



As of 1 August 2022, the English and maths requirements for on-programme and new apprentices undertaking level 2 apprenticeships have changed and are detailed as part of the [apprenticeship funding rules](#). These requirements supersede the current wording in this apprenticeship standard and EPA plan.



# End-point assessment plan for Steel Fixer apprenticeship standard

Apprenticeship standard reference number	Apprenticeship standard level	Integrated end-point assessment
ST0271	2	No

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## Introduction and overview

This document sets out the requirements for end-point assessment (EPA) for the Steel Fixer apprenticeship standard. It is for end-point assessment organisations (EPAOs) who need to know how EPA for this apprenticeship must operate. It will also be of interest to steel fixer apprentices, their employers and training providers.

Full time apprentices will typically spend 18 months on-programme (before the gateway) working towards the occupational standard, with a minimum of 20% off-the-job training. All apprentices will spend a minimum of 12 months on-programme.

The EPA period should only start, and the EPA be arranged, once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard, all of the pre-requisite gateway requirements for EPA have been met and that they can be evidenced to an EPAO.

All pre-requisites for EPA assessment methods must also be complete and available for the independent assessor as necessary.

For level 2 apprenticeships, apprentices without English and mathematics at level 2 must achieve level 1 English and mathematics and take the tests for level 2 prior to taking their EPA.

The EPA must be completed within an EPA period lasting typically 3 months, beginning when the apprentice passes through the EPA gateway.

EPA must be conducted by an organisation approved to offer services against this apprenticeship standard, as selected by the employer, from the Education & Skills Funding Agency's Register of End-point Assessment Organisations (RoEPAO).

The EPA consists of 3 discrete assessment methods.

The individual assessment methods will have the following grades:

### **Assessment method 1:** Knowledge test

- Fail
- Pass

### **Assessment method 2:** Practical test

- Fail
- Pass
- Distinction

### **Assessment method 3:** Interview underpinned by a portfolio of evidence

- Fail
- Pass

Performance in the EPA will determine the overall apprenticeship standard grade of:

- Fail
- Pass
- Distinction

## EPA summary table

<b>On-programme</b> (typically 18 months)	<p>Training to develop the occupation standard's knowledge, skills and behaviours (KSBs).</p> <p>Training towards English and mathematics if required</p> <p>Compiling a portfolio of evidence</p>
<b>End-point assessment gateway</b>	<ul style="list-style-type: none"> <li>• Employer is satisfied the apprentice is consistently working at, or above, the level of the occupational standard</li> <li>• English and mathematics at level 1 achieved and tests taken for level 2</li> </ul> <p>Apprentices must complete:</p> <ul style="list-style-type: none"> <li>• A portfolio of evidence to underpin the interview (see details below)</li> </ul>
<b>End-point assessment</b> (which will typically take 3 months)	<p>Assessment method 1: Knowledge test</p> <p>With the following grades:</p> <ul style="list-style-type: none"> <li>• Fail</li> <li>• Pass</li> </ul> <p>Assessment method 2: Practical test</p> <p>With the following grades:</p> <ul style="list-style-type: none"> <li>• Fail</li> <li>• Pass</li> <li>• Distinction</li> </ul> <p>Assessment method 3: Interview underpinned by a portfolio of evidence</p> <p>With the following grades:</p> <ul style="list-style-type: none"> <li>• Fail</li> <li>• Pass</li> </ul> <p>Performance in these assessment methods will determine the overall apprenticeship standard grade of:</p> <ul style="list-style-type: none"> <li>• Fail</li> <li>• Pass</li> <li>• Distinction</li> </ul>

## Length of end-point assessment period

The EPA must be completed within an EPA period lasting typically 3 months from the gateway.

The portfolio must be completed on-programme, signed off by their employer and submitted to the EPAO as part of the gateway submission. An apprentice cannot pass their gateway without this submission.

If an EPA assessment method is failed, it should be retaken/re-sat within the EPA period and in-line with the requirements set out in this assessment plan.

## Order of assessment methods

The assessment methods can be delivered in any order.

The result of one assessment method does not have to be known before an apprentice starts the next one.

## EPA gateway

The EPA period should only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard, that is to say they are deemed to have achieved occupational competence. In making this decision, the employer may take advice from the apprentice's training provider(s), but the decision must ultimately be made solely by the employer.

