



Part of the  
**Enginuity** Group

EPA Apprentice Guidance

End-point Assessment  
Apprentice Guidance Document for:  
**Level 4 Associate Project  
Manager**

Standard Reference: ST0310



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### Document Amendments

| <b>Amendment Made</b>              | <b>Issue Number</b> | <b>Effective From</b> |
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| New document                       | 1.1                 | 11-2018               |
| Updated documents & Amended        | 1.4                 | 04-05-2020            |
| EAL rebranding & statement updates | 1.5                 | 17-01-2022            |



## 1.0 About EAL

For over fifty years, EAL has been the specialist awarding organisation for engineering, manufacturing, building services and related sectors. Developed to the highest technical standards, our qualifications reflect ever-changing industry and regulatory needs. We support the providers of our qualifications with an unparalleled level of service to ensure that learners are well prepared to take the next step in their journeys, whether study, an apprenticeship or work.

Through industry partnerships with EAL centres and training providers, decades of experience supporting our core sectors, and our role as part of the Enginuity Group, we have built unrivalled knowledge and understanding of employer skills needs. As a result, EAL's skills solutions, including apprenticeship End-Point Assessment, External Quality Assurance and qualifications are respected and chosen by employers to deliver real lifelong career benefits for all our learners. That's why in the last ten years, 1.2 million people across the UK have taken EAL qualifications.

### 1.1 Equal Opportunities and Diversity

EAL expects its centres to enable learners to have equal access to training and assessment for qualifications in line with equalities legislation. Further details can be located in the EAL Equal Opportunities and Diversity Policy:

<http://www.eal.org.uk/centre-support/centre-support/policies-and-important-documents>

### 1.2 Customer Experience and Feedback

Customer Experience 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 Experience team:

EAL Customer Experience

Tel: +44 (0)1923 652 400

Email: [Customer.Experience@eal.org.uk](mailto:Customer.Experience@eal.org.uk)

## 2.0 Apprenticeship Guidance for Portfolio Development, Presentation & Professional Discussion & the End Point Assessment Grading

### 2.1 What is being assessed?

Your End Point Assessment is made up of three elements:

- Portfolio of Evidence review – this will have been assessed already by a panel comprising an Independent Assessor (IA) from EAL as the EPAO appointed by your employer and either a representative from your employer, someone from your training provider or possibly both.
- Presentation – this is something that you should have prepared based on **5** learning outcomes from the **15** you selected when you started your apprenticeship.
- Professional discussion – an interactive question and answer session between you and your IA based on the remaining **10** learning outcomes from the **15** you selected.

### 2.2 Apprenticeship Guidance for Portfolio

Each employer will have their own preferred approach and layout of the portfolio. How you present the information to your employer for the End Point Assessment portfolio review is important to ensure it meets that requirement of the standard. After all, you are using this Portfolio to showcase your skills, knowledge and behaviours you have learnt during your apprenticeship, so presenting a good quality record of your day-to-day work you have completed may be the first impression your panel of assessors will see from you prior to meeting with you at your EPA professional discussion and presentation.

You will compile a portfolio during your apprenticeship. It will include evidence of experience gained in the workplace and simulated environments, collectively demonstrating competence against all aspects of the apprenticeship standard – skills, knowledge and behaviours. It may for example include self-assessments, achievement logs, work products, witness statements and reflective journals, together with a final progress review in readiness for the EPA final professional discussion and presentation.

Before beginning work on the portfolio, you should agree, in a meeting with your employer and mentor, the **15** learning areas (from 17) that will provide a focus for your portfolio of evidence. The portfolio will be reviewed by a panel of assessors, using standardised assessment criteria and documentation; recording coverage against the **15** learning areas, this will be used to support the EPA professional discussion and presentation. The portfolio will be reviewed before the EPA professional discussion and presentation.

## 2.3 Learning areas for selection

15 of the following 17 learning areas must be included within your portfolio of evidence:

1. Governance
2. Stakeholder and communications management
3. Budgeting and cost control
4. Business case and benefits
5. Scope management
6. Consolidated planning
7. Schedule management
8. Risk and issue management
9. Contract management and procurement
10. Quality management
11. Resource management
12. Context
13. Collaboration and team work
14. Leadership
15. Communication
16. Drive for results
17. Integrity, ethics, compliance and professionalism

Based on the portfolio, professional discussion and presentation marks, EAL as the EPAO will then award a fail, pass, merit or distinction grade.

