



Part of the
Enginuity Group

EPA Apprenticeship Guidance

End-Point Assessment Apprenticeship Guidance for:

Level 2 Lean Manufacturing Operative

Standard Reference: ST0420

End-point Assessment Plan: ST0420/AP01

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About EAL

Since 1964, EAL (Excellence, Achievement and Learning) has been awarding superior vocational qualifications and apprenticeship components for engineering, building services and related sectors.

EAL has been at the heart of new apprenticeship standards development, supporting employer trailblazer development groups for key industry occupations since 2013, when the reforms began. With our long-standing tradition of being closer to industry and designing qualifications that reflect this close partnership, EAL is perfectly positioned to guide the employer development groups' work. Our expertise, knowledge and support ensures the new standards meet the needs of all employers, from SMEs to multinationals, and provide learners with the best possible start to their careers.

EAL is an end-point assessment organisation (EPAO) and is listed on the Register of End-Point Assessment Organisations (RoEPAO).

Equal Opportunities and Diversity

EAL expects all employers to enable you to have equal access to training and assessment for end-point assessment (EPA) in line with the Equality Act 2010 and protected characteristics. Further details can be found in the EAL Equal Opportunities and Diversity Policy: <http://www.eal.org.uk/centre-support/centre-support/policies-and-important-documents>

Customer Service and Feedback

Customer service is a fundamental part of EAL's commitment to you. EAL aims to ensure that all customers receive a high quality efficient service. We are always interested in feedback and if you have any comments or feedback on our qualifications, products or services, please contact the Customer Services Team:

EAL Customer Services
Tel: +44 (0)1923 652 400
Email: customercare@eal.org.uk

Document Purpose

Informs **you**, your **employer** and **training provider** (where appropriate) how EAL as the End-point assessment organisation (EPAO) approaches the End-point assessment for the level 2 lean manufacturing operative apprenticeship standard.

This document, and its contents, should be used as a **guide** on the outcome of the assessment decisions.

It supports the Apprentice Recording Document, which has been developed to record the outcome of the observation, professional discussion and overall grade. The Apprentice Recording Document is an auditable record of the End-point Assessment (EPA) activity completed by the EPAO/independent assessors.

This document should be used in conjunction with EAL's End-point Assessment Policies and Procedures Handbook.

Overview

The EPA is designed to enable you to demonstrate that you are fully conversant in the knowledge, skills, and behaviours (KSBs) expected of individuals working at this level. It is designed to provide independent assessors with a holistic view of you, and to allow them to assess to what extent you meet, or exceed, the level 2 lean manufacturing operative apprenticeship standard. The EPA may only be completed after a minimum of 12 months training has taken place and at a time that accommodates work scheduling and cost effective planning of resources; the End-point assessment must commence within 12 weeks from confirmation that you have met the gateway requirements.

The Apprenticeship Standard and End-point Assessment Plan defines when, what, who and how the EPA is assessed. All those participating and delivering this EPA, which includes you, independent assessor and employers, **must** refer to the following principle documents for the full details of the EPA requirements:

Engineering Operative

- Apprenticeship Standard – ST0420, approved for delivery 25th July 2019.
- End-point Assessment Plan – ST0420/AP01

Both of which are currently available here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/lean-manufacturing-operative/>

Whilst elements of the Apprenticeship Standard and End-point Assessment Plan have been reproduced within this document under the following licence: <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>, it is the responsibility of the independent assessors to ensure you are being assessed against the correct version of the Apprenticeship Standard and End-point Assessment Plan.

End-point Assessment Gateway

Your employer must satisfy themselves that you are ready for your end-point assessment, which is evidenced by you consistently working at or above the level set out in the occupational standard.

In addition to your employer's confirmation that you are working at or above the level in the occupational standard, the following gateway requirements must be met prior to you starting the EPA:

- You have satisfactorily completed training to develop the relevant skills, knowledge and behaviours as described in the standard.
- You have achieved the Level 2 Diploma in Manufacturing (Knowledge and Skills).
- You have achieved English and mathematics at level 1 and taken the tests for level 2.
- You have submitted sufficient evidence in the form of a portfolio to allow you to consistently demonstrate the knowledge, skills and behaviours as described in the standard. Guidance on what should be included in the reflective portfolio can be found within the professional discussion section.

Apprentices without Level 1 (or equivalent) in English and maths must ensure that apprentices achieve Level 1 and take the test for Level 2 prior to taking the end-point assessment. For those with an education, health and care plan or a legacy statement the apprenticeships English and maths minimum requirement is Entry Level 3 and British Sign Language qualification are an alternative to English qualifications for whom this is their primary language.

To assist you demonstrating the requirements of the End-point Assessment Gateway have been met; please find within **Appendix 2** a Portfolio Matrix Recording Sheet detailing the apprenticeship standard competencies for which you will need to present evidence. This should be placed at the front of your portfolio along with a completed End-point Assessment **Gateway Checklist** document (**Appendix 3**) which has been signed by your employer.

