Digital and IT Skills

General Support

28th August 2024

Housekeeping



This session is being recorded

The session is being recorded, which will be sent to all attendees after the webinar.



Everyone is on mute

Everyone is on mute



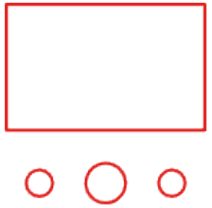
Slides

The slides will be sent to all attendees alongside the recording after the webinar



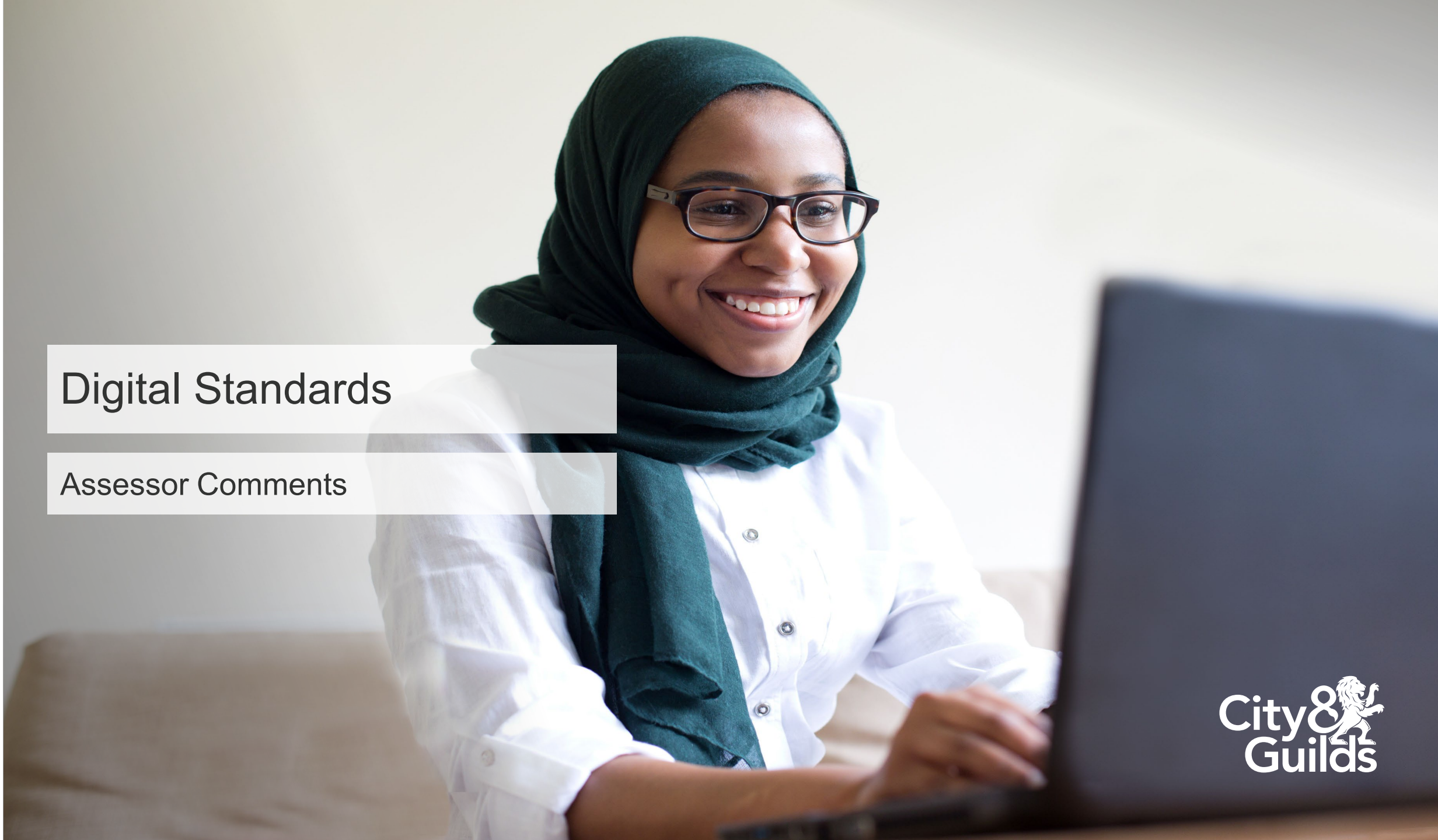
Questions

Please add your questions into the question function on the control panel. Will we endeavour to answer all questions.



