

End Point Assessment Plan
for
Architectural Assistant
Integrated Degree Apprenticeship (Level 6)

June 2018

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Glossary of terms

What is an apprenticeship? –An apprenticeship is a job with on-programme training. It enables someone to develop and demonstrate the knowledge, skills and behaviours they need to perform effectively in a particular occupation.

APL – Approved Prior Learning

ARB – Architects Registration Board

EOB – Employer Occupational Brief - A document that recommends how the employer could ensure that the required Knowledge, Skills and Behaviours are met during the on-the-job training

EPA – End Point Assessment – Assessment undertaken following the gateway which assesses the knowledge, skills and behaviours of the apprenticeship as set out in the Apprenticeship Standard

EPAO – End Point Assessment Organisation

EQA – External Quality Assurance

ESFA – The Education and Skills Funding Agency

Gateway – The point in the development and education of an apprentice at which they are deemed to meet the skills, knowledge and behavioural criteria as set out the apprenticeship standard

HEFCE – Higher Education Funding Council for England

HEI – Higher Education Institution (The University or Higher Education Institution providing the on-programme education who will award the degree and assess the apprentice in the EPA in its role as the End Point Assessment Organisation)

IFA – Institute for Apprenticeships

Integrated – An integrated apprenticeship combines the academic learning with the on-the-job training to provide a degree and the apprenticeship does not require a separate external assessment

IQA – Internal Quality Assurance

KSB – Knowledge, Skills and Behaviours

On-programme Learning and education undertaken as part of the off-the-job and the on-the-job training before gateway

QAA – Quality Assurance Agency

RIBA – Royal Institute of British Architects

RoEPAO - Register of End-point Assessment Organisations

Part 1 – ARB-prescribed/RIBA-validated first cycle degree qualification in architecture

Part 2 – ARB-prescribed/RIBA-validated second cycle degree qualification in architecture

Part 3 – ARB-prescribed/RIBA-validated Examination in Professional Practice and Management

1.0 Overview

This document sets out the requirements for the End Point Assessment (EPA) for the Architectural Assistant Integrated Degree Apprenticeship Standard. It will be of interest to apprentices, employers and universities.

Architectural assistants support architects and other professionals such as engineers, to competently deliver architectural projects across the design phases, from the initial client briefing process where objectives are agreed and feasibility studies conducted, through conceptual and technical design, to construction and post-completion evaluation. In collaboration with other members of a design team, they respond to client requirements by preparing, reviewing and refining building design through the use of 3D modelling, graphics and drawings.

This is an integrated degree level apprenticeship, which incorporates on-programme academic and workplace learning and assessment with an EPA to test the knowledge, skills and behaviours as detailed in the Architectural Assistant Apprenticeship Standard. The HEI will be responsible for the on-programme and EPA requirements. The on-programme will typically take four years to complete (totaling 48 months), with the EPA typically being undertaken in 2 months, following completion of **340** credits and on confirmation that the employer believes that the apprentice is ready to go through the gateway to undertake the EPA. Performance in the EPA will provide **20** credits towards the overall degree classification providing a total of **360** credits. Apprentices cannot successfully complete the degree and therefore the apprenticeship, without passing the EPA. Performance in the EPA will determine the apprenticeship grade of Pass, Merit or Fail.

The HEI must be approved to deliver the EPA for this standard and be on the Education and Skills Funding Agency Register of End Point Assessment Organisations (RoEPAO). The EPA must be completed over a maximum period of two months, allowing for a potential resit/retake to be undertaken during the summer period should this be necessary, prior to the start of the next academic year. The Architectural Assistant apprenticeship standard is aligned with the current ARB and RIBA Part 1 Criteria. This apprenticeship enables those apprentices wishing to become architects to progress to the Level 7 Architect Apprenticeship or other ARB prescribed Part 2 and Part 3 courses upon successful completion if they so wish.

