Level 3 Information Communication Technician
EPA Overview

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Contents

1. EPA headlines

- Must be on programme 366 days before entering gateway
- Must have a Portfolio and completed project proposal in readiness for Gateway approval. Maths and English also prior to Gateway
- EPA window 4 months and up to a maximum of 6 months if re-sit required
- 2 x Assessment methods at EPA – Assessment method 1. Professional Discussion underpinned by the portfolio. Assessment method 2. Project report with questioning
- Project must start within the EPA window
- Project Report (EPA) - Max 1,500 words +/- 10%
- Professional Discussion Lasts 60 mins – Underpinned by Portfolio
- Professional Discussion - Minimum of 10 open ended questions
- Professional Discussion Lasts 30 mins – Underpinned by Project Report
- Professional Discussion - Minimum of 5 open ended questions

2. Gateway

Gateway is the point that the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard. In making this decision, the employer may take advice from the training provider, but the decision must ultimately be made by the employer.

Apprentices must have been on programme for at least 366 days prior to entering gateway, and must also meet the following gateway requirements for Level 3 Information Communications Technician programme:

- Portfolio of evidence
- Portfolio checklist
- Project proposal
- EPA gateway form
- Employer declaration
- Level 2 English and Maths evidence

The EPAO determines when all gateway requirements have been met, and the EPA period will only commence once the EPAO has confirmed this.

3. End Point Assessment

The EPA window for Level 3 Information Communications Technician is typically 4 months but may be extended to a maximum of 6 months if an apprentice is required to resit or retake any assessment(s).

For the End Point Assessment, the learner must complete the following assessments:
- Assessment method 1: Professional Discussion underpinned by Portfolio
- Assessment method 2: Project Report with Questioning

Assessment Method 1: Professional Discussion underpinned by Portfolio

The professional discussion is carried out with an Independent Assessor sourced by the EPAO. The professional discussion will last 60 minutes, with a discretionary 10% additional time to allow the apprentice to complete their last answer. The apprentice will be asked a minimum of 10 open questions based on the knowledge, skills, and behaviours identified for this assessment method.

The portfolio will be compiled by the learner whilst on programme and should relate to the KSBs for this assessment. The portfolio underpins the professional discussion but is not directly assessed and therefore will not be marked. A copy of the portfolio must be available to the apprentice during the professional discussion.

This assessment is graded Pass, Distinction or Fail.

Assessment Method 2: Project Report with Questioning

The Project Report with Questioning assessment is graded Pass, Distinction or Fail. This assessment has 2 components.

Component 1: Project Report

The project is compiled after the apprentice has gone through the gateway process. Apprentices will conduct a project and deliver the outcome in the form of an electronic based report, which must be submitted to the EPAO after a maximum of 4 weeks of the EPA start date.

The employer must ensure the apprentice has sufficient time and the necessary resources, within this period, to plan and undertake the project and write the report. Whilst completing the project, the apprentice should be subject to normal workplace supervision.

The work-based project should be designed to ensure that the apprentice's work meets the needs of the business, is relevant to their role and allows the relevant KSBs to be demonstrated for the EPA.

The project may be based on any of the following:
- A specific problem
- A recurring issue
- An idea/opportunity
- Providing a service

As a minimum all project reports must include:
- An introduction
- The scope of the project (including key performance indicators)
- How the outcomes were achieved
- Research and findings
- Project outcomes
- Conclusions and potential areas for improvement

The project report has a maximum word limit of 1,500. A tolerance of plus or minus 10% is allowed. Appendices, references, diagrams and/or video clips of up to 10 minutes in length etc will not be included in this total. The project must map, in an appendix, how it evidences the relevant KSBs for this assessment method.

Component 2: Questioning

The project questioning is carried out with an Independent Assessor sourced by the EPAO. The questioning will last 30 minutes, with a discretionary 10% additional time to allow the apprentice to complete their last answer. The apprentice will be asked a minimum of 5 questions based on the knowledge, skills, and behaviours identified for this assessment method.

The Independent Assessor will have a minimum of one week to review the project report ahead of the questioning. The project report must be available to the apprentice during the questioning.

4.   Grading

Professional Discussion underpinned by Portfolio	Project Report with Questioning	Final Grade
Fail	Any grade	Fail
Any grade	Fail	Fail
Pass	Pass	Pass
Pass	Distinction	Merit
Distinction	Pass	Merit
Distinction	Distinction	Distinction

5.   Resit and Retakes

Apprentices who fail one or more assessment method will be offered the opportunity to take a resit or a retake at the employer's discretion. The employer will need to agree that either a resit or retake is an appropriate course of action. A resit does not require further learning, whereas a retake does.

Apprentices will have a supportive action plan to prepare for a resit or a retake of any failed assessment. All assessments must be successfully completed within the maximum EPA window, otherwise the full EPA will need to be resat or retaken.

Where any assessment method must be resat or retaken, the apprentice will be awarded a maximum EPA grade of Pass.

Further information on the Level 3 Information Communications Technician EPA can be found in the assessment plan. A full list of the Knowledge, Skills and Behaviours (KSBs) can be found on the Institute for Apprenticeships website here.