

Pearson Apprenticeship End-point Assessment for Large Goods Vehicle Driver (LGV) Level 2

Specification date: December 2018

First assessment date: December 2018

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ISBN 9781446959749

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Collaborative development

The National logistics Academy provided advice on the development of this end-point assessment.

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Pearson end-point assessments for Apprenticeship Standards

Introduction

One of the most significant changes of the apprenticeship reform in England is the introduction of an independent end-point assessment.

The end-point assessment (EPA) is a synoptic assessment of the knowledge, skills and behaviours outlined in the Apprenticeship Standard, and that have been learned throughout the apprenticeship programme. The purpose of the end-point assessment is to make sure the apprentice meets the standard set by employers and is fully competent in the occupation.

All apprentices must undertake the independent end-point assessment at the end of the on-programme phase of training when their employer, and in some cases their training provider, is satisfied that they have met the 'gateway' criteria to undertake the assessment. Apprentices will not be awarded the apprenticeship certificate until they have successfully completed the end-point assessment.

The end-point assessment can be delivered only by a registered assessment organisation, which must be independent of the employer or any training provider involved in the delivery of the on-programme phase of the apprenticeship. All assessment decisions for the end-point assessment must be made by the independent assessment organisation.

Pearson, as a registered assessment organisation, has been working closely with occupational experts, employers and training providers in the development of end-point assessment tools to ensure that they are:

- valid and appropriate to assess occupational competence in the relevant industry and will deliver reliable outcomes
- fair to all apprentices and help them to make progress in their lives
- manageable for apprentices and the industry, and can be delivered effectively and efficiently.

This specification and the accompanying Pearson Level 2 End-point Assessment for Large Goods Vehicle Driver – Additional Resources document contain the information needed to prepare apprentices for the Pearson Level 2 End-point Assessment for the Large Goods Vehicle Driver apprenticeship.

The Additional Resources document is available directly from Pearson once an EPA service agreement is in place.

It is important that both documents are read together so that apprentices and employers and/or training providers have all the relevant information they require for this end-point assessment.

1 The Large Goods Vehicle Driver Apprenticeship

Overview

The end-point assessment in this specification relates to the Large Goods Vehicle Driver Apprenticeship.

The apprenticeship is at Level 2 and is for apprentices working in the role of a large goods vehicle (LGV) driver.

LGV drivers drive in a safe and fuel-efficient manner, ensuring that the right products are delivered at the right time, to the right location, at the correct temperature if needed, with the correct documentation and within the shortest lead times. Drivers are responsible for maintaining the integrity of load and vehicle through following the correct procedures for restraint, road, health and safety. They may work in one or more sub-sectors, including shipping, removals, import/export, freight, hazardous goods and food. LGV drivers deliver to a range of settings, such as warehouses, shops and private homes, and their customer base will range from large global organisations to sole traders and private customers. They may be required to work in shifts and will usually work alone. They operate in many different localities, such as inner cities, towns, and rural locations.

LGV drivers communicate with a wide range of people and customers, and strive to meet expectations by providing a quality service that encourages repeat business – showing drive and energy even when challenges arise. Individuals in this role are highly competent in using industry-recognised systems (such as systems for reporting defects) and associated services, for example customer specifics on packaging or labelling, and are able to work under pressure to tight deadlines.

The purpose of this end-point assessment is to confirm that the apprentice has met the required level of knowledge, skills and behavioural standards set by employers and that they are competent in their role as a large goods vehicle driver.

The minimum duration for this apprenticeship before the end-point assessment is 12 months. This is so that apprentices can complete a period of learning and associated assessments; however, this will depend on the apprentice's previous experience and the number of opportunities they have to gain the full range of competences.

To achieve the apprenticeship certificate, apprentices are required to successfully complete their on-programme period of learning and development and the end-point assessment detailed in Section 3.

The overall apprenticeship is graded as Pass/Distinction.

The certificate for the apprenticeship is awarded by the Institute for Apprenticeships, through a process administered by the Education and Skills Funding Agency (ESFA). As the end-point assessment organisation, Pearson claims the certificate on the apprentices' behalf.

Employers and/or training providers should familiarise themselves with the requirements of the apprenticeship and communicate these clearly to apprentices.

To see the published Large Goods Vehicle (LGV) Driver Standard and Assessment Plan, please go to: www.instituteforapprenticeships.org/apprenticeship-standards/

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2 Level 2 Large Goods Vehicle Driver end-point assessment

Structure

The end-point assessment for the Large Goods Vehicle Driver apprenticeship consists of the following two assessment components:

- Knowledge and Behaviours Test
- Practical Driving assessment.

The table below gives a summary of the structure of the end-point assessment.

