City & Guilds Level 3 End-point Assessment for Engineering Fitter (9335-22)

EPA Pack for Providers & Employers

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For internal use

Version	Summary of changes	Section
Version 1.0 May 2022	Document created	All
Version 1.1 June 2022	Clarification added	Section 4 Timetable for End-point Assessment: Apprentice guidance Section 6 Assessment Instructions: 720 Project: report including evidence, and questioning: Provider & Employer Instructions overview
Version 2.0 July 2022	IfATE Assessment Plan number change to reflect the wording amendment to K6	Front cover, footer Section 2 The Apprenticeship Standard: Page 14
Version 2.1 November 2022	Correction to the Multiple choice test code and removal of the re-take code 351, which is no longer needed to differentiate re-take /re-sit test	Section 9 Re-sits & Re-takes
Version 3 January 2024	End-point assessment plan has been revised by IfATE, outcome S4 has been updated to reflect the revision	Section 2 Knowledge, Skills and Behaviours: Page 15
Version 3.1 April 2024	Amendment made to K3 assessment method from PD to PQ	Section 2 The Apprenticeship Standard: Page 14
Version 3.2 March 2025	Title amended Amended English and maths gateway requirements in line with apprenticeship funding rules	Cover Section 3 Gateway
Version 4.0 April 2025	Minor amends based on revision of end-point assessment plan. Gateway qualification amended and guidance on apprentice ending the professional discussion early added.	Throughout
Version 4.1 April 2025	Grade capping clarified	Section 9 Re-sits & Re-takes

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1. Apprenticeships

This pack will help providers and employers prepare apprentices for the End-point Assessment (EPA) of their City & Guilds Level 3 End-point Assessment for Engineering Fitter (9335-22) Apprenticeship Standard v1.4. It explains how apprentices will demonstrate the knowledge, skills, and behaviours (KSBs) which they developed during their apprenticeship.

This pack must be used alongside the:

- City & Guilds Manual for the End-point Assessment Service
- Recording Forms for Providers & Employers
- EPA Assessment Handbook
- EPA Assessment Pack
- EPA Documents Library including information about the EPA Service, policies about malpractice and appeals, FAQS, and a video about EPA which can be shared with apprentices

The City & Guilds Manual for the End-point Assessment Service includes information on:

- Using the EPA Pro portal
- The process for booking EPA
- Acceptable qualifications and certificates at Gateway
- Uploading files to the EPA Pro portal
- Use of electronic signatures
- Knowledge tests on e-volve (where applicable)
- Responsibilities of providers and employers
- The Quality Assurance process

Full time apprentices will typically spend 42 months on-programme working towards the occupational standard. All apprentices must spend a minimum of 12 months on-programme and complete the required amount of off-the-job training specified by the apprenticeship funding rules. The employer should ensure that the apprentice has access to development opportunities to improve their knowledge, skills and behaviours, as outlined in the Standard, and hold regular reviews with the provider and apprentice to check how they are getting on.

Once the apprentice has completed their training, they should be ready to go through ‘Gateway’ to EPA. See the Gateway and Assessment Instructions sections within this pack to understand what happens.

The EPA for this apprenticeship includes the following assessments which can be taken in any order, as requested by the apprentice:

- Project: report including evidence and questioning
- Multiple choice test
- Professional discussion supported by a portfolio of evidence

Preparing for EPA

In preparation for EPA, providers and employers should:

- Read the Assessment Instructions sections before reaching Gateway – the EPA Partnership Managers can help with any queries
- Review which completed **Recording Forms and evidence** must be submitted, and when
- Use the Recording Forms provided in the format laid out, unless indicated otherwise
- Plan the venue and resources required for EPA - make sure the assessment environment is secure and comfortable, without interruptions
- Use the EPA Pro portal to help manage the apprentice's progress through EPA
- For on-site assessment: Arrange for a designated contact to be available on the day to ensure the correct resources are available

Some actions to help the apprentice prepare for EPA:

- Explain the assessments and **Recording Forms** to the apprentice – refer to details in the Assessment Instructions sections of this pack
- Agree a realistic timeframe for submission of evidence that meets the EPA deadlines – any delays in submission of evidence will delay the assessments
- Make sure the apprentice has the resources and time to prepare for, and undertake EPA
- Take the apprentice through some mock assessments
- Share the EPA Preparation Guide with the apprentice. It includes information about system requirements for virtual meetings
- Let City & Guilds know if reasonable adjustments are required to support an apprentice through EPA. The City & Guilds policy is on the City & Guilds website, under EPA Documents Library

Authenticating the Apprentice's Work

The Independent End-point Assessor (IEPA) must ensure all decisions satisfy Validity, Authenticity, Currency and Sufficiency (VACS). For evidence produced outside controlled conditions, the apprentice will be required to:

- Sign a declaration that the work is their own
- Reference all sources

The employer / provider should also aid authentication by:

- Supplementary (oral) questioning to gauge familiarity with the topic
- Looking out for any changes to the apprentice's usual writing style, unusual sources / examples or the use of US spellings or phrases that might indicate cutting and pasting from the internet
- Requiring access to evidence of steps in the process, e.g., drafts, notes, planning etc.

City & Guilds have produced forms for use when reviewing evidence produced outside of controlled conditions. These forms include a Declaration of Authenticity Form which must be completed when submitting evidence. The forms can be found in the Recording Forms document.

Health & Safety and Codes of Practice

The importance of safe working practices, the demands of the Health and Safety at Work Act and any Codes of Practice associated with the industry **must** always be adhered to.

Following safe working practices is an integral part of all City & Guilds assessments, and it is the responsibility of the provider and employer to ensure that all the health and safety requirements are in place when apprentices are working on any projects or before apprentices begin any EPA.

Should an apprentice fail to follow correct health and safety practices and procedures during an EPA, the IEPA will consult with the EPA Team, and may advise the apprentice to stop and explain why.

Overall Grade

This End-point Assessment is graded Fail, Pass or Distinction. The EPA will be assessed and graded by the IEPA.

Information about how each assessment is graded can be found in the Assessment Instructions sections of this pack.

Grades from the individual assessments will be combined to determine the overall grade. To achieve an EPA pass, apprentices must achieve a pass or distinction in the project and professional discussion and a pass in the multiple-choice test. To achieve an EPA distinction, apprentices must achieve a pass in the multiple choice test and a distinction in the project and professional discussion. A fail in any assessment method will result in an EPA fail.

Assessment method			Overall grading
Project: report including evidence and questioning	**Multiple choice test**	**Professional discussion supported by a portfolio of evidence**	
Fail	Fail	Fail	**Fail**
Fail	Fail	Pass	**Fail**
Fail	Fail	Distinction	**Fail**
Fail	Pass	Fail	**Fail**
Fail	Pass	Pass	**Fail**
Fail	Pass	Distinction	**Fail**
Pass	Fail	Fail	**Fail**
Pass	Fail	Pass	**Fail**
Pass	Fail	Distinction	**Fail**
Pass	Pass	Fail	**Fail**
Pass	Pass	Pass	**Pass**
Pass	Pass	Distinction	**Pass**
Distinction	Fail	Fail	**Fail**
Distinction	Fail	Pass	**Fail**
Distinction	Pass	Fail	**Fail**
Distinction	Pass	Pass	**Pass**
Distinction	Pass	Distinction	**Distinction**

All assessment methods are weighted equally in their contribution to the overall EPA grade.

Results Submission & Feedback

The knowledge test component will be delivered using the e-volve on screen test platform. Test results will be available on the Walled Garden within 24 hours following the test.

The IEPA will communicate the grade allocated for each assessment to the Lead Independent End-point Assessor (LIEPA) for quality assurance and sampling. The LIEPA will submit the results to the City & Guilds EPA Team.

If the apprentice has passed EPA, the City & Guilds EPA Team will issue the EPA Statement of Achievement to the Provider confirming the grade achieved and will notify the Institute for Apprenticeships and Technical Education (IfATE) who will issue the Apprenticeship certificate.

The IEPA will not provide feedback to the apprentice during or immediately following the assessment process. The provider will be informed by the City & Guilds EPA Team of the assessment results. Summary feedback will be provided to all apprentices after any grade determination has been carried out. The feedback will cover the areas against which insufficient evidence has been provided, leading to a ‘fail’. Our ‘Pass+ Feedback’ will also cover the areas against which the apprentice’s evidence has resulted in the award of a Pass or Distinction.

Professional Recognition

This apprenticeship standard is designed to prepare successful apprentices to meet the requirements for application as IET for Eng Tech (professional body).

Statement of Achievement

A printed EPA Statement of Achievement will be issued to each successful apprentice.

Providers and employers with access can view and download PDF copies of the Statement 24 hours after the results are published. A PDF supports more efficient processing of funding claims by providing evidence of learner certification before the apprentice’s paper certificate arrives.

The overall Apprenticeship certificate will be issued by the Institute for Apprenticeships and Technical Education (IfATE).

Digital Credentials

A digital credential is a verified, visual representation of knowledge and skills earned in various learning environments. Please see an example below:

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Digital credentials are issued and verified online, making it easy for individuals to demonstrate their competencies to employers, clients, and peers online. Each digital credential has a unique URL that can be shared electronically via social media, in an email signature, and on a CV. This is a complimentary service in addition to the paper certificate.

For further information, please visit the City & Guilds EPA Digital Credentials webpage and the general terms in respect of our privacy policy or contact digitalsupport@cityandguilds.com.

Security, Confidentiality & Copyright of End-point Assessment Materials

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- (where any EPA Assessment Materials are dated examinations) the City & Guilds invigilation instructions; and
- any conditions contained in a document itself.

Defined terms in these Terms of Use shall have the meaning given to them in the Manual.

