



# **END-POINT ASSESSMENT GUIDE**

**VTCT Skills Level 3 End-point Assessment  
for ST0135 Early Years Educator v1.4**



Please note, the contents of this booklet are subject to change at any time due to regulatory requirements. Therefore, it is imperative for the user of this document to verify they are in fact using the most up to date version.

This can be done by checking it matches the version published on epaPRO, VTCT Skills online End-point Assessment booking platform.

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# VTCT Skills Level 3 End-point Assessment for ST0135 Early Years Educator v1.4

## Purpose

This End-point Assessment guidebook outlines the format and the requirements of the End-point Assessment for the Early Years Educator v1.4 Standard.

Prior to the End-point Assessment period, a full-time Apprentice will typically spend 18 months on-programme (before the gateway) to complete the criteria included within the occupational standard.

All apprentices must spend a minimum of 12 months on-programme. Once the on-programme requirements have been met, the Apprentice can proceed through the gateway stage to the End-point Assessment period.

The End-point Assessment will consist of two different assessment methods: Observation with questions and a Professional discussion underpinned by a portfolio of evidence.

The Observation with questions and Professional discussion will be conducted by an Independent Assessor and the Apprentice will be graded either Fail, Pass or Distinction for these assessment methods. There will be an overall grade awarded for the End-point Assessment of Fail, Pass, Merit or Distinction.

## Apprenticeship Standard Summary

### On-programme Stage (a minimum of 18 months):

- The Apprentice receives training to develop the Knowledge, Skills and Behaviours (KSBs) of the apprenticeship standard
- Training towards English and Maths level 2 if required
- The Apprentice must compile a portfolio of evidence
- The Apprentice must compile contextualised information to support the Observation with questions
- The Apprentice must complete training towards a First Aid qualification in line with the requirements of the EYFS framework (Annex A): Early Years Foundation Stage (EYFS) statutory framework – GOV.UK ([www.gov.uk](http://www.gov.uk))
- Paediatric First Aid or Emergency Paediatric First Aid

### End-point Assessment Gateway Stage:

The employer must;

- be satisfied that the Apprentice is occupationally competent

The Apprentice must achieve English and maths qualifications in line with the apprenticeship funding rules.

Apprentices must;

- confirm they are ready to take the End-point Assessment
- have passed Paediatric First Aid or Emergency Paediatric First Aid. Apprentices must successfully complete a First Aid qualification in line with the requirements of the EYFS Framework

## **End-point Assessment Stage:**

### **Assessment Method 1:**

#### Observation with questions

- Fail
- Pass
- Distinction

### **Assessment Method 2:**

#### Professional discussion

- Fail
- Pass
- Distinction

### **Overall End-point Assessment and Apprenticeship can be Graded:**

- Fail
- Pass
- Merit
- Distinction

## **Re-sits and re-takes:**

- Re-take and re-sit grade cap: Pass
- Re-sit timeframe: typically two months
- Re-take timeframe: typically three months

# Early Years Educator Apprenticeship Standard

## Occupational Profile

This occupation is found in a range of maintained and private, voluntary, and independent settings such as full day care, children's centres, pre-schools, reception classes, playgroups, nursery schools, home-based provision, hospitals, social care settings, out of school environments, and local authority provision.

The broad purpose of the occupation is to provide high quality early education and care to children. Through an evidence based approach, they provide opportunities and learning experiences for all children, including those with special educational needs and disabilities (SEND). Early years educators follow the Early Years Foundation Stage (EYFS) requirements set by the government for the learning, development, and care of children from birth to 5 years old in both indoor and outdoor environments.