Assessment Methods

The end-point assessment is made up of the two elements below:

1. Observation with Questions & Answer
2. Professional Discussion

Assessment Method 1: Observation with Questions & Answer

The observation should be completed prior to the professional discussion taking place. The observation should be carried out at your place of work or at an approved EPAO centre. Your employer will need to identify and propose suitable task(s) to be observed and have these agreed with the EPAO/independent assessor in advance. The task(s) should present sufficient opportunity for you to demonstrate your application of KSBs for your job role that is being assessed. You should be assessed against the core KSB's relevant to this assessment method and those relating to their chosen option. During the process you will be expected to demonstrate to the independent assessor the application of specific job-related knowledge, skills and behaviours as outlined in the occupational standard and mapped to this assessment method.

The observation should be conducted in the following way, to take account of the occupational context in which you operate:

- There may be breaks during the observation to allow the you to move from one location to another as required.

- The independent assessor should ask all knowledge questions at the end of the observation, so as to avoid distracting you during their required task.
- The observation may be made up of a number of tasks but should include an end to end process.
- You should be briefed by the independent assessor prior to the observation commencing.

Your employer should refer to the task specification which has been provided within **Appendix 1**. The actual task(s) are not prescribed, as these may vary from workplace to workplace depending on the specific nature of the individual apprentice's work activity. In advance of the observation, you should be provided within information on the format of the observation, including timescales. Your employer must submit an outline of the proposed observation and have this agreed to the independent assessor at least **10 days** in advance using the form provided within **Appendix 4**. **Appendix 5** will be used by the EPAO to feed back to your employer on the proposed observation.

The observation should take 2 hours. The independent assessor should observe sufficient production cycles to be able to accurately assess your competence. The observation may be split into discrete sections held over a maximum of one working day. The length of a working day is typically considered to be 7.5hrs. The independent assessor may use their discretion to increase the time of the observation by up to 10% to allow you to complete a task.

The observation will be graded either **Pass** or **Fail**, to achieve a pass for the observation you must achieve all of the pass criteria that is laid out in the grading matrix which can be found on **page 9** of the End-point Assessment Plan for this standard.

Questioning Component

Questions should be asked after the observation is complete. The independent assessor will ask up to **5** open questions to assess the related underpinning knowledge. Follow up questions may be asked where clarification is required. Those KSBs that did not occur naturally during the observation may be assessed via questioning, although this is expected to be a minimal number of KSBs'. All questioning should be included within the total 2 hours permitted for the observation. Examples of open question types have been provided within **Appendix 4**.

The questioning component should be conducted on a one-to-one basis, under controlled conditions free from influence. A quiet room free from distraction should be made available to you, should you wish to use it. However, due to the nature of the questions, you may choose to demonstrate part or all of your understanding whilst within the working area (e.g. by providing a narrative response during a walk through if applicable).

Assessment Method 2: Professional Discussion

The professional discussion should be appropriately structured to draw out the best of your competence and excellence and cover KSB's relevant to this assessment method. The independent assessor is to conduct and assess the professional discussion. The professional discussion should last for 40 minutes. The independent assessor has the discretion to increase the time of the professional discussion by up to 10% to allow you to complete their last answer. Further time may be granted for you should you have appropriate needs in line with the EPAOs Reasonable Adjustment Policy. During this method, the independent assessor will ask a minimum of 10 questions and will combine questions from the EPAO's question bank and those generated by themselves. Follow up questions may be asked where clarification is required. All questioning should be included within the total time permitted for the professional discussion.

The professional discussion must be conducted in a suitable venue agreed with the EPAO. To help ensure that the professional discussion is practicable and cost effective, it can be carried out at a suitable venue selected by the EPAO e.g. employer or training provider's premises. The professional discussion should take place in a quiet room, free from distraction and influence. Video conferencing can be used to conduct the professional discussion; if a video link is used, then appropriate measures (processes) must be in place to ensure the EPAO and independent assessor is able to verify your identity and ensure you are providing your responses unaided e.g. use of a 360 degree camera to allow the independent assessor to look around the room during the interview.

The professional discussion will be conducted as set out here:

- Prior to the professional discussion the independent assessor should have reviewed your portfolio of evidence and tailored/devised questions.
- You and your independent assessor may refer to the portfolio of evidence during the professional discussion if required.

The purpose of the professional discussion is to:

- Demonstrate that you can apply the broad range of knowledge, skills and behaviours in the occupational standard that are assigned to this assessment method.
- Clarify any questions the independent assessor has from their review of the portfolio of evidence submitted.
- Explore aspects of your work, including how it was carried out, in more detail
- Enable the independent assessor to draw a conclusion from a professional discussion for the grade to be awarded.

The professional discussion may be observed by a technical expert who will play the following role:

- Provide technical support, advice, and guidance such as confirming company policies, procedures, processes, providing context on technical information or on emerging technologies.

Any information provided by the employers' technical expert will only be at the request of the independent assessor. The independent assessor has the final say over the assessment and grade awarded. The employer technical expert must not provide evidence on your behalf or influence you in any way. The technical expert must not amplify or clarify points made by you.

The professional discussion will be graded either **Pass, Distinction** or **Fail** with the **outcome** contributing to the overall grade; to achieve a pass you must achieve all of the pass criteria. To achieve a distinction you must achieve all of the pass criteria and the distinction criteria, both of which is laid out in the grading matrix which can be found on **page 9** of the End-point Assessment Plan for this standard.

