering Competence (UK-SPEC). They are periodically reviewed to ensure that they remain relevant.

The Engineering Council supports the alignment of Trailblazer Apprenticeships with professional registration and welcomed the IfA's guidance: *'Apprenticeship standards must link to professional registration where this exists at that level in the occupation'*.

The Engineering Council actively supports the delivery of high quality apprenticeships that meet the needs of employers and apprentices, support individuals on their journey towards professional registration, and assure the public about the competence of those who are successful.

¹ Requests for EQA by Professional Affiliates of the Engineering Council will be considered on a case-by-case basis

The successful completion of an apprenticeship does not guarantee professional registration. However, where a professional engineering institution has been involved in the design, development and end-point assessment (EPA) of an apprenticeship, the expectation is that the individual should be well prepared to be able to demonstrate that they meet the requirements for registration ie be 'EngTech ready' or 'ICT Tech ready'. Individuals wishing to register as EngTech or ICT Tech will need to be members of a professional engineering institution and make an application for registration via the normal process (professional review). Wherever possible, this review will not duplicate or impose additional un-necessary bureaucracy, and will utilise appropriate existing evidence, such as the individual's documentation from the apprenticeship which demonstrates the required standard of competence and commitment.

2.1 Why the Engineering Council?

The new approach to Trailblazer Apprenticeships includes some significant changes from previous apprenticeships, which are broadly aimed at ensuring consistency and quality across a sector such as engineering. In order to secure approval from the Institute for Apprenticeships (IfA), apprenticeship assessment plans must include *inter alia* a specification for EPA and arrangements for the EQA of the EPA. (See 'How to guide for Trailblazers', Annex F, April 2017.)

The EPA comprises assessments about occupational and professional competence. EQA must be undertaken by an external independent body on the Register of End-Point Assessment Organisations that is chosen by the employer consortium for a particular apprenticeship. EQA covers all of the assessment organisations delivering against a particular apprenticeship standard. This is to ensure that there is consistency of quality and approach to assessment across a standard, regardless of which assessment organisation has delivered the assessment and where and when the EPA is carried out. Like the assessments themselves, EQA needs to be independent of those who lead on the design and the delivery of assessments. (Ref: Extract from HM Govt 'Future of Assessment')

The engineering profession has embraced the opportunity afforded by the new approach to apprenticeships to raise standards and to leverage professional registration. Whilst ultimately registration remains an individual choice, the link between apprenticeships and professional registration is strengthened by the involvement of the profession in design, development and EPA, and the embedding of UK-SPEC in the apprenticeship standard and assessment plan.

A significant number of the licensed members of the Engineering Council are involved in some or all of these stages listed in the previous paragraph. This document refers to them as Apprenticeship Assessment Organisations (AAOs).

The Engineering Council currently licenses thirty five professional engineering institutions to carry out the assessment of individuals seeking registration, in accordance with required Engineering Council standards and prescribed processes. These standards apply across the profession, regardless of sector or discipline. The Engineering Council is therefore the sole UK body that can assure consistency and quality of assessment of professional standards across the professional engineering institutions. Such quality and consistency is key to assuring the public. The Engineering Council has been approached by various Trailblazer groups of employers to provide EQA.

A formal statement from the Engineering Council about its suitability to be the provider of EQA for engineering based apprenticeships is provided as Annex A.

3 Scope of the proposed Engineering Council EQA: partnering

The Engineering Council's EQA provision will build on its existing procedure for the licensing of professional engineering institutions which is mature, established, respected and valued. This will avoid un-necessary bureaucracy and duplication, and minimise resource requirements, thus maximising efficiency and consistency.

In line with the Engineering Council's role and remit, its EQA activity will be limited to the end-point assessment of professional competence. Therefore EQA will be undertaken in partnership with a body that is able to undertake the EQA of the remainder of EPA. The IfA has indicated that a partnering arrangement is permitted.

An analysis of the IfA's EQA requirements set out in its document 'Making proposals for External Quality Assurance of End Point Assessment' has been undertaken to ascertain what can be covered either by existing licensing activity or by making some adjustments, and which requirements would need to be covered by the partner organisation.