2.0 Apprenticeships Structure

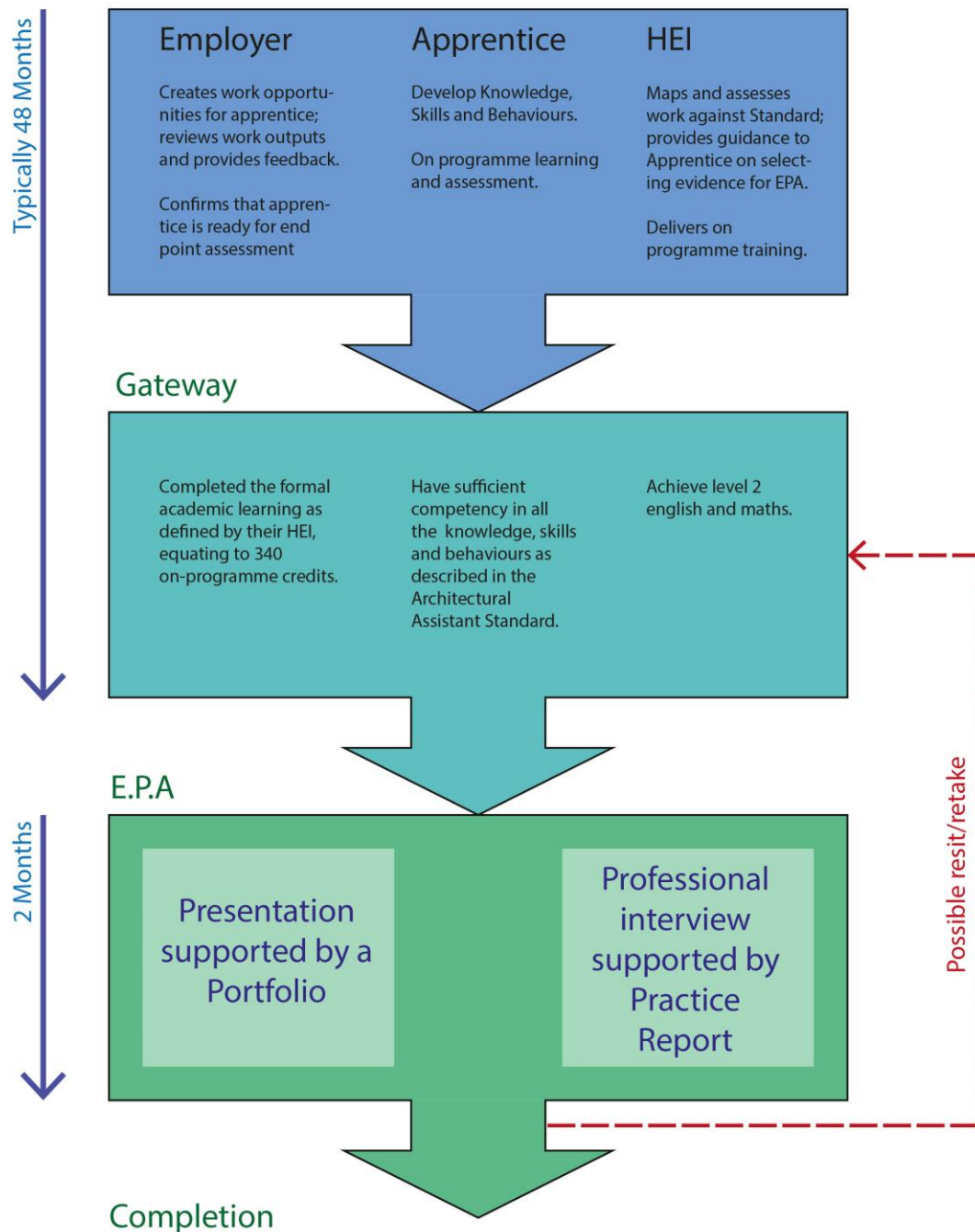
2.1 Summary of Assessment

The degree must consist of **360** credits. **340** credits must be delivered on-programme and **20** credits through the EPA. The apprentice must successfully pass the on-programme credits prior to taking the EPA. The apprentices' HEI and employer, working in partnership, will support the ongoing development of the apprentice to ensure that they meet the standards set out by the HEI and the employer company policies and procedure.

The following is a suggested structure for the Architectural Assistant degree apprenticeship. This can be varied to suit HEI structures providing that the apprentice meets 340 credits before the gateway.

	Sept-May	May-June	July-August	
YEAR 1				90 credits
YEAR 2				90 credits
YEAR 3				90 credits
YEAR 4				70 credits
EPA				20 credits
EPA Resit/retake				
TOTAL				360 credits

The following diagram illustrates the process that the apprentice will undertake through the apprenticeship, gateway and EPA.



2.2 EPA Overview

Assessment method	Area Assessed	Grading
Presentation supported by a Portfolio	Components of knowledge, skill and behaviours from across the standard (refer to Annex A)	Fail/Pass/Merit
Professional interview supported by a Practice Report	Components of knowledge, skill and behaviours from across the standard (refer to Annex A)	Fail/Pass/Merit

3.0 On-programme assessment

Each employer will be required to develop its own training plan in collaboration with a training provider mapped to the criteria as set out in the Architectural Assistant Apprenticeship Standard. The Employer Occupational Brief recommends how the employer could ensure that the apprentice is gaining appropriate on-the-job training to enable the apprentice to develop the relevant knowledge, skills and behaviours throughout the apprenticeship programme and prior to undertaking the end point assessment (EPA). It is estimated that the total length of the on-programme will be typically **48** months, with the EPA typically taking place within **2** months of going through the gateway. The Employer Occupational Brief is included in the Architecture Apprenticeships Guide. Please click [here](#) for a link to the Architecture Apprenticeships Guide.

Apprentices without English and Maths at Level 2 on entry will need to achieve that level before taking their EPA.

4.0 Assessment Gateway

The employer will take the final decision on whether the apprentice is ready to take the EPA and may take advice from the HEI.

Prior to taking the EPA, the apprentice must meet the following criteria

- Achieved a Level 2 English and Level 2 Maths as per the Architectural Assistant Standard (equivalent to GCSE Grade A*-C)
- Completed the formal academic learning as defined by their HEI, equating to **340** on-programme credits
- Have sufficient competency in **all** the knowledge, skills and behaviours as described in the Architectural Assistant Standard.

The decision should be recorded in writing.

Apprentices will complete the EPA within 2 months of going through the gateway to the EPA.

5.0 End Point Assessment

End point assessment activities will be completed over a **2 month** period to accommodate work scheduling and cost-effective planning of resources and to allow for a re-sit/retake as required prior to the start of the next academic year. The degree award process can only be concluded after the EPA. The KSB as set out in Annex A are consistent with the ARB/RIBA criteria for the Part 1 qualification and therefore ensures that the requirements at Part 1 Level are met when the apprentice successfully completes the apprenticeship.