### **An Early Years Educator in their daily work will be expected to:**

- Interact with children, parents, carers, colleagues, and wider multi-agency professionals such as health visitors, early help services, social workers, and speech and language therapists
- Support children with SEND
- Be responsible for ensuring a safe and secure environment for children's learning
- Ensure that the learning environment and provision is inclusive and supports all children
- Demonstrate a clear understanding of equality, diversity and inclusion
- Teach and facilitate children's learning play
- Apply the observation, assessment and planning cycle to support progress and children's development
- Act as the key person for one or more children within their setting

### **Typical job roles on completion of the Early Years Educator Apprenticeship Standard:**

- Childminder Assistant
- Early Years Educator
- Early Years Worker
- Nursery Educator
- Nursery Nurse
- Nursery Worker

# Occupational Duties for Early Years Educator

Duty	Knowledge, Skills and Behaviours Covered
<p><b>Duty 1</b> – Support children’s learning and development through applying knowledge of pedagogy and the observation, assessment and planning cycle.</p>	<p>K6 K17 K18 K22 K23 K24 K25 S18 S20</p>
<p><b>Duty 2</b> – Develop secure and supportive relationships with children and families as the key person for children in their care, advocating for those children.</p>	<p>K3 K10 K11 K14 K15 S6 S7 S8 S9 S10 S17 B1 B5</p>
<p><b>Duty 3</b> – Provide respectful and responsive physical and emotional care to children, promoting health and wellbeing.</p>	<p>K1 K5 K9 K20 K26 S7 S8 S9 B4 B5</p>
<p><b>Duty 4</b> – Work with key individuals in children’s lives (for example, parents, families, and carers) to improve all children’s outcomes and wellbeing.</p>	<p>K9 K11 K14 K15 K16 K19 K21 K23 S5 S6 S7 S8 S10 S17 B1 B2 B5 B6</p>
<p><b>Duty 5</b> – Work in partnership with other organisations and agencies to support children’s learning, development, health and wellbeing.</p>	<p>K1 K2 K3 K6 K8 K9 K11 K12 K13 K14 S5 S6 S10 B1 B2 B5 B6</p>
<p><b>Duty 6</b> – Support the implementation of change to improve practice.</p>	<p>K8 K14 K27 B1 B6 B8</p>
<p><b>Duty 7</b> – Initiate and engage in continuous professional development, underpinned by reflective practice.</p>	<p>K9 K27 S21 B6 B8</p>
<p><b>Duty 8</b> – Ensure compliance with child protection and safeguarding legislation, policies, and procedure</p>	<p>K2 K3 K5 K7 S1 S16 S1 S16</p>
<p><b>Duty 9</b> – Work in ways that promote and support equality, diversity, and the inclusion of all children, respecting their social and cultural context.</p>	<p>K1 K6 K7 K17 K18 K19 K20 K21 S2 S9 S10 S11 S12 S16 S20 B4 B8</p>
<p><b>Duty 10</b> – Ensure compliance with Health and Safety legislation, policies, and procedures.</p>	<p>K2 K4 K5 K7 K18 K20 S2 S3 B3 B4</p>
<p><b>Duty 11</b>– Use technology to record and update information for example: observations, assessments, reports, risk assessments, and safeguarding concerns.</p>	<p>K2 K3 K4 K24 K25 S1</p>
<p><b>Duty 12</b> – Promote and engage in children’s play. Support all children to create and adapt the environment to reflect their interests and enable their learning and development.</p>	<p>K1 K5 K6 K14 K15 K16 K17 K18 K19 K20 K22 K23 K24 S4 S10 S11 S12 S13 S14 S15 S16 S19 S20 B7</p>
<p><b>Duty 13</b> – Ensure legal requirements of statutory frameworks are met within policy, procedure, and practice.</p>	<p>K1 K2 K3 K6 K7 S1 S2 S3 B1 B3 B4</p>

# The Gateway Stage

To be eligible for the End-point Assessment Stage of the End-point Assessment, the Apprentice must meet the following gateway requirements:

- A full time Apprentice will typically spend 18 months on-programme. All Apprentices must spend a minimum of 12 months on-programme
- Complete the on-programme stage of the Level 3 Early Years Educator Apprenticeship Standard and consistently work at or above the level of the occupational standard and be ready to undertake the End-point Assessment
- The employer must be content that the Apprentice is occupationally competent
- The Apprentice must have achieved English and Maths qualifications in line with the apprenticeship funding rules
- The Apprentice must submit a portfolio of evidence for the Professional discussion
- The Apprentice must have passed Paediatric First Aid or Emergency Paediatric First Aid

## Assessment Method 1: Observation with questions

There are no specific requirements at the gateway stage to upload evidence for the observation with questions.