Summary of key points:

- The professional discussion will assess the knowledge, skills and behaviours as specified in **Annex 1** of the End-point Assessment Plan for the standard.
- The professional discussion shall be supported by a portfolio of evidence. The portfolio of evidence shall be made available to the assessment organisation no less than **2 weeks** prior to the professional discussion to allow for preparation.
- The professional discussion shall last **40-minute period**, plus 10% at the independent assessor's discretion.

- The professional discussion shall be carried out by an independent assessor appointed by the EPAO. The independent assessor may request that an employer technical expert attends the professional discussion in a supportive / advisory capacity.
- The professional discussion shall take place in an environment which is free from interruptions and at a date, time and location agreed with the EPAO.
- Prior to the assessment you shall be given suitable notice, not less than **5 working days**, to provide preparation time (for example to make travel arrangements if necessary).
- Independent assessor must ask the apprentice a minimum of **10 open questions**; follow up questions may be asked to seek clarification.

The Independent Assessor Will:

- Plan the professional discussion (supported by the reflective portfolio of evidence) prior to it taking place and ensure that it is relevant to the standard.
- Ensure that you understand the process, the possible outcomes and how it is graded.
- Ensure they take steps to put you at ease.
- Ensure that he/she has the grading criteria and relevant documentation to hand before commencing the professional discussion.
- Complete the relevant documentation prepared by EAL as the EPAO, taking notes of what is said using the apprentice recording document.
- Ensure that the outcome of assessment is notified to EAL as the EPAO within the timescale set by them.
- Ensure any special needs highlighted by the employer and training provider are taken into consideration in line with EAL's Reasonable Adjustments policy.

Portfolio of Evidence Requirements

You must compile a portfolio of evidence during the on-programme period of the apprenticeship

- The portfolio will typically include 5 pieces of evidence - it must contain sufficient evidence to demonstrate the KSBs that are mapped to the professional discussion. Evidence must be mapped against the KSBs.
- Evidence may be used to demonstrate more than one KSB; a qualitative as opposed to quantitative approach is required.
- Evidence sources may include:
 - workplace documentation/records, for example job cards/job sheets, equipment check/maintenance/service records, parts order records,
 - annotated photographs
 - video clips (maximum duration in total 10-minutes)
 - continued professional development records.
- This is not a definitive list; other evidence sources are allowable
- It should **not** include any methods of self-assessment
- Any employer contributions should focus on direct observation of evidence (for example witness statements) of competence rather than opinions.
- The evidence provided must be valid and attributable to you; the portfolio of evidence must contain a statement from the employer confirming this.
- The portfolio of evidence must be submitted to the EPAO at the gateway point.

Employers/training providers are free to devise their own version of the portfolio of evidence, but it is recommended that the portfolio of evidence typically contains the following information:

- Your name

- Details of your workplace.
- Evidence to support the knowledge, skills and behaviours of the apprenticeship standard that are mapped to the professional discussion assessment method. Each of these **knowledge, skills and behaviour** (KSB) statements must be sufficiently evidenced (evidence can be provided through a range of sources, for example work reviews, department feedback) and mapped to the relevant KSBs. Each piece of evidence may cover multiple KSBs.
- Confirmation from the employer that the tasks evidenced in the portfolio were completed to the required standard of the organisation.
- Document the off-the-job training that has taken place during the on-programme phase, with at least **20%** of their employed time **off-the-job**.
- Evidence confirming that you meet the gateway requirements as prescribed by the assessment plan for this standard e.g. English and maths certificates &/or test results, certificates for the L2 Diploma in Manufacturing.

The apprentice's **employer** must sign-off the reflective **portfolio** of evidence, thereby confirming the demonstration of competence against the KSBs assigned to this assessment component and authenticating its contents.

The full details of the professional discussion requirements can be found in the End-point Assessment Plan for this standard here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/lean-manufacturing-operative/>

Behaviours Assessment

Your portfolio must evidence the required behaviours that have been displayed during the apprenticeship. All behaviour statements **must** be sufficiently evidenced. You are expected to continue to demonstrate the behaviours as detailed within the assessment plan for the standard throughout the end-point assessment.

The independent assessor will assess the behaviours during the observation and professional discussion. The required behaviours are detailed within **Annex 1** of the assessment plan here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/lean-manufacturing-operative/>

Grading

The independent assessor(s) will individually grade each assessment method according to the requirements set out with the assessment for this standard. Restrictions on grading apply should you require to re-sit/re-take an assessment method. Both assessment methods must be passed for the EPA to be passed overall. A **fail** in one or both of the assessment methods will result in a **fail** in the EPA. You must **pass** the observation and gain a **distinction** in the professional discussion to gain an **overall EPA distinction**. Grades from individual assessment methods should be combined in the following way to determine the grade of the EPA as a whole:

Assessment method 1 – Observation	Assessment method 2 – professional discussion	Overall grade
Fail	Any grade	Fail
Any grade	Fail	Fail
Pass	Pass	Pass
Pass	Distinction	Distinction

*'Any' = Fail, Pass, or Distinction

Independent assessors' decisions will be subject to **moderation** by the EPAO. Decisions **must not** be confirmed until after moderation.