Terms of Use

The Customer shall, and procure that the Customer's staff shall:

- **only** use any EPA Assessment Materials for the purpose of formal, summative EPA assessment in connection with the Agreement and not for any other purpose (including, but not restricted to, teaching, revision, as practice assessments or for commercial purposes);
- **not** make copies of any EPA Assessment Materials, whether in whole or in part, at any time;
- handle and store any EPA Assessment Materials securely at all times;
- ensure that:
  - any EPA Assessment Materials are made accessible to Apprentices only during formal EPA assessment as governed by the assessment conditions specified for the individual Apprenticeship Standard;
  - whilst the portfolio of an Apprentice may contain EPA assessment results referenced to the EPA assessment taken from time to time, they do not at any time contain the EPA Assessment Materials, unless otherwise stated in the individual Apprenticeship Standard; and
  - the content of any EPA Assessment Materials is not made public in any format, whether in part or in full, at any time;
- **under no circumstances** share any EPA Assessment Materials with any third-party organisation or individual;
- seek written permission from City & Guilds if they wish to convert any EPA Assessment Materials for storage, retrieval and delivery in electronic form (i.e., using some form of e-assessment or e-learning system) from time to time; and
- provide access, on request, to City & Guilds to any system(s) on which any EPA Assessment Materials appear, are stored or delivered from time to time.

2. The Apprenticeship Standard

The Occupational Role

This occupation is found in manufacturing and process sectors.

The broad purpose of the occupation is to produce complex high value, low volume components or assemblies in full or part, using machines, equipment or systems, to the required specification. For example, turbines, cranes, gearboxes, production lines, rigs and platforms. Fitters may typically have a mechanical, electrical, electronic, control systems, pipe fitting or instrumentation bias. To produce or re-furbish the components fitters will interpret drawings / specifications and plan their work, for example ensuring they have the right tools, equipment and resources to complete the task to the required specification. Fitters are required to check their work against quality standards and make adjustments as required based on their knowledge. On completion of the task a fitter will hand over the product and prepare the work area for the next task by checking equipment meets the standards required to operate. They may be based in a workshop or client's premises - this may include hazardous environments.

In their daily work, an employee in this occupation typically interacts with line managers / supervisors; depending on the size of the employer and nature of the work they may work as part of a team of fitters or independently. They may interact with personnel in other functions for example installation and maintenance engineers, health & safety and quality assurance personnel, as well as internal or external customers.

An employee in this occupation will be responsible for completion of their work to the required specification and deadlines, in line with quality, health & safety and environmental regulations and requirements, with minimum supervision.

Typical job titles include:

Controls and systems fitter, Electrical fitter, Electronic fitter, Instrumentation fitter, Mechanical fitter, Pipe fitter.

The Occupational Standard

This apprenticeship Standard has a number of duties which someone working in the role would typically be able to undertake. These duties are underpinned by a range of knowledge, skills, and behaviours (KSBs) which a successful apprentice will be able to demonstrate:

DUTY	KSBs
Duty 1 Interpreting and following drawings / diagrams and/or specifications for required component or assembly	K1 K2 K3 K4 K5 K6 K7 K8 K9 K10 K11 K12 K13 K14 K15 K17 K18 S1 S2 S3 S7 S9 S10 S11 S12 S14 S15 B1 B2 B3 B4
Duty 2 Planning work activity, including resources, equipment and tooling	K1 K2 K3 K4 K5 K6 K7 K8 K9 K10 K11 K12 K13 K14 K15 K16 K17 K18 S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 S11 S12 S14 S15 B1 B2 B3 B4
Duty 3 Producing individual components, for example keys, pipework, threading, wiring looms, interfacing parts, motors, wiring cables	K1 K2 K3 K4 K5 K6 K7 K8 K9 K10 K11 K12 K13 K14 K15 K16 K17 K18 S1 S2 S3 S4 S5 S6 S7 S9 S10 S11 S12 S14 S15 B1 B2 B3 B4
Duty 4 Re-furbishing components	K1 K2 K3 K4 K5 K6 K7 K8 K9 K10 K11 K12 K13 K14 K15 K16 K17 K18 S1 S2 S3 S4 S5 S6 S7 S9 S10 S11 S12 S14 S15 B1 B2 B3 B4
Duty 5 Assembling components to produce equipment, machine or system - in full or part	K1 K2 K3 K4 K5 K6 K7 K8 K9 K10 K11 K12 K13 K14 K15 K16 K17 K18 S1 S2 S3 S4 S5 S6 S7 S9 S10 S11 S12 S14 S15 B1 B2 B3 B4
Duty 6 Quality checking and adjusting components or assembly against required specification; for example testing and calibrating	K3 K4 K5 K6 K7 K8 K9 K10 K11 K13 K14 K15 K16 K17 K18 S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 S11 S12 S14 S15 B1 B2 B3 B4
Duty 7 Identifying and resolving problems with components or assembly; fault diagnosis	K1 K2 K3 K4 K5 K6 K7 K8 K9 K10 K12 K13 K14 K15 K16 K17 K18 S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 S11 S12 S14 S15 B1 B2 B3 B4 B5
Duty 8 Handing over completed components or assembly, this may include storage and commissioning	K8 K10 K11 K12 K13 K14 K15 K17 K18 S1 S2 S3 S4 S5 S6 S7 S9 S10 S11 S12 S14 S15 B1 B2 B3 B4
Duty 9 Re-instating work area and equipment	K1 K2 K3 K4 K5 K6 K7 K8 K9 K10 K11 K12 K13 K14 K15 K16 K17 K18 S5 S12 S13 S14 S15 B1 B2 B3
Duty 10 Contributing to continuous improvement in component production or assembly	K1 K2 K4 K6 K7 K8 K9 K10 K11 K12 K13 K14 K16 K17 K18 S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 S11 S12 S14 S15 B1 B2 B3 B4 B5

Knowledge, Skills & Behaviours

Ref.	Knowledge and understanding Core: All apprentices must complete	Assessment Method
K1	Materials used in components or assemblies, for example, mild steel, aluminium, composites, copper etc. Their use and application considerations, for example machinability, hardness, conductivity, cost, availability, compatibility.	MCT
K2	Principles of design and operation, for example, design for cost, minimising waste, productivity (speed), health and safety, reverse engineering.	PD
K3	Manufacturing and assembly processes for example, filing, sawing, scraping, drilling, soldering, bolting, wire cutting, threading etc.	PQ
K4	Safe use of tools and equipment (hand and power tools); right tool for the job, requirements for machinery checks, adjustments, operation and shut down.	MCT & PQ
K5	Component or assembly specifications, for example, electrical loading, load charts, torque settings, tolerances. What they are and how to use them.	PD
K6	Techniques for measuring, marking, cutting and drilling materials to the required size and shape, accurately, safely and economically during manufacturing processes.	MCT
K7	Engineering mathematical and scientific principles; methods, techniques, graphical expressions, symbols, formulae and calculations.	MCT
K8	Engineering data, for example, electrical readings, vibration, speed and calibration. What they are and how to interpret and use.	PD
K9	Component or assembly documentation. For example, bill of materials, standard operating procedures, inspection records, assembly instructions, electrical, pneumatic, hydraulic circuit diagrams. What they are and how to interpret and use.	PQ
K10	Quality standards for components or assembly for example, drawing, calibration of equipment, materials specification. How to ensure they have been met and assured. Application of ISO9001 (Quality Management Standard) in the workplace.	PQ
K11	Health and safety, including Health and Safety at Work Act, personal protective equipment (PPE), manual handling, Control of Substances Hazardous to Health (COSHH), Provision and Use of Work Equipment Regulations (PUWER), Noise at Work Regulations, Electricity at Work regulations, risk assessments; how they must be applied in the workplace.	MCT & PD

Ref.	Knowledge and understanding Core: All apprentices must complete	Assessment Method
K12	Environmental considerations; safe disposal of waste, minimising waste (reuse and re-cycle), energy efficiency.	PD
K13	Who they need to communicate with and when, and communication techniques - verbal and written.	PD
K14	Planning techniques – resources, tools, equipment, people; time management.	PQ
K15	Component or assembly quality checks for example, checking tolerances, threads, voltages. Types of faults that occur and problem-solving techniques, for example, cause and effect, 5 Whys, flow process analysis etc.	PQ
K16	Improvement techniques, for example, 5S techniques, problem solving techniques, value stream mapping, Kaizen, contributing to effective team working, Total Productive Maintenance.	PD
K17	Fitters' role in wider operation. Limits of autonomy; reporting channels. Other functions that fitters could interact with for example health & safety, quality assurance, business improvement / excellence, their purpose and interdependencies. Internal and external customers.	PD
K18	Commercial considerations including contractual arrangements (for example penalty clauses, targets). How the role contributes to commercial operations.	PD

Ref.	Skills Core: All apprentices must complete	Assessment Method
S1	Reading, interpreting and understanding the component or assembly specification, diagrams, drawings and work instructions.	PQ
S2	Planning component or assembly task – materials, tools and equipment.	PQ
S3	Preparing work area for component or assembly task; sourcing required resources, tools and equipment.	PQ
S4	Carry out relevant planning and preparation activities before commencing work activity and know how to source required resources and interpret detailed drawings, specifications and job instructions	PQ
S5	Checking tools during and after task completion; identifying and reporting defects.	PQ

Ref.	Skills Core: All apprentices must complete	Assessment Method
S6	Measuring and testing, checking and inspecting component or assembly for example, use of micrometers, verniers, multimeters, voltmeter.	PQ
S7	Problem solving; analysing the issue and fixing the issue where appropriate.	PD
S8	Applying improvement techniques; recommending or implementing solutions where appropriate.	PD
S9	Communicating with colleagues or customers (internal or external).	PD
S10	Completing component or assembly documentation for example job instructions, drawings, quality control documentation.	PQ
S11	Reporting work outcomes or issues.	PD
S12	Restoring the work area on completion of the activity; returning any resources and consumables to the appropriate location and housekeeping.	PQ
S13	Disposing of waste in accordance with waste streams; recycling / reusing where appropriate.	PD
S14	Operating within limits of responsibility.	PD
S15	Operating in line with quality, health & safety and environmental policy and procedures; identifying risks and hazards and identifying control measures where applicable.	PD

