

## End-point assessment plan for police constable apprenticeship

Apprenticeship standard number	Level of this end-point assessment (EPA)	Integrated
ST0304	6	Statutory integrated degree

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## Introduction and overview

A police constable is a crown servant and or warranted officer regulated by Police Regulations. Within these regulations, statutory requirements for entry to the role are set out and overseen by the College of Policing. The College of Policing is the professional body and the statutory regulator for policing. They regulate entry to the profession for Home Office police forces, although some non-Home Office forces also choose to align their entry requirements. The Police Regulations also specify entry routes that recruits must successfully complete to be substantively confirmed in role as a police constable. You cannot become a police constable in a Home Office force without completing one of these defined entry routes, one of which is the Police Constable Apprenticeship (PCDA). The end-point assessment (EPA) assesses whether apprentices have also passed the apprenticeship, and is based on the same professional knowledge, skills, and behaviours as the occupational standard.

This document sets out the requirements for EPA for the police constable statutory integrated apprenticeship. It is for the end-point assessment organisation (EPAO), who need to know how EPA for this apprenticeship must operate. It will also be of interest to apprentices and their employers.

Apprentices will typically spend 35 months on-programme working towards the occupational standard.

The EPA period should only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard and all the pre-requisite gateway requirements for EPA have been met.

The EPA will determine the overall apprenticeship standard and grades of:

- fail
- pass

This apprenticeship has a statutory integrated EPA. The EPA will use the assessment arrangements in use for other entry routes into this occupation. Alignment of the statutory integrated EPA is permitted because the following criteria are met:

1. the occupation (profession) must be regulated by a statutory regulator that carries out a range of functions in relation to the occupations they regulate, including making sure individuals have the necessary qualifications and or experience to practise the occupation and taking any necessary enforcement action and
2. the occupational standard and statutory integrated EPA meet the apprenticeship requirements.

## EPA summary table

<b>On-programme</b> (typically 35 months)	<p>Training and education to develop the occupational standard's knowledge, skills, and behaviours (aligned to police constable professional standards, 2024)</p> <p>The apprentice must complete training towards English and maths qualifications in line with the apprenticeship funding rules if not already held.</p>
<b>End-point assessment gateway</b>	<ul style="list-style-type: none"> <li>• apprentice has met the knowledge, skills, and behaviours</li> <li>• employer and the College of Policing confirmed higher education provider are satisfied the apprentice has consistently demonstrated they meet the KSBs of the occupational standard</li> <li>• the apprentice must have achieved English and mathematics qualifications in line with the apprenticeship funding rules</li> <li>• successful completion and assessment of the operational competence portfolio (OCP)</li> <li>• achieved all required modules of the following approved qualification: BA (Hon) or BSc (Hons) in a degree that aligns with the occupational standard.</li> </ul>
<b>End-point assessment</b> (which would typically take place within 1 month)	<p>The apprentice has met the knowledge, skills and behaviours.</p> <p>The employer and the College of Policing confirmed higher education provider (HEP), are satisfied the apprentice has consistently demonstrated they meet the KSBs of the occupational standard</p> <p>Achieved the following:</p> <ul style="list-style-type: none"> <li>• BA (Hons) or BSc (Hons) in a degree that aligns with the occupational standard</li> <li>• English and mathematics qualifications in line with the apprenticeship funding rules and in line with the regulators' entry requirement</li> </ul>

## Professional recognition

Confirmation in the substantive role of police constable in line with Police Regulations entry requirements.

## Gateway

The EPA period should only start once the employer and the HEP are satisfied that the apprentice is consistently working at or above the level set out in the occupational standard.

The apprentice must have completed the following gateway requirements prior to beginning their EPA:

- successful completion and assessment of the operational competence portfolio (OCP)
- BA (Hons) or BSc (Hons) that aligns with the occupational standard and College of Policing specified requirements
- achieved English and mathematics qualifications in line with the apprenticeship funding rules

## EPA

The EPA starts with the examination board of the HEP, and finishes when the HEP sends the achievement details to the College of Policing to confirm that completion is via a licensed programme that is in line with Police Regulations entry requirements. The apprentice is not required to carry out any additional assessments.

Independence of the EPA will be assured through:

- the examination board, which will include the external examiner or independent assessor, being responsible for the final decision on the award of the qualification that confirms the apprentice has met the education outcomes required for registration by the College of Policing
- the end-point assessment organisation (HEP) which will conduct the EPA

## Grading

Name of grade	Grade descriptor
Pass	<ul style="list-style-type: none"> <li>has met the standards for police constable as set out in the College of Policing's Assessment Requirements Part 3 PCER (2024)</li> </ul>
Fail	<ul style="list-style-type: none"> <li>has not meet the standards for police constable as set out in the College of Policing's Assessment Requirements Part 3 PCER (2024)</li> </ul>