## 2.4 Planning work to meet evidence requirements

When planning your work with your employer you should ensure that there is suitable opportunity for you to be involved in projects with a broad enough scope to address the chosen 15 learning areas, and that you will be able to evidence the relevant skills, knowledge and behaviours expected.

It is the responsibility of your employer and your apprentice's mentor (where appropriate) to help guide you in choosing appropriate evidence for the portfolio. The training provider will provide a framework for the portfolio and provide initial guidance on how to assemble evidence.

The portfolio of evidence will need to include self-assessments and achievement logs completed by you as part of regular performance management with your employer, as well as any relevant supporting documents. The portfolio will contain examples of your performance in relation to the work you have completed. The portfolio evidence will be recorded during the whole of your apprenticeship to meet the level of demand and complexity required by the standard and will include a detailed record of how you completed the task. Your portfolio can be handwritten or electronic and include work products, sketches and information you feel appropriate.

Here are some key features you may wish to include in your portfolio to help you construct a consistent approach and layout. You can place them in the logical structure appropriate for your job.

A template is provided in **Appendix A**

- Front page – Your company name, your name, the title of the apprenticeship
- Index of portfolio
- A cross reference to the specific Apprenticeship Standard
- List of witnesses/job titles

- Page heading - job reference /title and date of task
- Subheadings

Finally, you should ask your mentor to review and check your work and sign it along with any witnesses who can authentic this is a true record of the work you carried out.

## 2.5 Portfolio submission

To allow for Independent Assessment Panel (IAP) review, you must submit your portfolio of evidence **1 month** in advance of the expected date prior to your presentation and professional discussion. Panel members will review your portfolio of evidence during this period, to prepare for the professional discussion through questioning that will explore your understanding of the chosen competence areas.

## 2.6 Portfolio Review

This is a standard portfolio review against the Learning Areas contained in the assessment plan. Details of the possible 17 learning areas can be found in Appendix A.

The IA will review the completed holistic examples of performance presented in the apprentice portfolio. The evidence must cover 15 of the 17 learning areas contained within the assessment plan. Each example should be judged to ensure that the evidence is authentic to you, as the apprentice, there are sufficient examples of performance presented in the portfolio and the evidence is reliable from a real working environment.

On reviewing the portfolio, the IA must assess all the criteria stated in the standard across skills, knowledge and behaviours indicated in Appendix A. If the IA identify skills, knowledge and behaviours that are not authentic to you, sufficient to cover the breadth and depth of skill or knowledge or behaviours statement or provide valid or reliable evidence, a “cross” (X) will be entered and additional assessment carried forward to the professional discussion.

Where the IA is satisfied with the evidence from the portfolio review this will be indicated by a “tick” (✓)

Where the IA identifies shortfalls in the skills, knowledge and behaviours assessment of the portfolio review, they must prepare further questions to ask you during the professional discussion to ensure you can demonstrate that you have the required depth and breadth of skills, knowledge and behaviours required by the apprenticeship standard.

The roles of the employer and/or the training provider within the panel are to provide operational context, clarification and guidance, NOT to make assessment decisions. That is the role of the Independent Assessor from EAL as the EPAO.

## 3.0 Apprentice Guidance for EPA Presentation Preparation & Professional Discussion

### 3.1 What will happen?

Your portfolio will have been assessed already, your presentation must be submitted a minimum of **14** days advance of the expected date prior to your presentation and professional discussion, so the next stage is your presentation. This will take place on the same day as your professional discussion. Overall, these should last at least **1 hour**. You will deliver your presentation first and should then be offered the opportunity of a short break before starting your professional discussion. If you are not offered a break, please ask for one if you feel you need it. If you want to continue straight on, just let your IA know.

### 3.2 Your presentation

This should ideally last no more than **15 to 20 minutes** but can be shorter, there will be a Q&A with the independent assessor, this should last no more than 20 minutes. There is no penalty for the length of the presentation, but it needs to give the assessment panel sufficient information for them to be able to form a judgement on it. You will have based your presentation on 5 learning areas from your portfolio and each of those areas will be given a score out of 5; this means that, in total, your presentation could be worth up to 25 points (33.3% of your overall score). The score you achieve contributes to your overall grade for your apprenticeship.