The EPA will deliver **20** credits.

The EPA will comprise of two assessment methods as follows :-

- Presentation supported by a Portfolio
- Professional Interview supported by Practice Report

5.1 Presentation supported by a Portfolio

Apprentices will be required to prepare a Portfolio based on their major/final project undertaken as part of the degree on-programme coursework, which is undertaken prior to the gateway. This will form the basis of a Presentation, which sets out how the major/final project demonstrates how each of the relevant skills, knowledge and behaviours being assessed by this method have been achieved through the completion of the project work. The Presentation will provide additional rigour for the end point assessment process by testing the apprentice's ability to explain how the KSB's have been met through the project. Following completion and submission of the Portfolio, the apprentice will be required to present the content to a panel to assess their knowledge, skills and behaviours against the KSB's attributed to this method as set out in Annex A. The purpose of the panel questions is so that the Assessor Panel members can assure themselves that the apprentice has the competence to work as an Architectural Assistant.

The **Portfolio** requirements are outlined as follows :-

- Apprentices must submit a Portfolio to their EPAO within 6 weeks of the agreed EPA start date.
- The portfolio should cover the project context and outline how the project work demonstrates how the KSB's allocated to this assessment method, have been met.
- The evidence must be attributable to the apprentice in full and the Portfolio must include a statement confirming that the apprentice was the author in full and must include the apprentice's signature.
- The Portfolio should contain a combination of drawings, photographs, graphics and visuals along with descriptive text as required up to a maximum of **1000 words (+/-10%)** and with a maximum of **30 pages at A4 or 15 pages at A3** for the entire document (at a font size no smaller than 12 points), to best demonstrate the relevant knowledge, skills and behaviours as set out in Annex A.
- The Portfolio should be submitted in electronic format (pdf) to allow the EPAO to review the Portfolio in advance of the presentation.
- As the project work included within the Portfolio is completed prior to the Gateway and is marked as part of the degree on-programme work, only the Presentation will be marked for the End-Point Assessment.

The **Presentation** requirements are outlined as follows :-

- Will be based on the Portfolio submission and should set out clearly how the apprentice has met the required KSB's attributed to this assessment method in Annex A.
- Takes place within the final 2 weeks of the 2 month EPA and will take 1 hour, with 30 minutes (+/-10%) allocated for the presentation followed by 30 minutes (+/-10%) for questions and answers.
- Should include drawings, photographs, graphics and visuals along with descriptive text to best demonstrate how the required KSB's have been met.
- The questions posed by the panel will be based on the Portfolio submission and will offer an opportunity for the panel to clarify any points not made clear in the Portfolio submission on how the apprentice has met the KSB's attributed to this assessment method.
- Electronic presentation methods are to be used and the supporting presentation prepared by the apprentice should be submitted in PDF format at least 24 hours prior to the presentation date.
- All electronic equipment required for the presentation will be provided by the HEI. The apprentice is therefore not required to bring any electronic presentation devices to the presentation.
- The apprentice is required to bring two hard copies (A4/A3) of the presentation in paper format which the apprentice will have prepared beforehand and made available at the start of the presentation. The apprentice may bring 3D physical models to the presentation.
- The panel will comprise of two people including an Independent Assessor and an Industry Expert appointed by the End-point assessment organisation who have no previous experience of the apprentice.
- Held at the HEI in a designated space, in a quiet room free from distractions and influence with electronic projector and screen set up in advance of the presentation. The interview may be recorded.
- The hard copy presentations, along with the findings of the presentation, will be recorded by the assessors in a report which includes a matrix and comments against each knowledge, skill and behaviour. This will confirm if and how the apprentice has demonstrated that they have met the required KSB's that are being assessed by this method.
- The Presentation may be undertaken remotely to ensure affordability and feasibility of the EPA. If undertaken remotely using electronic conferencing facilities (for example Skype), the Apprentice must submit both the electronic PDF presentation and two hard copies in advance of the presentation and should be received by the EPAO at least 24 hours prior to the presentation. The Apprentice must have available either a laptop, computer or conference call facility suitable for electronic conferencing (including a webcam) which is hard wired to the internet (not WIFI). The conference call should be undertaken in a quiet room free from noise, distraction and external influence. The EPAO will set up the conference call and forward log-in details in advance of the presentation to both the apprentice and the assessors. Procedures should be put in place by the EPAO to verify the apprentices identity.
- The evidence must be attributable to the apprentice in full and the Portfolio must include a statement confirming that the apprentice was the author in full and must include the apprentice's signature.

The Presentation will be marked according to the grading criteria set out in Annex B of this Assessment Plan and awarded a mark of Merit, Pass or Fail.

5.2 Professional Interview supported by a Practice Report

Apprentices will be required to prepare a Practice Report based on a 'design challenge' undertaken in practice after the EPA Gateway. This will form the basis of a Professional Interview, which sets out how the work in practice demonstrates how each of the relevant knowledge, skills and behaviours being assessed by this method have been achieved through the completion of the work. The Professional Interview will provide additional rigour for the end point assessment process by testing the apprentice's ability to explain how the KSB's have been met through the Practice Report. Following completion and submission of the Practice Report, the apprentice will be required to present the content to a panel to assess their knowledge, skills and behaviours against the KSB's attributed to this method as set out in Annex A. The purpose of the Professional Interview is so that the Assessor Panel members can assure themselves that the apprentice has the competence to work as an Architectural Assistant.