## Assessment Method 2: Professional discussion

For the Professional discussion, the Apprentice will be required to submit a portfolio of evidence, which should be compiled during the on-programme period of the apprenticeship. Evidence must be mapped against the KSBs set out in the Professional discussion assessment method.

- One piece of evidence can be mapped against more than one Knowledge, Skills and Behaviours (KSBs) requirement
- The portfolio should only contain evidence related to the KSBs that will be assessed by this assessment method
- The portfolio of evidence will typically contain 12 discrete pieces of evidence
- The portfolio of evidence should not include reflective accounts or any methods of self-assessment. Any employer contributions should focus on direct observation of performance (for example, witness statements) rather than opinions
- All evidence must be anonymised before submission, and the employer's policies regarding the sharing of information must be followed
- The portfolio of evidence can be in any format, as long as it is legible and can be uploaded electronically to VTCT Skills online booking platform
- A 'Declaration of Authenticity form' must be signed by the Apprentice, the training provider and the employer. This form should be uploaded alongside the portfolio of evidence
- A completed 'Portfolio of Evidence Mapping Document' is required to be uploaded alongside the portfolio of evidence



# Scheduling

## Registering an Apprentice for End-point Assessment

Providers/employers can register the Apprentice(s) for End-point Assessment via epaPRO. Apprentices can be registered at any time during their Apprenticeship at no additional upfront cost. Providers/employers will require the Apprentice's:

- Unique Learner Number (ULN)
- Name
- Date of birth

Further information on registering the Apprentices will be supplied once VTCT Skills has received the signed End-point Assessment Organisation (EPAO) agreement.

## Scheduling an Apprentice for End-point Assessment

Providers must confirm that the Apprentice has completed all of the mandated components of the standard via the 'Apprentice checklist' on the booking platform:

- End-point Assessment bookings must be made a minimum of 20 working days in advance of the desired assessment date(s) or within the standard requirement
- Providers/employers will need to indicate preferred dates of assessment on the epaPRO
- The End-point Assessment team will seek to match an Independent Assessor to the request
- The End-point Assessment team will formally confirm the booking by email and via epaPRO

## Reasonable Adjustments

It is the responsibility of the provider/employers to apply for reasonable adjustments/access arrangements on behalf of the Apprentice prior to the End-point Assessment taking place. For more information on reasonable adjustments, please refer to the 'VTCT Skills Reasonable Adjustments and Special Considerations Policy'. This policy can be accessed on the epaPRO system.

## Remote End-point Assessments

Remote End-point Assessments can be conducted via a video conferencing platform. The Apprentice will receive an automated email containing a link to their video conferencing platform within 72 hours of the assessment being booked. The Apprentice will need this link to enter the video conferencing platform and complete their assessment. This is typically for professional discussion only.

## Face-to-face End-point Assessments

Face-to-face assessments will take place within the apprentice's normal workplace setting on the date and time agreed during the booking process

## Planning End-point Assessment Dates

Prior to the End-point Assessment taking place, providers/employers will receive automated emails with:

- Confirmed start time and expected duration of the assessments
- Access to all relevant systems and resources

## ID Requirements

VTCT Skills will verify the identity of the Apprentice before they undertake the assessment. All employers are therefore required to ensure that each apprentice has photographic identification with them on the day of assessment.

VTCT Skills will accept the following as proof of identity:

- A valid passport
- A signed UK photo card driving licence
- Employee ID card or travel card

The Independent Assessor will certify that they have seen valid identification before proceeding with an End-point Assessment and confirm the correct spelling of the Apprentice's name in readiness for certification.