End-point assessment components	Duration	Weighting %	Component grading
Knowledge and Behaviours test	1 hour	50	Pass/Distinction
Practical Driving assessment	1 hour, 30 minutes	50	Pass/Distinction

Apprentices will usually take the Knowledge and Behaviours Test and the Practical Driving Assessment on the same day.

There is detailed information about each of these end-point assessment components in *Section 3: End-point assessment components*.

Grading

The **overall** apprenticeship is graded as Pass/Distinction based on the apprentice's combined achievement of the specified grading criteria across both assessment components.

The table below shows how the grade for the end-point assessment is determined.

End-point assessment grade	Grade requirements
Pass	The apprentice must achieve: <ul style="list-style-type: none">• a minimum of 70% of the available marks in the Knowledge and Behaviours Test• all pass performance criteria in the Practical Driving Assessment.
Distinction	The apprentice must achieve: <ul style="list-style-type: none">• a minimum of 90% of the available marks in the Knowledge and Behaviours Test• all pass performance criteria plus a minimum of 10 distinction performance criteria in the Practical Driving Assessment.

A pass mark for the end-point assessment will only be awarded where the learner has achieved 70% in the knowledge assessment and all pass criteria in the practical assessment.

Gateway requirements

Before progressing to the end-point assessment, all apprentices must be signed off by their employer, through the 'gateway'. This gateway sign-off confirms that apprentices have the level of occupational knowledge, skills and behaviours required to achieve the apprenticeship and that they are therefore 'ready for end-point assessment'. Employers should only recommend apprentices for end-point assessment when they are confident that apprentices are ready.

Apprentices must have completed their Category C driving test before progressing to the end-point assessment. This is mandatory for all apprentices. Some employers may also require their apprentices to have completed their Category C+E driving test.

Apprentices must also have completed the relevant English and maths qualifications before attempting the end point assessment.

Employers must complete an end-point assessment *Gateway Declaration Form* (see *Annexe A*), with the apprentice. The form and the associated gateway evidence will be transferred to Pearson before the end-point assessments take place. The form captures the mandatory prerequisites for the end-point assessments and any other organisation-specific evidence. The assessments cannot take place unless the relevant information and evidence is available.

To support the Gateway Declaration Form, evidence that the apprentices have met the gateway requirements must be provided.

Language of assessment

All components of the end-point assessment will be conducted in English.

Further information on the use of language in qualifications is available in our document *Use of languages in qualifications* policy, available on our website: qualifications.pearson.com

Preparing apprentices for end-point assessment

To ensure that apprentices develop the knowledge, skills and behaviours that underpin occupational competence it is recommended that they follow a structured programme of training and development. The period of training and development should be a minimum of 12 months and must include a minimum of 20 per cent off-the-job training away from their day-to-day job.

To prepare apprentices effectively, employers and/or training providers should:

- have a good understanding of the Apprenticeship Standard and the structure and format of the end-point assessment – Section 3: End-point assessment components gives detailed information on each end-point assessment component (For content to be learned for the Knowledge and Behaviours Test, and Practical Driving Assessment performance criteria please see the Additional Resources document).
- plan and implement a learning and development programme based on the Apprenticeship Standard, with regular reviews of progress and readiness, to ensure that apprentices develop the required knowledge, skills and behaviours
- use formative assessments and mock assessments to help prepare apprentices for the end-point assessment
- hold quarterly milestone meetings with the apprentice to ensure that they continue to make good progress towards their end-point assessment. To help develop the apprentice's communication and employability skills, the milestone meetings could take the form of an interview or professional conversation
- encourage apprentices to compile a portfolio of evidence or a learner journey log to help them keep a record of their progress.

End-point assessment planning and scheduling

Employers and/or training providers must have an agreement in place to conduct end-point assessments with Pearson. Apprentices must be registered and booked on to their end-point assessment in sufficient time to allow adequate planning and scheduling of the assessments. There will be a number of checkpoint meetings with Pearson before the employer or training provider books the end-point assessment dates. Once the employer or training provider has booked those dates, we will allocate an independent end-point assessor (IEA) who will arrange a further planning meeting.

The purpose of the meeting is to share information with the IEA, in order to support the assessment process and to agree a plan for the upcoming assessment activities for the apprentices. The IEA will agree a plan and schedule for each assessment activity to ensure that all assessment components can be completed within the end-point assessment time. The end-point assessment planning meeting can be conducted remotely using appropriate technology.

Once the employer and/or training provider is satisfied that apprentices have met the Apprenticeship Standard and are ready for end-point assessment, they will complete the end-point assessment Gateway Declaration Form (see Annexe A), and submit the apprentice's gateway evidence to Pearson. This evidence will then be verified by Pearson before end-point assessments take place.