4 Criteria for Engineering Council to consider a request to undertake EQA

Requests to undertake EQA will be considered by the Engineering Council's Quality Assurance Committee (QAC) or its nominated subcommittee. Before the Engineering Council considers whether to undertake EQA² of the professional competence element, confirmation of the following is required:

- a. the competence standards for the appropriate registration category, as set out in UK-SPEC, are embedded in the apprenticeship specification
- b. the named involvement of relevant professional engineering institutions(s) in design, development and EPA
- c. all bodies registered to offer EPA for the Standard are professional engineering institutions and are on the Register of Apprenticeship Assessment Organisations (RoAAO) held by the Education and Skills Funding Agency (ESFA) except where e) applies
- d. the assessment plan specifies that all those conducting the EPA of the professional competence are registered and qualified
- e. where a third party, that is not a professional engineering institution is involved in the EPA of professional competence, the existence of an 'agreement' (eg a Memorandum of Understanding) between the professional engineering institution(s) involved in developing the Trailblazer and the third party
- f. the standards applied by any third party are equivalent to those applied by the professional engineering institution

Confirmation from the EQA partner³ is required about:

- g. the independence of the end-point assessors
- h. the assessors meeting any specific assessor requirement set out in the assessment plan
- i. checks for apprentice readiness are being carried out, and carried out consistently across EPAs

Consideration of the following also informs the decision about whether to agree to undertake EQA for a particular apprenticeship standard:

- j. recent licence review report(s) for the professional engineering institution(s)
- k. information secured from other sources such as IfA, ESFA
- l. confidence in securing sufficient Engineering Council resources to undertake the EQA in a timely manner

² Strictly, the Engineering Council should be approached to be the named EQA provider before the assessment plan is submitted for approval to the IfA.

³ IfA documentation refers to 'a named EQA provider', however it has confirmed that EQA partnerships will be considered

5 Engineering Council commitment

The Engineering Council will be responsible for providing EQA for the professional competence element of engineering apprenticeship EPA.

EQA will be undertaken in a partnership arrangement whereby the partner organisation(s) takes responsibility for the EQA of other elements of the apprenticeship. The other elements might include occupational competence or any certification, for example, safety critical certification, imposed by industry-specific requirements.

The details of any such partnering arrangements will be the responsibility of the partners; we understand that government scrutiny of the partnership will not be required.

In line with published requirements (BIS-15-632-apprenticeships-guidance-for-trailblazersdecember-2015 section 145), the Engineering Council's EQA will cover all of the assessment organisations delivering against a particular engineering apprenticeship standard, including those not licensed by the Engineering Council, subject to (e) and (f) above. This ensures consistency in the assessment, fairness for individual apprentices, confidence for providers in the quality of provision, and public benefit.

The Engineering Council will at all times avoid un-necessary bureaucracy. Relevant and up-to-date information prepared for other purposes will be used wherever possible. Examples include information gathered by the Engineering Council about the professional engineering institution that is acting as an AAO during its licence review process and that gathered by the ESFA when approving an assessment organisation.

The Engineering Council will recruit and train competent individuals to undertake the EQA exercise.

The Engineering Council will recoup the costs of its EQA service from the assessment organisation.

The Engineering Council's EQA provision will be in line with requirements published by the IfA, and internal periodic review by its Quality Assurance Committee or its nominated subcommittee.

The Engineering Council will report to the IfA any concerns about consistency and quality that arise during the EQA process.

The Engineering Council will provide an EQA report on each assessment organisation delivering against a particular engineering apprenticeship standard.

6 Procedure

6.1 Expectations about the end-point assessment

EPA is one of the biggest changes happening to apprenticeships. Whereas in the past apprentice programmes were subject to ongoing assessment throughout the programme, the EPA takes place on completion of an apprentice's programme of learning, and is a comprehensive, synoptic assessment of their skills, knowledge and behaviours against the criteria laid out in the apprenticeship standard. While assessment takes place during the apprentice's training, this is formative assessment to ensure that the apprentice is making good progress.

The EPA takes place at the very end of an apprentice's training when their employer (usually advised by their training provider) is satisfied that they have met the gateway criteria to undertake the EPA and are likely to be successful. EPAs are graded unless an exemption applies and an Apprenticeship Completion Certificate is only awarded after the end-point assessment is successfully completed.