## Appeals

Any appeals in relation to the outcome of the End-point Assessment will be managed by VTCT Skills whose decision is final.

## Cancellation

Under some circumstances, it may be necessary to cancel an End-point Assessment. Should this happen, providers/employers must contact the End-point Assessment team immediately. Please note that if a cancellation occurs within 10 working days of the assessment taking place, there will be a cancellation charge applied in line with VTCT Skills 'Cancellation Policy'.

If the customer cancels the End-point Assessment:

- Prior to the date of the End-point Assessment, the customer must inform VTCT Skills by email ([epa@vtctskills.org.uk](mailto:epa@vtctskills.org.uk))
- On the day of the End-point Assessment, the customer must inform VTCT Skills by telephone (0121 270 5100)

Cancellation of an End-point Assessment within 10 working days prior to the assessment taking place will incur the **full cost** of the End-point Assessment. For further details, the cancellation policy is available on the booking platform or on VTCT Skills website.

Should the Apprentice wish to re-sit later, a new booking form should be made on epaPRO.

# Overview of the End-point Assessment Period

Once the Apprentice has submitted their evidence at the End-point Assessment gateway stage, they will then enter the End-point Assessment period.

## Please note:

A maximum of one Apprentice can be assessed at any one time by the Independent Assessor during assessment method 1 & 2.

**The Early Years Educator End-point Assessment consists of two assessment methods:**

Assessment Method	Assessed by	Overall Grading
<b>Assessment Method 1:</b> Observation with questions	Independent Assessor	Fail/Pass/Distinction
<b>Assessment Method 2:</b> Professional discussion	Independent Assessor	Fail/Pass/Distinction

## Length of End-point Assessment Period

The End-point Assessment will be completed within a period lasting typically three months, beginning when VTCT Skills has confirmed that all the gateway requirements have been met by the Apprentice.

If an End-point Assessment method is not achieved, the failed assessment method should be re-sat or re-taken within the End-point Assessment period, and in accordance with the requirements outlined in the 'Early Years Educator Assessment Plan'.

## Order of Assessment Methods

The assessment methods for the End-point Assessment can be completed in any order.

The result of one assessment method does not need to be known before starting the next.

## How the End-point Assessment is Graded

The overall grade for the End-point Assessment will be based on the grades achieved in the two assessment methods.

All End-point Assessment methods must be passed for the End-point Assessment to be achieved overall.

**Assessment Method 1:**  
**Observation with questions**

The observation with questions will be graded a Fail/Pass/Distinction against the grading criteria.

**Assessment Method 2:**  
**Professional discussion**

The professional discussion will be graded a Fail/Pass/Distinction against the grading criteria.

**Overall Grading**

Performance in the End-point Assessment determines the overall apprenticeship grade of:

- Fail
- Pass
- Merit
- Distinction

The grades from each individual assessment method are combined to determine the overall grade. If the Apprentice fails one or more assessment methods, they will be awarded an overall **End-point Assessment Fail**.

To achieve an overall **End-point Assessment Pass**, the Apprentice should achieve at least a Pass in both the assessment methods.

To achieve an overall **End-point Assessment Merit**, the Apprentice must achieve a Distinction in assessment method 1.

To achieve an overall **End-point Assessment Distinction**, the Apprentice must achieve a Distinction in both assessment methods.

**Grades from the individual assessment methods will be combined in the following way to determine the overall grade of the End-point Assessment:**

<b>Observation with Questions</b>	<b>Professional Discussion</b>	<b>Overall Grading</b>
Any grade	Fail	Fail
Fail	Any grade	Fail
Pass	Pass	Pass
Pass	Distinction	Pass
Distinction	Pass	Merit
Distinction	Distinction	Distinction

# Assessment Method 1

# Observation with Questions

Apprentices must be observed by an Independent Assessor completing their observation with questions in the Apprentice's workplace. During the observation with questions, the Apprentice will complete their day-to-day duties under normal working conditions. This will allow the Apprentice to demonstrate the knowledge, skills and behaviours mapped to this assessment method through naturally occurring evidence.