Ref.	Behaviours Core: All apprentices must complete	Assessment Method
B1	Takes personal responsibility and is resilient. For example, health and safety-first attitude, disciplined and responsible approach to risk, works diligently regardless of how much they are being supervised, accepts responsibility for managing their own time and workload and stays motivated and committed when facing challenges.	PD
B2	Works effectively in teams. For example integrates with the team, supports other people, considers implications of their own actions on other people and the business whilst working effectively to get the task completed.	PD
B3	Effective communicator and personable. For example open and honest communicator; communicates clearly using appropriate methods, listens well to others and have a positive, respectful	PD

Ref.	Behaviours Core: All apprentices must complete	Assessment Method
	attitude, adjusts approach to take account of equality and diversity considerations.	
B4	Focuses on quality and problem solving. For example follows instructions and guidance, demonstrates attention to detail, follows a logical approach to problem solving and seeks opportunities to improve quality, speed and efficiency.	PD
B5	Committed to continuous personal development. For example reflects on skills, knowledge and behaviours and seeks opportunities to develop, adapts to different situations, environments or technologies and has a positive attitude to feedback and advice.	PD

Grades & Grading Descriptors

Assessment method 1 – Project: report including evidence, and questioning

Area of the Standard to be tested	Grade	Grade descriptor
Documentation - Interpretation and use K9, K10, S1, S10	Distinction	N/A
	Pass	The apprentice: Reads, correctly interprets and understands the documentation related to the project and know how to use them. For example, completes the required tasks in line with the documentation requirements. Demonstrates the knowledge to correctly complete the component or assembly documentation, e.g., documentation is completed in full, legible and accurate at the right time during work activity. Demonstrates an understanding of the reasons why the documents need to be completed. Demonstrates an understanding of quality standards for components or assembly and how they have ensured they are met and have been measured; for example, how they have applied ISO9001 in the workplace.
Assembly K3, K4, K14, K15, S2, S3, S4, S5, S6, S12	Distinction	In addition to meeting the Pass criteria, the apprentice: Demonstrates the knowledge and skills to plan and prepare to complete a task to the required standard with limited supervision. Demonstrates they understand the importance of adhering to the quality criteria and where they have not only complied with internal quality processes and procedures but made suggestions to improve the processes and procedures, to produce components that meet specification, for example have developed processes to improve either internal or supplier performance.
	Pass	The apprentice: Plans and prepares the project appropriately for successful completion, for example, ensures the specified materials, tools and equipment are available for the build and they are in a usable condition. Uses the appropriate manufacturing or assembly processes for the project to be performed. Selects the correct tools for the project and uses them safely e.g., carries out checks, measurements and

Area of the Standard to be tested	Grade	Grade descriptor
		calibration activities following procedures and processes. Complies with internal quality processes and procedures to ensure component or assembly meets specification and understands methods to be used if problems occur. Uses the correct techniques to accurately and economically produce the component or assembly. Restores the work area on completion of the activity.

Assessment method 2 – Multiple choice test

Grade	Marks out of 30	Additional Information
Fail	0 – 17	Does not meet the requirements for a pass
Pass	18 – 30	The following must also be achieved: • a minimum of 3 marks for K1 • a minimum of 4 marks for K4 • a minimum of 3 marks for K6 • a minimum of 3 marks for K7 • a minimum of 5 marks for K11

Assessment method 3 – Professional discussion supported by a portfolio of evidence

Area of the Standard to be tested	Grade	Grade descriptor
Health, safety and environmental K11, K12, S13, B1	Distinction	In addition to meeting the Pass criteria, the apprentice: Demonstrates an understanding of where to improve health, safety and environmental processes within their workplace including action taken for example, improved the audit of checks for COSHH related equipment with an example of an improvement they have made. Promotes a culture of safety by acting as a role model. Identify risks and non-compliances advising others how to make their practice safer.
	Pass	The apprentice: Identifies the main health safety and environmental considerations for an engineering fitter for example, COSHH, HASAWA.

Area of the Standard to be tested	Grade	Grade descriptor
		Gives an example of when they have disposed of waste in accordance with waste streams e.g., sorts recyclable materials from non-recyclable materials re-uses materials where appropriate.
Problem solving and communication K5, K8, K13, K16, S7, S8, S9, S11, B2, B3, B4, B5	Distinction	In addition to meeting the Pass criteria, the apprentice: Uses specific continuous improvement techniques and methods from the work area to propose improvements and can demonstrate the impact achieved. Develops proposals to make improvements that have had a positive impact on the team or customer relationships. Explains the fitter's role in the wider business and the reporting channels and has examples of how they have used these channels. Demonstrate they have proactively shared information in a professional manner which includes being open and honest at all times. Tailors their approach to different audiences and can provide examples of communication at a variety of levels or with different audiences for example team members, managers or customers. Explains how engineering data can contribute to continuous improvement.
	Pass	The apprentice: Demonstrates when they have operated as an effective team member and taken responsibility, for example, when they have contributed to solving a problem by listening and sharing their ideas in an effective manner, how they ensured deadlines were met, how they identified roles, responsibilities and accountabilities in a task and the importance of fulfilling their part. Provides an example of having dealt with a situation that required resolving to a satisfactory outcome by including at least two different styles of communication to resolve the situation for example, face-to-face, telephone email. Demonstrates when they have used a range of techniques to identify and solve problems with quality outcomes, using data to inform their decisions, and reporting those outcomes or issues. Demonstrates how they respect others.

Area of the Standard to be tested	Grade	Grade descriptor
		Describes how component or assembly specifications are used when implementing solutions.
Wider Role & Commercial Considerations K2, K17, K18, S14, S15, B5, B1	Distinction	In addition to meeting the Pass criteria, the apprentice: Explains the likely impact of emerging technology on their role. Explains the implications of not operating within quality, health, safety and environmental policies and how this is balanced against the need for efficiency.
	Pass	The apprentice: Demonstrates the benefits of understanding their role in the wider engineering sector and how other roles contribute to their work output, for example, how they have given support to colleagues within another area of the business and how this linked back into their own areas. Describes the main impact in terms of how their direct commercial productivity and efficiency has an impact within the key process for example, impact in the cycle and key times within the business. Demonstrates an understanding of how to operate in line with quality, health safety and environmental policies and procedures and knowing when to escalate issues, for example has correctly identified risks and hazards. Demonstrates how they have taken responsibility for personal and professional development, keeping knowledge and skills up to date with emerging technology to perform the role effectively. Demonstrates an understanding of the principles of design and operation for example design for cost, reverse engineering. Demonstrates how they work diligently and independently, managing their own workload to support commercial objectives, even during challenging times.

3. Gateway

The EPA period will only start when the **employer** is satisfied that the apprentice is consistently working at, or above the level of, the Standard. The apprentice must be able to evidence that they fully demonstrate the Occupational Standard and required level of professional competence in an authentic workplace context. In making this decision, the employer could take advice from the provider, but the ultimate decision is made solely by the employer.

If there is a **provider** working alongside the employer, they should support the apprentice's preparation for Gateway.

The apprentice must provide the following at Gateway:

- Evidence they have English and mathematics qualifications in line with the apprenticeship funding rules
- Demonstrated competence to operate safely in a fitting environment
- Achievement of Level 3 Advanced Manufacturing Engineering Diploma
- Submission of completed portfolio of evidence authenticated by employer
- Employer agreed project activity agreed with the City & Guilds, it should be relevant to the apprentice's workplace

The project should allow the opportunity to cover the KSBs assigned to this method of assessment and the following should be discussed and agreed at the gateway as a minimum:

1. Background
2. Outline of the issue or opportunity
3. Justification for the project
4. Consideration of legislation, regulation, industry and organisational policies, procedures and requirements
5. Proposed plan for implementation
6. Measures of success.

The following should be completed on the EPA Pro platform:

- Gateway Declaration Form signed by the apprentice
- Gateway Declaration by the provider, on behalf of the employer and tutor – confirming that the apprentice has completed at least 12 months on-programme.

City & Guilds will confirm when all the Gateway requirements have been met.

4. Timetable for End-point Assessment

The EPA period is typically completed within 4 months of the EPA Gateway, starting when City & Guilds has confirmed that all Gateway requirements have been met.

Further information about the booking process and timelines can be found in the City & Guilds Manual for the End-point Assessment Service.

Planning meetings are usually only provided for Standards where they are required by the Assessment Plan. The EPA Partnership Managers can provide additional guidance.

On-going during on-programme	Evidence & Forms
Provider & Employer • Reviews progress as part of their regular performance management process and ensures apprentice's performance is on track • Identifies any gaps and creates a plan with the apprentice • Reviews apprentices' supporting evidence portfolio and gives guidance and advice to the apprentice on content and suitability for submission. • Allocates a technical expert to supervise and submit the project and report requirements. • Enrols apprentice on EPA Pro and provides 'Expected Date Ready for EPA' and (optional) 'Planning Meeting'	N/A
Technical Expert • Devises the Project and completes the Project Specification Form.	• Project Specification Form.
Apprentice • Completes the English and maths components of the apprenticeship • Completes Level 3 Advanced Manufacturing Engineering Diploma • Produces sufficient evidence in the form of a Portfolio of Evidence to allow them to consistently demonstrate knowledge, skills and behaviours as described in the Standard.	Start to collate: • a Portfolio of Evidence.