The full details of the grading requirements can be found in the End-point Assessment Plan for this standard here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/lean-manufacturing-operative/>

Re-sits and Re-takes

Should you fail one or more assessment method, then you should be offered the opportunity to take a **re-sit** or a **re-take**. A **re-sit** does **not** require further **learning**, whereas a **re-take** **does**. You should have a supportive **action plan** to prepare for the re-sit or a re-take. Your **employer** will need to **agree** that either a re-sit or re-take is an appropriate course of **action**. Retakes should only be taken once you have received appropriate **training** to address the shortfall in the KSB's required for the standard that have been identified within the result of the EPA.

An apprentice who **fails** an assessment method, and therefore the EPA in the first instance, will be required to re-sit **those** failed assessment methods only. Any assessment method re-sit or re-take must be taken within **16 weeks** of the fail notification, otherwise the entire EPA must be taken again, unless in the opinion of the EPAO exceptional circumstances apply outside of yours or your employer's control. Re-sits and re-takes **will not** be offered to apprentices wishing to move from pass to distinction.

Where any assessment method has to be **re-sat or re-taken**, you can only be awarded a **maximum** EPA grade of **pass**, unless the EPAO determines there are exceptional circumstances requiring a re-sit or re-take. If a re-take/re-sit relates to the observation and/or questioning task, you will be presented with a **different task**, which must cover the same components/activities. If the re-take/re-sit relates to the professional discussion, you will be questioned on the same subject area but using a **different set of questions**.

Roles and Responsibilities

There are **six** possible roles involved in this end-point assessment process: **apprentice, employer, EAL** as the **EPAO, independent assessor, Training Provider** and **Employer Technical expert**. An explanation of their main responsibilities can be found in the End-point Assessment Plan for this standard here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/lean-manufacturing-operative/>

Appendix 1: Observation - Task Specification

For use by your employer and reference for you

The apprentice must successfully demonstrate the relevant competencies as described within Annex 1 of the Apprenticeship Standard. Further **guidance** has been provided within the observation section of this document. The task/activities undertaken by the apprentice must provide opportunity for them to be observed performing against the **relevant bulleted criteria** below and assessed against the KSB's within the following tables as appropriate.

The following activities **MUST** be observed during the observation:

For ALL apprentices:

- Using safe working practices
- Reading and interpreting instructions
- Tooling changeover/Process & equipment clean down/Equipment maintenance e.g. TPM (Total Productive Maintenance)
- Completing relevant records
- Setting up and running of equipment in accordance with company specification and standards.

Ref	Core Skills and Knowledge
S1	Health & Safety: Work safely at all times, complying with health and safety legislation, regulations, and other relevant guidelines. Identifying risks within their processes and support/carry out countermeasure activities to improve safe working. Manage tooling, equipment and materials daily in-line with supplier standards e.g. COSHH (Control of Substances Hazardous to Health)
S3	Production: Demonstrate their ability to carry out their role effectively, efficiently and flexibly maintaining lean manufacturing principles to meet customer's demands e.g. JIT
S4	Lean Manufacturing Operations: Demonstrate their skill and knowledge following SOPs and building their versatility across a number of processes and process areas. Select and use appropriate tools, equipment and materials to carry out the manufacturing operation
S5	Quality Control: Demonstrate appropriate process documentation control. Accurately completing check sheets, monitoring process and equipment data efficiently and legibly using the correct terminology required to meet the quality standard e.g. ISO 9002
S9	Workplace Organisation: Maintains and monitors the work site efficiently and effectively at all times using the elements of sifting, sorting, sweeping, spick & span (5's) within the lean manufacturing environment
K4	Lean Manufacturing Operations: Manufacturing standard operation procedures (SOPs) adherence and development of lean processes
K8	Communication: How to share information using a range of methods within the manufacturing environment e.g. oral, written, electronic, information boards, visual displays
K9	Workplace Organisation: How to maintain a safe and efficient work site through workplace organisation e.g. 5s and process ownership

Ref	Core Behaviours
B2	Show respect for others, having regard for diversity and equality
B6	Maintains quality of work under pressure
B10	Follows instructions and guidance and demonstrates attention to detail

The standard for the L2 Lean Manufacturing Operative has 4 specialist job roles; the apprentice should be assessed against the ONE table below that relates to the apprentice’s specialist job role, in addition to the core skills, core knowledge and core behaviours.

Option 1: Production/assembly (must include an observation of a production or assembly process)

- Checking of components for damage and that they are in a useable condition
- Correct positioning alignment and securing of the components
- Securing of the components in position using the specified fastening device/method
- Obtaining and following the correct job instructions/standard operating procedures production assembly specifications in accordance with time constraints and the roles and responsibilities identified for the production assembly activity
- Producing components which comply with the specification and quality requirements
- Carrying out quality checks on component parts and completed assemblies and deal with quality concerns and defects in line with their responsibilities.