If the session cuts off

Please use the original webinar link to gain access back into the session.
To join over the telephone, select “Phone Call” in the Audio pane and the dial-in information will be displayed



Digital Standards

Assessor Comments

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- **Project Report** – There have been increasing instances of Project Reports not following the provided structure – some are simply screenshots with brief explanations of what they show. Refer to the EPA Pack and Guidance documents on EPA Pro.
- **Project Report** – There have been increasing instances of Project Reports having excessive Appendices where the KSBs are not covered within the main report – references are just made to the Appendix.
- **Project Report** – Word counts continue to be missing from submissions – ensure the apprentice accurately documents their word count.
- **Project Report with Presentation** – Be aware of the length of the Presentation – have the Apprentice run through prior – Assessment Method is 45 minutes so 15-20 minutes is the ideal.
- **Project Report with Presentation** – These should be different – there is a structure provided for the Report – the Presentation should overview and summarise the Project.
- **Evidence Matrix** – This is a great tool to support the Training Provider but also for the Apprentice to be able to map their evidence to show coverage but also locate evidence should they need a reminder during the Assessment.
- **Witness Testimony** – Witness Testimony is a valid inclusion and there are guides as to what this should include in the EPA Pack – these should not be pre-assessed against KSBs as these will not be accepted.



Assessor Comments

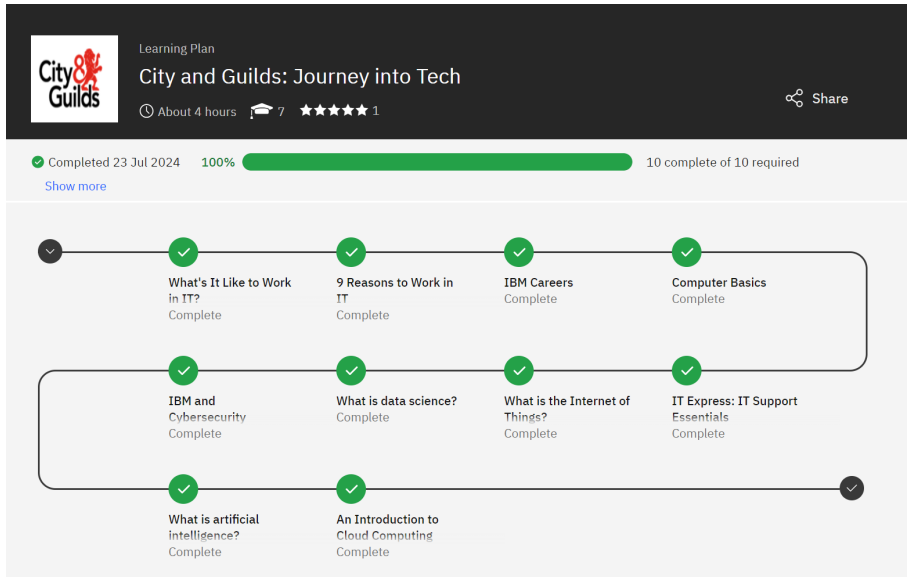
- **Assessment Bookings** – While it is acknowledged that things change in a live business – rearranged or cancelled events at short notice not only incur charges, IEPA availability in the weeks that follow are not guaranteed due to other allocations.
- **Assessment Components** – All assessment components should be completed in advance, providing the IEPA time to review evidence and formulate questions – Knowledge Tests **should not** be taken on the day of Questioning to ensure all components are completed prior.
- **Discussion and Questioning Components** – Where the components are to be taken on the same day, ensure apprentices check the timings of these – with two links being provided, apprentices are often coming to the later session, missing the first session.
- **Questioning** – While it is great preparation for Apprentices to have mock Professional Discussions, each Assessment will differ as it is based on the evidence provided by the Apprentice which is dependent on their employer and job role.

