

Alternative Assessment Guidance notes



Apprenticeships
AT LIVERPOOL HOPE UNIVERSITY

Overview

You must write a minimum of 1000 words (a maximum of 1500 words)
(using Microsoft Word, Arial, font size 12).

Apply a formal structure to your work, for example, include:

- Introduction
- Main points
- Conclusion

Write in complete sentences and use paragraphs and punctuation appropriately.

Ensure that ethical consideration is made so that no person (apart from yourself) or place can be identified in your assessment.

You will submit this as part of stage 1 of the application process.

The suitability statement is marked on 4 areas:

1. Knowledge and Understanding

- Demonstrates knowledge and understanding of the course content.
- Refers to wider knowledge, relevant to the apprenticeship standard.
- Makes use of appropriate terminology.

2. Analysis and Reflection

- Demonstrates an understanding of own training needs.
- Demonstrates an understanding of own strengths and weaknesses relevant to the chosen course.
- Demonstrates reflective thinking linked to own skills, experience, and future career plans.

3. Structure of the written work

- Demonstrates structure throughout.
- Demonstrates appropriate use of paragraphs.
- Introduction, main points and conclusion are evident.
- Ethical consideration is made so no person/ place can be identified.

4. Use of Language - good use of English

- Spelling
- Punctuation
- Grammar
- Remember that you should write in a formal style and should NOT use abbreviations or slang.

Please note:

The Skills Coach/Programme Lead will review and provide feedback upon final decision. Final decisions will be issued from the Apprenticeships Hub.

You will need an overall mark of 20 or above, where you are being assessed on a scale from 1 to 50.