Gateway Process	Evidence & Forms
Employer • Reviews progress and ensures the apprentice is ready for EPA • Reviews evidence to confirm that it is appropriate and sufficient to meet the Standard • Attends the optional EPA Planning Meeting	Signs: • Declaration of Authenticity Submits: • Project Specification Form • Portfolio Header and Declaration Form
Apprentice • Attends the optional EPA Planning Meeting • Must have been on programme for a minimum of 12 months • Completes and submits evidence and forms	Submits to provider: • Apprentice Gateway Declaration • Portfolio of Evidence Checklist • Portfolio of Evidence
Provider – on EPA Pro • Books EPA on the EPA Pro portal, in line with City & Guilds booking timelines in the EPA Manual • Makes City & Guilds aware of any additional needs of the apprentice so that they can review reasonable adjustments – see the current policy on the City & Guilds website, under EPA Documents Library • Completes Provider Gateway Declaration **on behalf of the employer and tutor** • Attends the optional EPA Planning Meeting • Uploads evidence and forms onto EPA Pro	Complete on EPA Pro: • Provider Gateway Declaration • Preferred Planning Meeting Date form (on behalf of the employer) Signs: Declaration of Authenticity Uploads onto EPA Pro: • Apprentice Gateway Declaration • Portfolio Header and Declaration Form
IEPA • Attends the optional EPA Planning Meeting	Completes: • the PRO booking details (i.e. dates and times) and places them in their calendar. The IEPA also requests a GTM link for remote PD as applicable.
City & Guilds EPA Gateway Team • Formally confirms when all the Gateway requirements have been met	N/A

Gateway Process	Evidence & Forms
City & Guilds EPA Team • Agrees with the provider and IEPA a mutually convenient date for the optional EPA Planning Meeting • Agrees with the provider and IEPA a mutually convenient date for the EPA Events • Arranges the review of the Project Specification Form • Liaises with the EPA provider / employer to make the appointment for the Project report including evidence and questioning and the professional discussion supported by a portfolio of evidence.	N/A

End-point Assessment	Evidence & Forms

Apprentice
• City & Guilds will liaise with the EPA provider / employer to make the appointment for the Project report including evidence and questioning and the professional discussion supported by a portfolio of evidence.
• Completes End-point Assessments:
  ○ project: report including evidence, and questioning
  ○ multiple choice test
  ○ professional discussion supported by a portfolio of
  ○ evidence
	Submits to provider:
	• Project report including evidence

Employer • Ensures the apprentice has access to the resources required for the assessments (see the Resources section) • Employer submits the Project report including evidence, Project Evidence and Mapping Form and Technical Expert Declaration form.	Submits to provider: • Declaration of Authenticity • Project report including evidence • Project Evidence and Mapping Form • Technical Expert Declaration form.
Provider • Submits evidence and forms	Uploads onto EPA Pro: • Declaration of Authenticity • Project report including evidence • Project Evidence and Mapping Form • Technical Expert Declaration form.

End-point Assessment	Evidence & Forms

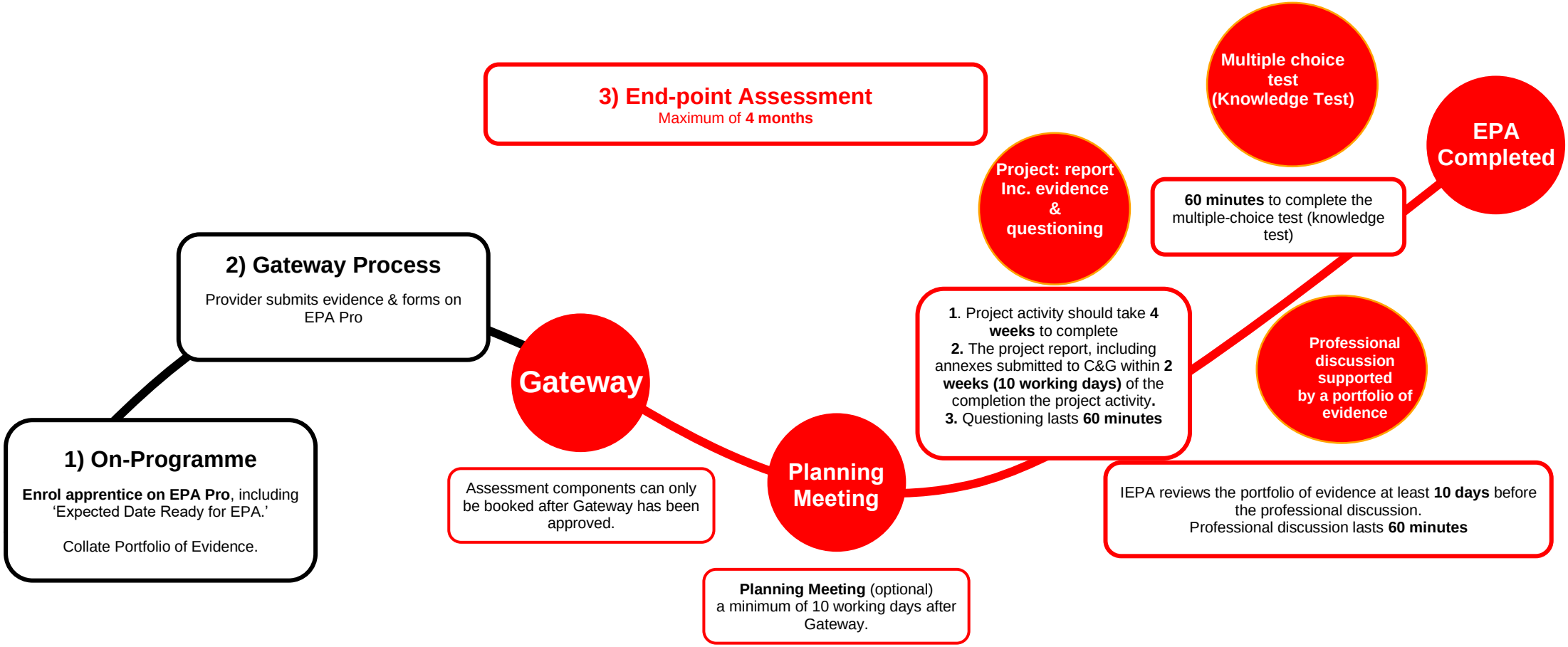
IEPA
• Prior to EPA events, reviews the:
  ○ Project report including evidence
  ○ Portfolio of Evidence
• Chooses questions from the City & Guilds question bank and those generated by themselves.
• Carries out End-point Assessments
• Marks each assessment, communicates the results to the LIEPA
• Provides feedback for assessments in EPA Pro
	Completes:
	• Project Questioning Recording Form
	• Professional Discussion Recording Form
	• Overall Grade Recording Form

LIEPA • Samples and quality assures assessments • Confirms overall grade to EPA Team	Reviews: • Independent End-point Assessor Recording Forms • Overall Grade Recording Form
City & Guilds EPA Team • Communicates the results to the Provider via EPA Pro • Processes the overall result if the apprentice has passed all the assessments and advises IfATE who issue the certificate directly to the employer. The data will be provided to IfATE once a month, on the fourth working day of the month.	N/A

Summary Timescales

Readers should check the above Timetable and the Assessment Instruction sections of this document for the detailed requirements for each stage.

Further information on EPA Service Timelines can be found on www.cityandguilds.com



5. End-Point Assessment Resources

Assessment Method	Resources Required
Project: report including evidence and questioning	An employer-chosen technical expert to devise and supervise the project and complete the requirements for submission.
	All equipment required for the project task.
	A suitable room for the project questioning to take place away from the normal place of work for the apprentice.
	Seating area or room for any other apprentices to wait (if appropriate).
	Access to water and cups.
	Internet access and suitable equipment as outlined in Remote Assessment section of the Manual for the End-point Assessment Service.
Multiple choice test	IT systems set up to receive evolve tests.
	An invigilator.
	A quiet room with adequate lighting, space and privacy. It must be away from the pressures of work activities, in a controlled environment.
Professional discussion supported by a portfolio of evidence	A suitable room for the professional discussion to take place, large enough to accommodate all of those involved and away from the normal place of work for the apprentice.
	Seating area or room for any other apprentices to wait (if appropriate).
	Access to water and cups.
	Internet access and suitable equipment as outlined in Remote Assessment section of the Manual for the End Point Assessment Service.

6. Assessment Instructions: 720 Project: report including evidence, and questioning

Assessment Specification

Description	Coverage	Grade
Project: report including evidence and questioning	Knowledge: K3, K4, K9, K10, K14, K15 Skills: S1, S2, S3, S4, S5, S6, S10, S12	X/P/D Re-sit X/P

Generic Specification

The purpose of the project is to assess the apprentice's knowledge, skills and behaviours in a way that closely relates to their day-to-day responsibilities. The apprentice must conduct a project based on an engineering fitter activity undertaken during their EPA period, relevant to their workplace and under the supervision of a technical expert from their employer. Following the activity, the apprentice must compile a report. The report must contain evidence from the completed activity as annexes. The Independent End-point assessor (IEPA) will question the apprentice about the content of the report and evidence.

Provider & Employer Instructions

Overview

To prepare for this assessment, the provider / employer must ensure the apprentice has sufficient time and the necessary resources, within their EPA period, to plan and undertake the project activity, compile the project report and evidence. The apprentice should be familiar with the tools and equipment required to undertake the activity and normal working conditions must apply.

The EPA provider / employer must appoint a technical expert to supervise the project activity of the apprentice.

The EPA provider / employer must agree the project activity with the IEPA via the EPA team by submitting the suggested activity detail using the Project Specification Form.

The EPA provider / employer will submit the completed Project Specification Form at Gateway via EPA Pro. The EPA provider / employer will have already completed the mapping of the proposed project to the Standards on the form. IEPA via the EPA team will confirm with the EPA provider / employer whether the proposed project meets the requirements.