The Institute for Apprenticeships (IfA) requires EPA to be administered by an assessor from an approved and independent AAO who has had no previous connection with the apprentice. AAOs must be on the RoAAO held by the ESFA.

For some apprenticeship standards the EPA will be designed to assess both occupational competence and professional competence, this may be done in two stages.

For the assessment of apprenticeships leading to EngTech or ICT *Tech* registration, the EPA of professional competence will probably, but not necessarily, be undertaken by a professional engineering institution, providing the service of an AAO.

In the EPA apprentices will be assessed against the core and the relevant occupational specific knowledge, skills and behaviours set out in the apprenticeship standard.

AAOs will determine the apprentice's competence against the professional standard for EngTech or ICT *Tech*⁴.

- Use engineering knowledge and understanding to apply technical and practical skills.
- Contribute to the design, development, manufacture, construction, commissioning, operation or maintenance of products, equipment, processes, systems or service.
- Accept and exercise personal responsibility.
- Use effective communication and interpersonal skills.
- Make a personal commitment to an appropriate code of professional conduct, recognising obligations to society, the profession and the environment.

It is expected that these will have been taken into account during the development of the apprenticeship standard.

⁴ These vary only slightly from those for EngTech and are set out at <http://www.engc.org.uk/standards-guidance/standards/icttech-standard/>

For engineering based apprenticeships leading to registration as Engineering Technician or ICT Technician, the reports from an AAO-specified but employer-performed EPA are provided to the licensed professional engineering institution to undertake an independent check in order to confirm that the apprenticeship standard and registration standards are met

6.2 The AAO and end-point assessment

As an EQA provider, the Engineering Council's role is to check that the AAO for professional competence is performing its role correctly and in line with the apprenticeship assessment plan.

The AAO is responsible for the following:

- a) ensuring that the assessment is at a level such that successful apprentices are likely to be successful at professional review
- b) checking that any stated gateway criteria are being met before progression to EPA:
 - pass, merit or distinction in selected L3 Technical Knowledge qualification
 - pass in occupational competence qualification
 - behaviours align to EngTech or ICT Tech requirements
 - English and Maths at Level 2
- c) discharging any responsibilities set out in the assessment plan
- d) confirming that the EPA has been correctly carried out, addressing all required aspects of the assessment, and all assessment documentation has been completed to the required standard
- e) performing an independent check of all the provided documentation, using its own assessors, to confirm that standards of EngTech or ICT Tech professional competence standards are met (Stage 2 of the EPA)
- f) checking that any employer nominated assessors performing the final assessment (or viva) are suitably qualified and experienced to perform the role
- g) confirming with the employer and applying for the apprentice's Apprenticeship Completion Certificate once the occupational and professional competence checks are satisfactory
- h) ensuring that regular internal auditing of the complete EPA process is carried out
- i) ensuring that all the correct evidence is gathered
- j) confirming that a feedback route to the IfA is available for improvements

In addition, the assessors who perform the professional competence check (Stage 2 of the EPA) must be:

- k) independent of the training provider
- l) independent of the employer
- m) relevant/knowledgeable in the subject material
- n) registered with the Engineering Council at EngTech/ICT Tech or above.

6.3 Undertaking the EQA

On accepting the request to act as EQA provider, the Engineering Council, will contact all EPA providers and request a submission with details of their EPA process. These checks below relate to the same list under the previous responsibilities of the AAO.

The Engineering Council will check:

