



Digital & Technology Solutions Professional Degree Apprenticeship (v1.2)

End Point Assessment (EPA) Overview

November 2024

Contents

1. EPA headlines.....	1
2. Gateway	1
3. End Point Assessment.....	2
Assessment Method 1: Project Report with presentation, questions and answers.....	2
Assessment Method 2: Professional Discussion underpinned by a portfolio.....	3
4. Grading.....	4
5. Resit and Retakes	4

1. EPA headlines

- Passed all the modules in the Digital & Technology Solutions Degree, other than the end point assessment
- EPA period is 3 months
- Must provide gateway requirements according to EPAO listed below
- Must have ID and Webcam for EPA
- 2 Assessment methods at EPA

Project Report with presentation, questions and answers

- The project report has a word count of 6000 words (+/- 10%)
- Business related project to demonstrate the use of knowledge, skills and behaviours listed in the standard
- Presentation will last 30 minutes, followed by 30 minutes of questioning (minimum of four questions will be asked)

Professional Discussion underpinned by a portfolio

- A minimum of fourteen days' notice will be given
- Apprentice can refer to their portfolio of evidence
- Minimum of four questions will be asked
- 60 minute discussion (+/- 10%)

2. Gateway

Gateway is the point that the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard. In making this decision, the employer may take advice from the training provider, but the decision must ultimately be made by the employer.

Apprentices must meet the following gateway requirements for the Digital & Technology Solutions Professional Degree Apprenticeship:

- Passed all degree modules (except End Point Assessment)
- EPA gateway checklist
- Completed a portfolio of work evidencing the required knowledge, skills and behaviours
- Level 2 English and Maths evidence

- Completion of the Off the Job hours
- Submitted a Project title and summary for the Project Report

The EPAO determines when all gateway requirements have been met, and the EPA period will only commence once the EPAO has confirmed this.

3. End Point Assessment

The EPA window for the Digital & Technology Solutions Professional Degree Apprenticeship is typically 3 months.

For the End Point Assessment, the learner must complete the following assessments:

- Assessment method 1: Project Report with presentation, questions and answers
- Assessment method 2: Professional Discussion underpinned by a portfolio

Assessment Method 1: Project Report with presentation, questions and answers

This assessment is graded Pass, Distinction or Fail. This assessment has 2 components.

Component 1: Project Report

The Project Report has a word limit of 6000 words (+/- 10%) and will be based on a pre-gateway project undertaken by the apprentice, relating to their chosen specialism.

The report must include at least:

- an introduction
- the scope of the project (including key performance indicators and stakeholder engagement)
- how the outcomes would be achieved
- a project plan
- research and findings
- project outcomes
- recommendations and conclusions.



Suitable time and resources are to be set aside by the employer to enable the apprentice to plan, undertake and write up their project.

Component 2: Presentation with questions and answers

The presentation must be submitted at the same time as the project report to allow the Independent Assessor to review and prepare questions. A minimum of 14 days notice will be given to the apprentice of the presentation date. The presentation will be followed by a question and answer session, all of which will last no longer than one hour (typically split into 30 minutes for the presentation and 30 minutes for the question and answer session). The Independent Assessor will ask a minimum of 4 questions.

The presentation must include:

- an overview of the project
- the project scope (including key performance indicators)
- summary of actions undertaken by the apprentice
- project outcomes and how these were achieved

Assessment Method 2: Professional Discussion underpinned by a portfolio

This assessment is graded Pass, Distinction or Fail. The Professional Discussion will last 60 minutes (+/- 10%) where a minimum of 4 questions will be asked. The initial and primary focus for the presentation is on the work presented in the project.

The apprentice will be given a minimum of 14 days notice of their Professional Discussion time and date, and the apprentice must have access to their portfolio of evidence during this discussion.

4. Grading

Both assessment methods must be passed in order to pass overall.

Report and Presentation	Professional Discussion	Overall Grading
Fail	Any grade	Fail
Any grade	Fail	Fail
Pass	Pass	Pass
Pass	Distinction	Merit
Distinction	Pass	Merit
Distinction	Distinction	Distinction

5. Resit and Retakes

Both assessment methods must be successfully passed. If an apprentice fails one or more assessment methods then they can re-sit or re-take at their employers discretion. If a re-sit is required then this is typically taken within three months of receiving the EPA outcome. If a re-take is required, then further learning is needed and will typical be taken within six months of receiving the EPA outcome. If the re-sit or re-take is not completed within this timeframe then the entire EPA will need to be re-sat or re-taken in full. Re-sits/re-takes will not be awarded a grade higher than a merit.

If the apprentice fails the project assessment method, they must amend the project output in line with the independent assessor’s feedback. The apprentice will be given 4 weeks to rework and submit the amended report.

Further information on the Digital & Technology Solutions Professional Degree Apprenticeship can be found in the [assessment plan](#). A full list of the Knowledge, Skills and Behaviours (KSBs) can be found on the Institute for Apprenticeships website [here](#).



QA.com