



THE APPRENTICE UPDATE

Let's Talk About...

END POINT ASSESSMENT

End Point Assessment (EPA) is the final assessment you complete at the end of your apprenticeship. It gives you the opportunity to show what you have learned and can do in your job.

Think of it as the point where you put everything from your apprenticeship into practice.

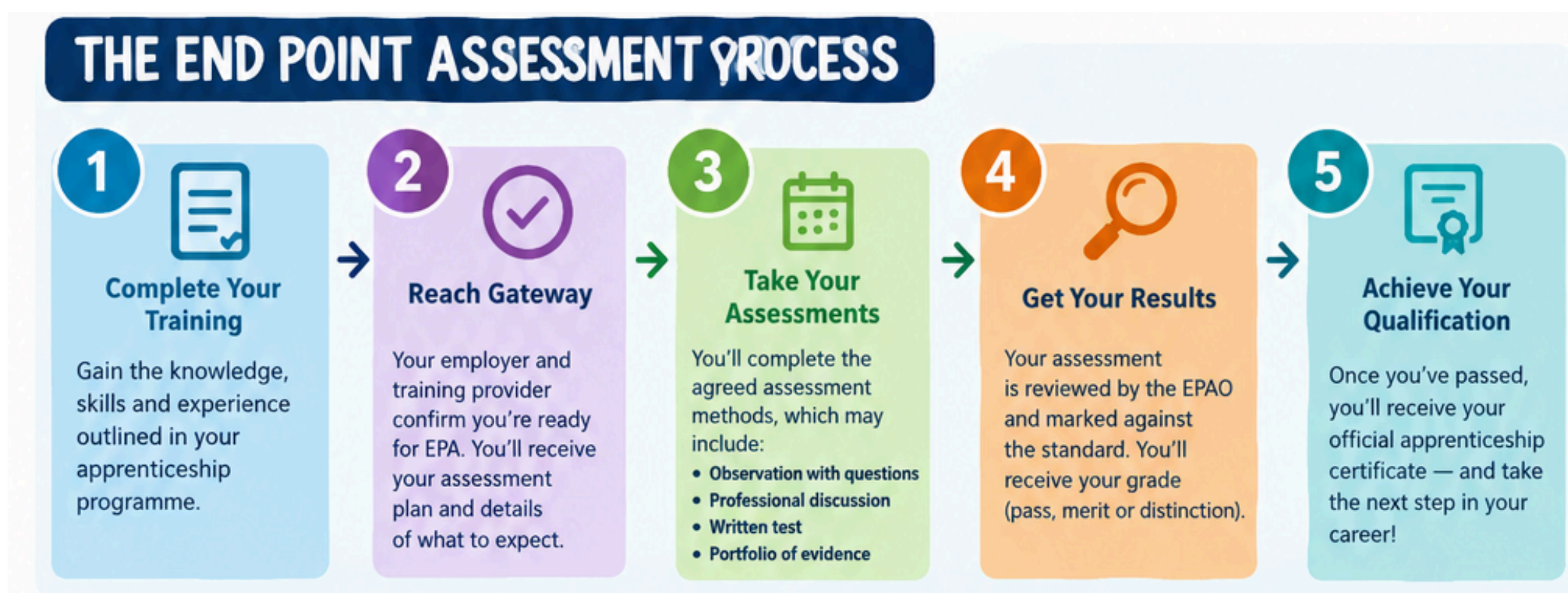
Why is EPA important?

🎯 Shows what you can do . You demonstrate the skills, knowledge and behaviours you have developed.

🏆 Confirms you meet the apprenticeship standard . An independent assessor checks that you have reached the required level.

📜 Leads to your apprenticeship result. Successfully completing EPA allows you to achieve your apprenticeship certificate.

💪 Gives you a chance to demonstrate your progress . It is your opportunity to show how far you have come during your apprenticeship.



The key thing to remember: EPA isn't designed to catch you out. It's your opportunity to prove what you have learned and demonstrate that you're occupationally competent.



Safeguarding – Report a Concern

Semester Learning and Development are here to support and listen.

If you have worries or concerns regarding your safety, or the safety of someone you know, please use the hotline number or email address below:

01792 278154

safeguarding@semesterlearning.com

Worries and concerns could relate to:

- Working Hours
- Being underpaid
- Working in dangerous conditions
- Living conditions
- Financial worries and difficulties
- Mental Health worries and concerns
- Concerns relating to radicalisation and extremism.



For emergencies relating to your immediate safety or someone you know, please contact 999.

APPRENTICE REMINDERS

OneFile Courses Available

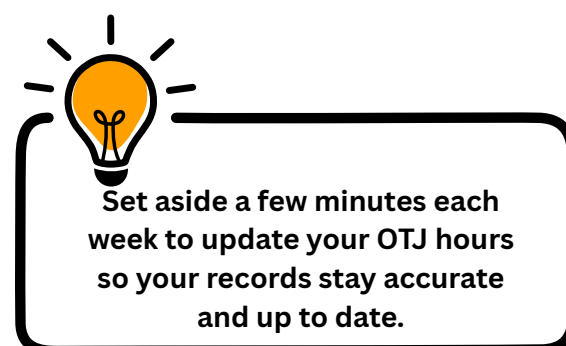
Don't forget to complete the Wider Learning courses available on OneFile.

