**SUPPORT ARRANGEMENTS FOR INDEPENDENT END POINT ASSESSOR:**

**END OF YEAR REPORT**

**1. END POINT ASSESSOR DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of End Point Assessor: |  | | | |
| Programme(s) reviewed: |  | | | |
| Apprenticeship standard(s): |  | | | |
| Institute/Academic Discipline: | Institute:  Academic Discipline: | | | |
| Level: *(please tick)* | Undergraduate |  | Postgraduate |  |

**2. PROPOSED SUPPORT ARRANGEMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Support arrangements noted on Appendix GA4? | Yes |  | No |  |
| Proposed support arrangements  (*as detailed on Appendix GA4*): |  | | | |
| Appointment approved by the Academic Standards Committee (ASC) subject to support being provided? | Yes |  | No |  |
| Support arrangements required by ASC  (*if additional to those detailed on Appendix GA4*): |  | | | |

**3. DETAILS OF SUPPORT PROVIDED**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Briefly describe actual support provided noting how this relates to the proposed arrangements noted on the Appendix GA4 or requested by ASC:* | | | | |
| Support arrangements to continue during the second year?  *(NB: only required if there have been issues during the first year which indicate that ongoing support would be beneficial)* | Yes |  | No |  |
| Details of continuing support arrangements (*if different to those noted in Section 2 above*) |  | | | |
| Please detail any unusual issues that may be useful for ASC to note e.g. the assessor’s start date was brought forward, or delayed |  | | | |

Signed:

|  |  |
| --- | --- |
| Academic Director (print name): |  |
| Signature: |  |
| Dated: |  |

**4. CONTINUING SUPPORT ARRANGEMENTS (Year Two)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Support arrangements for second year completed? | Yes |  | No |  |
| Support arrangements to continue? | Yes |  | No |  |
| If Yes, please provide an explanation for the requirement of ongoing support |  | | | |

Signed:

|  |  |
| --- | --- |
| Academic Director (print name): |  |
| Signature: |  |
| Dated: |  |

**NOTES AND GUIDANCE**

Where an individual does not meet all the criteria for appointment and/or has limited or no previous experience as an Independent End Point Assessor, arrangements must be made to provide support (mentoring) to the individual.

An end of year report should be completed for each End Point Assessor where support arrangements were noted on the Appendix GA4 or where ASC approved the nomination subject to appropriate support arrangements being put in place.

The following guidance on possible support arrangements is not intended as exhaustive and the Academic Discipline should determine the appropriate support arrangements to be provided to an individual End Point Assessor based on the particular circumstances of that End Point Assessor.

The University defines ‘mentor’ as an Assistant Dean (Quality) or nominee who has experience of the End Point Assessment in question and is familiar with the nature of the role at UWTSD in order to provide an explanation of processes and regulations. Additionally, support may be provided by an outgoing End Point Assessor for the programme as part of succession planning or by another End Point Assessor from the same programme.

Where a member of staff or other End Point Assessor is to act as an adviser or mentor, written agreement must be obtained first and the adviser or mentor must be briefed on the expectations of this role.

It should be noted that in some cases, while it will be appropriate to make support available for an End Point Assessor, in practice that End Point Assessor may not actually require the support. At the end of the year, the Academic Director should indicate whether or not the individual will need to continue to be supported through the second year.

The completed form should be returned to the Academic Office (email: [aoexternals@uwtsd.ac.uk](mailto:quality@uwtsd.ac.uk)) as soon as possible at the end of the academic year and will be considered by the Head of Apprenticeships who will provide an overview report for the Academic Standards Committee.