

Highfield Level 3 End-Point Assessment for ST0006 Lead Adult Care Worker

EPA Kit

Self-Assessment Template and Guidance

Appendix 1 – Self-assessment form

This self-assessment form should be used by the apprentice to demonstrate their readiness for end-point assessment. The apprentice should review each standard subject area and make a judgement regarding their confidence in the area to determine whether they are ready for end-point assessment. The apprentice should tick to state whether they are assessment ready and provide supporting information and/or additional comments if necessary.

The self-assessment form will be submitted to the independent end-point assessor and will be used as a source of evidence to support the professional discussion. Therefore, apprentices should be encouraged to use this document to provide clear examples from their own practice to demonstrate ways that they have met the standard and are end-point assessment ready. The end-point assessor can draw on these examples when facilitating the professional discussion.

The apprentice must sign and date the self-assessment form.

Preparation for and completing the self-assessment form:

Step 1:

Prior to commencing the self-assessment form, the apprentice may find it useful to review documentation about their roles and responsibilities, e.g. job description, development plan, appraisal documentation, organisation's agreed ways of working, etc. These documents will help to consider their role in relation to the requirements of the apprenticeship standard.

Step 2:

The apprentice should reflect on how the apprenticeship has supported them in meeting the requirements of their roles and responsibilities in order to help make a judgement about their competence in the areas outlined below.

Step 3:

For each standard subject area, the apprentice should look at the outcomes that should be met and consider how each element of the standard has been achieved. Consider what evidence has been produced over the period of being on-programme. Provide real-life examples from practice to describe how the apprentice's experiences have contributed to their achievement of each standard subject area.

Step 4:

Provide detailed comments and real-life examples for each standard subject area to outline why they are assessment ready and how they have achieved each element of the standard.

REF	Standard subject area	Comments and examples from practice
Knowledge:		
KA	The job they have to do, their main tasks and responsibilities	
KB	The importance of having the right values and behaviours	
KC	The importance of communication	

KD	How to support individuals to remain safe from harm (safeguarding)	
KE	How to champion health and wellbeing for the individuals they support and work colleagues	
KF	How to work professionally, including their own professional development of those they support and work colleagues	
Skills and behaviours:		
SA	The main tasks and responsibilities according to their job role	
SB	Treat people with respect and dignity and honour their human rights	

SC	Communicate clearly and responsibly	
SD	Support individuals to remain safe from harm (safeguarding)	
SE	Champion health and wellbeing for the individuals they support	
SF	Work professionally and seek to develop their own professional development	
B1-6	Care, compassion, courage, communication, competence, commitment	

Apprentice name:			
Apprentice signature:		Date:	