The observation with questions must take place in person at the Apprentice's normal place of work (for example, their employer's premises or a customer's premises). Equipment and resources needed for the observation must be provided by the employer and be in good and safe working condition.

## Requirements

At least five days prior to the Observation with questions, Apprentices must provide the Independent Assessor with a teaching information pack to provide context for the Apprentice's observation. Evidence should be naturally occurring and be produced as part of the Apprentice's typical working practice, in line with the expectations of their employer. All evidence should be anonymised prior to submission and should be subject to the employer's policies regarding the sharing of information.

Evidence would typically include:

- Evidence of observation and assessment of children, and subsequent planning
- Risk assessments
- Evidence of support for significant transitions for a child or children
- Evidence of the intent, implementation and impact of the curriculum

## Delivery

The total duration of the observation with questions is **80 minutes**. This includes the time for questioning. The total time for the observation element is **50 minutes**. The time allocated for the questioning is **30 minutes**. The observation may be split into discrete sections held on the same working day to allow for a break between the observation element and the questioning element. This is to support the employer to ensure there is adequate cover within the setting. The questions will be asked after the observation. The assessment method should typically be completed within a total time of 2 hours.

The Independent Assessor will only observe one Apprentice at a time to ensure quality and rigour. They will be as unobtrusive as possible.

The Independent Assessor will need to observe the following during the observation:

- Interacting with children and other adults
- Supporting children's learning through facilitating learning opportunities
- The observed session should form part of a normal working day for the Apprentice, and should reflect their typical working practice

The Independent Assessor will ask questions after the observation, which will provide additional detail and contextual information to what the assessor has observed and to explain how the teaching information pack relates to the observed activity. It will also ensure that the requirements of S9 are met, to ensure coverage of the provision of personal care across all the specified age ranges.

The Independent Assessor will ask at least **five questions**. Follow-up questions may be asked where clarification is required. The assessor will also ask questions about Knowledge, Skills and Behaviours (KSBs) that were not observed to gather assessment evidence. These questions will be in addition to the set minimum of questions and will be kept to a minimum.



# Knowledge, Skills and Behaviours

The End-point Assessment Observation with questions will cover the following Knowledge, Skills and Behaviours:

## Knowledge

Reference	Knowledge Criteria
<b>K5</b>	The principles of risk assessment and management, and how to balance risks and benefits of activities for children
<b>K10</b>	The role and responsibilities of the key person.
<b>K15</b>	The development of social skills and maintaining relationships
<b>K17</b>	The elements and characteristics of a wide range of enabling environments
<b>K18</b>	How the design, resourcing, and use of the indoor and outdoor physical environment supports children's learning and development
<b>K19</b>	How the design of the day and expectations adapts to support and reflect all children's current needs (for example, those children with SEND, EAL, communication difficulties, and the most able)
<b>K20</b>	How the organisations approach and values underpin the environment
<b>K21</b>	How children experience change, transition, and significant events
<b>K22</b>	The theories of play and its fundamental role in learning and development
<b>K23</b>	How children develop characteristics for effective learning
<b>K24</b>	How, when, and why to conduct observation and assessment
<b>K25</b>	How the observation, assessment, and planning cycle is used to analyse and respond to children's learning, development, and interests
<b>K26</b>	How to create experiences and opportunities for children informed by the setting's curriculum and pedagogy

