





## OVERVIEW

All the knowledge, skills and behaviour modules are covered during the highlighted monthly visits, and must be achieved prior to EPA (End Point Assessment).

The apprentice must be on programme for 15 months before EPA can be booked. During the apprenticeship, the apprentice will have regular 1-1s with their line manager and assessor, via a combination of personal discussion, observations, Q&A and work based products of evidence to form a portfolio of evidence. The portfolio, along with the work based improvement project, must be completed before they can attend a Gateway meeting with their assessor and employer. Here, the apprentice will be signed-off as ready to move forward for their final assessment (EPA).

All apprentices must achieve Level 1 Functional skills and have attempted Level 2 Functional skills in Math's and English, before they can attend Gateway, unless they prove exemption by prior attainment.

## EPA

### Portfolio of Evidence

The Portfolio of Learning contains evidence of a minimum of 8-12 pages to show consistency with at least one page of each of the minimum knowledge, skills and behaviours. Evidence sources may include content created or showreels, work products, contribution or response to brief, reference materials and research undertaken, workplace documentation and records, for example workplace policies and procedures & colleague feedback, witness statement

The portfolio will also include practical observation and/or evaluation by the employer, such as acknowledgment of a skill shown or evidencing work completed on a particular project with manager comments.

### Portfolio Based Professional Discussion

In the discussion, an independent assessor and apprentice have a formal two-way conversation.

The apprentice can refer to and illustrate their answers with evidence from their portfolio of evidence. It gives the apprentice the opportunity to demonstrate their competency across the KSBs mapped to this EPA method.

### Project / Improvement Presentation

The project or campaign evaluation report requires the apprentice to produce an evaluative report based on a project or campaign that the apprentice has contributed to, and developed content for, in the last 6 months leading to gateway. It gives the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method.

The project or campaign will have met the needs of the employer's business and be relevant to the apprentice's occupation and apprenticeship.

This assessment method has 2 components:

- project with a project output (project or campaign evaluation report)
  - The project or campaign evaluation report, presentation of additional/new content and questions must be structured to give the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method to the highest available grade.
- presentation with questions and answers (presentation of additional/new content)
  - In the presentation with questions the apprentice will present their additional/new content to the independent assessor. The independent assessor must ask questions following the presentation. This gives the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method.

**The grading of the apprenticeship will be Pass = 60% or Distinction = 80%**