

## **Management apprenticeships our end-to-end offer webinar - frequently asked questions (FAQs)**

**Q. Is there an approved invigilation training pack to confirm competence to invigilate?**

**A.** There is a requirement for invigilators to comply with the **JCQ Instructions for Conducting Exams (ICE)** further details can be found [here](#)

**Q. Can the level 3 qualification exam results be referenced to the knowledge units and the EPA or do they need to do additional evidence in the unit in readiness for EPA?**

**A.** The Qualification knowledge tests are working towards the qualification and establish that the knowledge has been learnt. At EPA there is a requirement to undertake a further knowledge test once the learner is through gateway - they do not carry over from on-programme to EPA. The only other areas where these units are assessed is during the Interview so no further evidence needs to be presented in advance, but the apprentice may wish to take some notes (possibly from the learning on those units).

**Q. Do learners doing the apprenticeship and ILM qualification need to produce two separate portfolios?**

**A.** Apprentices will build a portfolio of evidence whilst on programme. They can use this to evidence towards a qualification and they can also use this to select evidence towards the portfolio requirements. For the EPA requirements it is key to ensure that there is a clear understanding whilst on programme of the requirements of the portfolio for EPA (This can be found through the EPA Guidance Pack) so that appropriate evidence can be gathered.

**Q. Can witness testimonies be used as supported evidence to strengthen recorded discussions, if work products cannot be submitted due to, for example, confidentiality company sensitive information?**

**A.** Witness testimony is good evidence for the portfolio however product evidence is key. If product evidence is sensitive or confidential it can be redacted. If this is not possible then it is worth considering another piece of evidence that is less sensitive.

**Q. The portfolio currently contributes 20% to the overall EPA mark; If with the new Assessment Plan the portfolio is no longer assessed, how will this work?**

**A.** Currently the portfolio is assessed and contributes 20% of the overall mark. For level 3 only when the new Assessment Plan is introduced (we do not have a date for this) then the portfolio will still be required but will not be assessed. There are other changes and part of that is how the marks will be redistributed and where the elements that are only assessed through the portfolio will be moved to - so this is not straight forward.

**Q. Product evidence for chairing a meeting - is a recording necessary if the other evidence is there?**

**A.** A recording is great evidence as it clearly shows the apprentice 'in action' but this is not a requirement - just an example.

**Q. Is there a new standard example of what is expected in the portfolios? You have just mentioned about the size of portfolios that Assessors are receiving.**

**A.** the EPA Guidance pack provides lots of guidance on how to present the portfolio. You may also wish to watch the recording of a webinar I recently delivered **Best Practice for EPA Portfolios** [here](#)

**Q. When the revised Level 3 Assessment Plans are introduced - who will these apply to?**

**A.** There is likely to be a period where both plans are offered in parallel to give apprentices a choice. This choice will be open to them if they have not commenced the EPA process with the existing Assessment Plan.

**Q. You have mentioned about only needing one piece of evidence per criteria in the portfolio matrix, but we are finding that when we have done this it has come back as not met criteria. So how do we know if it meets the criteria?**

**A.** The Apprentice only need to meet the criteria once - so using an example of chairing a meeting; only one meeting needs to be evidenced but this might require a number of documents to completely meet the criteria e.g. a video of the meeting, an agenda, minutes or action points.

**Q. Could you explain the process involved with the presentation section of the EPA?**

**A.** Details of this can be found in the EPA Guidance Pack. There is a need to provide a report on the project and this needs to be uploaded alongside the Portfolio to the Portal. The presentation (e.g. PowerPoint) should also be uploaded at this time (we allow some flexibility on the timescales for the presentation as we understand this might still be worked on). We will then manage the requirements for the panel.

**Q. Will the level 5 presentation change (no need for a panel) continue going forward or is this just during this challenging time?**

**A.** This is a dispensation (where the Presentation is made to just the IEPA and not a panel) specifically for the period of challenge around COVID-19. We do not know whether this will be allowed to continue but will communicate this widely.

**Q. Could you provide a practical example of assessing what constitutes as prior learning and how deductions to qualification timescales are made?**

**A.** Recognition of Prior Learning (RPL) is an assessment process which makes use of evidence of a learner's previous achievements to demonstrate competence or achievement. You may find it useful to watch our webinar **Bryony Kingsland - Prior Learning in Apprenticeships - 5 steps to getting it right** [here](#)

**Q. Picking up on the prior learning / team meeting example - if a learner has experience of chairing meetings do they need to evidence this in the knowledge and skills unit. If so, how is this type of prior knowledge/skills evidenced?**

**A.** They would still need to evidence this for the EPA - you would just not deliver the learning for this. You can watch a recent webinar by **Bryony Kingsland - Prior Learning in Apprenticeships - 5 steps to getting it right** [here](#)

**Q. For the level 3 qualification, evidence is needed for the criteria for project management, once the project has been carried out does this evidence just get submitted as part of the portfolio of work and discussed as part of the Professional Discussion and how detailed does this element need to be?**

**A.** The EPA Guidance pack provides lots of guidance on how to present the portfolio. You may also wish to watch the recording of a webinar I recently delivered **Best Practice for EPA Portfolios** on our website [here](#)

**Q. When preparing the written reports and knowledge statements, is there an expectation to have a front cover and a table of contents, a bibliography, reference page and evidence appendices?**

**A.** We do not have a template for these types of evidence; however, the focus should be on meeting the criteria – there is specific guidance on the content in the EPA Guidance Pack.

**Q Are practice tests available to learners only or are training providers also able to access sample tests and where can they be found?**

**A.** We have sample tests, exemplar Professional Discussions and interviews on the EPA Prep Tool via SmartScreen. This is available to the centre and tutors once the first learner is registered. It is available to the learners once they are registered.

**Q. Can you confirm the use of the e-Workbooks as an acceptable piece of evidence, and can you also confirm the Diploma workbooks can be used as evidence?**

**A.** Any evidence of learning is appropriate to use. If the evidence specifically meets the Assessment Criteria, then it is valid. Any evidence uploaded should be clearly referenced to the matrix to show where it meets the criteria.

**Q. Where can I find the EPA assessment criteria for level 5**

**A.** Slide 41 of the presentation will provide you with links to this information.