Your presentation should be designed to complement your portfolio of evidence and should add to the evidence that you presented under those learning outcomes. You may want to explain a situation in more depth or highlight a particular situation or project which was complex and difficult to portray in a paper/electronic portfolio. The most important thing to remember is that this is an opportunity to showcase what you have learned and achieved during your apprenticeship.

You may want to present 5 learning areas which you found difficult to evidence in your portfolio and which you feel you can evidence more easily verbally. The content is up to you. You can seek guidance from your training provider, mentor and employer but the work must be all your own. If you need any special equipment in order to deliver your presentation, you will need to supply it yourself or you could ask if it will be available in the room anyway, but this will need to be established prior to the assessment day.

You may well be asked questions on what you are presenting. These will just be for clarity and to make sure that the IA fully understands what you are trying to portray. Your employer and training provider may be present on the assessment panel, but they are there simply to offer advice and guidance to your IA and will have no part in marking your presentation.

### 3.3 What is an EPA Professional Discussion?

The EPA Professional Discussion is an interactive formal discussion focused on the skills, knowledge and behaviours you need for your job role. It will enable the IA to ask questions of you in relation to your skills, knowledge and behaviours, based on your portfolio evidence. Questions will be standardised, so that essential knowledge can be demonstrated consistently by all apprentices.

It is a structured discussion between you and the IA drawing upon a portfolio of evidence of how you have performed during the Apprenticeship. It covers both the tasks you have completed in your day-to-day work, the standard of your work and the behaviours you have

demonstrated throughout, such as being a team player, having a positive attitude and a strong work ethic; being a responsible and self-motivated employee with a proven commitment to your organisation. This enables the EPA Professional Discussion to cover a broad range of, skills, knowledge and behaviours set out in the apprenticeship standard, this should ideally last no more than **40 to 45 minutes**.

It will also be an opportunity for the IA to:

- Clarify any points and/or question you on the evidence you have presented in the portfolio
- Confirm and validate that the portfolio of evidence is your own work
- Confirm and validate the judgements about the quality of the work you have completed
- Explore particular areas of work presented in the portfolio, how it was carried out, any problems that you encountered and how these were resolved
- Validate your skills, knowledge and behaviours of the organisation in terms of their products, processes, procedures and information systems.

The EPA Professional Discussion will also find out the depth and breadth of your understanding of the learning areas requirements.

### 3.4 Who are the Panel Members?

The panel will comprise at least two members who may include representatives from the employer or learning provider but must include an independent assessor from EAL as the EPAO, that meets the internal and external quality assurance requirements of this assessment plan. The independent assessor will have the final decision on grading of this element of the end point assessment.

Members from the employer or learning provider may provide guidance and clarification to the independent assessor in relation to the technical competencies demonstrated within the portfolio of evidence. The independent assessor will be responsible for the apprentice's final grading.

The panel must contain members who have:

- Excellent knowledge and understanding of the apprenticeship standard
- The ability to contextualise the relevant work-based project(s)
- Current, relevant occupational knowledge and expertise, at the relevant level of the occupational area(s) they are assessing, which has been gained through "hands on" experience in the profession within the last 5 years.

It will be the responsibility of the EAL as the EPAO to ensure that the assessor it provides for the panel is suitably qualified and able to apply a consistent metric to the assessment and meet the quality assurance requirements in this assessment plan.



### 3.5 What preparation is needed for the EPA Professional Discussion?

Every EPA Professional Discussion is different, so it is not possible to know in advance exactly what the panel members will ask you. However, there are some common styles and approaches for this type of Professional Discussion that will help the panel members to assess your submitted portfolio. The examples you have submitted will be how you have performed your work activities and the EPA Professional Discussion will be your opportunity to showcase all your skills, knowledge and behaviours. This will be the main focus during the assessment; however, you should also plan for wider questioning about your apprenticeship and what you have learned, how you have used the skills, knowledge and behaviours gained and applied this learning in your work.

It is not a memory test, and you can prepare notes making reference to your portfolio so you may want to do this as your planned approach and have your notes with you during the Professional Discussion. The EPA Professional Discussion will typically last a minimum of **one hour**.

Having spent so much time developing your portfolio of evidence to showcase your skills, knowledge and behaviours to your employer, it may seem strange to hear that a key part of your preparations is to get you to re-cap on what you have submitted in your portfolio. The panel members will expect you to have a good understanding of the contents of your work and that means knowing your portfolio so you can discuss the content with minimum notes, after all you performed the tasks.

