A GUIDE FOR APPRENTICES

Your apprenticeship assessment: what to expect

What assessment involves, when it happens, who is involved and where to get support.

WELCOME

Assessment is your chance to show what you can do

Starting an apprenticeship is a big step, especially if it's your first job. Assessment can feel a long way off, but knowing what to expect from day one makes it much less daunting.

Your apprenticeship is built around an **occupational standard**. This sets out the knowledge, skills and behaviours someone needs to do your job well.

Assessment is how you prove you can do that job. It isn't there to catch you out. It's a fair way to show the skills you've built up through your training and your work.

What's changed

Apprenticeship assessment in England is changing. Some parts of your assessment may now happen **during** your apprenticeship, not only at the end. Your training provider will tell you how this works for your apprenticeship.

> **Keep this guide.** Use it at the start of your apprenticeship, and come back to it as your assessment gets closer.

YOUR JOURNEY

From your first day to your certificate

Every apprenticeship is different, but most journeys follow these steps.

1. **You start your apprenticeship**
   At induction, your provider explains your standard, how you'll be assessed and who to ask for help.

2. **You learn and practise**
   You build your knowledge and skills through training and real work. Your employer checks your behaviours at work as you go.

3. **Some assessment may happen along the way**
   Where your assessment plan allows it, some parts can be completed during your apprenticeship.

4. **You're checked as ready**
   Your employer and provider agree you're ready for the remaining assessment.

5. **You complete your assessment**
   You show what you can do using the methods set out in your assessment plan.

6. **You get your result**
   Results are pass or distinction. Once you've passed, you've completed your apprenticeship.

WHO'S INVOLVED

You're not doing this on your own

Four people or organisations play a part in your assessment.

You

You take part in training and work, keep your evidence up to date, and speak up if you need help.

Your employer

Supports you at work, checks your behaviours on the job, and agrees when you're ready.

Your training provider

Trains you, keeps track of your progress and prepares you for assessment. Approved staff may carry out some assessment activities.

NOCN

Your assessment organisation. NOCN sets your assessment, makes sure it's fair and consistent, and stands behind your result.

Fair wherever you train. Whoever carries out each part, every apprentice on your standard is assessed against the same requirements.

HOW YOU'LL BE ASSESSED

Ways you might be assessed

Your assessment plan sets out which methods apply to you. These are some of the most common.

Observation

An assessor watches you doing your normal job in your workplace.

Demonstration

You carry out set tasks to show specific skills, sometimes away from your usual workplace.

Professional discussion

A structured conversation with an assessor about your work and how you approach it.

Knowledge test

Questions that check what you know and understand about your job.

Project or work-based task

A piece of work you complete and may present or discuss.

Behaviours: how you behave at work, such as teamwork and safe working, is checked by your employer during your apprenticeship.

GETTING READY

How to prepare

The best preparation starts early. Small habits now make assessment much easier later.

- **Find out what's in your assessment plan.** Ask your provider which methods you'll face and when.
- **Keep your evidence organised.** Save examples of your work as you go, not all at the end.
- **Practise talking about your work.** Explain what you did, why you did it and what you'd do differently.
- **Ask for feedback.** Regular reviews with your employer and provider show you what to work on.
- **Know the practical details.** Check the date, time, place and anything you need to bring.
- **Look after yourself.** Rest well before your assessment and leave plenty of time to get there.

Feeling nervous?

That's completely normal. Assessors want you to show what you can do. If you don't understand a question, it's fine to ask for it to be repeated.

SUPPORT

Help when you need it

If you need adjustments

If you have a disability, learning difficulty or health condition, tell your provider early. Adjustments may be available so you can show your skills fairly.

If something affects you on the day

If illness or something serious stops you taking part, tell your provider as soon as you can. They can explain your options.

If you don't pass first time

It happens, and it isn't the end of your apprenticeship. You can usually retake the part you didn't pass. Your provider will explain how this works for you.

If you think a decision was unfair

You can ask for it to be looked at again. Your provider can explain NOCN's appeals process.

Your first port of call is usually your training provider. They know your apprenticeship and can point you in the right direction.

KEEP THESE HANDY

My assessment details

Fill this in with your provider at induction.

My apprenticeship	
My assessment methods	
When my assessment is likely	
My provider contact	
My workplace contact	
Assessment organisation	**NOCN**

This guide gives a general overview. Your assessment plan sets out the exact requirements for your apprenticeship.