Ref	Specialist Skills and Knowledge: Option 1 – Production/Assembly Role
S10	Check components for damage and that they are in a usable condition
S11	Correctly position, align and secure the components
S12	Secure the components in position using the specified fastening device/method
S13	Obtain and follow the correct Job instructions/Standard operating procedures production/assembly specifications in accordance with time constraints and the roles and responsibilities identified for the production/assembly activity
S14	Produce components which comply with the specification and quality requirements
S15	Carryout quality checks on component parts and completed assemblies and deal with quality concerns and defects in line with their responsibility
K10	The importance of following the specified assembly sequence and procedure at all times
K11	How to check the quality of the assembly, against the required quality standards and what tools and equipment are used
K13	Where to obtain the necessary job instructions, operating procedures and assembly specifications that are used, and how to interpret them

Continued

Option 2: Inspection/quality assurance

- Obtaining and following the correct job instructions, inspection/quality procedures and product specifications in accordance with time constraints and the roles and responsibilities identified for the inspection/quality assurance activity
- Collecting production samples at the required frequency in accordance with inspection specification and operating procedures
- Accurately interpreting the data/results gained from the inspection and testing procedures being used
- Recording and reporting inspection findings to the relevant person.

Ref	Specialist Skills and Knowledge: Option 2 - Inspection/Quality Assurance Role
S16	Obtain and follow the correct Job instructions, inspection/quality procedures and product specifications in accordance with time constraints and the roles and responsibilities identified for the inspection/quality assurance activity
S17	Collect production samples at the required frequency in accordance with inspection specification and operating procedures
S18	Carryout inspection and testing activities using the specified methods and equipment
S19	Prepare, Handle, transfer and store samples safely and correctly in accordance with quality control procedures
S20	Accurately interpret the data/results gained from the inspection and testing procedures being used
S21	Record and report inspection findings to relevant person
K15	The correct methods of handling and storing the samples
K16	Where to obtain the necessary job instructions, inspection/quality procedures and product specifications that are used, and how to interpret them
K17	How to identify which samples, products and materials do not meet the quality requirements

Option 3: Logistics/material handling

- Safely moving materials to the correct location using the relevant equipment
- Obtaining and following the correct job instructions, specification details and specific transfer/handling procedures in accordance with time constraints and the roles and responsibilities identified for the logistics/material handling activity
- Moving materials using the appropriate procedures, ensuring the materials are correct, safely loaded and secure
- Checking materials selected to be moved are in line with job requirements
- Carrying out quality checks on materials that are to be moved and dealing with quality concerns and damage in line with their responsibilities
- Returning equipment to its correct location on completion of the activities and leaving it in a safe and useable condition.

Ref	Specialist Skills and Knowledge: Option 3 - Logistics/Material Handling Role
S22	Safely move materials to the correct location using the relevant equipment
S23	Obtain and follow the correct Job instructions, specification details and specific transfer/handling procedures in accordance with time constraints and the roles and responsibilities identified for the logistic/material handling activity
S24	Move materials using the appropriate procedures, ensuring the materials are correct, safely loaded and secure

S25	Check materials selected to be moved are in line with job requirements
S26	Carry out quality checks on materials that are to be moved and deal with quality concerns and damage in line with their responsibility
S27	Return equipment to its correct location on completion of the activities and leave it in a safe and usable condition
K20	The procedures and documentation required to allow the transfer of materials to take place
K21	Where to obtain the necessary job instructions, specification details and specific transfer/handling procedures that are used, and how to interpret them
K24	The lifting and handling procedures, and load bearing capacities of the equipment being used

Option 4: Production processing/finishing

- Performing one processing/finishing operation method e.g. hand processing, manually operated machine processing, fully automated machine processing, combined processing
- Obtaining and following the correct job instruction, processing/finishing procedures and equipment operating procedures in accordance with time constraints and the roles and responsibilities identified for the processing/finishing activity
- Performing the processing/finishing operation according to instructions and safe operating procedures
- Monitoring and controlling the processing/finishing operation
- Carrying out quality checks on component parts and completed assemblies and dealing with quality concerns and defects in line with their responsibility
- Producing processed/finished products which comply with the processing/finishing specification.

Ref	Specialist Skills and Knowledge: Option 4 - Production Processing/Finishing Role
S28	Perform one processing/finishing operation method e.g. hand processing, manually operated machine processing, fully automated machine processing, combined processing
S29	Obtain and follow the correct Job instructions, processing/finishing procedures and equipment operating procedures in accordance with time constraints and the roles and responsibilities identified for the processing/finishing activity
S30	Perform the processing/finishing operation according to instructions and safe operating procedures
S31	Monitor and control the processing/finishing operation
S32	Carryout quality checks on component parts and completed assemblies and deal with quality concerns and defects in line with their responsibility
S33	Produce processed/finished products which comply with processing specification
K26	Where to obtain the necessary job instructions, processing/finishing procedures and equipment operating procedures that are used, and how to interpret them
K27	Specific safe working practices, processing/finishing procedures and environmental regulations that need to be observed
K29	The importance of following the pre-determined sequence of events in the processing/finishing operation and the consequences of not following them

Appendix 2: Portfolio Matrix Recording Sheet



For use by you and your employer; please complete and place at the front of your portfolio

I confirm the information and evidence contained within this portfolio is my own work, relates to my performance and it is current and sufficient against the knowledge, skills and behaviours contained in the L2 Lean Manufacturing Operative Apprenticeship Standard.	
I can confirm that I authorise EAL as the EPAO to make the application for my apprenticeship certificate following successful outcome of End-Point Assessment.	
Apprentice Name:	Click or tap here to enter text.
Apprentice Signature:	Click or tap here to enter text.
Date:	Click or tap to enter a date.
Employer details:	
I confirm that the information and evidence contained in this portfolio is the work of the apprentice, named above <input type="checkbox"/> (check)	
Employer Name:	Click or tap here to enter text.
Employer Job Title:	Click or tap here to enter text.
Relationship to Apprentice:	Click or tap here to enter text.
Employer Signature:	Click or tap here to enter text.
Date:	Click or tap to enter a date.