- a) That the AAO has undertaken a mapping process or similar to confirm that the apprenticeship content meets the requirements for subsequent EngTech or ICT *Tech* registration. There should be clear evidence that this check is being carried out by suitably qualified and experienced persons trained in the activity. The check should be performed by at least two persons independently.
- b) That the AAO has a process for receiving written confirmation and evidence that the training provider and employer have completed any prescribed gateway checks
- c) That the AAO has provided guidance to any third party carrying out EPA. Their processes will ensure that all returned forms are checked for completeness and that they adequately address the requirements placed upon the employer in performing the assessment. The forms (Occupational Competence Validation recording form and the Engineering Technician Performance Indicators recording form, or equivalent) should be comprehensively completed and appropriately signed.
- d) That the AAO has a process for checking all documentation for completeness, but specifically for recommendations and signatures, for each apprentice.
- e) That the AAO has a process for carrying out the assessment of professional competence of the apprentice.
- f) That the AAO has in place a process for confirming the suitability of any third party performing the final assessment (background and experience, training, qualifications).
- g) That the AAO has a process in place to ensure that the Apprenticeship Completion Certificate is applied for when all the requisite documentation is in place, keeping the training provider and employer informed.
- h) That the AAO has in place an internal auditing process for their role and responsibilities as AAO. Audit report forms shall be available for interrogation and an action list identifying any actions required and their closure shall be available.
- i) That the AAO has a comprehensive list of what evidence they expect to enable their assessment of an apprentice as 'EngTech ready' or 'ICT *Tech* ready'. The AAO should have a robust and repeatable way of confirming this list is met in full.
- j) That the AAO has in place a process whereby any issues identified during the apprenticeship, are reported to the IfA allowing correction or improvement in the future.
- k) l), m) and n) The AAO should maintain a list of EPA assessors, their backgrounds, recent training (over at least the last two years) and their current and past employers (over the last 5 years). The professional engineering institution's internal processes should ensure that EPA assessment is carried out only by assessors who are knowledgeable in the subject matter, have no links with the training provider or employer and are themselves registered with the Engineering Council.

6.4 Expected contents of the EQA submission

- a) i) Mapping chart or similar showing comparison between the apprenticeship and EngTech or ICTTech requirements and identifying any gaps, if not included in the Assessment Plan.
ii) Documentation identifying who carried out the mapping.
- b) An explanation from the AAO about how they carry out the confirmation in 6.3b. Evidence may be requested.
- c) A copy of all guidance documentation provided to those performing the EPA.
- d) An explanation of the checking process for documents to ensure completeness and who undertakes this.
- e) A copy of the document explaining how the assessment of professional competence is carried out.
- f) If using a third party, an explanation as to how the AAO ensures the assessors performing the EPA are competent
- g) A copy of the document that explains the route through the EPA process
- h) A copy of the AAO internal auditing process. Examples of past audits, actions raised and closed.
- i) A copy of the list of expected documentation that the AAO would have available to allow a robust and repeatable performance of the assessment.
- j) A copy of the process document explaining the feedback route to the IfA
- k) l), m) and n) A list of current EPA assessors of professional competence, including records of recent training and experience for this role, their current and past employers (over the last 5 years), their areas of engineering expertise and their current registration status.

The EQA team, having reviewed the submission, will meet with the EPA provider and view sample apprentice files, if any are available. These files shall include all information used by the AAO to make its assessment and a full audit trail of how their EPA decision was reached. Where the process is in its early stages and no EPAs have yet been completed, the EQA will take place once EPA files are available. The decision on the size of the sample to be assessed will be risk-based and on a case-by-case basis.

The EQA team will produce a report for the Engineering Council's Quality Assurance Committee (QAC) or its nominated subcommittee. The report template is provided as Annex B.

The AAO will be invited to check the report for factual accuracy before it is considered by QAC. The report and the outcome of QAC's review of the report will be shared with the EQA partner for onward transmission to the IfA.

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6.5 EQA decision: governance and reporting lines

The QAC or its nominated subcommittee will have a moderating role with respect to professional competency EQA reports, and either confirm the EQA report's findings, request further information or amendment to the report.

Concerns raised during the EQA process will be reported to the IfA.

There will be a right of Appeal.

The IfA has indicated that it intends to publish summaries of EQA reports for each apprenticeship standard.

6.6 EQ assessors

EQA will be undertaken by a minimum of two assessors (who are registrants) for each standard. EQA assessors will have knowledge and understanding of the:

- content of the approved assessment plan
- the Engineering Council's approach to EQA and methodology
- the Engineering Council's infrastructure and processes used to manage and operate the EQA
- the current requirements for registration.

Training will be provided by the Engineering Council. Conflicts of interest will be avoided. Assessors will be required to declare any conflicts of interest.

7 Engagement with EQA partner organisation

The partnership will be defined by a formal agreement between the two organisations. It will be badged as *EQA provision by x in partnership with the Engineering Council*. The two organisations will agree matters related to operations, logistics, fees and reporting matters. In line with IfA requirements, the Engineering Council will appoint a Senior Nominated Officer for EQA who acts as the link contact for the EQA partner.

