Junior Estate Agent
Level 2

Ofsted Good Provider

EPA

GATEWAY

MONTH 11
SHOWCASE BUILD

REVIEW

PREPARING FOR EPA SCENARIO AND PD
MONTH 10

REVIEW

MONTH 9
SELLING AND NEGOTIATION

REVIEW

VALUATION AND MARKETING ADVICE
MONTH 8

REVIEW

CONSTRUCTION AND DEFECTS WORKSHOP
MONTH 7

REVIEW

MONTH 6
CONSTRUCTION AND DEFECTS

REVIEW

LEGAL AND COMPLIANCE WORKSHOP
MONTH 5

MONTH 4
LEGAL AND COMPLIANCE

REVIEW

MONTH 3
TIME MANAGEMENT AND TEAM WORK

MONTH 2
COMMUNICATION

ORGANISATIONAL AWARENESS
MONTH 1

KTA
KNIGHTS TRAINING ACADEMY
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Junior Estate Agent Level 2

OVERVIEW

- All modules to be covered for Knowledge, Skills and Behaviours
- 12 months on programme
- Functional skills required if no GCSE exemption and Level 1 must be achieved and Level 2 attempted prior to EPA
- EPA completed over a maximum of a 2 week period, ideally all in one day
- Apprentice builds a portfolio of evidence on programme

EPA

Scenario-based task

Apprentices will undertake a scenario-based task taken from a sufficient sized bank of assessment tasks developed by the EPAO. Apprentices must be observed during the task by an independent assessor providing the opportunity to assess the KSBs
Comprises a realistic work-based activity or task which will be completed under controlled conditions,
60 minutes - made up of 45 minutes for the task and 15 minutes for a Q&A.
A set of up to 6 associated questions asked upon completion of the task by the independent assessor. These questions will be based upon the task to assess related underpinning KSBs
Graded Fail, Pass or Distinction

Professional discussion underpinned by a portfolio of evidence

Apprentices will undertake a professional discussion with the independent assessor. It will cover the apprentice's overall experience in their role and include discussion of the knowledge, skills, and behaviours.
It will last for 60 minutes
During the professional discussion, evidence from the on-programme portfolio of evidence will be used as a base to support the professional discussion. The apprentice will extract or reflect on suitable evidence from their portfolio to support their discussion.
The portfolio itself is not directly assessed or graded.
The portfolio should be completed as part of the on-programme period and submitted as part of the Gateway process at least two weeks prior to the date of the EPA.
It should reflect the full range of knowledge, skills and behaviours detailed in the Standard, and should contain evidence collected from the workplace.
The portfolio should contain a minimum of 10 pieces of evidence and a maximum of 15.
Evidence should be naturally occurring and relevant to the apprentices' actual job.

Apprentices must pass all areas of the EPA to have successful completion. If one or more tasks are failed the apprentice will have the opportunity to resit the failed elements.
To achieve a Distinction, the apprentice must achieve Distinction in both EPA tasks.

- **20% off the job hours to be agreed before induction/enrolment**
- **Employers will be notified monthly of apprentice progress via email, with option for additional skills training required that KTA could supply**
- **All apprentices will undergo development of English and Maths skills throughout the programme**