In addition, the apprentice must have completed the following gateway requirements prior to beginning EPA:

- Apprentices without English and mathematics at level 2 must achieve level 1 English and mathematics and have attempted the tests at level 2. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and mathematics minimum requirement is Entry Level 3. British Sign Language (BSL) qualifications are an alternative to English qualifications for those who have BSL as their primary language.

For the knowledge test:

- no specific requirements

For the practical test:

- no specific requirements

For the interview underpinned by a portfolio of evidence:

- apprentices must compile a portfolio of evidence during the on-programme period of the apprenticeship, typically during the last 10 months of their apprenticeship
- it must contain evidence related to the KSBs that will be assessed by the interview
- the portfolio of evidence will typically contain 15 discrete pieces of evidence
- evidence must be mapped against the KSBs
- evidence may be used to demonstrate more than one KSB; a qualitative as opposed to quantitative approach is suggested
- evidence sources may include (this is not a definitive list):
  - workplace documentation, for example job cards/job sheets, check sheets/quality check records, accident records, equipment check/maintenance records
  - annotated specifications, for example drawings, work instructions
  - annotated photographs
  - video clips (maximum duration in total of 10 minutes), supported by clear timestamps detailing when key pieces of evidence occur.
- it should not include any methods of self-reflection or self-assessment
- any employer contributions should focus on direct observation of evidence (for example witness statements) of competence rather than opinions
- the evidence provided must be valid and attributable to the apprentice; the portfolio must contain a statement from the employer and the apprentice confirming this
- the portfolio of evidence must be submitted to the EPAO at the gateway

The portfolio of evidence is not directly assessed. It underpins the interview and therefore should not be marked by the EPAO. EPAOs should review the portfolio of evidence in preparation for the interview but are not required to provide feedback after this review of the portfolio.

## End-point assessment methods

### Assessment method 1: Knowledge test

This assessment method has 1 component.

#### Overview

A knowledge test is a controlled assessment which consists of a series of multiple-choice questions in which apprentices select a response from a choice.

The rationale for this assessment method is:

- it allows for the efficient testing of knowledge
- it does not require independent assessor time, reducing cost; the knowledge test can be administered, invigilated and marked by an independent person appointed by the EPAO. Alternatively, marking by computer is permissible where question type allows this
- it allows for flexibility in terms of when, where and how it is taken
- it allows larger volumes of apprentices to be assessed at one time
- there are core knowledge areas in the occupation which a steel fixer needs to be able to recall from memory e.g., Health and Safety. Therefore, a multiple-choice knowledge test will enable the testing of this ability

#### Test Format

The knowledge test will be:

- computer based

A paper-based version must however be available for reasonable adjustments.

It will consist of 35 questions.

These questions will consist of multiple-choice questions. The multiple-choice questions will have four options of which one will be correct. The questions must be varied, to avoid the knowledge test becoming too predictable, yet allow assessment of the relevant KSBs.

The apprentice will be given 10 working days' notice from the EPAO of the knowledge test date to provide time to prepare.

#### Knowledge test administration

Apprentices must have 60 minutes to complete the test.

The test is closed book which means that the apprentice cannot refer to reference books or materials.

Apprentices must take the test in a suitably controlled environment that is a quiet space, free of distractions and influence, in the presence of an invigilator. The invigilator must be the independent assessor or another independent person approved by the EPAO with experience in invigilation or

specialised (proctor) software if the test can be taken online. The EPAO is required to have an invigilation policy that will set out how the test is to be carried out. This will include specifying the most appropriate ratio of apprentices to invigilators to best take into account the setting and security required in administering the test.

The EPAO is responsible for ensuring the security of testing they administer to ensure the test remains valid and reliable (this includes any arrangements made using online tools). The EPAO is responsible for verifying the validity of the identity of the person taking the test and the suitability of the venue for taking the test.

This assessment method will be carried out as follows:

- 25 of the questions will be multiple-choice knowledge questions. These questions will ask apprentices to recognise and recall facts and basic concepts across the knowledge criteria detailed within the standard.
- 10 questions within the test will be used to assess the apprentice's understanding through a range of multiple-choice scenario-based questions. These questions will present a scenario that the apprentice could experience within the workplace and ask them to answer in context of that scenario.

