

Evidence list-Retailer

For: EPAOs and Training Providers

Document type: external guidance

This document has been produced following the IfATE Retail taskforce meeting which considered temporary arrangements to the observation assessment method not able to be conducted face to face due to the Covid-19 situation crisis.

The following evidence list is to be used by EPAOs in relation to the agreed temporary arrangements, by the IfATE for the observation assessment method.

The evidence list is to be read in conjunction with the temporary arrangements summary.

Observation assessment method

Related to the assessment plan:

Retailer

Evidence type	Notes
On programme assessments.	Of the knowledge, skills and behaviours covered in the observation including any analysis documents completed by the trainer to prove gateway readiness.
Mock observation of performance undertaken by the training provider.	Appropriate validation, i.e. signatures from the Trainer.
Witness testimonies from managers or peers.	Training provider is willing to confirm are an accurate review of performance. Format: testimonies can be written or digitally recorded, with authentication of the relationship of the witness to the apprentice.
Appropriate supporting formative assessment and feedback and validation.	Training provider must determine evidence suitability. Format: evidence can include photographic evidence, apprentice records or logs of performance, work documents, performance reviews, customer feedback, professional discussions.

General points

- Observation criteria (as set out in Retailer assessment plan Annex E (ii)):
 - Customer
 - Business
 - Communications
 - Brand.
- Evidence may be used to demonstrate more than one knowledge, skill and behaviour; a qualitative as opposed to quantitative approach is suggested.
- Apprentice self-assessment or self-reflection is not permitted as evidence.
- Employer contributions should focus on direct observation of performance (for example witness statements) rather than opinions.
- Evidence provided must be valid and attributable to the apprentice.
- Evidence must be from the last 6 months prior to Gateway.

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