The EPA provider / employer must inform and agree the date of the project with the City & Guilds EPA team. The start date of the four-week period and the due date for the documentation submission to the EPA team must be agreed.

Project

Once agreement has been given by the IEPA via the EPA team, the activity should typically take **four weeks** to complete; it should be relevant to the apprentice's workplace. The activity must enable the demonstration of the KSBs in an integrated way and requires:

- complying with legislative and company health, safety and environmental processes
- use of risk assessment process, procedures and documentation
- interpretation of the project brief
- planning and preparing to produce the component or assembly
- selection of the correct tools for the process to be performed
- the production of a component or part of a component using different techniques and equipment
- adhering to quality criteria to ensure component or assembly meets specification
- handover of completed component or assembly.

For example, a project could be based on:

- the assembly of a section of plant, equipment or tooling such as conveyors, machinery, portable tooling, turbine etc
- fitting of a gearbox, conveyors, pumps, motor, heaters etc
- installing sensors, switches, motors, pumps, machines, pipework etc
- producing component parts such as keys, pipework, wiring looms, mating parts etc

- dismantling or refurbishment of motors, pumps, gearboxes, conveyors, rigs, cranes, machinery, packaging equipment etc.

The employer's technical expert must provide the apprentice with the project activity specification including appropriate engineering drawings and any work instructions in writing and verbally prior to the activity starting. Apart from the verbal content of the briefing, the technical expert must not discuss the activity or provide additional guidance to the apprentice during the activity. The activity may take place in the employer's premises or their client's as appropriate. The project report, including evidence in annexes must be submitted to the EPA team within 10 working days of the apprentice completing the project activity. At the same time, the employer's technical expert must provide a factual written account to City & Guilds, using the Technical Expert Declaration Form, confirming:

- exactly what the apprentice did and how they did it (presented in steps)
- whether the task was completed in full or part
- whether the task was completed to the required specification or work instructions in full or part
- that the apprentice completed the task unaided.

In certain circumstances, depending on the nature of the business or department where the apprentice is employed, the evidence or documentation may not be allowed to leave the premises and in certain cases the information in the evidence may be required to be redacted for confidentiality reasons. Should the evidence not be allowed to leave the premises, please inform the EPA team who will make arrangement for the IEPA to review the project using other means.

Report including evidence component

The apprentice must produce a report detailing how the project was completed, the activity including equipment and resources required, problems that were encountered and how they were overcome, checking, fault rectification and handover procedures. As a minimum, the report should include:

1. Background
2. Project brief detailing targets
3. Project plan
4. Implementation – how targets were achieved
5. Risk analysis
6. Challenges faced
7. Project outcomes
8. Annexes

The report must be **2000 words** +/- 10%, excluding annexes.

Evidence relating to the project activity must be referenced in the report and included as annexes. Evidence could include:

- project or work plan
- working notes
- work records
- video clips (maximum 15 minutes in total)
- annotated photographs of completed work or work in progress

- diagrams
- job write up
- calculations
- fault diagnosis records
- data reports
- build specifications
- quality or compliance records

This list is not exhaustive and other evidence sources are permissible. However, self-reflective accounts and witness testimonies are not valid evidence sources. There must be **8-10 pieces of evidence** -– the focus must be on quality not quantity. Within the annexes there must be a mapping of the annex evidence against the KSBs being assessed by this assessment method and a statement from the technical expert confirming that the report and evidence is the apprentice's own work and authenticating the project outcomes. It is expected that each piece of evidence will cover multiple KSBs.

The project report, including evidence in annexes must be submitted to the City & Guilds within **two weeks** of the apprentice completing the project activity.

In certain circumstances, depending on the nature of the business or department where the apprentice is employed, the evidence or documentation may not be allowed to leave the premises and in certain cases the information in the evidence may be required to be redacted for confidentiality reasons. Should the evidence not be allowed to leave the premises, the assessor must review the project report at the employer's premises within 2 weeks of the task being completed. The City & Guilds and their IEPA may also be required to sign a confidentiality or non-disclosure agreement with the apprentice's employer.

The apprentice's IEPA will review the report and annexes ahead of the questioning component.

Questioning component

The purpose of the questioning is to allow the IEPA to question the apprentice in relation to the project activity, project report including evidence to check authenticity of the work. It also assesses the apprentice's depth of understanding and those KSBs that are assigned to this component that did not occur naturally during the project activity. The apprentice may refer to their project report and evidence when answering the questions.

The IEPA must conduct the questioning component on a one-to-one basis with the apprentice.

The apprentice must have two weeks' notice of the date for the questioning.

The IEPA will ask the apprentice **10 open questions**; follow up questions are allowed to seek clarification. The IEPA will devise the questions based on the review of the project report and evidence. City & Guilds has developed a sample question bank to aide IEPAs; however, they may need to tailor these questions based on the evidence presented.

The questioning should be recorded electronically, subject to the apprentice's agreement; where permission is not given it is permissible for another independent assessor to be present to document evidence presented.

Assessment environment

The questioning must be conducted under controlled conditions and take place in a quiet room, free from distractions and influence. Video conferencing can be used to conduct the questioning, but appropriate measures must be in place to ensure that the responses given are those of the apprentice, e.g. use of a 360-degree camera to allow the IEPA to view the room during the questioning. City & Guilds will verify the suitability of the venue and the identity of the person taking the test.

Timings

The questioning will last for **60 minutes**. The IEPA has the discretion to increase the time of the questioning by up to 10% to allow the apprentice to complete their last answer. Further time may be granted for apprentices with appropriate needs in line with the City & Guilds Reasonable Adjustment Policy.

Grading

The Project: report including evidence, and questioning will be graded Fail, Pass or Distinction. The City & Guilds IEPA will allocate the grade using the 'Grading criteria' table provided.

Grading instructions

The IEPA is fully responsible for making the grading decision. The results should not be shared with the apprentice on the day of the assessment.

Throughout the questioning, the apprentice will demonstrate their degree of overall achievement of the defined grading descriptors. The IEPA should record the apprentice's responses to the question on the relevant recording form. At the end of that form, the IEPA should complete the grade information and determine the overall grade for the component.

Apprentice Instructions 720 Project: report including evidence and questioning

The purpose of the project is to assess your knowledge, skills and behaviours in a way that closely relates to your day-to-day responsibilities. You must conduct a project based on an engineering fitter activity undertaken during your End-point Assessment period, relevant to your workplace and under the supervision of a technical expert that your employer will have allocated to you.

Following the activity you must produce a project report. The project report must contain evidence from the completed activity as annexes. You will be asked questions on this report and evidence by the City & Guilds Independent end-point assessor (IEPA).

Project activity

Your employer will agree the project activity with the City & Guilds EPA team before giving you information on what the project is, and the project activity will take you typically **four weeks** to complete; it should be relevant to your workplace. It must enable you to demonstrate the Knowledge, Skills and Behaviours (KSBs) in an integrated way and requires:

- Complying with legislative and company health, safety and environmental processes.
- Use of risk assessment process, procedures and documentation
- Interpretation of the project brief
- Planning and preparing to produce the component or assembly
- Selection of the correct tools for the process to be performed
- The production of a component or part of a component using different techniques and equipment
- Adhering to quality criteria to ensure component or assembly meets specification
- Handover of completed component or assembly

Your project could be based on:

- the assembly of a section of plant, equipment or tooling such as conveyors, machinery, portable tooling, turbine etc
- fitting of a gearbox, conveyors, pumps, motor, heaters etc
- installing of sensors, switches, motors, pumps, machines, pipework etc
- producing component parts such as keys, pipework, wiring looms, mating parts etc
- dismantling or refurbishment of motors, pumps, gearboxes, conveyors, rigs, cranes, machinery, packaging equipment etc

You can undertake the project activity at your employer's premises or a client's as appropriate. You must be familiar with the tools and equipment required to undertake the activity. Your normal working conditions must apply.

You will conduct the activity under the supervision of a technical expert allocated to you by your employer. The technical expert will provide you with the project activity specification, engineering drawings and any work instructions in writing and verbally prior to the activity starting. Apart from this verbal briefing, the technical expert will not discuss the project activity or provide guidance to you during the project activity.

Report including evidence component

You must produce a project report detailing how the project was completed; the activity including equipment and resources required, problems that were encountered and how they were overcome, checking, fault rectification and handover procedures. As a minimum, the report should include:

1. Background – (context)
2. Project brief detailing targets
3. Project plan
4. Implementation – how targets were achieved
5. Risk analysis
6. Challenges faced
7. Project outcomes
8. Annexes

Your report must be **2000 words** +/- 10% (1800 – 2200 words), excluding annexes which incorporates evidence. Company policy and procedures need not be included.

There must be **8-10 pieces of evidence** – the focus must be on quality not quantity. Evidence relating to the project activity must be referenced in the project report and included as annexes. Evidence could include:

- project or work plan
- working notes
- work records
- video clips (maximum 15 minutes in total)
- annotated photographs of completed work or work in progress
- diagrams
- job write up
- calculations
- fault diagnosis records
- data reports
- build specifications
- quality or compliance records.

Company policy and procedures need not be included as this will be excessive to requirements.

This list is not exhaustive and other evidence sources are permissible. However, self-reflective accounts and witness testimonies are not valid evidence sources. Within the annexes there must be a mapping of the annex evidence against the KSBs being assessed by this assessment method. It is expected that each piece of evidence will cover multiple KSBs. This mapping must be done using the Project and Evidence Mapping Form.

Submission of the report including evidence

After completion of the activity, the technical expert allocated to you must provide a factual account to City & Guilds within 10 working days and include your report and evidence; a Project and Evidence Mapping Form must be completed and submitted with the project report and annexes.