Ideally, both components of the end-point assessment will be conducted on the same day. However, if this is not practical, you must discuss arrangements for scheduling the two components with the IEA at the Planning Meeting.

Reassessment

If an apprentice fails to pass a component, reassessment of that component is permitted.

The apprentice must attempt all components of the end-point assessment on their first attempt, i.e. reassessment for a given component is permitted only after all components have been attempted.

Apprentices who achieve a Pass grade cannot complete a reassessment simply to achieve a higher grade.

Details on retake funding can be found within the ESFA funding rules:

www.gov.uk/guidance/sfa-funding-rules.

The number of times an apprentice is permitted to be reassessed within the 12-month timeframe is determined through discussion between the employer and Pearson.

Booking reassessment

The timescale for any reassessment will be agreed on a case-by-case basis, with Pearson. As part of that agreement, any reassessment must not give an apprentice an unfair advantage over others. Pearson will allocate an available IEA to undertake this assessment. This may or may not be the same individual who undertook the previous assessment.

3 End-point assessment components

This section contains information for each component in the end-point assessment.

Component 1: Knowledge and Behaviours Test	page 11
Component 2: Practical Driving Assessment	page 15

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Component 1: Knowledge and Behaviours Test

Purpose

The Knowledge and Behaviours Test is a paper-based short-answer test that assesses apprentices' knowledge and understanding across all areas of the Apprenticeship Standard, in line with the Assessment Plan requirements.

The test will assess the following knowledge outcomes and behaviours from the Apprenticeship Standard.

Topic areas/ module	Apprenticeship Standard outcomes: Knowledge
1.	Safe and controlled driving techniques relating to the LGV
2.	Safe use of equipment and machinery
3.	How to prepare the vehicle for driving
4.	How to protect the vehicle and its load
5.	How to plan for a journey and delivery
6.	How to use relevant technology
7.	How to use relevant IT applications
8.	Relevant regulation and legislation governing the supply chain industry
9.	The structure of the industry
10.	The importance of delivering excellent customer service
11.	Understand proposed and actual changes to systems, processes and technology
12.	The environmental impact of the industry and how it can be minimised
13.	The implications their role may have on their health and actions that can be taken
14.	The implications of city restrictions
15.	How to drive alongside vulnerable road users
16.	How to process returned and rejected goods

Topic areas/ module	Apprenticeship Standard outcomes: Behaviours
1.	Establish a good rapport with customers and colleagues
2.	Work effectively in a team
3.	Demonstrate integrity, credibility and honesty
4.	Demonstrate a positive and professional attitude
5.	Demonstrate willingness to accept change
6.	Demonstrate effective communication

Format

The table below gives information about the nature of the test items, duration, number of marks and grading of the Knowledge and Behaviours Test.

Test items	<p>The test consists of short-answer questions.</p> <p>Section A consists of discrete 1-mark or 2-mark short-answer questions relating to knowledge outcomes 1–16. Section A is worth 22 marks in total.</p> <p>Section B consists of two scenarios with 1-mark or 2-mark short answer questions, relating to behaviour outcomes 1–6. Each scenario assesses three behaviour outcomes and is worth 4 marks. Section B is worth 8 marks in total.</p>
Duration	60 minutes.
Number of marks	30
Grading	Pass/Distinction

The Knowledge and Behaviours Test contributes 50 per cent to the overall end-point assessment grade.

Sample assessment materials

Sample assessment materials (SAMs) are provided for the Knowledge and Behaviours Test. These SAMs give an example of what the actual test will look like in terms of the feel and level of demand. The SAMs show the range of possible question types that may appear in the actual tests and give a good indication of how the tests will be structured.

While SAMs can be used for practise with apprentices, as with any assessment, the content covered and specific details of the questions asked will change in each version of the Knowledge and Behaviours Test.

Delivery and conduct

This test is currently available in a paper-based format. Tests must be taken in accordance with Pearson's test protocols, which will be shared with you, alongside this specification.

Bookings for tests must be made via the relevant Pearson system. Invigilation arrangements will be made during the planning meeting that takes place before the EPA.

Employers and/or training providers should ensure that apprentices are adequately prepared before each test attempt.

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Component 2: Practical Driving Test

Purpose

The Practical Driving Test involves the IEA observing the apprentice planning a journey, preparing the vehicle and load, and driving and controlling the vehicle in on-road situations. The purpose of the test is to assess the apprentice's skills and behaviours related to specific areas of the Apprenticeship Standard.

The observation will assess the following skills outcomes of the Apprenticeship Standard.