The **Practice Report** requirements are outlined as follows :-

- Should be submitted to their EPAO within 6 weeks of the agreed EPA start date.
- The employer will need to agree with the End-point assessment organisation the 'design challenge' that they will need to undertake after the apprentice has entered the gateway. An Outline should be prepared by the apprentice and agreed with the End-point assessment organisation.
- The overall criteria for the 'design challenge' are that it should :-
 - Be of sufficient scale and complexity that will allow demonstration of the required KSBs and, cannot be completed significantly under time, whilst being of a scale that is achievable within the limited timescale of the EPA.
 - Enable the use of a variety of presentation techniques (for example hand-drawn sketches, CAD, BIM, 3D physical models)
 - Allow the apprentice to demonstrate an understanding of the various disciplines that are incorporated within a building design (such as structural strategy)
 - Allow the apprentice to demonstrate an understanding of national and local planning policy and the impact of development on the local context
 - Enable the apprentice to develop a project brief
 - Allow the apprentice to demonstrate competence in the understanding of materials and technologies
 - Allow for the demonstration of an understanding of the Building Regulations and financial control.
- The Practice Report must be a maximum of 32 A4 pages (Or 16 A3 pages) in total and a maximum of 3,000 words +/-10% tolerance. The evidence must be attributable to the apprentice in full.
- Should include the following :-

- 1 Introduction – outline details of the practice the apprentice works in, the ‘design challenge’ and their role (suggested 1 A4 page)
 - 2 Define the task - outline the ‘design challenge’ that has been set and provide the context for the work (suggested 2-3 A4 pages)
 - 3 Describe the process that the apprentice has utilised to manage the ‘design challenge’. Who they have spoken to, suppliers, etc. What meetings they attended - give examples of documents produced to help manage the process (suggested 3 A4 pages)
 - 4 Presentation of Work undertaken in support of the ‘design challenge’. Can include any item of work including drawings, specification, schedules, visualisations, (maximum 20 A4 pages)
 - 5 Conclusion - reflective appraisal of process. (suggested 1-2 A4 pages)
 - 6 CV with images describing the work you have undertaken during your time in practice for the design challenge, any specialist skills developed and any extra curricula Continuous Professional Development undertaken. (1-2 A4 pages)
- The Practice Report should also ensure that all of the relevant KSB’s attributed to this method are met and demonstrated.
 - Must be accompanied by a statement confirming the apprentice’s contribution, signed by the apprentice and their employer.
 - Should be submitted in electronic format (PDF) in advance of the Professional Interview to allow the EPAO to review the Portfolio in advance of the presentation.

The **Professional Interview** requirements are outlined as follows :-

- Is based on the Practice Report and should demonstrate clearly how the apprentice has met the required KSB’s attributed to this assessment method in Annex A.
- Takes place within the final 2 weeks of the 2 month EPA and will take 1 hour (+/-10%)
- The questions posed by the panel will be based on the Practice Report and will offer an opportunity for the panel to clarify any points not made clear in the Practice Report on how the apprentice has met the KSB’s attributed to this assessment method.
- The apprentice is required to bring two hard copies (A4/A3) of the Practice Report to the Professional Interview which the apprentice will have prepared beforehand and made available at the start of the Professional Interview.
- The panel will comprise of two people including an Independent Assessor and an Industry Expert appointed by the End-point assessment organisation who have no previous experience of the apprentice
- Is held at the HEI in a designated space, in a quiet room free from distractions and influence with electronic projectors and screens set up in advance of the presentation.
- The hard copy Practice Report along with the findings of the Professional Interview will be recorded by the assessors in a report which includes a matrix and comments against each knowledge, skills and behaviour. This will confirm if and how the apprentice has demonstrated that they have met the required KSB’s, that are being assessed by this method (see Annex A).

- The Professional Interview may be undertaken remotely to ensure affordability and feasibility of the EPA. If undertaken remotely using electronic conferencing facilities (for example Skype), the Apprentice must submit an electronic PDF of the Practice Report and 2 No hard copies in advance of the Professional Interview and should be received by the EPAO at least 24 hours prior to the presentation. The Apprentice must have available either a laptop, computer or conference call facility suitable for electronic conferencing (including a webcam) which is hard wired to the internet (not WIFI). The conference call should be undertaken in a quiet room free from noise, distraction and external influence. The EPAO will set up the conference call and forward log-in details in advance of the presentation to both the apprentice and the assessors.
- The questions asked by the panel in the interview will vary depending on the review of the previously submitted Practice Report but the following outline is provided as guidance :-
 - Clarify the evidence in the Practice Report and verify that the apprentice was the author of the Practice Report submitted
 - Confirm and validate judgements made by the assessors about the quality and appropriateness of the information presented
 - Confirm and validate understanding of the behaviours
 - Explore aspects of the work in more detail, including how it was carried out and why a course of action was taken
 - Explore the practical application of knowledge, skills and behaviours including the use of software, etc
 - Give a mark in accordance with the grading criteria set out in Annex B

The Professional Interview and Practice Report will be marked according to the grading criteria set out in Annex B of this Assessment Plan and awarded a mark of Merit, Pass or Fail.