Here are some ideas to help you prepare for your EPA Professional Discussion.

- Make notes to remind you of key points you need to remember and flag pages in your portfolio where you may need to refer for detailed information. Practice using this method to ensure any reference you give is correct.
- Who are you? Think bigger picture. What do you know about your organisation? What do you do in your organisation? Who do you report to and interact with? Where do you sit within your organisation? How important is your work to you and your organisation? What would happen if you didn't do your job?
- Develop an introduction of yourself, what you do and the apprenticeship journey you have taken to get to where you are.
- Read through each example and think about the key features of how you do your job and the behaviours you have demonstrated. It is likely the questions from panel members will probe stages of your approach to your work, the behaviours you have adopted to ensure it follows a logical sequence in a safe, effective and efficient manner in line with the expected organisational procedures. If you think you missed details or made a mistake during your own review of your portfolio, don't panic. Make a note, build it in to your showcase and prepare an answer that you can use if it is questioned during the EPA Professional Discussion.
- Work with your mentor to build your evidence against the apprenticeship standard and what is required for the standard and how your evidence meets those requirements. Your EPA Professional Discussion will find out your depth and breadth of understanding of the competence requirements.
- Be clear when discussing your work in the context of what you did. Think about including 'I' instead of 'We'.

- For example; 'I was responsible for.....' and when discussing working in a team be clear in defining what your contribution was and the work elements you completed.
- Practice showcasing examples of your work to yourself and then with others who are not involved in the EPA Professional Discussion to gain confidence. Ask them to challenge you with questions.
- Make a list of what you need for your EPA Professional Discussion and check it off before you arrive to ensure you have all you need for a successful Professional Discussion.

**Remember .....** Your portfolio of evidence must be submitted to your panel of assessors at **least 1 month** before your Professional Discussion.

### 3.6 What happens during the EPA Professional Discussion?

- Be prepared.
- Be well presented, you should at least be well groomed and neatly dressed.
- Stay calm and pleasant.

Your panel members will cover some preliminary generic items such as; introductions, the approach and timings of the EPA Professional Discussion as well as your right to appeal, in the event that you feel the final decision is not appropriate.

A series of questions will be put to you to answer, and notes will be recorded by the panel members, For example:

- Talk us through.....
- Explain in detail.....
- Describe.....
- Give an example.....
- Demonstrate.....
- Where do you find.....
- How did you.....
- What was the objective.....
- Why did you.....

Listen carefully to the questions. Don't answer simply 'yes' or 'no' to questions; on the other hand, do not give a prepared speech. Try to answer the question as it is put to you. If you don't understand the question, ask the panel members to repeat it or repeat your interpretation to the panel members, if you still don't understand the question, then it is better to admit it than to try and bluff.

Don't be overly worried that some parts of the EPA Professional Discussion were really difficult; it is only by pushing you to your limits that the panel members can determine your ability.

At the end of the assessment, you will be informed the EPA Professional Discussion is over. Collect your papers and any items you prepared and breathe – well done you have just completed your EPA Professional Discussion.

## 4.0 End-point assessment – Grading

### 4.1 Grading

Grading will be standardised to ensure consistency across the sector. The apprenticeship will be graded fail, pass, merit and distinction. The final grade will be determined by collective performance in the end-point assessment's two assessment tools. The weighting of the apprenticeship grading is 33.3% on the presentation supported by a portfolio of evidence and 66.6% to the Professional discussion supported by a portfolio of evidence. A points system will determine if the apprentice has achieved a fail, pass, merit or distinction and is described below:

| Assessment method  | Grading   | Weighting |
|--|---|-----------|
| Presentation supported by a portfolio of evidence            | Marked out of 25, counts towards final grade of pass, merit or distinction. | 33.3%     |
| Professional discussion supported by a portfolio of evidence | Marked out of 50, counts towards final grade of pass, merit or distinction. | 66.6%     |

The five-point rating scale shown below will be used in all components of the end-point assessment.

