

# Adaptation Addendum

## Academic Year 2021-2022

### Introduction

The government's intention is that work placements, exams and assessments will take place in the academic year 2021 to 2022, therefore moving away from results being based on Teacher Assessed Grades (TAGs) used in 2020 to 2021, where this was permitted. This is because assessments and exams continue to be the fairest way for students to evidence what they know, all other things being equal.

The government recognises, however, that students who will be taking exams and assessments have experienced significant disruption to their education and that these students may also need continued support in the face of any further disruption.

We recognise that students who will be taking exams and assessments in 2021 to 2022 have had significant disruption to their education since March 2020, and we remain committed in continuing to support students in the face of any further disruption.

In the academic year of 2021 to 2022 under the 'Vocational and Technical Qualifications Contingency Regulatory Framework' (VCRF) all qualifications will move into Category A. This means all assessments are expected to continue but we are permitted to continue to make adaptations to assessments and qualifications to take account of the ongoing impact of the pandemic, where we can do so without undermining the validity and reliability of our qualifications.

Students must only access permitted adaptations where they are needed to mitigate the impact of learning loss, continued disruption and / or ongoing public health restrictions. This will be monitored through our external quality assurance process to support the validation of any adaptations adopted, ensuring they are not applied where not needed. Where adaptations are applied unnecessarily, centres may be given an action or downgraded in their EQA reviews, therefore be sure to check with your allocated EQA on the application of any adaptations.

This addendum contains further information on what specific adaptations are permitted for this qualification in the academic year of 2021 to 2022, please see further details below.

## Assessment adaptation

No.	Assessment	2021/2022 Academic Year Adaptations
2	Internal assessment: skills and knowledge	<p>All content must be delivered, and all assessment criteria assessed.</p> <p>Internal assessment can be undertaken remotely for Students, where required and where possible. We will also continue to offer remote EQA reviews. Further guidance on how to prepare for this can be found <a href="#">here</a>.</p> <p>We believe that the flexibilities that centres already have with respect to the types of evidence they may use to meet knowledge and skills-based assessment criteria, are sufficient to enable most Students to continue to mitigate the ongoing Covid-related risks. This includes the continuation of the use of alternative assessment methods or evidence where needed or required. You can find further advice and guidance on the preparation of portfolios of evidence <a href="#">here</a>.</p> <p>To support with learning loss, remote learning where required or where centres may experience continued or localised disruption to learning, we've created guidance to support a more streamlined approach to assessment and to increase flexibility. We have updated our guidance <a href="#">here</a> and continue to permit the use of 'centre devised assessments'.</p> <p>We appreciate that to create and capture evidence for the skills aspect of these assessments, Students may need access to specialist facilities/equipment. As our existing guidance permits, to mitigate Covid-related challenges in accessing facilities/equipment, we would encourage centres to consider, for example:</p> <ul style="list-style-type: none"> <li>• using expert witness testimonies to confirm the observation of Student competence over time where direct observation is not possible</li> <li>• using observation of simulated activity to evidence the demonstration of competence where direct observation is not possible</li> </ul>

		<ul style="list-style-type: none"> <li>carefully considering how to schedule teaching, learning and assessment activity during the year, recognising that it may not be possible to access specialist facilities/equipment in all weeks.</li> </ul> <p>To support with learning loss, we have developed free virtual reality online resources in the subject areas of pregnancy and nursery care, which can be accessed from the following links:</p> <ul style="list-style-type: none"> <li><a href="#">NurseryVue</a> is a free, virtual reality immersive experience for all Early Years Students and trainee Childcare and Nursery Assistants. It helps to understand the health and safety factors involved in working with children in a nursery, with our NurseryVue app (currently available for desktop viewing for both PC and Mac). NurseryVue provides an accurate, true-to-life picture of what it's like to work in a nursery setting.</li> </ul>
4a	Observation of competence via workplace or mandatory work placement; essential e.g. due to licence to practice requirements in a given occupational area	<p>Where the work placement is essential for occupational competency or licence to practice requirements, the relevant content must still be delivered, and assessment criteria met. It is not possible to award qualifications safely, reliably, and validly if key occupational skills have not been demonstrated and assessed.</p> <p><b>The adaptations below apply to work-based learning qualifications requiring the proof of competence in Healthcare, Health &amp; Social Care, Adult Care, Early Years and Children and Young People's Workforce:</b></p> <p><b>Observations</b></p> <p>Skills-based competencies must include direct observation of the student's performance as the main source of evidence and assessment method. This must only be carried out by a centre-based assessor, where it is deemed safe and appropriate following a robust COVID-19 risk assessment process, which takes into account all relevant and current guidance and national/local directives.</p>