To achieve an overall pass for the End Point Assessment the apprentice must gain a pass grade for both the Presentation and the Professional Interview.

5.3 End Point – Final Judgement

The Assessment organization who must be registered on the RoEPAO will make the final judgement on whether a student is considered a pass or fail.

5.4 Resits/Retakes

A **Retake** involves a need for further learning before an assessment is taken. A **Resit** does not.

Apprentices will be offered the opportunity to take a resit/retake. The employer must decide whether a re-sit/re-take is an appropriate course of action. Any EPA component resit/retake must be taken during the summer months within a maximum 3 month period to enable completion prior to the start of the next academic year.

The maximum grade awarded to a re-sit/re-take will be pass, unless the EPAO identifies exceptional circumstances accounting for the original fail. Resits are not offered to apprentices wishing to move from pass to merit. Apprentices should have a supportive action plan from the HEI and employer to prepare for the re-sit/retake.

If the apprentice does not pass the Presentation, subject to the feedback they receive, they may have to undertake further work on the Portfolio submission and undertake a further Presentation.

If the apprentice does not pass the Professional Interview, subject to the feedback they receive, they may have to undertake further work on the Practice Report and undertake a further Professional Interview. The resit/retake must include a Professional Interview even if it was passed first time round.

The retake/resit will take place within a 6 week period. The apprentice will be informed by the EPAO within 1 week of the EPA as to whether they have failed any of the assessment methods, any feedback and the course of action that they need to undertake to resit/retake the EPA.

6.0 Independence

The EPA will be assessed by two independent assessors from organizations on the Register of End Point Assessment Organisations. The independent assessor will have no previous relationship to the apprentice and will make a holistic judgement of each apprentice's competence on the basis of the evidence demonstrated by the Assessment Methods set out above. The EPA will be assessed and verified independently of the employer by the assessment organization.

The Independent Assessor must implement a Conflict of Interest policy which ensures that any assessor declares a known conflict of interest with an employer or apprentice. A conflict of interest can be defined as a person who is connected to the development and/or delivery of the assessments or has interests in any other activity which has the potential to lead that person to act contrary to his or her involvement in the development and/or delivery of the EPA.

7.0 End Point Grading

7.1 Degree Grading

The degree will be classified in accordance with the HEI degree regulations. The EPA will represent **20** credits towards the final degree classification. Where an apprentice fails the EPA, they will not be awarded a Degree. The decision on whether the apprentice has passed the EPA lies with the independent assessor who will grade the apprenticeship in accordance with the requirements in this plan.

7.2 Apprenticeship Grading

Performance in the EPA will determine the apprenticeship grade of fail, pass or merit.

Each assessment method will be graded pass, merit, or fail. In order to gain an apprenticeship pass or higher grade, the apprentice must achieve a minimum of a pass in each method.

An apprenticeship pass represents full competence against the standard. A grade of merit means an apprentice is demonstrating competence above the standard. The following table shows the assessment grades to determine the overall grade.

Presentation supported by Portfolio submission	Professional Interview supported by Practice Report	Overall Award
Merit	Merit	Merit
Merit	Pass	Pass
Pass	Merit	Pass
Pass	Pass	Pass
Pass	Fail	Fail
Fail	Pass	Fail
Fail	Fail	Fail

Detailed guidance will be developed by end point assessment organisations and will be based on the following principles:

- All pass criteria need to be achieved – in achieving this the apprentice will be demonstrating all knowledge, skills and behaviours and demonstrate occupational competence in line with the standard.
- Merit builds on the demonstration of pass criteria

Annex B outlines how the levels of Merit, Pass and Fail will be established and measured.

8.0 Summary of roles and responsibilities

As this is an integrated apprenticeship, the EPA will be delivered by the HEI that is awarding the degree. The HEI must develop and deliver the EPA as defined in this plan, ensuring independence as described. The HEI must be approved to deliver the EPA for this standard and be on the Education and Skills Funding Agency Register of Assessment Organisations. In this context, the HEI are termed the end point assessment organisation. The HEI is responsible for convening assessment presentation and interview panels as required.

End point assessment organisations must appoint appropriately qualified and experienced staff or external assessors to conduct the EPA as detailed below.

Title	Criteria	Role
Employer		Decides when the apprentice is ready to take the End Point Assessment
HEI		Supports the employer on deciding if the apprentice is ready for the EPA gateway Supports the employer in contacting IAO Monitors the performance of the apprentice during the degree
Independent Assessor	An ARB registered architect with a minimum of 5 years post ARB registration architectural experience in architectural practice working	Review Portfolio and take part in the assessment of the presentation.