Your report, evidence, annexes and documentation from the technical expert will be reviewed before your questioning session by the City & Guilds IEPA.

Questioning

Your provider/employer will make arrangements for the City & Guilds IEPA to question you about the content of the report and evidence.

You will have 10 working days' notice of the date for the questioning.

Your questioning component will be conducted on a 1-to-1 basis between yourself and the City & Guilds IEPA only.

You will be questioned based on your project report including evidence to check authenticity of the work and assess your depth of understanding regarding the KSBs that are assigned to this component. You may refer to the project report and evidence when answering the questions.

Assessment environment

The questioning will be carried out under controlled conditions and take place in a quiet room, free from distractions and influence. Video conferencing can be used to conduct the questioning, but appropriate measures must be in place to ensure that the responses given are yours, e.g. use of a 360-degree camera to allow the IEPA to view the room during the questioning. City & Guilds will verify the suitability of the venue and your identity before taking the test.

Timings

The questioning must last for **60 minutes**. The IEPA has the discretion to increase the time of the questioning by up to 10% to allow you to complete your last answer.

Grading

The Project: report including evidence, and questioning will be graded Fail, Pass or Distinction.

Grading instructions

The IEPA is fully responsible for making the grading decision. The results will not be shared with the you on the day of the assessment.

Recording forms

City & Guilds have designed specific recording forms for this Apprenticeship, some for providers and employers to use, and some for IEPAs to use.

Please see below for a summary of the recording forms that are available for this assessment.

Recording form	Purpose	Who should complete	Where can it be found
Project Specification Form	To capture the Project description and Work instructions for review and sign off by the IEPA.	Technical Expert City & Guilds Independent end-point assessor	End-point assessment recording forms for providers & employers
Technical Expert Declaration Form	To record the Technical Expert's findings on the completed project and evidence.	EPA Customer / Technical Expert	End-point assessment recording forms for providers & employers
Project and Evidence Mapping Form	To map the content of the project and evidence submission to the KSBs.	Technical Expert / Apprentice / EPA Customer City & Guilds Independent end-point assessor	End-point assessment recording forms for providers & employers
Project Questioning Recording Form	To record notes and assessment decisions for the project evidence and questioning component, including all questions asked, and to determine the grade achieved for the assessment method.	City & Guilds Independent end-point assessor	Independent End-point Assessor Recording Forms
End-point Assessment Overall Grading Form	To provide feedback on the result for the apprentice who has undertaken their End-point Assessment.	City & Guilds Independent end-point assessor	Independent End-point Assessor Recording Forms

7. Assessment Instructions: 320 Multiple choice test

Assessment Specification

Description	Coverage	Grade
Multiple Choice Test	Knowledge: K1, K4, K6, K7, K11	X/P

Generic specification

The purpose of the multiple-choice test is to assess the apprentice's depth of understanding in the knowledge elements that may not naturally occur during the project and report.

The multiple-choice test will usually be computer based and taken online; a paper-based version will be available if required.

It will consist of **30 multiple choice questions**. The questions will relate to the underpinning knowledge and will be varied.

- The apprentice must choose one correct answer from a choice of four.
- A correct response will be assigned one mark.
- Any incorrect or missing answers will be assigned zero marks.
- The apprentice must get an overall minimum score of 18 to pass the multiple-choice test.
- The apprentice must get five of the six health and safety questions (K11) correct and if they do not the test result will be Fail.

Section	Additional pass mark requirements	Rules
A	a minimum of **three** marks for K1	Six questions must assess knowledge statements **K1**: Materials used in components or assemblies their use and application considerations
B	a minimum of **four** marks for K4	Six questions must assess the knowledge statements **K4**: safe use of tools and choosing the right tool
C	a minimum of **three** marks for K6	Six questions must assess the knowledge statements **K6**: techniques for measuring, marking, cutting and drilling materials to the require size.
D	a minimum of **three** marks for K7	Six questions must assess knowledge statements **K7**; and require apprentices to conduct calculations or analyse diagrams.
E	a minimum of **five** marks for K11	Six questions must relate to the knowledge statements **K11**: the health and safety.

The apprentice will have a maximum of **60-minutes** to complete the multiple-choice test (unless City & Guilds accepts special arrangements for that apprentice based, for example, on an official education or health plan).

The multiple-choice test is closed book, i.e. the apprentice cannot refer to reference books or materials but will be allowed the use of a calculator to conduct any calculations.

The apprentice must take the multiple-choice test in a suitably controlled environment, that is quiet space, free of distractions and influence, and must be taken in the presence of an

invigilator who is the responsibility of City & Guilds. Multiple-choice tests may be taken in person or remotely.

There must be no more than 15 apprentices to a single invigilator if in person: or one-to-five if remote. City & Guilds will ensure appropriate methods to prevent misrepresentation, for example, screen share and 360-degree camera function with an administrator / invigilator where the test is taken remotely.

City & Guilds will verify the suitability of the venue for taking the test and the identity of the person taking the test.

It is expected that City & Guilds will use the apprentice's employer's or training provider's premises for the knowledge test to minimise costs however, other venues may be sourced if necessary.

The test will usually be taken online and be automatically marked, unless specific assessment needs have been identified, requiring alternative methods to be used, such as a paper-based test. The test should be booked via the E-volve platform.

Timings

The multiple-choice test will last for **60 minutes**.

Grading

The multiple-choice test will be graded Fail or Pass.

Apprentice Instructions - 320 Multiple choice test

The purpose of the multiple-choice test is to assess your depth of understanding in the knowledge elements that may not naturally occur during the project and report.

The multiple-choice test will usually be computer based and taken on-line; a paper-based version will be available if required.

- It will consist of **30 multiple choice questions**
- You must choose one correct answer from a choice of four.
- A correct response will be assigned one mark.
- Any incorrect or missing answers must be assigned zero marks.
- You must get an overall minimum score of 18 to pass the multiple-choice test.

You cannot refer to reference books or materials but will be allowed the use of a calculator to conduct any calculations.

You will take the multiple-choice test in a suitably controlled environment, that is quiet space, free of distractions and influence. There will be an invigilator who is the responsibility of City & Guilds.

Timings

The multiple-choice test will last for **60 minutes**, unless City & Guilds accepts special arrangements based, for example, on an official education or health plan.

Grading

The multiple-choice test will be graded Fail or Pass.

8. Assessment Instructions: 721 Professional discussion supported by a portfolio of evidence

Assessment Specification

Description	Coverage	Grade
Professional discussion supported by a portfolio of evidence	Knowledge: K2, K5, K8, K11, K12, K13, K16, K17, K18, Skills: S7, S8, S9, S11, S13, S14, S15 Behaviours: B1, B2, B3, B4, B5	X/P/D Re-sit X/P

Generic specification

The purpose of the professional discussion is to determine the extent to which the apprentice understands the requirements of their role as defined by the standard and to explore them through discussion.

The professional discussion (supported by a portfolio of evidence) will be a face-to-face or virtual session involving the apprentice and the IEPA. The portfolio will be used as a source of evidence by which apprentices can exemplify their responses to questions asked by the IEPA. Modern communication software applications may be used but it is the responsibility of City & Guilds to ensure the application and the infrastructures are fit for purpose so as not to disadvantage the apprentice whilst assuring quality and standardisation are not compromised.

This assessment will take the form of a professional discussion, which will be appropriately structured to draw out the best of the apprentice's competence and excellence and cover all of the KSBs relevant to this assessment method.

It will involve questions that will focus on the knowledge, skills and behaviours relevant to this assessment method which will consider the supporting evidence in the Portfolio of Evidence.

The rationale for this assessment method is:

- It allows for assessment of KSBs that may not naturally occur during the Observation.
- It makes use of naturally occurring evidence collated in the Portfolio of Evidence to support the KSBs mapped to this assessment method.

Portfolio of evidence requirements

On commencement of the apprenticeship, the apprentice must begin to retain a Portfolio of Evidence which must be finalised before passing through the gateway.

A completed Portfolio of Evidence is a compulsory EPA gateway requirement that supports the EPA Professional Discussion component.

The Portfolio of Evidence must be compiled during the On-Programme period of the apprenticeship - it must contain sufficient evidence to demonstrate the KSBs that are mapped to the professional discussion. Evidence must be mapped against the KSBs.

The Portfolio of Evidence will be reviewed by the IEPA. Whilst the evidence in the Portfolio of Evidence is not graded by the IEPA, it will be used to guide the Professional Discussion.

Authenticating the apprentice's work

The IEPA will ensure all decisions satisfy Validity, Authenticity, Currency and Sufficiency (VACS). For evidence produced outside controlled conditions, the apprentice will be required to:

- sign a declaration that the work is their own

- reference all sources.

The provider / employer should also aid authentication by:

- supplementary (oral) questioning to gauge familiarity with the topic
- looking out for any changes to the apprentice's usual writing style, unusual sources / examples or the use of US spellings or phrases that might indicate cutting and pasting from the internet
- requiring access to evidence of steps in the process, e.g. drafts, notes, planning, etc.

City & Guilds have produced evidence reference forms for both apprentices and IEPAs to use when reviewing evidence produced outside of controlled conditions. These forms include a **Declaration of Authenticity Form** which must be completed when submitting evidence. The forms can be found in the *Provider & Employer Recording Forms Pack*.

Remote assessment

Remote assessment is live assessment that is supported by technology where the IEPA and the apprentice are not in the same physical location when the assessment takes place.

For more detailed information around the conditions and requirements that must be met for remote assessment, please refer to the EPA Manual.

Provider & Employer Instructions

Professional discussion

The professional discussion will be supported by a mandatory portfolio of evidence completed on programme. The portfolio itself will not be assessed but will be used by the IEPA to prepare the questioning for the professional discussion and by the apprentice to exemplify their responses to the questions.