	<p>Where it is not safe to gain direct observation of performance by the assessor, the following approaches should be considered - a combination should be used to create a robust triangulation of performance-based evidence for the student.</p> <p><b>Expert Witness Testimony (EWT)</b></p> <p>The use of an Expert Witness is permitted to undertake and provide observations of performance of the student if an observation by a qualified assessor cannot be completed.</p> <p>An Expert Witness must:</p> <ul style="list-style-type: none"> <li>• have a working knowledge of the units for which they are providing Expert Witness Testimony</li> <li>• be occupationally competent in their area for which they are providing Expert Witness Testimony</li> <li>• have EITHER any qualification in assessment of workplace performance OR a work role which involves evaluating the everyday practice of staff within their area of expertise.</li> </ul> <p>The Expert Witness must be provided with induction, training and ongoing support from the assessor/IQA that is timely, meaningful, and appropriate, in order to encourage the provision of a robust statement of the student's performance against agreed standards or criteria. Centres must retain records on the occupational competence of Expert Witnesses. Suitable Expert Witnesses should be explored with the student and the workplace.</p> <p>Centres should enable Expert Witnesses to provide and present their evidence in an efficient way which does not compromise validity and reliability. This could include:</p> <ul style="list-style-type: none"> <li>• the use of voice and audio recordings, or</li> <li>• through remote discussions where the main assessor could scribe the Expert Witness contributions (for example via Teams or Zoom), or</li> <li>• over the telephone where the assessor could scribe the testimony.</li> </ul>
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		<p><b>Simulation</b></p> <p>Assessors will find useful information about simulation and where it is permitted within each Qualification Specification in the individual unit guidance or qualification assessment strategy or adaptation/risk rated mapping (for EYE/EYP qualifications) documentation on our website.</p> <p><b>Work Products</b></p> <p>A work product is a resource which is naturally generated within the real work environment, produced or contributed to by the student and used in the students' job role. Work products can be used to provide some evidence of competency if direct observation is not possible. The work products can be used to inform a professional discussion and support the student to show competence, examples of work products include:</p> <ul style="list-style-type: none"> <li>• reports</li> <li>• non -confidential documents used in carrying out day to day activities</li> <li>• contribution towards policies and procedures</li> </ul> <p><b>Placements</b></p> <p><b>Placement Support:</b> We understand that it may be challenging for Students to enter placement settings due to ongoing public health restrictions and therefore, we have created a pre-placement programme for Students who may not be able to access their placements. The preparing for placement programme will be a useful tool for Students to work through whilst waiting for a suitable time to begin their placements or re-enter settings. We have created separate programmes for Students in the following sectors: early years and childcare; health and social care; and, supporting teaching and learning. Find the programme suitable for your Students on the individual sector pages linked below.</p> <ul style="list-style-type: none"> <li>• <a href="#">Early years and childcare</a></li> <li>• <a href="#">Health and social care</a></li> <li>• <a href="#">Supporting teaching and learning</a></li> </ul>
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		<p><b>Placement hours</b></p> <p>For any qualification which has been approved by the Department for Education (DfE) as meeting the Early Years Educator or Early Years Practitioner criteria, the following adaptations may apply:</p> <ul style="list-style-type: none"> <li>• mandated placement hours in work based and license to practice qualifications are relaxed so giving students a greater chance to achieve the qualification within a limited placement experience when they are not employed in the setting</li> <li>• adapting guidance regarding the requirement for the student to have experience and evidence of working with more than one age group of children</li> <li>• placement hours should still be planned and documented clearly as required, but the focus is not on the hours or percentage it is around the judgement of competency for the student over the time of study at the relevant level. If the Student has not reached the level of competency required, then further placement will need to be scheduled at a later date and therefore completion of the qualification will be delayed</li> <li>• placements need to be planned in early, in line with the qualification specification, phasing these in for the year 2 and level 2 students as a priority. Centres could consider block placement rather than weekly, especially for second year students</li> <li>• reduce the number of placement hours required based on what evidence students have already had assessed. This could include students who are progressing from the Level 2 qualifications with mandated work placements to Level 3 during this academic year (2021/22) and are permitted to carry forward up to 25% of the total work experience/practice hours that were undertaken during the completion of their Level 2 qualification</li> <li>• the DfE Early Years Educator (EYE) criteria have been risk rated to maximise and optimise the student's opportunities within the real work environment. A mapping document has been provided for Early Years Educator qualifications to guide the Assessor through the risk rated</li> </ul>
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		<p>approach to inform planning. By using the risk rated approach students will be able to focus on high risk competencies during limited placement time and use additional methods such as professional discussion to ensure triangulation of evidence before criteria is fully met.</p> <ul style="list-style-type: none"> <li>there <b>MUST</b> be evidence of performance, based on either assessor observation and/or Expert Witness Testimony, which is sufficient to support the student's claim to competence, as outlined in the mapping document referred to above.</li> </ul> <p>Please see next row 'Department for Education's Early Years Educator criteria' for further details.</p> <p>Adaptations should also be applied in line with the '<b>HSC, Early Years and Childcare - Joint AO Adaptation Guidance</b>' document that can be found on our website.</p>
4b	Department for Education's Early Years Educator criteria	<p>The Department for Education (DfE) has confirmed that <b>existing adaptations for Early Years Vocational and Technical Qualifications (VTQ's) will continue to apply in the 2021-2022 academic year</b> to be in line with the early years qualifications on league tables.</p> <p>The DfE has further clarified that 'all content for VTQ's should be taught, as far as is feasible, so that students are as well-prepared as possible for progression to the next stage of their education, training or employment. These adaptations are for the academic year 2021-2022 only and it should not be assumed that adaptations to assessments approved for 2020-2021 or for 2021-2022 will continue into the academic year 2022-2023. It is the DfE's firm intention that exams and assessments will return to normal in the academic year 2022-2023'.</p> <p><b>Risk -rated approach</b></p> <p>The DfE Early Years Educator criteria have been risk rated to maximise and optimise the student's opportunities within the real work environment.</p> <p>Please refer to the '<b>Risk -rated approach to DfE EYE criteria guidance</b>' document that can be found on the qualification's webpage on Qual Hub. This document should be used in conjunction with the guidance for</p>