	<p>within a HEI. The assessor should come from an equivalent department within a different HEI. If this is not possible, then they may be sourced from a different department from within the apprentice's own HEI.</p> <p>OR</p> <p>A qualified overseas architect with 5 years' post registration architectural experience and who is registered with ARB in the UK and working within a HEI</p> <p>AND</p> <p>Must not have been previously involved in the training or appraisal of the apprentice</p>	<p>Review Practice Report and take part in the Professional Interview.</p>
Industry Expert	<p>An ARB registered architect with a minimum of 5 years post ARB registration architectural experience in architectural practice working within an architectural practice</p> <p>OR</p> <p>A qualified overseas architect with 5 years' post registration architectural experience and who is registered with ARB in the UK working within an architectural practice</p> <p>AND</p> <p>Will be sourced from a different architectural practice than that to which the apprentice has been employed.</p> <p>AND</p> <p>Must not have previous experience of the apprentice</p>	<p>Review Portfolio and take part in the assessment of the Presentation.</p> <p>Review Practice Report and take part in the Professional Interview.</p>
<p>End Point Assessment Organisation</p> <p>N.B. in this context this is the HEI</p>		<p>Delivers and assesses the EPA</p> <p>Conducts internal quality assurance</p> <p>Develops assessment processes and specifications based on the standard</p> <p>Develops assessment tools, materials and resources</p> <p>Registers apprentices for the EPA</p> <p>Manages assessment</p>

		<p>arrangements to enable apprentices to submit assessment documents</p> <p>Arranges retakes/resits of assessments for apprentices who fail the EPA and provides feedback to the employer</p> <p>Develops and implements an appeals process</p>
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It is recommended the Approved End Point Assessment organisations undertake work, in consultation with employers, to develop the EPA tools and processes.

9.0 Internal Quality Assurance

The End-point Assessment Organisation will ensure the consistency and validity of their assessment decisions in accordance with QAA requirements and are responsible for assuring the quality of assessment using a range of internal quality assurance processes i.e. standardization, cross-moderation, independent re-assessment and comparisons of assessor decisions.

End-point Assessment Organisations will run a standardization meeting for all assessors both initially and then at 6 monthly intervals. The standardisation meeting exercises will involve all the assessors marking the same assessment evidence e.g. written submissions and discussions and standardising their assessment decisions. Internal quality assurance will be achieved by the End-point assessment organisations internal quality assurer (IQA) sampling each independent assessor's allocation. This assessment sampling will be risk-based and will cover all candidate cohorts, assessment locations and assessors for a minimum of 10% and up to 100% of assessments. The IQA will investigate any assessment anomalies and risks and report these to the assessment organization. End-point assessment organisations will need to demonstrate their capability to deliver internal quality assurance. This includes, but is not limited to:

- managing the performance, training and professional development of assessors and IQAs including:
 - the EPA;
 - the apprenticeship standard;
 - grading criteria and marking schemes;
 - examples of relevant evidence;
- putting in place a performance management process for assessors who do not meet the required standards;
- monitoring assessor practice and decisions;
- managing standardization and internal quality assurance activities and decisions;
- having in place a complaints and appeals procedure that is compliant with QAA's requirements;
- providing comparability and consistency of assessment decisions;

- managing the improvement of quality of assessment practice;
- managing and assuring the quality of any assessment delivered by sub-contractors;
- providing regular risk-based reports of the internal quality assurance of assessment.

End-point assessment organisations are responsible for the delivery of the assessments around the country. To ensure the consistency of the assessment process, End-point assessment organisations will ensure that:

- all apprentices undertake an assessment that has been developed and verified as valid;
- they have a reasonable adjustments policy. This will allow adjustments to be made to assessments or assessment arrangements. This will enable apprentices, irrespective of any permanent or temporary disability, to gain access to the assessment without undermining its consistency;
- they will publish assessment arrangements and supporting guidance. The guidance will include the minimum standards for :-
 - facilities for the delivery of assessments;
 - the security of assessment materials;
- End-point assessment organisations must have policies to gather feedback from apprentices to inform reviews of assessment arrangements;
- they will undertake internal quality assurance activity to monitor the delivery of the assessments. This will ensure that apprentices have a consistent experience undertaking the assessment across the country. Any appeals in relation to the outcome of EPAs will be managed by the End-point assessment organisation. Please refer to the “roles and responsibilities” section for details on assessor requirements.

10.0 External Quality Assurance

Because this is an integrated degree, HEFCE will provide external quality assurance.

11.0 Implementation

11.1 Affordability

The EPA costs are expected to be in the region of no more than 20% of the apprenticeship funding band. Remote interviews may be utilized in order to reduce the cost and feasibility of the EPA.

The costs of this apprenticeship have taken into account the range and diversity of employers within the sector and the number of smaller businesses who are likely to employ apprentices.

The direct costs of end point assessment will include:

- The cost of two assessors (including venue costs) for 1 day to undertake both the Presentation and Professional Interview. Both the Presentation and Professional Interview will be held on the same day.

11.2 Consistency

Due to the nature of the EPA this will be deliverable across England and will be applicable to all employers regardless of their size. There are opportunities for assessment to be undertaken by submission through an on-line portal which will ensure that the apprenticeship can be delivered across the different regions of England. Research has indicated sufficient numbers of assessors to assess the anticipated volume of apprentices. Management and feasibility was key to the development of this EPA Plan and the Plan presented offers the most viable and flexible solution whilst ensuring professional body recognition.

11.3 Volumes

It is anticipated that there will be 200 starts per year on this apprenticeship with 75 in the first year.

12.0 ANNEX A

Assessment Methods mapped against the Architectural Assistant Degree Apprenticeship Standard

The KSB as set out below are aligned with the ARB/RIBA criteria for Part 1.