In this rating scale, meeting the standard implies meeting the relevant knowledge, skills and/or behavioural requirements for the specific work function.

| 1   | 2                                      | 3                                   | 4  | 5  |
|---|--|-------------------------------------|--|--|
| Significant gaps in the apprentice's ability to meet the standard | Minor gaps in the apprentice's ability | Apprentice fully meets the standard | Apprentice fully meets the standard in all areas | Apprentice consistently exceeds the standard in most areas |

Each learning area is marked out of 5. This in turn provides the scoring for each of the end-point assessment mechanisms as follows:

- For the presentation supported by portfolio of evidence each of the **5** learning areas selected for assessment will be added together to give a total score out of **25**.
- For the professional discussion supported by a portfolio of evidence, each of the **10** learning areas selected for assessment will be added together to give a total score out of **50**.

The total scores will be added together to give an overall total score out of **75**. For an apprentice to fully meet the standard they must achieve a minimum score of **45**.



The apprentice's final grade will be determined according to the following:

| <b>Grade</b>       | <b>Score</b>    |
|--------------------|-----------------|
| <b>Refer</b>       | <b>0 to 44</b>  |
| <b>Pass</b>        | <b>45 to 55</b> |
| <b>Merit</b>       | <b>56 to 65</b> |
| <b>Distinction</b> | <b>66 to 75</b> |

## 4.2 What happens after the assessment day?

The decisions made by the Independent Assessor will be subject to moderation before any final outcomes are confirmed.

Confirmation of the outcomes will be sent to your employer and once agreed, EAL as the EPAO will submit your results and request your apprenticeship certificate.



## 5.0 Appendix A – Example Portfolio Format

Apprentice Name: [Click or tap here to enter text.](#)

### End Point Assessment Portfolio Review for Level 4 Associate Project Manager ST0310

Apprentice to detail the 15 areas for End Point Assessment (please ✓ as appropriate):

| Learning Area   | Professional Discussion (10) | Presentation (5)         |
|---|------------------------------|--------------------------|
| 1. Governance   | <input type="checkbox"/>     | <input type="checkbox"/> |
| 2. Stakeholder & Communications Management            | <input type="checkbox"/>     | <input type="checkbox"/> |
| 3. Budgeting & Cost Control                           | <input type="checkbox"/>     | <input type="checkbox"/> |
| 4. Business Case & Benefits                           | <input type="checkbox"/>     | <input type="checkbox"/> |
| 5. Scope Management                                   | <input type="checkbox"/>     | <input type="checkbox"/> |
| 6. Consolidated Planning                              | <input type="checkbox"/>     | <input type="checkbox"/> |
| 7. Schedule Management                                | <input type="checkbox"/>     | <input type="checkbox"/> |
| 8. Risk & Issue Management                            | <input type="checkbox"/>     | <input type="checkbox"/> |
| 9. Contract Management & Procurement                  | <input type="checkbox"/>     | <input type="checkbox"/> |
| 10. Quality Management                                | <input type="checkbox"/>     | <input type="checkbox"/> |
| 11. Resource Management                               | <input type="checkbox"/>     | <input type="checkbox"/> |
| 12. Context   | <input type="checkbox"/>     | <input type="checkbox"/> |
| 13. Collaboration & Team Work                         | <input type="checkbox"/>     | <input type="checkbox"/> |
| 14. Leadership  | <input type="checkbox"/>     | <input type="checkbox"/> |
| 15. Communication                                     | <input type="checkbox"/>     | <input type="checkbox"/> |
| 16. Drive for results                                 | <input type="checkbox"/>     | <input type="checkbox"/> |
| 17. Integrity, Ethics, Compliance and Professionalism | <input type="checkbox"/>     | <input type="checkbox"/> |



I confirm the information and evidence contained in this portfolio is my own work, relates to my performance, it is current and sufficient against the knowledge, skills and behaviours contained in the APM 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 to enter text.

**Apprentice Signature:**



**Date:**

Click to enter date.

I confirm that the information and evidence contained in this portfolio is the work of the apprentice, named above (please tick)

**Employer details:**

**Employer Name:**

Click to enter text.

**Employer Job Title:**

Click to enter text.

**Relationship to Apprentice:**

Click to enter text.

**Employer Signature:**



**Date:**

Click to enter date.



## Portfolio Index

*Apprentice to complete portfolio index (or insert copy of index page)*

| Evidence Title       | Page Number          |
|----------------------|----------------------|
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***Details of mentor/ witnesses for authentication of the performance evidence:***

| Name:                | Relationship to Apprentice: | Contact Email and Telephone | Signature |
|----------------------|-----------------------------|-----------------------------|-----------|
| Click to enter text. | Click to enter text.        | Click to enter text.        |           |
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