Portfolio requirements

The apprentice will have completed an evidence portfolio throughout their on-programme and this will be discussed between the EPA provider / employer and the apprentice whilst on-programme to ensure the apprentice's readiness for EPA and that there is sufficient evidence in the portfolio, which must be finalised before passing through the Gateway, that meets the requirements of the standard. Evidence must be kept to a minimum and anything deemed to excessive by the IEPA will be returned for rework.

The portfolio is a showcase of the apprentice's evidence, a collection from the breadth of available evidence. It must efficiently demonstrate the apprentice's performance in relation to the specified criteria and showcase their highest quality work. There is no specific number of pieces of evidence required, however, it is expected that the evidence presented is concise and covers all of the knowledge, skills and behaviours for the professional discussion.

Employers or training providers are free to devise their own version of the portfolio of evidence, but the portfolio of evidence must contain the following information:

- The name of the apprentice
- Details of the apprentice's 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 statements must be evidenced three times (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 will 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 in line with apprenticeship funding rules.
- Copy of English and mathematics certificates

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

The apprentice must submit their portfolio of evidence to their City & Guilds when applying for the EPA. An independent assessor will check qualification outcomes and review the portfolio to glean personalised information that will assist the Professional Discussion component of the EPA.

Types of evidence

Ideally the evidence should be produced in electronic format or scanned / photographed to give a clear electronic representation, as it must be submitted electronically for end-point assessment.

The evidence in the portfolio must be chosen to provide valid evidence for the specified criteria being assessed and should cover a variety of types of evidence:

- Task evidence – for instance:
  - A set of digital images showing a carried out activity from a number of perspectives with close-ups of relevant details. Where relevant, such as when components are replaced, before and after images and stages should be included.
  - Electronic documents such as letters, memos, reports, plans.
- Observation evidence – a statement from a suitably qualified person describing the apprentice's performance in the workplace while carrying out naturally occurring activities. This statement will normally be backed up with video / audio evidence recording key details.
- Supporting evidence from third parties - a relevant witness such as a manager or a customer giving their account of what the apprentice has done in their job role.
- Reflective account – an account from the apprentice providing evidence of their thinking e.g. their considerations of processes / materials used; reasons for decisions made; evaluations and suggested improvements to future practice.
- 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 statements must be evidenced **three times** (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 will cover multiple KSBs.
- Confirmation from the employer that the tasks evidenced in the portfolio were completed to the required standard of the organisation.

All evidence must be of the apprentice's own work and, for any group work, must clarify and focus only on their contribution. **Evidence must be kept to a minimum and anything deemed to excessive by the IEPA will be returned for rework.**

Where necessary, confidentiality and data protection requirements must be adhered to e.g. permissions for use of video / images containing identifiable third parties (e.g. clients), anonymised documentation and permissions from clients when submitting designs and plans commissioned by them.

Selecting evidence

Before selecting the evidence to form the portfolio, the apprentice should review the assessment requirements stated in the standard:

- the criteria to be covered by the portfolio
- the type of evidence that can be presented (see above)
- the amount of evidence that should be presented.

To assemble their portfolio, the apprentice should consider all the evidence they have available that shows they have met the requirements being assessed. Evidence collected

towards the end of their apprenticeship programme, as they become independent in their work, is likely to provide the most holistic evidence – i.e. covering a number of criteria at once. They should select evidence that most efficiently meets all the relevant criteria and which demonstrates their best performance. It is required that three pieces of evidence should be submitted for each of the KSBs for the professional discussion assessment.

There are two questions that an apprentice should consider when selecting work to form their portfolio:

1. Which pieces holistically (most efficiently) give evidence that together cover all of the relevant criteria?
2. Is this the best evidence I have, showing that I have met all of the requirements for the higher grade?

Confirming the evidence selection

When the apprentice has selected the evidence to form their portfolio, this must be reviewed by the EPA provider / employer to ensure:

- All assessment requirements have been met
- There is no unnecessary duplication of evidence against the same criteria outside of the required three pieces of evidence for each KSB
- The work selected represents the best evidence available in relation to grading requirements
- The clarity of any images or scanned evidence is sufficient to determine the quality of the original evidence
- Authenticity of evidence has been established.

The EPA provider / employer is responsible for providing guidance to the apprentice on compiling the portfolio whilst on programme and this is to be reviewed by the EPA provider / employer prior to triggering EPA. The employer should provide suitable work for the apprentice to apply themselves to and discuss at the professional discussion.

The EPA provider / employer is responsible for the review of the portfolio and if, in its entirety, it does not contain sufficient evidence to meet the standard and the requirements of three pieces of evidence for each KSB, then it will be deemed not yet ready to submit. Where the submitted portfolio is deemed to be excessive by the IEPA, the portfolio will be returned so that it can be reviewed and amended so that it contains concise and sufficient evidence. The apprentice must be advised by the EPA provider / employer about the shortfalls or excess in evidence and how this can be addressed.

A portfolio checklist has been provided to support the apprentice in the submission of the documentation on page 63 of this pack.

Preparing evidence for submission

Evidence being uploaded for End-point Assessment must be presented as follows:

- evidence must have a header on each page containing the name and e-signature of the apprentice together with the date the evidence was produced. Each piece of evidence must be referenced to the knowledge, skills and behaviours criteria it is being submitted against.

- along with the City & Guilds Portfolio Header and Declaration Form which must be completed to:
  - cross-reference each criterion to the relevant piece of evidence
  - formally declare the authenticity of all evidence.

The apprentice must have access to the portfolio before and during the professional discussion. The apprentice will use the portfolio to support them in demonstrating their knowledge, skills and behavioural understanding and can use it to provide tangible evidence, backing-up their accounts of their work during the discussion.

The portfolio is not directly assessed but is used as the basis for the professional discussion. The evidence in the portfolio will not be judged or marked by the IEPA. The IEPA uses the portfolio to familiarise themselves with the apprentice's work and to base the questions on in preparation for the discussion. The EPA provider / employer is not expected to mark or grade the portfolio.

Submission to City & Guilds

The apprentice is required to complete the relevant sections in the **Portfolio Header and Declaration Form**. The work evidenced in the portfolio must have been carried out by the apprentice.

The EPA provider / employer will review the portfolio and form to ensure it meets the requirements. The EPA provider / employer will then sign the **Portfolio Header and Declaration Form**.

Once the **Portfolio Header and Declaration Form** has been signed by all parties, the following documents must be uploaded to the City & Guilds EPA Portal.

The documents that must be uploaded are:

- The completed portfolio.
- The completed Portfolio Header and Declaration Form.

Refer to the **End-point Assessment Recording forms for Centres / End-point Assessment Customers / Employers** for guidance on how to complete these forms.

Purpose of the professional discussion

The purpose of the professional discussion is to

- sample across the standards indicated in assessment method
- test the validity, authenticity, currency and sufficiency of the evidence in the portfolio
- allow the apprentice to self-reflect on performance, demonstrating knowledge and how appropriate skills and behaviours have been applied.

The professional discussion shall be carried out by an IEPA appointed by City & Guilds. The IEPA will conduct the professional discussion on a one-to-one basis.

The IEPA will ask the apprentice **8 questions**, from a question bank prepared by the end-point assessment organisation, covering underpinning knowledge and behaviours as specified in Annex A. Supplementary questions are allowed to seek clarification. Questioning is expected to accommodate the type of engineering fitting that the apprentice does and the environment in which they work.

City & Guilds will produce a bank of sample questions for end-point assessors. The question bank will be of sufficient size to prevent predictability and be reviewed regularly (at least once a year) to ensure the questions are fit-for-purpose.

Planning the professional discussion

The professional discussion may be conducted in person or remotely. The date and time of the professional discussion should be planned in advance to ensure that the apprentice has sufficient time to prepare. EPA customers should give the apprentice at least **10 working days' notice** of the professional discussion date. This is to be taken under controlled conditions ensuring the apprentice is in a room away from distraction.

Assessment environment

The EPA provider / employer is responsible to ensure that any assessment takes place in appropriate surroundings which are free from distractions and interruptions. This could include ensuring that appropriate signposting and other arrangements are in place that will maintain a suitable environment throughout the duration of the assessment activity.

The professional discussion must be conducted under controlled conditions. Video conferencing can be used to conduct the questioning, but appropriate measures must be in place to ensure that the responses given are those of the apprentice, e.g. use of a 360-degree camera to allow the IEPA to view the room during the questioning. City & Guilds will verify the suitability of the venue and the identity of the person taking the test.

Timing

The professional discussion will last **60 minutes**, and the assessor will have the discretion to increase the time of the discussion by up to 10%.

The apprentice may choose to end the assessment early. The apprentice must be confident that they have demonstrated competence against the assessment requirements for the assessment method.

Grading

The Professional discussion will be graded Fail, Pass or Distinction. The City & Guilds IEPA will allocate the grade using the 'Grading criteria' table provided.

Grading instructions

The IEPAs are fully responsible for making the grading decision. The results should not be shared with the apprentice on the day of the assessment.

Throughout the professional discussion, the apprentice will demonstrate their degree of overall achievement of the defined grading descriptors. The IEPA should record the apprentice's responses to the questions on the relevant recording form. At the end of that form, the IEPA should complete the grade information and determine the overall grade for the component. The IEPA will ensure any special needs highlighted by the employer and training provider are taken into consideration in line with the Reasonable Adjustments policy.

Apprentice Instructions - 721 Professional discussion supported by a portfolio of evidence

The Independent End-point Assessor (IEPA) will have a Professional Discussion with you, this will be based on the Portfolio of Evidence you produced during your apprenticeship.

During the Professional Discussion, you will be asked **8 questions**. The IEPA may ask additional questions to seek clarification. Questioning is expected to accommodate the type of engineering fitting that you do and the environment in which you work. You may refer to the Portfolio of Evidence during the Professional Discussion if you need to.