Before completing the matrix below, please ensure you have read and understood the portfolio of evidence requirements which are outlined on page 7 within the EPA Apprentice Guidance document.

Completed (✓)	Evidence reference	Ref	Core Skills & Core Knowledge to be assessed
<input type="checkbox"/>	enter text.	S1	Health & Safety: Work safely at all times, complying with health and safety legislation, regulations, and other relevant guidelines. Identifying risks within their processes and support/carry out countermeasure activities to improve safe working. Manage tooling, equipment and materials daily in-line with supplier standards e.g. COSHH (Control of Substances Hazardous to Health)
<input type="checkbox"/>	enter text.	S2	Environmental: Comply with environmental procedures and systems and contribute to the achievement of specific standards e.g. ISO 14001 or other relevant environmental standards and use the 4R's (Reduce, Re-use, Recycle, Recover) where possible
<input type="checkbox"/>	enter text.	S3	Production: Demonstrate their ability to carry out their role effectively, efficiently and flexibly maintaining lean manufacturing principles to meet customer's demands e.g. JIT
<input type="checkbox"/>	enter text.	S4	Lean Manufacturing Operations: Demonstrate their skill and knowledge following SOPs and building their versatility across a number of processes and process areas. Select and use appropriate tools, equipment and materials to carry out the manufacturing operation
<input type="checkbox"/>	enter text.	S5	Quality Control: Demonstrate appropriate process documentation control. Accurately completing check sheets, monitoring process and equipment data efficiently and legibly using the correct terminology required to meet the quality standard e.g. ISO 9002
<input type="checkbox"/>	enter text.	S6	Problem Solving: Demonstrate their ability to identify and resolve problems within the lean manufacturing environment using effective problem-solving tools and techniques. Manage problems that may occur during the manufacturing process within the limits of their responsibility and escalate as appropriate
<input type="checkbox"/>	enter text.	S7	Continuous Improvement: Generate ideas and contribute to process improvement activities individually or as part of a team through fact finding and analysis to improve the safety, environment, quality, cost or production process. Identifying and eliminating the 7 wastes (defects, over production, transportation, waiting, inventory, motion and processing)
<input type="checkbox"/>	enter text.	S8	Communication: Demonstrate communication skills which include oral, written, electronic (PC), information boards or visual displays to effectively share information
<input type="checkbox"/>	enter text.	S9	Workplace Organisation: Maintains and monitors the work site efficiently and effectively at all times using the elements of sifting, sorting, sweeping, spick & span (5's) within the lean manufacturing environment
<input type="checkbox"/>	enter text.	K1	Health & Safety: Relevant statutory, organisational and health and safety regulations relating to lean manufacturing operations and safe practices
<input type="checkbox"/>	enter text.	K2	Environmental: Compliance procedures/systems in line with regulatory requirements e.g. ISO 14001 or other relevant environmental standards
<input type="checkbox"/>	enter text.	K3	Production: Their individual roles and responsibilities within the organisation and the flexibility required to deliver products to meet customers costs/delivery targets/requirements e.g. Just in time (JIT)
<input type="checkbox"/>	enter text.	K4	Lean Manufacturing Operations: Manufacturing standard operation procedures (SOPs) adherence and development of lean processes
<input type="checkbox"/>	enter text.	K5	Process equipment monitoring, data collection, error proofing and operating procedures e.g. ISO 9002 or other relevant quality standards
<input type="checkbox"/>	enter text.	K6	Problem Solving: The tools and methods of effective problem-solving using data, reports and documents to resolve production related issues e.g. A3 report, graphs, matrices and escalate concerns
<input type="checkbox"/>	enter text.	K7	Continuous Improvement: How to study and identify ways to improve the safety, quality, cost or process efficiency using lean manufacturing tools e.g. kaizen
<input type="checkbox"/>	enter text.	K8	Communication: How to share information using a range of methods within the manufacturing environment e.g. oral, written, electronic, information boards, visual displays
<input type="checkbox"/>	enter text.	K9	Workplace Organisation: How to maintain a safe and efficient work site through workplace organisation e.g. 5s and process ownership

