

Apprenticeship End Point Assessment (EPA)

Digital & Technology Solutions Professional (Accredited by Tech Partnerships)

Structure for the EPA

UEL has assembled an assessment team in line with the EPA and QAA requirements. This team will include the employer, programme lead, academic subject heads plus an independent assessor. The independent assessor will be an academic who has not taught or engaged with any elements of the digital and technology solutions degree apprenticeship programme. The panel will be supported by an administrator, who will have responsibility for pulling together the evidence for the panel members. UEL employ experienced staff, many of whom have worked for employers in the private sector. UEL has Employer Advisory Boards (EABs), who advise our academic and professional staff on commercial best practice. This ensures subject teaching is always relevant to employer requirements and that their occupational practice is maintained and is up to date.

UEL does not intend or expect to use any external companies to perform any part of the EPA process, in order to ensure consistency and accuracy of the assessment process.

Process

During the course of the Apprenticeship, quarterly reviews will be undertaken between the Employer, Apprentice and UEL's appointed academic. These provide regular review points to ensure guided progression through the Apprentice's 'journey'. The University and employer will also be able to provide formative module assessments. The synoptic project, undertaken by the Apprentice is a work based project, which broadly represents the skills, knowledge and behaviours in the standard. This provides substantive evidence from a business related project to demonstrate the application of the apprentice's skills and knowledge.

EPA planning

Once the apprentice has reached this point in the apprenticeship, the academic area will form the interview panel and give a 4 week lead time to book time slots for the employer and Apprentice. These will form 1 hr time slots with time for the panel to reflect and make the decisions on grade. The final grade decision sits with the independent assessor and will not involve the apprentice. The booking will be organised by the administrator, in line with the prescribed academic time-table.

Presentation

The presentation is a structured discussion between the apprentice, assessor and employer, focusing on the outcomes of the synoptic project. It covers both what the apprentice has achieved, the standard of their work, and also how they have 'applied theory in practice'. This will be undertaken at the University's premises and the employer invited to attend it.

This provides an assessment of skills, knowledge and behaviours as required by the standard. The purpose of the presentation is to review:

- what the apprentice set out to achieve;
- what they have actually produced in the project;
- the standard of their work;
- how they have approached the work and dealt with any issues arising;
- clarify any questions the university/employer has from their assessment of the project;
- explore aspects of the project work, including how it was carried out, in more detail;
- confirm the demonstration of appropriate interpersonal and behavioural skills.

The presentation and Q&A will typically last 30 minutes – and no more than one hour. The presentation will be conducted face to face or in exceptional circumstances via live media

Grades award

The national degree award outcomes are shown below with apprenticeship grading equivalence. These typically are as follows:

- Degree Award Class Grading Equivalence Marks Level
- First-class Honours (1st) Distinction 70+
- Second-class Honours, upper division (2:1) Merit 60–69
- Second-class Honours, lower division (2:2) Pass 50–59
- Third-class Honours (3rd) Pass 40–49

UEL will update the ESFA when the apprentice has achieved their apprenticeship, so that certification can take place. UEL will submit the results via their monthly ILR return.

Potential conflict of interest

Should a conflict of interest arise between the respective parties, it will be reported to UEL's degree apprenticeship manager, who will investigate and rectify the issue. Our EPA panel will be undertaken at our Docklands campus. Due to the nature of degrees we only offer the service to our employers \ candidates via UEL Apprenticeship degree program, and is the final unit in the final year. If a candidate fails, this area then it can be rebooked within three months assuming some additional learning or practice has taken place.