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 IEPA has after reviewing the Portfolio of Evidence you submitted
- explore aspects of your work, including how it was carried out, in more detail
- enable the IEPA to draw a conclusion from a Professional Discussion for the appropriate grade to be awarded.

Portfolio requirements

You will need to assemble a portfolio during the apprenticeship, successfully demonstrating the required knowledge, skills and behaviours.

The portfolio is a showcase of your best pieces of evidence, a concise collection of evidence selected from the breadth of available evidence. It efficiently demonstrates your performance in relation to the specified criteria and showcases your highest quality work. The evidence must cover all of the criteria for the professional discussion and each of the Knowledge, Skills and Behaviours must have **three pieces** of evidence each.

The portfolio is not directly assessed by the City & Guilds Independent End-point assessor IEPA) but is used as the basis for the professional discussion.

You must provide a clear index showing what is in your portfolio and you must complete the Portfolio Header and Declaration Form to ensure that you have sufficient evidence to cover the criteria.

Selecting Evidence

Before selecting the evidence for the Portfolio of Evidence, you should review the assessment requirements in the Standard to ensure:

- that only evidence relevant to the Standard is used
- the criteria to be covered by the Portfolio of Evidence
- the type of evidence that can be presented (see above)
- the amount of evidence that should be presented.
- the period of time from which the evidence should have originated

There are two questions that you should consider when selecting work to form your Portfolio of Evidence:

1. *Which pieces holistically (most efficiently) give evidence that together cover all of the relevant KSBs?*
2. *Is this the **best** evidence I have, showing that I have met all of the requirements for the higher grade?*

Confirming the evidence selection

When you have selected the evidence to form your Portfolio of Evidence, this must be reviewed by the provider / employer to ensure:

- All assessment requirements have been met
- There is no unnecessary duplication of evidence against the same criteria
- The work selected represents the best evidence available in relation to grading requirements
- The clarity of any images or scanned evidence is sufficient to determine the quality of the original evidence
- Authenticity of evidence has been established.

A portfolio checklist has been provided to support the apprentice in the submission of the documentation on page 63 of this pack.

Guidance on submitting the portfolio

Your employer will submit the portfolio to City & Guilds. The work evidenced in the portfolio must have been carried out by yourself and a signed Portfolio Header and Declaration Form must be submitted along with the portfolio. You will need to have access to the portfolio during the professional discussion.

Assessment environment

The professional discussion will take place in a quiet room, free from distractions and influence.

Video conferencing can be used to conduct the professional discussion, but appropriate measures will be in place to ensure that the responses given are yours, e.g. use of a 360-degree camera to allow the Independent End-point Assessor to view the room during the professional discussion.

Timing

The professional discussion will last **60 minutes**, and the assessor will have the discretion to increase the time of the discussion by up to 10%.

Grading

The Professional Discussion Supported by a Portfolio of Evidence will be graded Fail, Pass or Distinction.

The IEPA is fully responsible for making the grading decision. The results will not be shared with you on the day of the assessment.

Portfolio checklist

City & Guilds have created a ‘portfolio checklist’ to help apprentices and centres ensure that all relevant information is accounted for.

Portfolio checklist		Tick when confirmed
1.	Is all evidence signed by the apprentice and dated? * E-signatures are also acceptable	
2.	Is all evidence valid, authentic, current and sufficient (VACS)?	
3.	Does evidence clearly show it is the apprentice’s individual work (and, if involved in teamwork, is it clear the specific contribution the apprentice made)?	
4.	Does the evidence clearly demonstrate their relevant knowledge?	
5.	Have you used the Portfolio Header and Declaration Form? And has all evidence been referenced?	
6.	Does it showcase the apprentice’s best pieces of work?	
7.	Is the majority of the evidence holistic in its nature?	
8.	Have you checked that you have not included any pieces of evidence that are duplicated or not relevant? **Portfolios that contain excessive evidence will be returned for re-working.**	
9.	Is there sufficient evidence to cover the whole of the criteria that it has been referenced to three times?	
10.	Is there any observation evidence from employers or supporting evidence from 3rd parties for the apprentice?	
11.	Has any client / customer reference information been anonymised?	
12.	Have all external sources of information been appropriately documented and referenced to the original source, showing clear understanding of how they relate to the criteria?	
13.	Has the appropriate stakeholder(s) e.g. employer / training provider checked whether the apprentice’s portfolio covers all the required criteria and grading descriptors?	
Reminder: You must upload the completed Portfolio Header and Declaration Form to the EPA portal in Word format.		

* where witness testimonies are included as a piece of evidence, these do not need to be signed by the apprentice but instead must be signed / authenticated by the witness.

Recording forms

All recording forms can be found in the **Assessment pack recording forms** document that is available in a word format. Please see below summary of the recording forms that are available for this assessment.

Recording form	Purpose	Who should complete	Where can it be found
Professional Discussion recording Form	To record the questions and answers given during the assessment and to determine the grade achieved for the assessment method.	IEPA	Independent End-point Assessor Recording Forms
Portfolio Header and Declaration Form	To provide a mapping of the evidence presented and declare that the work evidenced in the portfolio has been carried out by the apprentice.	Apprentice / Centres / End-point Assessment Customers / Employers	End-point assessment recording forms for providers & employers
End-point Assessment Overall Grading Form	To provide feedback on the result for the apprentice who has undertaken their End-point Assessment.	City & Guilds Independent end-point assessor	Independent End-point Assessor Recording Forms

9. Re-sits & Re-takes

If the apprentice fails one or more assessment method, they will 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.

The apprentice should have a supportive action plan to prepare for the re-sit or a re-take. The apprentice's employer will need to agree that a re-sit or re-take is an appropriate course of action.

If the apprentice fails any of the assessment methods, and therefore the EPA, in the first instance, they will be required to re-sit or re-take those failed assessment methods.

Any assessment method re-sit or re-take is typically taken within **4 months** of the EPA outcome notification, otherwise the entire EPA must be taken again, unless in the opinion of City & Guilds exceptional circumstances apply outside the control of the apprentice or their employer.

Re-sits and re-takes are not offered to apprentices wishing to move from pass to distinction.

Where any assessment method has to be re-sat or re-taken, the apprentice will be awarded a maximum overall EPA grade of Pass, unless City & Guilds determines there are exceptional circumstances requiring a re-sit or re-take.

720 Project: report including evidence, and questioning

Provider & Employer instructions

If a re-take / re-sit relates to the Project: report including evidence and questioning task the apprentice must be presented with a different task, which must cover the same components or activities. Only a Pass grade can be awarded for a re-take / re-sit.

The Project: report including evidence and questioning will be carried out in the same way as the original assessment and cover the same components, but the task will be different.

Please refer to the Assessment Instructions: Project: report including evidence and questioning, in this pack.

Submission must include

A new set of Recording Forms for the re-sit / re-take should be submitted. These must refer to the version of recording forms submitted originally.

Apprentice instructions

If you need to re-take / re-sit the Project: report including evidence and questioning task, then you will be presented with a different task, which must cover the same components / activities. Only a Pass grade can be awarded for a re-take / re-sit.

The Project: report including evidence and questioning will be carried out in the same way as the original assessment and cover the same components, but the task will be different.

320 Multiple choice test

Provider & Employer instructions

If the re-take or re-sit relates to the knowledge test the apprentice will be presented with a new randomised on-line knowledge test.

Apprentice instructions

If you need to re-take / re-sit the multiple-choice test, you will be presented with a new randomised on-line knowledge test.

721 Professional discussion supported by a portfolio of evidence

Provider & Employer instructions

If the re-sit / re-take relates to the professional discussion, the IEPA will question the apprentice on the same subject area but using a different set of questions.

The professional discussion will be carried out in the same way as the original assessment. The IEPA may review the portfolio of evidence to ensure all the KSBs are evidenced. They must choose different questions.

Please refer to the Assessment Instructions: professional discussion supported by a portfolio of evidence, in this pack.

Submission must include

A new set of Recording Forms for the re-sit / re-take should be submitted. These must refer to the version of recording forms submitted originally.

Apprentice instructions

If you need to re-take / re-sit the professional discussion, you will be questioned on the same subject area but using a different set of questions.

Review your Portfolio of Evidence and the feedback you have been given to prepare for the IEPA’s visit.

Contact Us

EPA Gateway Team: Initial Reservation & Gateway	epa.gateway@cityandguilds.com
EPA Events Team: Bookings & Cancellations (Post Gateway)	EPA@cityandguilds.com
EPA Customer Success Team: Including EPA Pro support	onboardingEPA@cityandguilds.com
Technical Advisors: Sector Specific Guidance	Technical Advisors contact details
City & Guilds Sales Team	directsales@cityandguilds.com
ILM Sales team	01543 266 867 customer@i-l-m.com
City & Guilds Customer Services team	0844 543 0000 (option 5 EPA) centresupport@cityandguilds.com
ILM Customer Services team	01543 266 867 customer@i-l-m.com
Digital Sales: on-programme delivery resources	Digitalsales@cityandguilds.com
Digital Credentials	digitalsupport@cityandguilds.com
Digital Credentials: bulk email uploads	DCServiceTeam@cityandguilds.com

Who we are

As part of the City & Guilds Group, we believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future.

As workplaces evolve, so do we. That's why we set the standard for skills that transform lives, industries, and economies.

About City & Guilds

For almost 150 years we have been developing knowledge, skills, and behaviours needed to help businesses thrive, we offer a broad and imaginative range of products and services that help people achieve their potential through work-based learning. We believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future. So we work with like-minded partners to develop the skills that industries demand across the world.

City and Guilds

Giltspur House
5–6 Giltspur Street
London EC1A 9DE
www.cityandguilds.com

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