		<p>the Professional Practice Portfolios 1 and 2, Units 8 and 15 (please see next row).</p> <p>The key provided within the risk rated document will guide the Assessor in relation to:</p> <ul style="list-style-type: none"> <li>• Grey-Knowledge only assessment methods</li> <li>• Green - Use of another suitable alternative method such as Professional Discussion permitted</li> <li>• Amber-These criteria must be observed, an Expert Witness Testimony (EWT) can be used where it is not safe to gain direct observation of performance by the assessor. When EWT has been used, robust triangulation of performance-based evidence such as professional discussion should be applied to strengthen competency.</li> </ul> <p>When students are in placement the risk rated approach should be referred to which should inform planning and assessment.</p> <p>The Centre must ensure that all amber risk rated criteria is observed, either directly by Assessor observation or the Expert Witness Testimony and planning can ensure that these criteria are observed during any placement opportunity. Students can prepare for all other criteria in line with the approach suggested on the risk rated mapping document.</p> <p>If criteria have been observed by an Expert Witness, the Assessor must supplement the evidence through additional methods such as professional discussion before the criteria is signed off. The Assessor is responsible for signing off all competencies.</p> <p>There MUST be evidence of performance, based on either assessor observation and/or Expert Witness Testimony, which is sufficient to support the student's claim to competence, as outlined in the mapping document referred to above.</p> <p>In all cases the evidence produced by the student MUST meet the relevant DfE Early Years Educator criteria, which effectively means that ALL Learning Outcomes and Assessment Criteria must have been evidenced, assessed and achieved in line with the risk rated approach.</p>
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	Professional Practice Portfolios 1 and 2 (Units 8 and 15)	<p>The risk rated approach assures that Early Years Educator students have met the DfE EYE criteria in full and that sufficient evidence has been provided. Please refer to the '<b>Risk -rated approach to DfE EYE criteria guidance</b>' document located on the qualification adaptation page in Qual Hub.</p> <p>The key to the colour coded risk rated approach guides assessors by identifying the types of assessment methods that can be used to generate evidence. To help further, an adaptation to the <b>Professional Portfolios 1 and 2 from Units 8 and 15</b> has been developed and is also located on the qualification adaptation page on Qual Hub.</p> <p>This adaptation clearly identifies criteria from the risk rated approach relevant to this qualification, therefore supporting efficient evidence generation in line with the EYE criteria. The Professional Practice Portfolios may be claimed in full as long as all criteria identified through the risk rated approach has been met sufficiently.</p> <p>The integrity and rigour of the qualification is upheld through this approach and students will be prepared for work or further study with the underpinning knowledge and skills they need to enter the workforce at Level 3.</p> <p><b>In addition to providing evidence in line with this risk rated approach, students must achieve all of the graded knowledge units within the qualification.</b></p>
4c	Early Years Educator 'Knowledge only' fall back option	<p>Where possible and relevant for mandatory work placements, where the qualifications are also used to support progression to higher or further education, we've put in place a 'knowledge only' fall back option to support and enable students to progress, for those who may undergo difficulty in securing work placement opportunities throughout their studies. Any performance table qualifications, with a 'knowledge only' fall back option, <b>will not</b> count in performance tables for completing students in 2022. This is because it does not contain all the same characteristics (employer engagement) as a performance table qualification to meet the</p>