## Skills

Reference	Skills Criteria
<b>S3</b>	Apply the principles of risk assessment and risk management within documentation and practice
<b>S4</b>	Teach children to develop skills to manage risk and maintain their own and others safety
<b>S7</b>	Undertake the role and responsibilities of key person
<b>S9</b>	Provide sensitive and respectful personal care for children from birth to 5 years
<b>S10</b>	Advocate for all children's needs, including children which require SEND or EAL support
<b>S11</b>	Promote and facilitate children's interpersonal communication to develop their social interactions and relationships
<b>S13</b>	Support children to understand and respond to their emotions and make considered choices about their behaviours
<b>S14</b>	Assess the responsiveness of the environment for effective child-centred experiences in line with curriculum requirements
<b>S15</b>	Create inclusive, child-centred, dynamic, innovative, and evolving physical environments both indoors and outdoors
<b>S16</b>	Create inclusive and supportive emotional environment that enables the child to feel safe, secure, respected and experience a sense of wellbeing; maintaining and prioritising the individual child's voice.
<b>S17</b>	Apply strategies that support children's ability to manage change, transition, and significant events
<b>S18</b>	Analyse observation evidence to assess and plan holistic individual learning based on a comprehensive understanding of the child's needs and interests
<b>S19</b>	Facilitate and support child-centred opportunities and experiences based on the setting's curriculum and pedagogy
<b>S20</b>	Provide adult led opportunities and experience based on the setting's curriculum and pedagogy

## Behaviours

Reference	Behaviours Criteria
<b>B2</b>	Child-centred and empathetic, valuing equality, diversity, and inclusion and the uniqueness of each child
<b>B4</b>	Caring, compassionate and sensitive.
<b>B5</b>	Honest, open, respectful, and a role model
<b>B7</b>	Playful and creative

# Observation with Questions

## Pass Criteria

The Apprentice will achieve a Pass grade if they provide evidence to meet all the Knowledge, Skills and Behaviour requirements set out for the observation with questions and all the criteria below:

Theme –Risk Management		
Grading Criteria	Fail	Pass
Teaches children to develop the skills they need to keep themselves and others safe, by communicating clearly with children and reinforcing strategies for them to manage risk. (S4)		
Balances risks and benefits, based on clear principles, when ensuring children are supported in developing skills to manage risk and maintain others safety, ensuring this practice is documenting correctly. (K5 S3)		

Theme – Key person and attachment		
Grading Criteria	Fail	Pass
Cultivates empathetic, respectful, and effective relationships with children, advocating for them as the key person whilst supporting their needs and in doing so ensures support is supplied to children to help them understand their emotions and make considered choices about their behaviour. (K10 S7 S10 S13 B2 B4 B5)		
Provides sensitive and respectful personal care that meets the individual needs of the child, from birth to 2 years, and from 3 to 5 years of age, in line with organisational policy and procedure. (S9)		
Applies strategies that support children to manage change, transitions, and significant events in line with organisational procedure. (K21 S17)		

**Theme – Learning and development**

Grading Criteria	Fail	Pass
Facilitates and promotes children’s interpersonal communication in social interaction and relationships. (K15 S11)		
Plans and delivers creative curricula, using analysis to inform the planning. (K22 K25 K26 S18)		
Provides adult led learning opportunities and play opportunities for children to plan and experience interaction with peers, based on observation and assessment of children’s individual needs. (K24 S19 S20 B7)		

**Theme – Environments**

Grading Criteria	Fail	Pass
Creates physical learning environments that align to organisational values and meet the needs of the children, providing opportunities for play, learning, and development, and evaluates these environments in practice. (K17 K18 K20 S14 S15)		
Creates a supportive environment for children through the design of routines and expectations that adapt to individual needs and characteristics, supporting children’s wellbeing and effective learning. (K19 K23 S16)		

## Observation with questions

### Distinction Criteria

The Apprentice will achieve a Distinction grade in the observation with questions if they provide evidence to meet all the Pass criteria and all the Distinction criteria below:

Theme – Key person and attachment	
Grading Criteria	Distinction
Adapts strategies to support children to manage emotions and behaviours based on the individual needs of the child. (S7 S13)	

  

Theme – Learning and Development	
Grading Criteria	Distinction
Responds to the needs of the child in the moment to adapt delivery, and justifies the approach they take to meet the child's needs. (S18 S19 S20)	

  

Theme – Environmental	
Grading Criteria	Distinction
Justifies choices in the creation of learning environments and how they meet the individual needs of children in line with the organisations values and curriculum requirements. (K18 K20 S14)	



# Assessment Method **2**

# Professional Discussion

This assessment method will be in the form of a professional discussion, which will be appropriately structured to cover the Knowledge, Skills and Behaviours (KSBs) assigned to this assessment method. The Apprentice can refer to and illustrate their answers with evidence from their portfolio of evidence.

