

Apprentice Advice: Best way to approach an Observation with Questions

Preparing for an observation in your end point assessment requires careful planning and attention to detail. Here are some steps to help you prepare:

Understand the assessment criteria: Familiarise yourself with the specific criteria against which you will be observed. Review planning materials issued by the Marshall Assessment to understand the evidence required and what is expected of you during the observation.

Review the observation parameters: Understand the scope and focus of the observation. Clarify the specific aspects or skills that will be assessed. This will help you direct your preparation efforts towards those areas.

Self-assessment and reflection: Take the time to reflect on your performance, skills, and knowledge in the context of the assessment. Identify your strengths and areas for improvement. Consider how you have developed throughout your training and apprenticeship with the specific skills you have acquired.

Practice under observation-like conditions: Simulate the observation experience by practicing in an environment that closely resembles the assessment conditions. This could involve having your assessor or colleague observe and provide feedback on your performance. Practicing under observation-like conditions will help you become more comfortable with the process and identify any areas that need improvement.

Plan your activities: Consider the activities or tasks you will be observed performing. Prepare a detailed plan outlining the steps you will take to complete the tasks successfully. This will help you stay organised and ensure you cover all necessary aspects during the observation.

Demonstrate competence in key areas: Pay particular attention to the key areas or skills that will be assessed during the observation. Make sure you are well-versed in these areas and demonstrate your competence and knowledge throughout the observation.

Prepare supporting materials: If there are any supporting materials or documentation that can showcase your skills and knowledge, ensure they are well-prepared and readily available. This could include SOP's, reports, sample work, or other evidence that supports your performance during the observation.

Seek feedback: Seek feedback from your training provider, mentors, supervisors, or colleagues who can provide insights into your performance. They can offer guidance on areas that need improvement and help you refine your approach.

Manage your nerves: It is normal to feel nervous during an observation. Practice relaxation techniques such as deep breathing, positive visualization, or meditation to help manage anxiety. Remember that the observation is an opportunity to demonstrate your skills and knowledge.

Communicate well: Where you are carrying duties that are specific to the criteria being assessed, or are complex in nature, be prepared to explain the context of your actions to demonstrate a deeper understanding of your role.

Remember, the purpose of the observation is to assess your performance and skills in a real or simulated work environment. By thoroughly preparing, practicing under observation-like conditions, and demonstrating competence in the key areas, you can perform your best during your end point assessment observation.