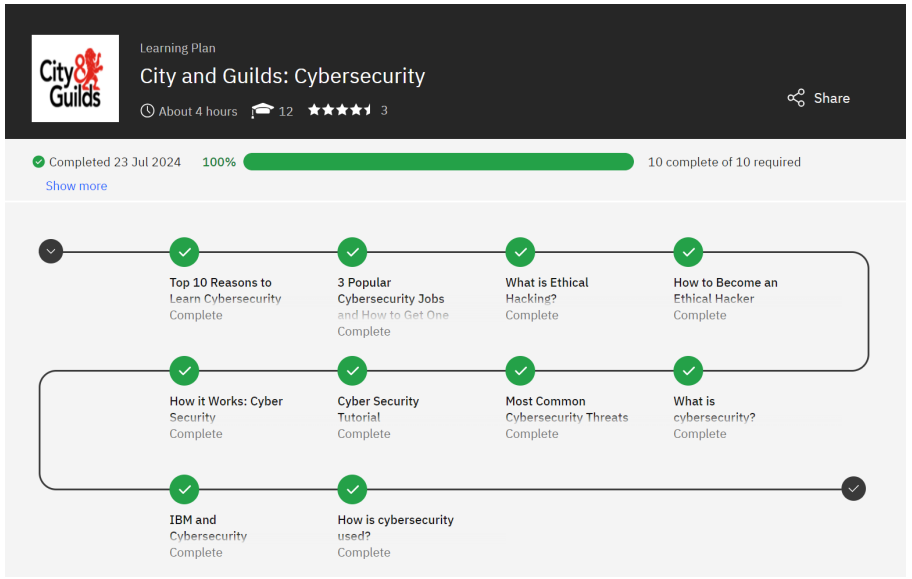


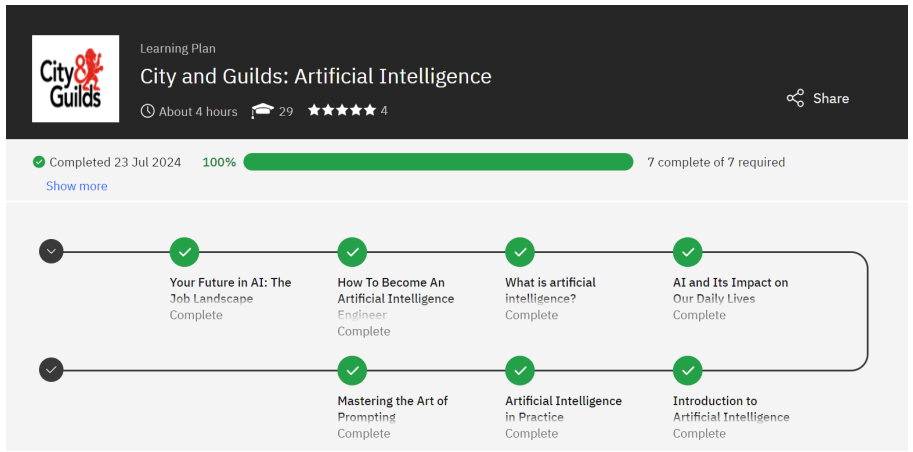
Digital and IT Skills

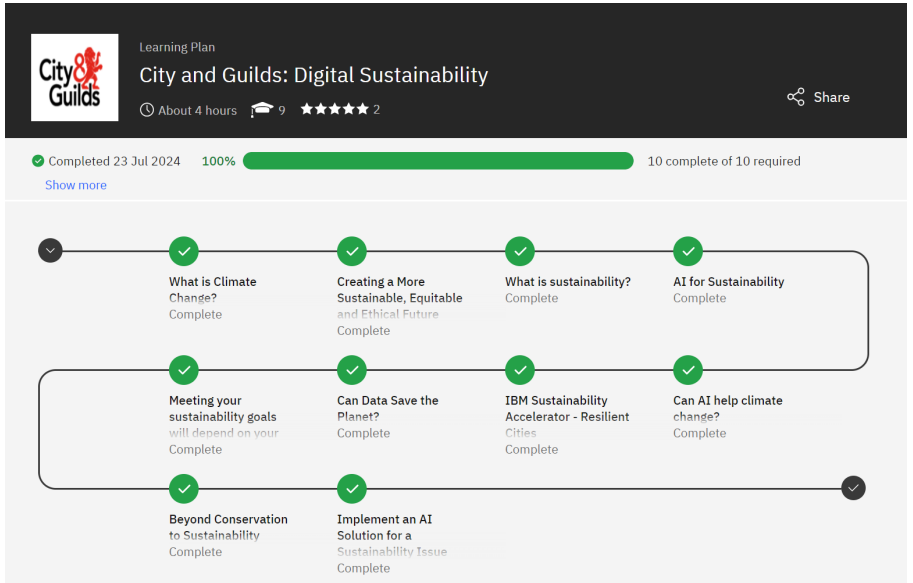
Opportunities, Support and Next Steps

City & Guilds x IBM - Website









Associate Vacancies

We are looking for occupationally competent Independent End-point Assessors (IEPAs) and Lead Independent End-point Assessors (LIEPAs) to conduct End-point Assessments, as the apprentice completes their training.