The purpose of the assessment method is to assess the Apprentice's competence against the following themes:

- Equality, diversity and inclusion
- Safeguarding
- Relationships
- Learning and child development
- Continuous professional development

## Delivery

The professional discussion must last for **90 minutes** and will be conducted and assessed by the Independent Assessor. At the discretion of the Independent Assessor, this duration may be increased by up to 9 minutes to allow the Apprentice to respond to a question if necessary.

The Independent Assessor will ask a minimum of **10 questions** to provide the Apprentice with the opportunity to cover the range of KSBs, and may ask follow-up questions where clarification is required. The Independent Assessor will make use of the full allocated time for questioning to allow the Apprentice the opportunity to evidence occupational competence.

The professional discussion will be conducted as follows:

- A 1:1 conversation, with no other parties involved
- Completed in an appropriate environment that is free from distractions and interruptions
- The Apprentice must have access to their portfolio of evidence
- Both parties may refer to the Apprentice's portfolio of evidence to support the professional discussion

# Knowledge, Skills and Behaviours

The End-point Assessment Professional Discussion will cover the following Knowledge, Skills and Behaviours:

## Knowledge

Reference	Knowledge Criteria
<b>K1</b>	The importance of equality, diversity, and inclusion, and respecting children's social and cultural context
<b>K2</b>	Safeguarding policies and procedures for children and colleagues, including child protection and wellbeing
<b>K3</b>	Types of abuse including domestic, neglect, physical, emotional and sexual, and know how to act to protect children and colleagues
<b>K4</b>	The legal requirements and guidance on health and safety, security, confidentiality of information, and safeguarding
<b>K6</b>	The statutory and non-statutory frameworks and guidance for provision in Early Years including SEND
<b>K7</b>	The legal rights of each individual child according to their current and future needs
<b>K8</b>	The role of colleagues and multi-agency working to support the child.
<b>K9</b>	The role and responsibilities of the Early Years Educator, including providing supervision to staff
<b>K11</b>	Theories and significance of attachment
<b>K12</b>	The importance of professional relationships and collaboration with parents, families, or carers
<b>K13</b>	The importance of professional relationships with colleagues, other organisations, and agencies
<b>K14</b>	The influence of all key individuals in children's lives on children's learning and development
<b>K16</b>	How children learn and develop from conception to age 7; physiologically, neurologically, biologically, psychologically, cognitively, emotionally, and socially. Including the interaction and impact of biological and environmental factors
<b>K27</b>	Methods of reflective practice, including supervision, and opportunities for continuous professional development

## Skills

Reference	Skills Criteria
<b>S1</b>	Recognise when a child or a colleague is in danger or at risk of abuse and act to protect them in line with safeguarding policy and procedure
<b>S2</b>	Apply legislation, policy and procedure to protect the health, safety and wellbeing of children in the setting (for example, food safety, diets, starting solid food, allergies, COSHH, and accidents, injuries, and emergencies)
<b>S5</b>	Use a range of communication methods, including technology, with other professionals to meet the individual needs of the child
<b>S6</b>	Develop and maintain effective professional, collaborative relationships with others involved in the education and care of the child
<b>S8</b>	Recognise and apply theories of attachment to develop effective relationships with children
<b>S12</b>	Support children to develop a positive sense of their own identity and culture
<b>S21</b>	Use reflection to develop themselves both professionally and personally