8 Costing

Details will be made available on request. Please contact eqa@engc.org.uk for more information.

9 Continuous improvement

The Engineering Council's report will include any recommendations for improvement and highlight any areas of good practice that could be shared with other engineering Trailblazer consortia. It will provide information about whether the Standard and assessment plan remain fit for purpose in the context of the activity reviewed.

Annex A



Provision of External Quality Assurance (EQA) by the Engineering Council for engineering-related Trailblazer Apprenticeships

1. The Engineering Council actively supports the delivery of high quality and industryrelevant apprenticeship programmes, leading to professional registration. It has been approached by employers and professional engineering institutions to provide EQA.
2. The Engineering Council is seeking approval from the Institute for Apprenticeships (IfA) to undertake EQA activity with respect to the end-point assessment of professional competence of individuals completing engineering-related Trailblazer Apprenticeships.

Background

3. The Engineering Council was incorporated by Royal Charter in 1981 to regulate the engineering profession in the UK. Operating under this Royal Charter, the Engineering Council maintains the national Register of Engineering Technicians (EngTech), Incorporated Engineers (IEng), Chartered Engineers (CEng) and Information and Communications Technology Technicians (ICTTech).

Evidence in support of our application

4. The Engineering Council is responsible for setting and maintain the United Kingdom Standard for Professional Engineering Competence (UK-SPEC) and the ICTTech Standard. These are the internationally recognised standards of competence, ethics and commitment that govern the award and retention of the registration titles mentioned above.
5. The Engineering Council also sets the standards for engineering programmes, including professional standards within Apprenticeships, that provide the underpinning knowledge, understanding and skills required to practise engineering, as well as setting standards for professional development.
6. The process by which professional engineering institutions must assess professional competence is set out in the Engineering Council's Registration Code of Practice, paragraphs 8-19, available on our website.
<http://www.engc.org.uk/engcdocuments/internet/website/Engineering%20Council%20Registration%20Code%20of%20Practice.pdf>
7. Consistency is assured via the Engineering Council's licensing process. Individual professional engineering institutions, currently numbering 35, that meet our standards are licensed to assess the professional competence of individuals that wish to apply for registered status. A number of such licensed professional engineering institutions will be undertaking the EPA of professional competence for individuals completing relevant Apprenticeships.

8. The Engineering Council carries out five yearly and interim (normally 2-3 yearly) peer reviews of the professional engineering institutions, as well as requiring each to submit annual monitoring reports for scrutiny by the Quality Assurance Committee. Particular attention is placed on the assurance of consistency across the assessments being undertaken, regardless of professional engineering institution or location, as well as ensuring that high standards are being adhered to, for the benefit of individuals, their employers and the public.
9. These core activities demonstrate our role in setting and maintaining high and consistent standards.
10. There is no other body that has the entire engineering profession-wide remit of assuring consistency, quality and high standards, regardless of engineering sector or discipline.
11. The Engineering Council itself is subject to periodic review by the various international accords for which is it the UK signatory. Its quality management system is approved under ISO 9001:2008.

Scope of the proposed Engineering Council EQA

12. The Engineering Council's EQA provision will build on its existing licensing procedure which is mature, established and respected. This will avoid un-necessary bureaucracy and duplication, and minimise resource requirements, thus maximising efficiency and consistency.
13. In line with the Engineering Council's role and remit, its EQA activity will be limited to the endpoint assessment of professional competence. Therefore a partnering arrangement is being sought, with a body that is able to undertake the EQA of the occupational element of EPA. The IfA has indicated that a partnering arrangement is permitted.
14. An analysis of the IfA's EQA requirements set out in its document 'Making proposals for External Quality Assurance of End Point Assessment' has been undertaken to ascertain what can be covered either by existing licensing activity or by making some adjustments, and which requirements would need to be covered by the partner organisation.

Responses to the IfA's questions about the EQA body

Is the Body or its officers or directors in any way involved in or connected to any organisation expected to deliver End Point Assessment (EPA) or training for this standard and if so what is this connection?