	Knowledge	Skills	Presentation supported by Portfolio	Professional Interview supported by Practice Report
	An Architectural Assistant has an understanding of...	An Architectural Assistant is able to...		
1 Design	K1 - A range of design processes and techniques such as hand-sketched drawings and diagrams; use of appropriate tools and materials to create physical building models of varying scale and complexity to explore and develop design ideas and for use in client presentations	S1 - Generate architectural design proposals of diverse scales and type, including conducting feasibility studies - Draft and edit drawings and 3D models (plans, sections, elevations, and details) using relevant software, including CAD, to enable co-ordination with other professional's input - Produce and coordinate design information with the design team (e.g. engineering, landscaping and interior design)	✓	✓

2 History and Theory	K2	S2	✓	
	- History of architecture and its impact on architectural practice - Human sciences that affect the design of buildings and spaces (e.g. use of ergonomics)	- Critically analyse architectural culture, theory and design to present a personal viewpoint within a structured argument		
3 Fine Arts	K3	S3	✓	
	- Arts that relate to theoretical concepts of architecture (e.g. the use of colour and sound in creating atmosphere in spaces)	- Creatively apply theories, practices and technologies of the arts that influence architectural design		
4 Urban Design and Planning	K4	S4	✓	✓
	- Urban design, town planning strategies	- Produce necessary drawings and documents that comply with national and local planning policy		
5 People and Environment	K5	S5		✓
	- Importance of architecture for an occupant or user of a space - Impact of architectural design on the environment and wider community	- Identify user needs and the local context in which the project is developed - Develop the design of projects of varying scales in respect of environmental context and sustainability		
6 Role of	K6	S6		✓

Architect	<ul style="list-style-type: none"> - The duties and responsibilities of architectural assistants to clients, building users, contractors, co-professionals and the wider society - The role of the Architect within the design team and construction industry - The potential impact of building projects on existing and proposed communities 	<ul style="list-style-type: none"> - Deliver services under the supervision of an Architect or a project leader, prioritising the interests of the client and other stakeholders - Problem solve and use professional judgement to take initiative and make appropriate contributions to decision making 		
7 Brief analysis	K7 <ul style="list-style-type: none"> - The different methods of investigating and preparing a project brief (e.g. critical review of precedents relevant to the function, organisation and technological strategy of design proposals) 	S7 <ul style="list-style-type: none"> - Research and investigate relevant information (e.g. site analysis, previous architectural projects) to support project development to ensure all client and regulatory requirements are met 	✓	✓
8 Structure, construction and engineering	K8 <ul style="list-style-type: none"> - The structural and engineering considerations within building design - Strategies for building services, sustainable design and their integration in a coherent design project - Strategies for building construction (e.g. offsite fabrication) 	S8 <ul style="list-style-type: none"> - Investigate, critically appraise and select alternative structural, constructional and material systems relevant to architectural design - Integrate structural, construction and engineering strategies with the overall design - Support an Architect or a project leader with construction inspections to ensure projects are built in accordance with contractual drawings 	✓	✓
9 Technologies	K9	S9	✓	✓

	<ul style="list-style-type: none"> - Alternative materials, processes and techniques that apply to architectural design and building construction, including the impact of materials on the environment throughout material's lifespan (e.g. the difference between how bricks or concrete are manufactured, used and recycled) - Technologies that influence the design of buildings (e.g. façade systems) - The role of BIM and other relevant technologies used in the design process 	<ul style="list-style-type: none"> - Evaluate materials, processes and techniques that apply to architectural designs and building construction, and where practicable integrate alternative materials, processes and techniques into design proposals - Apply different technological methods to building design to provide conditions of comfort and protection against the environment 		
10 Finance and Regulations	K10	S10		✓
	<ul style="list-style-type: none"> - The process of controlling building costs (e.g. collaboration with Quantity Surveyors) - Approved Documents for Building Regulations - UK legislation and health and safety requirements 	<ul style="list-style-type: none"> - Meet client's brief within the constraints of the imposed budget limitations - Meet client's brief within the constraints of the building regulations 		
11 Industry Context and Project Delivery	K11	S11		✓
	<ul style="list-style-type: none"> - The range of industries, organisations, regulations and procedures involved in translating design concepts into buildings - The timeline of project development and delivery (e.g. RIBA Plan of Work) 	<ul style="list-style-type: none"> - Interact with statutory authorities or individuals to support delivery of projects in a wide variety of sectors and within diverse legislative frameworks 		
Behaviours				
	An Architectural Assistant will be expected to...			
B1	Be mindful of relevant professional codes of conduct (e.g. ARB and RIBA)		✓	✓
B2	Be honest and act with integrity			✓
B3	Strive to communicate effectively and professionally when working independently and as part		✓	✓

	of a team		
B4	Be conscious of an Architect's obligation to their client, society and the profession	✓	✓
B5	Take into account their competence and professional experience, to ensure they are unlikely to bring the profession into disrepute		✓
B6	Commit to identifying their own individual professional development needs, including keeping up to date with changing design trends		✓