		<p>requirements to be included in performance table measures. Please see the qualification page on our website for further information.</p> <p>For some students completing the Level 3 EYE knowledge only option/qualification they may want to consider ways to achieve the licence to practice competency component of their qualification in order to enter the workforce. To support the early years setting, mentor and students a useful 'Mentoring Programme' document has been produced.</p> <p>This document has been developed to support students as they work through skills and competencies in line with the DfE criteria risk rated approach in order to gain licence to practice at Level 3 as an Early Years Educator. Students completing this programme must be registered on the original qualification and remain under the guidance of the training provider during their additional study.</p> <p>Please refer to the qualification adaptation page on our website for further details.</p>
11	Independent self-study	<p>This qualification has an independent self-study external assessment.</p> <p>We have:</p> <ul style="list-style-type: none"> <li>• updated our assessment variation process to allow centres to use additional test centre locations</li> <li>• adapted our process to allow for evidence to be submitted electronically rather than by post.</li> </ul> <p>Where possible, we have now implemented further adaptations, which may include additional extended assessment windows.</p> <p>For further information and confirmation on extended assessment windows, please see our updated external assessment timetable guide available from the 1<sup>st</sup> September 2021 on our website here: <a href="https://www.qualhub.co.uk/delivery-and-Student-support/external-assessment-timetable/">https://www.qualhub.co.uk/delivery-and-Student-support/external-assessment-timetable/</a></p>

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