

# SHOPPING LIST!

## SCALE OF IMPORTANCE

LOCATION OF PROVIDER

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

DELIVERY METHOD

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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COLLEGE DAYS

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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20% OFF THE JOB

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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PORTFOLIO

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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VISITS

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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PROGRESS REVIEWS

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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END POINT ASSESSMENT

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Create yourself a shopping list of what is important to you and why. You need to think about your apprentice too; what might be at the top of your list might not be at the top of theirs!

For example, if you want a day release programme, or it is mandatory to the course, how will they get to college?

This is not an exhaustive list, but does give you a starting point. See below for more information.

**LOCATION OF PROVIDER** – consider the location in relation to your business and the possible location of your apprentice. If your provider is not local to you, you might need to discuss the availability of staff in your area in the event that the assigned tutor/assessor leaves their organisation.

**DELIVERY METHOD** – similar to the above, how does the provider delivery method suit your business. If they insist on a day release model, how does that work for you and your apprentice. You might be a remote business with a local employee, what would the implications of day release be? Can the provider deliver in the workplace for you?

**COLLEGE DAYS** – what does the college day involve? How many hours will they need to be there and what will the journey be like? Does the day release cover maths and English if your apprentice needs to do these additional qualifications? What day of the week is it and what is the impact on your business?

**20% OFF THE JOB** – ask your provider how they evidence, track and monitor off the job learning. They should be able to tell you how they support you and your apprentice to ensure that this is being met. Ask about e-portfolio, log books, diaries etc.

**PORTFOLIO** – is there a portfolio of work that your apprentice needs to gather and how do they do that. Is there an e-portfolio or is it paper based. Photographs are a good method of evidence so find out if they can be used, but remember you might also need permission from your customers. Can they upload documents relating to a specific job they have carried out?

**VISITS** – how often will you and your apprentice be visited at your premises? What will take place during these visits and who will need to be involved? These visits should be planned in advance so that a) any observation can be planned to ensure the tutor can see the right evidence, b) the apprentice can take time away from their work to discuss progress etc.

**PROGRESS REVIEWS** – how often will progress reviews be carried out and where will they take place. As with the visits, these need to be planned in advance so that the apprentices manager, supervisor or anyone else who is involved in the apprenticeship, from the employers point of view, is available to take part in those progress reviews.

**END POINT ASSESSMENT** – what does this involve? There are a significant number of considerations for this important and mandatory element of the apprenticeship. Firstly, which End Point Assessment Organisation are you going to appoint? Your provider can help you with this decision but ultimately it is your choice. What resources are available for your apprentice.