These short courses are designed to support your personal and social development, safeguarding awareness, and citizenship, helping you build the knowledge and behaviours expected throughout your apprenticeship and future career.

Logging Off-The-Job Hours

You need to log your off-the-job hours in your 'Learning Journal' on OneFile.

Off-the-job hours could include training sessions, workshops, shadowing, online learning, project work, or completing assignments.



Attending Teaching and Learning

Please remember to check your calendar regularly for your upcoming teaching and learning sessions.

These sessions are an important part of your apprenticeship and are designed to help you develop the knowledge, skills, and behaviours needed to succeed.



LIFE IN MODERN BRITAIN

PREVENT

What is Domestic Terrorism?

Domestic terrorism is the use or threat of serious violence by individuals or groups operating within their own country to intimidate the public or influence the government in support of an ideological, political, religious, or social cause. These actions are intended to create fear and can target people, property, businesses, or critical infrastructure.

As an engineering apprentice, you should:

- Follow workplace security and access procedures.
- Protect confidential information and company systems.
- Report suspicious behaviour, security breaches, or unattended items through the appropriate reporting channels.
- Base any concerns on observed behaviour or credible information, never on a person's race, religion, nationality, or other protected characteristic.

Discussion & Task

What steps can you take to help keep your workplace secure, and why is it important to report genuine security concerns through the correct procedures?

BRITISH VALUES

What is Rule of Law

The rule of law means that everyone is subject to the law, regardless of their role, status, or background. It ensures that laws are applied fairly and consistently, protecting the rights and freedoms of individuals while promoting safety, justice, and accountability. Following the law helps create a society where people can live and work safely and with confidence.

Rule of Law in Engineering

The rule of law is fundamental to engineering. Engineers must comply with laws, regulations, and professional standards that protect people, the environment, and businesses. This includes following health and safety legislation, environmental regulations, data protection requirements, and industry standards.

By following the rule of law, engineers help ensure that products, systems, and services are safe, reliable, and fit for purpose.

Discussion & Task

Why is it important for engineering apprentices to follow workplace procedures and legal requirements, even if taking a shortcut might save time? What could be the consequences of ignoring the rules?



LIFE IN MODERN BRITAIN

EQUALITY, DIVERSITY & INCLUSION

What Is Inclusion?

Inclusion is about creating an environment where everyone feels welcomed, respected, valued, and able to participate fully. An inclusive environment ensures that people are treated fairly, their voices are heard, and they have equal opportunities to contribute and succeed, regardless of their background, identity, or personal characteristics

Inclusion In Engineering

Inclusion is essential in engineering because successful projects rely on teamwork, communication, and collaboration. An inclusive engineering workplace encourages everyone to share ideas, ask questions, and contribute their knowledge without fear of discrimination or exclusion.

An inclusive workplace helps improve innovation, problem-solving, employee wellbeing, and the quality of engineering solutions.

Discussion & Task

How can creating an inclusive engineering workplace improve teamwork, innovation, and safety, and what actions can you take as an apprentice to help everyone feel valued and included?

SAFEGUARDING

What is Love Bombing?

Love bombing is a manipulative behaviour where someone gives excessive attention, praise, or gifts to quickly gain another person's trust or influence. Healthy relationships develop over time and respect boundaries, while love bombing is often used to gain control or pressure someone.

Love Bombing in Engineering

In the workplace, love bombing may involve excessive praise or friendliness to build trust before asking someone to ignore safety procedures, keep mistakes secret, or break workplace rules. As an engineering apprentice, it's important to maintain professional boundaries, follow company procedures, and speak to a trusted manager or mentor if you feel pressured.

Discussion & Task

How would you respond if a colleague tried to persuade you to ignore a safety procedure after gaining your trust?



CAREER SUPPORT & GUIDANCE

Whistleblowing

Whistleblowing is when an employee reports concerns about wrongdoing, illegal activity, or unsafe practices in the workplace that could affect colleagues, customers, the organisation, or the public. Concerns may relate to health and safety risks, fraud, environmental damage, discrimination, harassment, or breaches of the law. Whistleblowing helps organisations identify and address problems before they cause harm.

Whistleblowing in Engineering

Whistleblowing is particularly important in engineering, where poor practices or unsafe decisions can have serious consequences for people, equipment, and the environment. As an engineering apprentice, you have a professional responsibility to raise concerns if you believe something is unsafe, unethical, or unlawful.

Examples of concerns that should be reported include:

- Unsafe working practices or breaches of health and safety procedures.
- Faulty equipment being used without repair.
- Falsifying inspection or testing records.
- Environmental or quality concerns.
- Bullying, harassment, discrimination, or other unethical behaviour.



Most organisations have a whistleblowing policy that explains how concerns can be raised confidentially. Reporting concerns helps create a safe, professional, and accountable workplace.

How to Report Concerns

- Internal Disclosure: You should typically report the issue internally to your employer first, following your company's specific whistleblowing policy.
- External Disclosure: If you believe the employer will cover it up, destroy evidence, or subject you to a detriment, or if you have already reported it internally without success, you may report externally.
- Regulatory Bodies: For specific sectors, you can report to an authorized external authority rather than your employer.

Discussion & Task

Imagine you notice a colleague deliberately ignoring a safety procedure to save time, but they ask you not to tell anyone. What would you do, and why is it important to report concerns through the correct workplace procedures?

