



**End Point Assessment  
Guidance for**

**DATA ANALYST  
LEVEL 4  
APPRENTICESHIP**

Version 1.0 September 2019





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# CONTENTS

Why do we have it?.....	3
How it relates to the Standard? (Who wrote it? Where is it published?).....	3
What is the Assessment Plan? .....	3
Gateway.....	3
The EPA Elements for Data Analyst.....	3
Where to find more detailed guidance on each element? .....	4
EPA Grading.....	4
Determining the overall apprenticeship grade:.....	4
Pass, Merit and Distinction Grades:.....	4
FAQs.....	5

## What is EPA?

End Point Assessment (EPA) is the final test of your competence in your chosen occupation as an apprentice. It is designed to test your all of your skills and knowledge together, rather than a set of individual tests or assignments for each topic area.

### Why do we have it?

Apprenticeships are different to full-time education. The purpose is to develop and then prove your competence in a particular occupation. End Point Assessment was introduced in 2015 to make Apprenticeships more rigorous.

### How it relates to the Standard? (Who wrote it? Where is it published?)

The Apprenticeship Standard is the definition of what makes a competent professional in Data Analysis. It was written by a group of employer experts in this area, and was approved by the Route Panel at the Institute of Apprenticeships.

### What is the Assessment Plan?

The Assessment Plan is part of the standard, developed by employers, which sets out how the assessment, including End Point Assessment should be carried out.

### Gateway

- The EPA will take place after you have progressed through the Apprenticeship **Gateway**, and after a minimum of 372 days on programme, (approx. between months 12-13)
- **Before you progress through the Gateway you must have successfully completed and submitted your:**
  - 1) Summative Portfolio, show casing your ability to apply the knowledge, skills and behaviours set out in the Data Analyst Standard.
  - 2) Knowledge Modules (Evidenced by Certificates)
    - BCS Level 4 Diploma in Data Analysis Concepts
    - BCS Level 4 Certificate in Data Analysis Tools
  - 3) Employer Reference
  - 4) Functional Skills in Maths & English
- To progress through the Gateway you, your line manager and your Skills Coach must confirm you are ready to progress.
- We make an internal check before we submit you for EPA with BCS
- You should aim to have your portfolio completed by month 13 in your apprenticeship journey so you can review and refine your portfolio based on our internal check, this will ensure you can progress to gateway in month 15 of your learner journey.

### The EPA Elements for Data Analyst

For the Data Analyst Apprenticeship, EPA is made up of the following two elements:

#### 1) Synoptic Project:

- A 3-5 day invigilated project conducted in centre or, where appropriate, in your place of work



- The Synoptic Project presents a Data Analysis scenario for you to work through, testing your application of selected knowledge, skills and behaviours defined in the standard
- You will select the project option best suited to you and your work experience out of the available prior to the assessment

## 2) Interview:

- 90-minute interview conducted online (via web conferencing software), after your submitted Synoptic Project has been assessed by the BCS assessor
- The interview is a structured discussion between you, the apprentice and the BCS independent assessor, focusing on your **Summative Portfolio** and **Synoptic Project**, with reference to your **Employer Reference** where appropriate
- It covers both what you have done at work as well as how you have done it

## Where to find more detailed guidance on each element?

- Data Analyst Occupational Brief:  
<https://www.nsar.co.uk/wp-content/uploads/2019/02/occupational-brief-data-analyst.pdf>
- Data Analyst Standard and Assessment Plan:  
<https://www.instituteforapprenticeships.org/apprenticeship-standards/data-analyst/>

## EPA Grading

The available grades for the Data Analyst Level 4 Standard are: Fail (Refer), Pass, Merit and Distinction.

Grading is done by the independent assessor, based on a holistic view of your work and as evidenced through each of the methods of end point assessment.

## Determining the overall apprenticeship grade:

The **grading decision** is made after the interview. The grading decision is made on the basis of a holistic assessment of the totality of the evidence presented - including the interview itself

## Pass, Merit and Distinction Grades:

- **For a pass**, each of the three sets of criteria (the What, How and With Whom) must demonstrate at least the expected (minimum requirement) level of quality.
- **For a merit**, the What has to be significantly above the level of quality and one of either the How or the With Whom has to be significantly above the level of quality expected
- **For a distinction**, each of the three sets of criteria must be significantly above the expected level of quality



**Important:** There is one grade – and none of the elements are graded separately or individually weighted.

**Grading Criteria:** There are three sets of criteria on which the assessment and grading is made. The three criteria are:

- **The What:** what you have done in your role
- **The How:** the way in which you've done it
- **The With Whom:** The personal and interpersonal qualities you've brought in building your work relationships

### FAQs

- Is it hard?  
*You certainly shouldn't underestimate the End Point Assessment. It is a robust and rigorous test of your competence in your role, but our programme and support from Coaches and Tutors is designed specifically to support you to pass the EPA.*
- What happens if I am referred?  
*If you are referred your Skills Coach will work with you to review and address the area/s for which you require further learning and development, you will be resubmitted for EPA when you, your line manager and Skills Coach confirm you are ready to progress.*
- How long is the synoptic project?  
*3-5 days*
- How long is the interview?  
*90 minutes*
- Who issues certificate? How long will it take?  
*You will be informed of your grade by QA within 10 working days of completing your Interview*  
*Your formal apprenticeship certificate will be issued by the ESFA 6-8 weeks after your EPA results are confirmed by BCS*

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