Topic areas/module	Apprenticeship Standard skills outcomes
1.	Plan routes effectively.
2.	Prepare the vehicle and load for deliveries.
3.	Use and position vehicle fitted equipment.
4.	Use relevant equipment and machinery safely.
5.	Use basic IT systems.
6.	Drive safely and efficiently on public and private roads.
7.	Control the vehicle in all traffic situations.
8.	Protect the driver, vehicle and load.
9.	Comply with relevant systems and processes (legislation and regulation).
10	Maintain the health, safety and security of people at all times.

Format

The table below gives information about the context, duration and grading of the Practical Driving Assessment.

Context	The apprentice will be observed in their normal work environment (or realistic work environment), planning their journey, preparing the vehicle and load, driving safely and efficiently and controlling the vehicle, and demonstrating how they would protect the vehicle and load.
Duration	1 hour 30 minutes
Grading	Pass/Distinction

The Practical Driving Assessment contributes 50 per cent to the overall end-point grade.

Delivery and conduct

This section gives information on how the Practical Driving Assessment will be conducted and how apprentices are expected to interact with the assessment process. It is important that this information is shared with apprentices before they undertake the assessment.

1. The assessment takes place in the apprentice's regular working environment. The apprentice's employer will tell them when the practical assessment will take place.
2. The Practical Driving Assessment lasts for approximately 1 hour 30 minutes.
3. The Practical Driving Assessment will be conducted by the IEA, who will judge the apprentice's performance against the performance criteria.
4. The IEA reserves the right to intervene or end the observation should the apprentice pose risk to themselves or others.
5. The IEA will make notes while conducting the observation.
6. Where it is not possible to directly observe a particular skill because of limitations of the assessment context, then the apprentice will be asked situational 'what if' questions in order to collect the necessary evidence for the assessment.

7. The IEA will prompt the apprentice to justify any decisions taken regarding ways of working.
8. Employers should give the apprentice relevant information on the journey they must plan, including destination, expected time of arrival, vehicle and load.
9. The IEA will invigilate the apprentice completing their journey plan before observing them preparing the vehicle and load, and accompanying them on the journey. The apprentice must follow their planned route when driving the vehicle.

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4 Further information and useful publications

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- Edexcel, BTEC and Pearson Work Based Learning contact details:
qualifications.pearson.com/en/support/contact-us.html.

For details of books, software and online resources for UK schools and colleges, please go to:

- www.pearsonschoolsandfecolleges.co.uk

Key publications

- *Pearson Apprenticeship End-point Assessment for Large Goods Vehicle Driver (Level 2) Additional Resources*
- *Equality, diversity and inclusion policy (Pearson)*

These publications are available on our website.

5 Contact us

We have a dedicated Account Support team, across the UK, to give you more personalised support and advice. To contact your Account Specialist:

Email: wblcustomerservices@pearson.com

Telephone: 0844 576 0045

If you are new to Pearson and would like to become an approved centre, please contact us by:

Email: wbl@pearson.com

Telephone: 0844 576 0045

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Annexe A: Gateway Declaration Form

Apprentice name:		
On-programme start date:		
Gateway date:		
Evidence	Y/N	Comments (if applicable)
English and mathematics certificates (L1 or above)		
English and mathematics attempted (L2)		
Category C Driving Licence		

Employer declaration

I confirm that the apprentice has:

- achieved the occupational knowledge, skills and behaviours required to achieve the apprenticeship
- achieved the prerequisites listed above and is ready for their end-point assessment.

Name: _____ Date: _____

Signature: _____

Apprentice declaration

I confirm the gateway evidence is my own and I agree to be put forward for my EPA.

Signature: _____ Date: _____

Annexe B: Portfolio Authentication and Certification Declaration Form

When submitting the work-based evidence, each apprentice and their trainer/tutor must sign this declaration form. The apprentice should also confirm that they give permission for their overall apprenticeship certificate to be claimed on satisfactory completion of the two end-point assessment components.

Apprentice name:		
Pearson registration number:		
Submission type: (first or retake)	Submission date:	Submission time:
<p>Apprentice declaration</p> <p>a) I certify that the work submitted for this portfolio is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.</p> <p>b) I give my permission for Pearson to claim for my overall apprenticeship certificate, following confirmation of my successful achievement of this EPA.</p> <p>Apprentice signature: _____ Date: _____</p>		
<p>Tutor/trainer declaration</p> <p>I confirm that the work presented for the portfolio is the apprentice's own.</p> <p>I confirm that the work was completed under the specified conditions and context, and that the apprentice's evidence is authentic.</p> <p>Tutor/trainer name: _____</p> <p>Tutor/trainer signature: _____ Date: _____</p>		

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December 2018

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