

## **Frequently asked questions**

### **What apprenticeship standards will the apprentice follow?**

Early Intervention Practitioner (EIP) Award.

### **What is the title of the apprenticeship?**

EIP 4 for staff coordinating EHCPs in Local Authorities.

### **Does it matter that 'EHCP coordinator' is not the apprentice's job title?**

No, but is necessary for them to be providing active support to the process of developing and maintaining an EHCP. The apprentice must be working closely with children/young people and their families.

### **What level is the qualification**

This is a Level 4 qualification.

### **Who will be managing the apprenticeship?**

We have been working with a company called Train Together to develop this bespoke apprenticeship that is targeted at staff managing the EHCP process.

[Train Together: Fully Funded Apprenticeships | Commercial Programmes](#)

### **Is this course intended for new staff, or also for those already in role who would benefit from further development?**

It is aimed at staff who have completed an induction programme and are employed in a Local Authority undertaking a role that requires them to be working with children / young people who have already got or have applied for an EHCP. They will also be working with their families and professionals who are supporting them meet their outcomes.

### **What the commitment of time will be for them in completing the apprenticeship?**

The course lasts 12-15 months although candidates can complete within 8 months and be compliant with the framework.

### **How is the apprenticeship delivered?**

There are a range of knowledge, skills and behaviours the apprentice will need to demonstrate. They will also need to complete self-study sessions and other tasks as part of the off the job part of the programme.

There will be monthly meetings with a trainer who plays a critical role in supporting the apprentice's development and progression. The trainer will provide structured feedback to help build competencies and knowledge across a diverse range of intervention work.

Additionally, the training provider can arrange development workshops for those interested in collaborative learning. Employers/ mentors may also recommend training to develop the apprentice's knowledge and skills.

The apprentice will also have access to additional online training.

### **How many people will be on my course?**

Other people will be studying at the same time but may not have all started on the same day. The apprenticeship is being offered across England so there will be staff from other Local Authorities doing the apprenticeship too.

### **Is it all online?**

Yes, but there is an expectation that the employer (or a mentor) will need to report upon the apprentice's practice. The apprentice cannot complete the course unless the employer (or a mentor) is actively involved. There is more detail on this below. The company offering this apprenticeship uses an electronic portfolio called BUD.

### **What is the content?**

The content will support the apprentice with all aspects of the EHCP process and the wider skills they need to be in an EHCP coordination role. It will build and secure their knowledge in this area of work. Apprentices will have access to a learning platform where they can develop their skills further this is called Anspear. This is included as part of the course and offers over 70 separate programmes of study.

### **What is the End Point Assessment (EPA)?**

The End-point assessment (EPA) tests the knowledge, skills and behaviours that all apprentices have gained during their training. Each apprenticeship has its own EPA. The EPA demonstrates the competence of an apprentice in their role. The EPA process takes 12 weeks. See also: [Apprenticeship gateway and resits for end-point assessment \(EPA\) - GOV.UK](#)

### **What is the Gateway?**

Gateway takes place before an EPA can start. This is where the employer and training provider reviews their apprentice's knowledge, skills and behaviours to see if they have met the minimum requirements of the apprenticeship and are ready to take the assessment.

### **What can I do after I finish?**

If you have management responsibilities, you might be a natural move to study Children and Young People family management. This is a Level 5 apprenticeship. Other routes may be more suitable to your skills and career path.

### **What does 'Off the job hours' mean and how these are demonstrated?**

This generally refers to 348 hours of learning. For this apprenticeship the off the job element comprises additional sessions and/or tasks tailored to the knowledge, skills and behaviours required for this type of role.

### **How can I find out more?**

Optional Information Advice and Guidance (IAG) sessions will be available to get more information about the programme. This will be an online group call offered free of charge by Train Together. The first IAG sessions open to managers and apprentices are on 29<sup>th</sup> September 2025 at 10am and 1<sup>st</sup> October 2025 at 2pm.

Will there be sessions available for the employer/ mentor to assist them to understand their role.

### **What happens before the course starts?**

There will be a pre-enrolment call with the apprentice and their manager/ mentor. This meeting will provide an opportunity to discuss the course and raise any concerns or questions.

### **How will I learn new things?**

Through research, discussions with your employer, attending training. This can include training provided at your workplace and learning from Anspear. Employers/mentors may spot gaps in knowledge and skills as part of their interactions with the apprentice.

### **Do I have to do maths and English**

If the apprentice does not have these qualifications at level 2, we advise that you do these. The employer may choose to make these a prerequisite of your course. If this is the case, we advise that you complete these before you start the apprenticeship.

### **What is Level 2 maths and English?**

Grade C or level 4 GCSE (previously O Levels). Functional Skills Level 2 in Maths and English are equivalent to a grade C or a grade 4.

### **How do I enrol?**

After a pre-call with a trainer, the apprentice and the employer (or mentor for the programme) will have a scheduled appointment with the enrolment team. Pre-registration onto BUD and assessments in maths and English will take place prior to enrolment in the course.

### **Can apprentices get extra time for my EPA because they have a learning need.**

Yes, if they can provide evidence of the difficulties they have. Apprentices should discuss any learning needs with the trainer.