The Engineering Council licenses the professional engineering institutions to undertake assessment in line with its prescribed standards and process requirements. Its staff undertake desk reviews of licensing reviews; licensing visits, reports and decisions are the responsibility of nominated peers is registrants.

Who will be the senior nominated officer responsible?

Lucy Price, Licensing Manager ega@engc.org.uk

Please set out the capabilities of the Body related to the delivery of EQA and the current or expected capacity to do so?

Please refer to paragraphs 6 – 10 above.

EQA assessors who are registrants with relevant and appropriate experience will be recruited specifically to undertake the EQA work.

Please set out the Governance structure you will be operating under eg will you be reporting into any Boards or Committees.

Reports from the EQA exercises will be considered by the Quality Assurance Committee (QAC). A specific QAC subcommittee to make recommendations to the main QAC will be established if the volume of EQA activity dictates that it is desirable to do so.

Please give details on your conflict of interest policy with regard to this work

The Engineering Council currently operates a self-certification process for such matters, for example in respect of licence review activity, peers (registrants) are not assigned to review his/her own professional engineering institution, and must declare any interests when assigned peer review responsibility.

The development of a formal conflict of interest policy is being raised with QAC.

Annex B



Template report form for EQA of EPA of professional competence

| | |
|---|--|
| Apprenticeship Standard and level | |
| Apprenticeship Assessment Organisations (AAO) for the Standard | |
| Registration Number(s) on RoAAO | |
| Reporting period | |
| AAOs covered by the report | |
| No of assessments undertaken by AAO(s) | |
| Size of EPA sample reviewed by EQA assessors | |
| Persons carrying out EQA | |
| Changes since the last report | |
| Recommendations | |
| <i>For the Standard</i> | |
| <i>For the Assessment Plan</i> | |
| <i>For the AAO(s)</i> | |
| <i>For future EQA activity to be conducted by Engineering Council</i> | |

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| | Yes / No |
|---|----------|
| Has the AAO undertaken a mapping process or similar to confirm that the apprenticeship content meets the requirements for subsequent EngTech registration? | |
| Is there clear evidence that this check was carried out by suitably qualified and experienced persons trained in the activity? The check should be performed by at least two persons independently. | |
| Comments | |
| Has the AAO a process for receiving written confirmation that the training provider and employer have completed the gateway checks and can they show evidence of those checks? | |
| Comments | |
| Has the AAO provided guidance to those carrying out the end-point assessment? | |
| Do their processes ensure that all returned forms are checked for completeness and that they adequately address the requirements placed upon the employer in performing the assessment? | |
| Are both forms (the Occupational Competence Validation recording form and the Engineering Technician Performance Indicators recording form) comprehensively completed and appropriately signed? | |
| Has the AAO a process in place for confirming the suitability of the employer performing the final assessment interview? | |
| Comments | |

| | |
|---|--|
| Has the AAO a process for carrying out the assessment of professional competence of the apprentice? | |
| Does the AAO maintain a list of its professional competence EPA assessors, their backgrounds, recent training (over at least the last two years) and their current and past employers (over the last 5 years)? | |
| Do the internal processes of the AAO ensure that EPA assessment of professional competence is carried out only by assessors who are knowledgeable in the subject matter, have no links with the training provider or employer and are themselves registered with the Engineering Council? | |
| Comments | |
| Does the AAO have a process in place to ensure that the Apprenticeship Completion Certificate is applied for when all the requisite documentation is in place, keeping the training provider and employer informed? | |
| Comments | |
| Does the AAO have in place an internal auditing process for their role and responsibilities? | |
| Are audit report forms available for interrogation and do they include an action list identifying any actions required? | |
| Is there evidence of tracking and the timely closure of actions? | |
| Comments | |

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| | |
|--|--|
| Does the AAO have a comprehensive list of what evidence they expect to enable their assessment of an apprentice as 'EngTech Ready' or 'ICT Tech Ready'? | |
| Does the AAO have a robust and repeatable way of confirming this list is met in full? | |
| Comments | |
| | |
| Does the AAO have in place a process whereby any issues identified during the apprenticeship are reported to the IfA allowing correction or improvement in the future? | |
| Comments | |
| | |

| | |
|---------------|--|
| Signed / Name | |
| Signed / Name | |