Completed (✓)	Evidence reference	Ref	Core Behaviours
<input type="checkbox"/>	enter text.	B1	Punctual, reliable and takes responsibility for their own actions
<input type="checkbox"/>	enter text.	B2	Show respect for others, having regard for diversity and equality
<input type="checkbox"/>	enter text.	B3	Respond positively to change in the working environment
<input type="checkbox"/>	enter text.	B4	Integrates within the team and supports others
<input type="checkbox"/>	enter text.	B5	Can work independently and effectively in challenging situations
<input type="checkbox"/>	enter text.	B6	Maintains quality of work under pressure
<input type="checkbox"/>	enter text.	B7	An open and honest communicator
<input type="checkbox"/>	enter text.	B8	Listens to other people's opinions
<input type="checkbox"/>	enter text.	B9	A positive and respectful attitude
<input type="checkbox"/>	enter text.	B10	Follows instructions and guidance and demonstrates attention to detail.
<input type="checkbox"/>	enter text.	B11	Seeks opportunities to develop and adapt to different situations, environments or technologies

The standard for the L2 Lean Manufacturing Operative has 4 specialist job roles; in addition to completing the core skills, core knowledge and core behaviours above, please complete ONE 'Specialist Skills & Knowledge' table below that relates to your job role.

Completed (✓)	Evidence reference	Ref	Specialist Job Role: Option 1 – Production/Assembly
<input type="checkbox"/>	enter text.	S10	Check components for damage and that they are in a usable condition
<input type="checkbox"/>	enter text.	S11	Correctly position, align and secure the components
<input type="checkbox"/>	enter text.	S12	Secure the components in position using the specified fastening device/method
<input type="checkbox"/>	enter text.	S13	Obtain and follow the correct Job instructions/Standard operating procedures production/assembly specifications in accordance with time constraints and the roles and responsibilities identified for the production/assembly activity
<input type="checkbox"/>	enter text.	S14	Produce components which comply with the specification and quality requirements
<input type="checkbox"/>	enter text.	S15	Carryout quality checks on component parts and completed assemblies and deal with quality concerns and defects in line with their responsibility
<input type="checkbox"/>	enter text.	K10	The importance of following the specified assembly sequence and procedure at all times
<input type="checkbox"/>	enter text.	K11	How to check the quality of the assembly, against the required quality standards and what tools and equipment are used
<input type="checkbox"/>	enter text.	K12	The procedure for positioning, aligning and securing component parts during the assembly operations
<input type="checkbox"/>	enter text.	K13	Where to obtain the necessary job instructions, operating procedures and assembly specifications that are used, and how to interpret them
<input type="checkbox"/>	enter text.	K14	How to Identify and resolve current and potential production/assembly problems within the limits of their responsibility

Completed (✓)	Evidence reference	Ref	Specialist Job Role: Option 2 - Inspection/Quality assurance
<input type="checkbox"/>	enter text.	S16	Obtain and follow the correct Job instructions, inspection/quality procedures and product specifications in accordance with time constraints and the roles and responsibilities identified for the inspection/quality assurance activity
<input type="checkbox"/>	enter text.	S17	Collect production samples at the required frequency in accordance with inspection specification and operating procedures
<input type="checkbox"/>	enter text.	S18	Carryout inspection and testing activities using the specified methods and equipment
<input type="checkbox"/>	enter text.	S19	Prepare, Handle, transfer and store samples safely and correctly in accordance with quality control procedures
<input type="checkbox"/>	enter text.	S20	Accurately interpret the data/results gained from the inspection and testing procedures being used
<input type="checkbox"/>	enter text.	S21	Record and report inspection findings to relevant person
<input type="checkbox"/>	enter text.	K15	The correct methods of handling and storing the samples
<input type="checkbox"/>	enter text.	K16	Where to obtain the necessary job instructions, inspection/quality procedures and product specifications that are used, and how to interpret them
<input type="checkbox"/>	enter text.	K17	How to identify which samples, products and materials do not meet the quality requirements
<input type="checkbox"/>	enter text.	K18	Procedures for the handling and segregation of defect components
<input type="checkbox"/>	enter text.	K19	Specific safe working practices and environmental regulations that need to be observed
Completed (✓)	Evidence reference	Ref	Specialist Job Role: Option 3 – Logistics/Material Handling
<input type="checkbox"/>	enter text.	S22	Safely move materials to the correct location using the relevant equipment
<input type="checkbox"/>	enter text.	S23	Obtain and follow the correct Job instructions, specification details and specific transfer/handling procedures in accordance with time constraints and the roles and responsibilities identified for the logistic/material handling activity
<input type="checkbox"/>	enter text.	S24	Move materials using the appropriate procedures, ensuring the materials are correct, safely loaded and secure
<input type="checkbox"/>	enter text.	S25	Check materials selected to be moved are in line with job requirements
<input type="checkbox"/>	enter text.	S26	Carry out quality checks on materials that are to be moved and deal with quality concerns and damage in line with their responsibility
<input type="checkbox"/>	enter text.	S27	Return equipment to its correct location on completion of the activities and leave it in a safe and usable condition
<input type="checkbox"/>	enter text.	K20	The procedures and documentation required to allow the transfer of materials to take place
<input type="checkbox"/>	enter text.	K21	Where to obtain the necessary job instructions, specification details and specific transfer/handling procedures that are used, and how to interpret them
<input type="checkbox"/>	enter text.	K22	The procedures for the movement and transferring of materials to the correct location within given timelines
<input type="checkbox"/>	enter text.	K23	What tools and equipment are used for the material movement operations undertaken and how to check that they are in a safe and usable condition
<input type="checkbox"/>	enter text.	K24	The lifting and handling procedures, and load bearing capacities of the equipment being used