### **Are there any assessments that apprentices do before they start?**

They will complete an initial assessment in maths and English. An optional neuro diversity assessment opportunity will also be offered.

### **How do the apprentices start the programme?**

They will need to complete an initial data capture form – this is the first part of the journey. When they have sent this into Train Together a pre-enrolment call will be booked.

### **When are the initial data capture forms going to be available?**

For our first enrolments the data capture forms will be sent out from 6<sup>th</sup> October 2025 by Train Together.

### **When does the enrolment start?**

Enrolment will be available from 13 October 2025.

### **What does the end point assessment comprise of?**

As part of the end-point assessment (EPA), apprentices are required to complete a Work-Based Case Study that is a significant and defined piece of work that meets the needs of their organisation. It should be based on a real-life, work-based activity that has a real organisational application as confirmed by the employer through this proposal document.

The Work-Based Case Study is a written report of 3,500 words (+/- 10% at the apprentices discretion - appendices references, diagrams etc. will not be included in this total) and a video recorded meeting (both audio and visual) with either the individual and/or family they are working with, or a professional worker. The purpose of the video is to allow the Independent End-Point Assessor (IEPA) to observe communication skills, this will be submitted alongside the written report within 9 weeks following Gateway.

Following the marking of the Work-Based Case Study, there will be a Questioning session lasting 30 minutes (+10% at the IEPA's discretion to allow the apprentice to finish their last answer). Apprentices will be asked a minimum of 5 open questions to clarify or expand on parts of the Work-Based Study Report and Video Recording.

Prior to undertaking this assessment, the apprentice must submit a Work-Based Case Study Proposal for the IEPA's approval to ensure their Case Study is valid and appropriate for the assessment.

NCFE (the company responsible for the EPA) will confirm the suitability and approve or reject the Case Study Proposal, and the apprentice will receive notification 7 days after submission at Gateway. The Work-Based Case Study cannot begin until its suitability has been agreed. This Work-Based Case Study enables the apprentice to demonstrate their understanding and application of the relevant knowledge, skills and behaviours (KSBs) to the full cycle of work undertaken with an individual and/or family. It should evidence the apprentice's ability to assess, plan, deliver and review an individual's or family's needs as part of their day-to-day role, whilst demonstrating the capability to produce evidence within a defined period in line with organisational expectations.

### **Who is NCFE**

They are the examination board overseeing the End Point Assessment.

### **What commitment is expected of the employer?**

Employers are required to actively participate in this apprenticeship. At the start the apprentice will need to identify who will be supporting them. It may not be their line manager, but it must be someone able to monitor your progress, who has expert skills and knowledge to comment on skills and knowledge of the apprentice.

The apprentice and their employer (or mentor) will have a series of sessions with the trainers (approximately 12 weeks apart) where the apprentice's work will be discussed and reviewed, where their progress will be considered and where any gaps in knowledge will be identified.

The employer will have specific tasks to complete including:

- 2 observations of practice – these will need to be written up by the employer. These will be recorded onto a template that Train Together will provide.
- Completion of a document to state that the apprentice has met the knowledge skills and behaviours.
- Completion of a declaration form to confirm that the completed Portfolio of Evidence is the apprentice's own work.
- Providing support for the apprentice's ongoing development including suggesting training that would be valuable.
- Assisting with the coordination of a quality assurance check on an EHCP as part of one of the tasks.
- Completion of a practice video for the EPA and then the official video for the EPA.
- Ensuring off the job time is available.

### **What documents will apprentices need to enrol?**

An ID is required.

### **How is this paid for?**

Through the Levy and Government Apprenticeship Funding. The employer may need to complete some work with Train Together to put the funding in place.

### **What does the employer have to do in advance of the apprentice starting this qualification?**

Each council will need to set up their Digital Apprenticeship Service (DAS) Account if they haven't already got one and link the training provider to this. Instructions on how to do this are available if required.

As each apprentice is enrolled, they will be added as a cohort to the relevant DAS account and the funding will be drawn down from the DAS account each month until the apprentice reaches EPA. There shouldn't be any requirement for a co-investment fee from any council as it's highly unlikely they have utilised all their levy fund. If this is the case, there will be a 5% contribution (currently £175).

### **What if the apprentice leaves their employment?**

If they leave employment, the apprenticeship can be moved to a new employer if the new employer is willing to support the completion of the qualification

### **What are the entry requirements?**

There are no formal entry requirements, but you will need to be in employment in a role which oversees the EHCP process.

### **Does age matter?**

The apprenticeship is open to all ages. Some people think that apprenticeships are only for young people. This is not the case.

### **What if the apprentice has difficulties with their learning – how will this be supported?**

Apprentices will be offered workshops on study skills. They will be offered an assessment at the start of the programme if they complete this it will suggest strategies they can use.

**How will the employer know how well the apprentice is progressing?**

A report can be run from the BUD system as required to update on learner progress. This will also be used to support the 3 monthly tripartite reviews held with the apprentice and line manager/mentor.

**How will it work if the mentor is not the line manager?**

If the mentor is not the line manager, then the mentor will have to report any concerns about your progress to the line manager.