13.0 ANNEX B

Grading Criteria

Presentation supported by Portfolio

Refer to Annex A for Knowledge, Skills and Behaviour (KSB) standard number

Fail	Pass	Merit
<p>Is not able to demonstrate any knowledge of drawing and design techniques and process in accordance with K1</p> <p>Not able to demonstrate a capability to apply design skills and not able to demonstrate ability to coordinate design information in accordance with S1</p> <p>Fails to reference or demonstrate any understanding of historic, theoretical, artistic nor architectural context in accordance with K2, K3, S2, S3 & B4</p> <p>Fails to provide any evidence to demonstrate an understanding or awareness of the physical and planning context in accordance with K4 & S4</p> <p>Fails to provide any evidence to demonstrate an understanding of brief analysis in accordance with K7 & S7</p> <p>Is not able to describe any aspects of the project work in relation to construction, engineering nor technological aspects of the project in accordance with K8, K9, S8 & S9</p> <p>Demonstrates behaviour that is not in accordance with B1</p> <p>Presentation demonstrates a desire not to communicate in accordance with B3</p>	<p>Is able to demonstrate a knowledge of drawing, design techniques and process in accordance with K1</p> <p>Is able to demonstrate capability to apply design skills in accordance with S1</p> <p>Utilises references and demonstrates an understanding of historic, theoretical, artistic and architectural context in accordance with K2, K3, S2, S3 & B4</p> <p>Provides evidence and is able to demonstrate an awareness of the physical and planning context in accordance with K4 & S4</p> <p>Provides evidence to demonstrate a clear understanding of brief analysis in accordance with K7 & S7</p> <p>Provides a narrative to the project work using professional and technical language and is conversant in describing the construction, engineering and technological aspects in accordance with K8, K9, S8 & S9</p> <p>Demonstrates behaviour in accordance with B1</p> <p>Presentation demonstrates a desire to communicate in accordance with B3</p>	<p>Meets the pass criteria and also:</p> <p>Is able to demonstrate a knowledge of varied drawing, design techniques and process in accordance with K1</p> <p>Is able to communicate an ability to prepare complex, detailed and coordinated design proposal in accordance with S1</p> <p>Design solutions are presented with original and insightful reference to theory and practice in accordance with K2 & S2</p> <p>Is able to clearly demonstrate, not only an understanding of the context but demonstrate a critical awareness and demonstrate how their architectural design have responded to this context in accordance with, K3, K4, K5, K7, K8, K9, S3, S4, S5, S7, S8, S9 & B4</p>

Interview supported by Practice Report

Refer to Annex A for Knowledge, Skills and Behaviour (KSB) standard number

Fail	Pass	Merit
<p>Is not able to demonstrate any knowledge of drawing and design techniques and process in accordance with K1</p> <p>Fails to demonstrate capability to apply design skills in accordance with S1</p> <p>Fails to provide any evidence to demonstrate an understanding or awareness of the physical and planning context in accordance with K4 & S4</p> <p>Fails to provide any evidence to demonstrate an understanding of the environmental needs of the proposed human user/occupier of the spaces proposed in accordance with K5 & S5</p> <p>Fails to provide any evidence to demonstrate an understanding of the role of the architectural assistant in accordance with K6 & S6</p> <p>Fails to provide any evidence to support understanding and communication of brief analysis in accordance with K7 & S7</p> <p>Fails to describe any aspects of the project work in relation to construction, engineering nor technological aspects of the project in accordance with K8, K9, S8 & S9</p> <p>Is not able to demonstrate any understanding of the construction industry, architectural industry regulations and the financial control process in accordance with K10, K11, S10, S11, B2 & B4</p>	<p>Is able to demonstrate a knowledge of drawing and design techniques and process in accordance with K1</p> <p>Is able to demonstrate capability to apply design skills in accordance with S1</p> <p>Provides evidence and is able to demonstrate and awareness of the physical and planning context in accordance with K4 & S4</p> <p>Provides evidence to demonstrate an understanding of the environmental needs of the proposed human user/occupier of the spaces proposed in accordance with K5 & S5</p> <p>Provides evidence to demonstrate an understanding of the role of the architectural assistant in accordance with K6 & S6</p> <p>Provides evidence to support clear understanding and communication of brief analysis in accordance with K7 & S7</p> <p>Provides a narrative to the project using professional and technical language and is conversant in describing the construction, engineering and technological aspects of the project in accordance with K8, K9, S8 & S9</p> <p>Is able to demonstrate an understanding of the construction industry, architectural industry regulations and the financial control process in accordance with K10, K11, S10, S11, B2 & B4</p>	<p>Meets the pass criteria and also:</p> <p>Is able to demonstrate a knowledge of varied drawing, design techniques and process in accordance with K1</p> <p>Is able to communicate an ability to prepare complex, detailed and coordinated design proposal in accordance with S1</p> <p>Produces a document consistent with a professional level of graphical output that addresses the design challenge in a detailed manner in accordance with K1, K4, K9, S1, S4 & S9.</p> <p>Is able to clearly demonstrate, with a well-structured and logical report, not only an understanding of the context but how the design has been influenced by context in accordance with K4, K5, K6, K7, K8, K9, K10, K11, S4, S5, S6, S7, S8, S9, S10, S11 & B4</p> <p>Is able to demonstrate a comprehensive understanding of the role of the architectural assistant and the context in which they are working K4, K5, K6, K7, K8, K9, K10, K11 S4, S5, S6, S7, S8, S9, S10 & S11</p>

Provides no demonstration of ability to reflect on one's own learning and assess continued development needs S11 B5 & B6	Is able to demonstrate an ability to reflect on one's own learning and assess continued development needs S11, B5 & B6	
Demonstrates behaviour that is not in accordance with B1	Demonstrates behaviour in accordance with B1	
Presentation demonstrate a desire not to communicate in accordance with B3	Presentation demonstrates a desire to communicate in accordance with B3	