## Behaviours

Reference	Behaviours Criteria
<b>B1</b>	Confident to have difficult conversations
<b>B3</b>	Vigilant and act with professional curiosity
<b>B6</b>	Self-motivated, using initiative and proactive
<b>B8</b>	Reflective and reflexive and committed to CPD

# Professional Discussion

## Pass Criteria

The Apprentice will achieve a Pass grade if they provide evidence to meet all the Knowledge, Skills and Behaviour requirements set out for the professional discussion and all the criteria below:

Theme – Equality, diversity and inclusion		
Grading Criteria	Fail	Pass
Describes the importance of respecting social and cultural contexts and Equality, Diversity and Inclusion (EDI) whilst supporting a child to develop a positive sense of their own identity and culture. (K1 S12)		
Describes the legal rights of each child and how these legal rights are met according to the individuals current and future needs. (K7)		
Describes the statutory and non-statutory frameworks and guidance for provision in the Early Years, including SEND. (K6)		

Theme – Safeguarding		
Grading Criteria	Fail	Pass
Describes the indicators of abuse for children and colleagues, and the actions taken to protect individuals at risk of abuse in line with safeguarding policies and procedures. (K2 K3 S1 B3)		
Justifies how they apply legislation, policy, and procedure in order to protect the health, safety, and wellbeing of children within the setting. (K4 S2)		

Theme – Relationships		
Grading Criteria	Fail	Pass
Describes the role of an Early Years Educator, colleagues, and different agencies and how developing confident professional relationships and interactions ensures the needs of the child are met. (K8 K9 K13 S5 B1)		
Explains how parents, carers and other key individuals impact a child's learning and development and how this can be enhanced by developing professional collaborative relationships with parents, carers and other key individuals. (K12 K14 S6)		
Explains the significance of attachment, and how they apply theories of attachment to support the development of relationships with children. (K11 S8)		

Theme – Learning and child development		
Grading Criteria	Fail	Pass
Explains how children learn from conception to age 7, the interaction and impact of biological and environmental factors, and the implications for practice. (K16)		

Theme – Continuous professional development		
Grading Criteria	Fail	Pass
Explains how they reflect on their practice to inform their CPD needs and develop professionally and personally, including how they have engaged in supervision. (K27 S21 B6 B8)		

# Professional Discussion

## Distinction criteria

The Apprentice will achieve a Distinction grade in the professional discussion if they provide evidence to meet all the Pass criteria and all the Distinction criteria below:

Theme – Safeguarding	
Grading Criteria	Distinction
Evaluates decisions taken when applying policies and procedures related to children’s wellbeing. (K2 K3)	

  

Theme – Relationships	
Grading Criteria	Distinction
Analyses the impact of professional multi-agency relationships and co-operation with parents, families and carers on child development. (K8 K12 K14)	

  

Theme – Continuous professional development	
Grading Criteria	Distinction
Evaluates how continuous professional development has impacted on provision and improved outcomes for children. (K27 S21 B8)	



# Re-sits and Re-takes

An Apprentice who fails one or more assessment method(s) can take a re-sit or a re-take at their employer's discretion. The Apprentice's employer needs to agree that a re-sit or re-take is appropriate. A re-sit does not need further learning, whereas a re-take does.

An Apprentice should have a supportive action plan to prepare for a re-sit or a re-take.

The employer and VTCT Skills will agree on the timescale for a re-sit or re-take. A re-sit is typically taken within two months of the End-point Assessment outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within three months of the End-point Assessment outcome notification.

Failed assessment methods must be re-sat or re-taken within a six month period from the End-point Assessment outcome notification, otherwise the entire End-point Assessment will need to be re-sat or re-taken in full.

Re-sits and re-takes are not offered to an Apprentice wishing to move from a Pass to a higher grade.

An Apprentice will only receive an End-point Assessment grade of a Pass for a re-sit or re-take, unless VTCT Skills determines there are exceptional circumstances.





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