## Roles and responsibilities

Role	Responsibility
Apprentice	<p>As a minimum, the apprentice should:</p> <ul style="list-style-type: none"> <li>successfully complete the constituent parts of the apprenticeship programme</li> <li>meet all apprenticeship gateway requirements</li> <li>understand the structure and requirements of the apprenticeship</li> </ul>
Employer	<p>As a minimum, the employer should:</p> <ul style="list-style-type: none"> <li>support the apprentice to achieve the KSBs outlined in the occupational standard</li> <li>determine when the apprentice is working at or above the level of occupational competence outlined in the occupational standard and has met all apprenticeship gateway requirements, taking account of the advice of the College of policing confirmed HEP</li> </ul>
The EPAO (College of policing confirmed (HEP))	<p>As a minimum the EPAO should:</p> <ul style="list-style-type: none"> <li>be registered on and conform to the requirements of the apprenticeship provider and assessment register (APAR)</li> <li>be a HEP for the police constable apprenticeship</li> <li>conform to the requirements of the external quality assurance provider (EQAP) for the apprenticeship</li> <li>understand the occupational standard</li> <li>make the EPA contractual arrangements, including agreeing the price of the EPA with the employer</li> <li>provide information, advice, guidance, and documentation to enable apprentices, employers and HEP to prepare for the EPA</li> <li>confirm all gateway requirements have been met</li> </ul>

	<ul style="list-style-type: none"> <li>• work with the employer to ensure that the apprentice is given the opportunities to develop the KSBs outlined in the occupational standard and monitor their progress during the on-programme period</li> <li>• arrange for the EPA to take place, in consultation with the employer</li> <li>• develop and provide assessment recording documentation to ensure a clear and auditable process is in place for providing assessment decisions and feedback to stakeholders</li> <li>• have policies and procedures for internal quality assurance (IQA) and maintain records of IQA activity and moderation for external quality assurance (EQA) purposes</li> <li>• maintain robust quality assurance procedures and processes, and conduct these on a regular basis</li> <li>• conform to the requirements of the nominated external quality assurance provider</li> <li>• conduct standardisation events and activities in accordance with external quality assurance provider's (EQAP) requirements</li> <li>• have, and operate, an appeals process</li> <li>• verify the identity of the apprentice</li> <li>• use language in the development and delivery of the EPA that is appropriate to the level of the occupational standard</li> <li>• arrange for apprenticeship certification.</li> </ul>
External examiner or independent assessor	<p>As a minimum an external examiner or independent assessor from the HEP must:</p> <ul style="list-style-type: none"> <li>• understand the occupational standard and requirements of this end-point assessment plan</li> <li>• have the competence to assess the apprentice at the level of this apprenticeship and hold any required qualifications and experience in line with the requirements of the external examiner or independent assessor and external moderator as detailed in the IQA section of this EPA plan</li> <li>• have, maintain and be able to evidence, up-to-date knowledge and expertise of the occupation</li> <li>• deliver the end-point assessment in-line with this EPA plan</li> <li>• comply to the requirements of the EPAO</li> <li>• comply with the IQA requirements of the EPAO</li> <li>• have no direct connection or conflict of interest with the apprentice, their employer or higher education provider, in all instances.</li> <li>• attend induction training</li> <li>• make the grading decisions</li> <li>• record and report assessment outcome decisions, for each apprentice, following instructions and using assessment recording documentation provided by the EPAO, in a timely manner</li> </ul>

	<ul style="list-style-type: none"> <li>external examiner or independent assessor for the end-point assessment who will carry out required activities on behalf of the EQA provider</li> </ul>
The regulator (College of Policing)	<p>As a minimum the regulator must:</p> <ul style="list-style-type: none"> <li>carry out a range of functions in relation to the occupations they regulate, including making sure individuals have the necessary qualifications and or experience to practise the occupation and taking any necessary enforcement action</li> <li>confirm that individuals have completed a licensed programme that meets the statutory requirements for the role work in collaboration with regulated employers (i.e. forces) to maintain records of individuals that have successfully completed a licensed entry programme that meets the statutory entry requirements for the role</li> <li>provide guidance of the level of competence apprentices need to attain to be substantively confirmed in post in the role</li> <li>inform IfATE of any upcoming changes to the regulator's requirements or assessment arrangements to enable a review of the statutory integrated apprenticeship.</li> </ul>

## Internal Quality Assurance (IQA)

Internal quality assurance refers to the requirements that EPAO's must have in place to ensure consistent (reliable) and accurate (valid) assessment decisions. EPAO's for this EPA must:

- have quality assurance systems and procedures that ensure fair, reliable, and consistent EPA regardless of employer, place, time or independent assessor.
- appoint external examiners who:
  - hold any required professional qualifications for the policing sector and have relevant occupational knowledge in relation to the role of the police constable (for example through carrying out the role)
  - meet the EQA provider's recommendations for external examiners
- operate induction training for anyone involved in the delivery or assessment of the EPA
- provide training for good assessment practice, operating the assessment tools and making grading decisions
- conduct effective moderation of EPA decisions and grades
- conduct appeals where required, according to the EPAO's appeals procedure, reviewing and making final decisions on EPA decisions and grades.

## Re-sits and re-takes

In line with the EPAO's (College of Policing and confirmed HEP) procedures.

## Statutory Regulator

This apprenticeship aligns with requirements to be confirmed in the role of police constable as set out by the Statutory Regulator the College of Policing and Police Regulations.

## Reasonable adjustments

The EPAO must have in place clear and fair arrangements for making reasonable adjustments for this apprenticeship standard. This should include how an apprentice qualifies for reasonable adjustments and what reasonable adjustments will be made. The adjustments must maintain the validity, reliability and integrity of the assessment decisions outlined in this EPA plan.