

End Point Assessment – Junior Journalist

Procedures for conducting a qualities and behaviours assessment for the junior journalist standard

This assessment is worth 10 per cent of the total apprenticeship marks. The apprentice must demonstrate in their rationale and evaluation of their learning that they have gained all the qualities (behaviours) required of a junior journalist as listed in the standard. This is submitted with the work-related project.

An assessment of the apprentice's qualities (as listed in the apprenticeship standard) and behaviours will be carried out by the employer with the assistance of the training provider.

These are judged against the competencies and learning outcomes provided by the NCTJ in the qualities and behaviours assessment form. A mark out of 10 is awarded for each of the 10 qualities (behaviour) using the specific marking criteria provided by the NCTJ.

The marks are added together to gain a final mark out of 100.

The NCTJ will independently assess the completion of the qualities and behaviours assessment and conduct a clerical check of the results submitted for each apprentice alongside the work-related project.

Procedures

1. A qualities and behaviours assessment should take place within the final six weeks of the apprenticeship programme and after the completion of the work-related project.
2. The qualities and behaviours assessment must be conducted by the employer and the training provider. (This assessment may be conducted remotely if it is not possible to be conducted face-to-face within the final six weeks of the programme)
3. The apprentice is NOT to be present at the assessment. (Employers and training providers need to be able to discuss openly and frankly the qualities and behaviours of the apprentice to ensure a fair assessment is made).
4. The employer and training provider should have access to the apprentice's rationale and evaluation of their learning on the apprenticeship (submitted with the work-related project) when conducting the qualities and behaviours assessment.
5. When a date for the assessment is agreed, the employer/training provider must inform the NCTJ. For EPAs conducted after May 2018, the employer/training provider must do this by completing an end-point assessment booking request form. The completed booking request form must be returned to the NCTJ **90 days** before the course end date with the apprentices' completed 90 day notice period forms.
6. The employer/training provider must ensure they have the correct assessment form and assessment criteria from the NCTJ before conducting the assessment.
7. The completed assessment form must be signed and dated by the employer and the training provider as evidence of a true record of the assessment.
8. If an NCTJ external quality assurer is present, they should also sign and date the form.

9. The training provider should conduct random internal quality assurance checks on the accurate delivery of the assessment.

10. The NCTJ will make random external quality assurance visits to observe the assessment taking place to ensure they are conducted fairly and consistently in line with the procedures, approved assessment criteria and documentation.