Areas include (but not limited to):
- Information Communications Technician
- Cyber Security Technologist
- Data Technician
- Digital Support Technician
- Network Engineer
- Software Developer

Check out our Associate Vacancies site for Person Specifications, Task Profiles and How To Apply.

Home | City & Guilds Associate Vacancies (cityandguilds.com)



LinkedIn Group

We have a LinkedIn Group for all things Digital End-Point Assessment and Qualifications here at City & Guilds. We hope to continue to create a strong, supportive network with members from across centres, training providers and employers of all sizes. Asking questions and sharing of best practice is encouraged. The group will focus on information, resources and support for Qualifications and End-point Assessments.

To join, go to: https://lnkd.in/e94Dy3uP or scan the QR code below.



Remaining Webinars and Drop-Ins

Webinars

Tuesday 1st October – 14:00-15:00

Monday 18th November – 14:00-15:00

Drop-Ins

Tuesday 24th September 13:00-16:00

Wednesday 23rd October 13:00-16:00

Monday 11th November 09:00-12:00

Monday 2nd December 09:00-12:00

All our events can be signed up to in advance with all the 2024 calendar available **here**.



Contacts

City & Guilds supports providers through their Account Manager, EPA Partnership Managers, Customer Support and the Digital Sector team.

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OR
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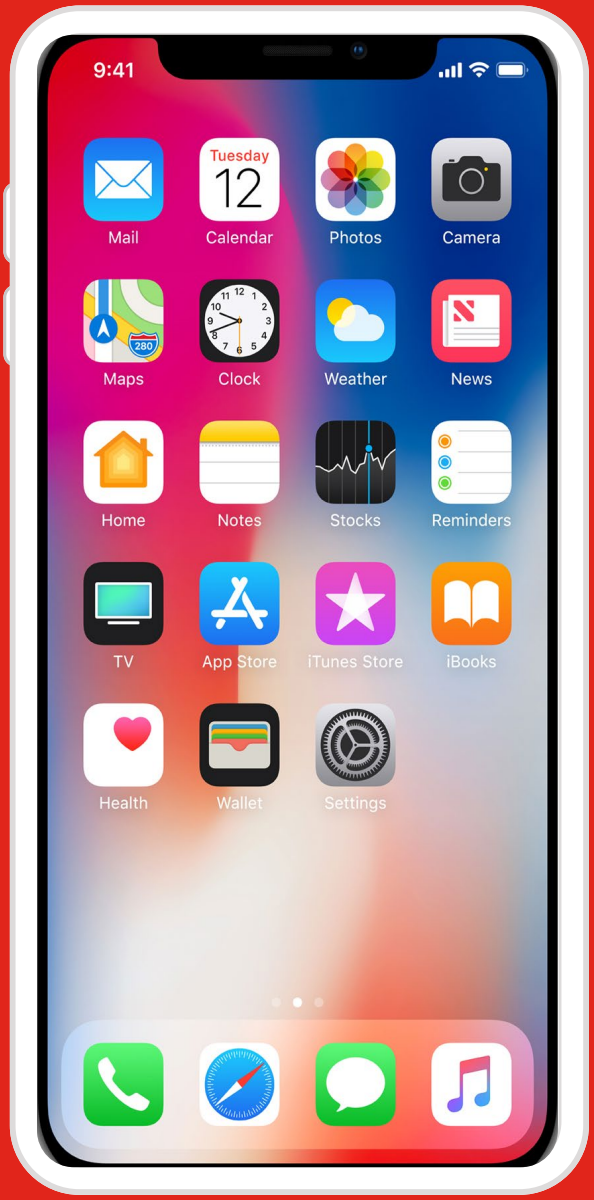
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Learner Support Number:
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Keep up to date – register for email updates:
https://www.cityandguilds.com/what-we-offer/centres/email-updates

Thank you!

Any Questions?

About City & Guilds

City & Guilds is the global skills partner, empowering people, organisations and economies to develop the skills they need for growth. With almost 150 years of trusted expertise, we support people into work, help them develop on the job and move into the next job.

We work with Governments, employers, training providers, colleges and industry stakeholders to design and deliver high-quality training, qualifications, assessments and credentials that lead to meaningful career progression. We understand the life changing link between skills development, social mobility and success. Our solutions span critical sectors including construction, engineering, transport, energy and electrical, serving over 1 million learners annually.

Through our comprehensive portfolio of brands and trusted global network, we set industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We believe you can achieve your potential - and we're here to help make it happen.

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www.cityandguilds.com/about-us

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