

'Top tips' For Apprentices: Preparing for the Golf Greenkeeping EPA

When you have completed your programme of training and education, check you have all the appropriate evidence required before moving onto the next stage "The Gateway".

Before the Gateway

- Check your portfolio (GTC Training Manual) is fully complete
- No one can move onto EPA without having met the English and maths requirements of their apprenticeship standard. On the Golf Greenkeeper Level 2 Standard apprentices must have achieved a Level 1 in English and Maths and have a Level 2 in English or maths or be working towards achieving this and have taken the Level 2 exam
- Ensure you have all relevant evidence that needs to be submitted to the End-point Assessment Organisation. Check this with your training provider
- Check all your evidence is referenced accurately
- Check you have all the necessary certificates
- Write a list of questions that you might like to ask during the meeting
- Know what is involved in your End-point Assessment (EPA) process

TIP 1: The Gateway Meeting

- Ensure you have your portfolio with you in the meeting
- Take your list of questions you would like to ask, if you have prepared this
- During the meeting discuss whether you are ready to go through the gateway with your employer and training provider
- Sit with your employer and training provider and if you are registered with City & Guilds go through the C&G End-point Assessment pack for Employers/Training Providers found on C&G website. <https://www.cityandguilds.com/qualifications-and-apprenticeships/land-based-services/horticulture/0143-golf-greenkeeping#tab=documents> - *End-point Assessment EPA*. Ensure that everything in the pack is covered and if not draw up a plan of what is still needed and when it must be done by.

TIP 2: Read your C&G Guidance Handbook

Make sure you read the Guidance Handbook found on the City & Guilds website

(<https://www.cityandguilds.com/qualifications-and-apprenticeships/land-based-services/horticulture/0143-golf-greenkeeping#tab=documents>) – *On programme* and know and understand what to expect during the EPA. If you have any doubts check with your employer/tutor.

TIP 3: Get ready to shine like a STAR!

Practice the assessment tasks and ask your employer or tutor/assessor to test you and provide some feedback. Your responses will flow more naturally and you will feel more confident too.

TIP 4: The Knowledge Test

- Check the C&G Guidance Handbook for information on what will be covered
- Practice the mock tests available once you have entered the Gateway. Your Training Provider should provide you with some mock tests
- The knowledge test is an online test so familiarise yourself with logging on. Your Training Provider will help and guide you through this
- Sit mock tests in exam conditions to help you relax when it comes to the actual day.

TIP 5: Writing your Trainee Statement

- Check the C&G Guidance Handbook for information on what will be covered
- Ensure your Employer understands what the seven behaviours of a Golf Greenkeeper are that you must write about
- It is a maximum of 1750 words which allows for 250 words per behaviour. The behaviour demonstrated and then written about must be cross referenced to when and where this occurred and recorded in the portfolio
- The trainee statement must be word processed.

TIP 6: Preparing for the EPA practical assessments - Do your homework.

Check the C&G Guidance Handbook for information on what will be covered and take time to look at the skills required to be demonstrated as part of your “End Point Assessment” (EPA), practice, practice & practice some more.

“By failing to prepare, you are preparing to fail.” — Benjamin Franklin

There are some important details you need to know prior to arriving for your practical assessments so that you can make sure you are prepared to give a star performance:

- What will the practical assessments consist of?
- How long will they take?
- Think about the plant identity task and whether you will need to check with your Training Provider about the number of plants available on your course and ask how the IEPA will carry out this task with you.

Check that your employer and training provider have informed you and key staff at your place of work of when the EPA is taking place. Ask what plans have been put in place so that your assessment is free of interruption, distractions and find out any arrangements made to ensure there are no restrictions or changes to activities planned by the Independent End-point Assessor (IEPA) that could affect the outcome of your assessment.

Practical mock assessments

Having several practical mock assessments is important in order for you to familiarise with the EPA day and they will help you build confidence in yourself and overcome any difficulties that may arise. They are also useful to understand how the assessment is marked and what you need to do to get Pass/Merit or Distinction grade.

Are you ready?

Remember the 5 P's - **'Planning and Preparation Prevents Poor Performance'**

Practice makes perfect, so practice, practice and more **good** practice

TIP 7: Evaluation

Once you've practiced your knowledge test or practical assessments, write down what went well, what you could have done better, and what would you, could you do differently next time? Self- reflection is important. Practice again, harnessing what you learnt from your evaluation.

TIP 8: Save your assessment dates

- Review the assessment dates with your employer and make sure they're in your work diary and any team rotas. This means that the date will be protected and you shouldn't be asked to do anything else on those times. Your employer should get the dates from your training provider too
- Share the assessment dates with family and friends so the dates are protected – don't book holiday or other events that will clash with them.

'Top tips' For Apprentices: The EPA practical day itself

TIP 1: Health and Safety

Check Health and Safety considerations on your premises and ensure it is the right environment:

- Wear the correct uniform – steel toe capped boots etc. and ensure you have all the correct PPE available for any possible assessment
- Check all risk assessments on the day
- Are there any hazards you need to consider/check?

TIP 2: The EPA practical day itself

It's an important day so make sure you are fully prepared.

Be early - this shows that you are keen and reliable. First impressions - You have 7 seconds to make a good impression!

- Have a relaxed evening beforehand and get an early un-disturbed night of sleep
- Have a good breakfast
- Drink plenty of water to keep hydrated
- Allow plenty of time so that you arrive at least 10 minutes early to be relaxed
- Make sure your clothes are immaculate, clean, well-pressed/ check your personal appearance – for some this may mean tying your hair back or covering hair and remove any loose jewellery
- Ensure you have your photo ID ready to take with you on the day to show to the IEPA
- Get yourself into a positive frame of mind. Think positive thoughts about yourself and your ability to do well
- Smile and make eye contact with your Independent End-point Assessor (IEPA)
- Take control – believe in yourself - you know you can do well.

TIP 3: Listen carefully to the questions you're being asked by the IEPA

- Listen to the question being asked
- Pause before answering a question take some time to think before you speak
- Check with the IEPA if you are not clear on their question
- Keep your answers concise and to the point. Speak in specific rather than general terms
- Have faith in your abilities and remember you do this every day at work
- Smile!

Good luck!