Completed (✓)	Evidence reference	Ref	Specialist Job Role: Option 4 – Production Processing/Finishing
<input type="checkbox"/>	enter text.	S28	Perform one processing/finishing operation method e.g. hand processing, manually operated machine processing, fully automated machine processing, combined processing
<input type="checkbox"/>	enter text.	S29	Obtain and follow the correct Job instructions, processing/finishing procedures and equipment operating procedures in accordance with time constraints and the roles and responsibilities identified for the processing/finishing activity
<input type="checkbox"/>	enter text.	S30	Perform the processing/finishing operation according to instructions and safe operating procedures
<input type="checkbox"/>	enter text.	S31	Monitor and control the processing/finishing operation
<input type="checkbox"/>	enter text.	S32	Carryout quality checks on component parts and completed assemblies and deal with quality concerns and defects in line with their responsibility
<input type="checkbox"/>	enter text.	S33	Produce processed/finished products which comply with processing specification
<input type="checkbox"/>	enter text.	K25	What tools and equipment are used for the processing/finishing operations undertaken and how to check that they are in a safe and usable condition
<input type="checkbox"/>	enter text.	K26	Where to obtain the necessary job instructions, processing/finishing procedures and equipment operating procedures that are used, and how to interpret them
<input type="checkbox"/>	enter text.	K27	Specific safe working practices, processing/finishing procedures and environmental regulations that need to be observed
<input type="checkbox"/>	enter text.	K28	The procedure for the recovery or restart of manufacturing due to quality or process concern
<input type="checkbox"/>	enter text.	K29	The importance of following the pre-determined sequence of events in the processing/finishing operation and the consequences of not following them

Appendix 3: End-point Assessment Gateway Checklist



For use by you, your employer and the EPAO; please complete and place at the front of your portfolio

The EPA must only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard; that means that the apprentice has achieved occupational competence. In making this decision, the employer may take advice from training provider(s), but the decision must ultimately be made solely by the employer. In addition to **the employer's confirmation** that the apprentice is working at or above the level in the occupational standard, the following gateway requirements must be confirmed as having been met prior to the apprentice starting the EPA.

Apprentice Name:	enter text.	Employer Name:	enter text.
The apprentice has:	Evidence reference	Employer/provider confirmation (☒)	EPAO confirmation (☒)
Satisfactorily completed training covering the skills, knowledge and behaviours as described in the standard.	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Achieved the Level 2 Diploma in Manufacturing (Knowledge and Skills).	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
¹ English and mathematics at level 2 or Apprentices without English and mathematics at level 2 must have achieved level 1 English and mathematics and have taken the tests for level 2.	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
² Submitted a completed portfolio of evidence authenticated by employer	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

¹Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-point Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeships English and mathematics minimum requirement is Entry Level 3. British Sign Language qualifications are an alternative to English qualifications for whom this is their primary language.

²Sufficient evidence in the form of a portfolio authenticated by employer to allow the apprentice to consistently demonstrate knowledge, skills and behaviours as described in the standard. The Employer by signing below confirms that this portfolio provides an accurate representation of work carried out by the apprentice and has not been embellished. **Please refer to the portfolio of evidence requirements that have been outlined on page 7 of the EPA Apprentice Guidance document**

Employer declaration

I confirm that the evidence presented is authentic and is an output from the apprentice's own work activity and I am satisfied that they have met all gateway requirements.

Employer signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Appendix 4: Proposed Observation Activity



To be completed by your employer and submitted to the EPAO

Employer:	Click or tap here to enter text.		
Apprentice Name:	Click or tap here to enter text.		
Observation Plan			
Where the observation will take place? Click or tap here to enter text.	When the observation will take place?		
	Date: Click or tap to enter a date.	Start time (Est): Click or tap here to enter text.	Finish Time: (Est) Click or tap here to enter text.
Please outline what the apprentice will be doing during the observation (e.g. jobs, task, activity etc). (Please attached additional pages if required) Click or tap here to enter text.			

Please submit to epaassessments@eal.org.uk at least 10 days in advance of the proposed observation.

Employer declaration

I confirm that the proposed observation activity outlined above will provide sufficient opportunity for the apprentice to demonstrate their application of KSBs for the job role being assessed

Employer signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Appendix 5: Proposed Observation Activity

Feedback to the Employer on the Proposed Observation Activity by the EPAO

Employer:	Click or tap here to enter text.	
Apprentice Name:	Click or tap here to enter text.	
EPAO Representative Name:	Click or tap here to enter text.	
	Decision	Please check ✓ as applicable against the decision below
	Rejected	<input type="checkbox"/>
	Approved	<input type="checkbox"/>
	Approved with Actions	<input type="checkbox"/>
	Approved with Recommendations	<input type="checkbox"/>
<p>Feedback to the employer e.g. justification, confirmation, actions &/or recommendations: Click or tap here to enter text.</p>		

EPAO Representative

EPAO Representative

signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

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