## Marking

Tests must be marked by independent assessors or markers employed by the EPAO following a marking guide produced by the EPAO. Alternatively, marking by computer is permissible where questions types allow this.

Correct answers must be awarded 1 mark. Any incorrect or missing answers must be assigned 0 mark.

## Question development

Questions must be written by EPAOs and must be relevant to the occupation, employer settings and assess KSBs mapped to this assessment method. It is recommended that this be done in consultation with occupationally competent technical experts such as: employers, professional bodies and qualified tradespeople who have experience of working within the current sector climate. EPAOs should also maintain the security and confidentiality of their questions when consulting. EPAOs must develop 'question banks' of sufficient size to prevent predictability and review them regularly (and at least once a year) to ensure they, and the questions they contain, are fit for purpose. EPAOs must ensure that apprentices have a different set of questions in the case of re-sits/re-takes.

## Support material

As a minimum EPAOs will produce the following material to support this method:

- a question bank
- a test specification
- sample tests and mark schemes
- live tests and mark schemes
- analysis reports which show areas of weakness for completed tests and an invigilation policy.

## Assessment method 2: Practical test

This assessment method has 1 component.

### Overview

A practical assessment with questions involves an independent assessor observing an apprentice undertaking a set task or a series of set tasks in a simulated environment and asking questions. The simulated environment must closely relate to the apprentice's natural working environment.

Apprentices must be observed by an independent assessor completing a practical test in which they will demonstrate the KSBs assigned to this assessment method. The end-point assessment organisation will arrange for the test to take place, in consultation with the employer.

The independent assessor will ask questions in relation to underpinning knowledge and/or skills and behaviours where an opportunity to observe them has not occurred.

The rationale for this assessment method is:

- it allows for a varied range of tasks to be observed, that could not be guaranteed to be achieved through a single observation in the workplace
- this is a practical role, best demonstrated through completing tasks in a realistic work setting
- it allows for consistency of activities to be completed and efficiency in scheduling
- questioning allows for the testing of related underpinning knowledge and/or skills and behaviours where an opportunity to observe them has not occurred
- this method standardises the assessment across all steel fixer apprentices and a controlled environment ensures that all apprentices are assessed against the same criteria in a consistent and fair setting.
- it is a holistic assessment method

### Delivery

One independent assessor may observe up to a maximum of 3 apprentices at any one time. This is justified as this is a practical trade and the test will have an end product which means constant observation of each candidate is not necessary to determine competence. In addition, it allows for cost effective delivery of the test. Apprentices will be assessed against the KSBs assigned to this assessment method – as shown in the mapping of KSBs.

Practical test specifications must be of equal challenge, capable of being completed by a competent steel fixer.

The EPAO must arrange for the practical test to take place, in consultation with the apprentice's employer.

The practical test will take 6 hours 15 minutes. The following activities must be observed during the observation:

A set of drawings and specifications will be provided to the apprentices at the start of the practical test. Using the drawings, the apprentice will be required to build one of two structures:

- 'Pile cap',
- 'Insitu wall'.



There will be different drawings and specifications of each to ensure the practical test does not become predictable.

The length of a working day is typically considered to be 7.5 hours.

The practical assessment may not be split, other than to allow comfort breaks as necessary or to allow the apprentice to move from one location to another as required. Where breaks occur, they will not count towards the total assessment time. The EPAO must ensure that during meal/comfort breaks, apprentices adhere to the EPAO malpractice policy to preserve the integrity of the assessment.

The independent assessor has the discretion to increase the time of the practical test by up to 10% to allow the apprentice to complete the final part of the task or complete an answer to a final question.

In the event of reasonable adjustments, additional time being granted, or breaks pushing the assessment duration beyond the duration of a reasonable working day, a second day can be used to complete the assessment. This would need to be agreed between the employer and the EPAO, and the EPAO would be responsible for maintaining the security of the assessment.

In advance of the practical test, apprentices must be provided with information on the format of the test, including timescales. This information is exclusive of the practical test assessment time.

The test will holistically assess the skills, knowledge and behaviours described in the occupational standard and in the mapping of the knowledge, skills and behaviours in this document.

All practical tests will feature the following elements:

- interpreting information
- estimating resource quantities; planning and organising work (including materials and other resources)
- shape and assemble structures
- assemble, position and fix manufactured elements
- tool skills (including hand and powered tools)
- independent working, working effectively and logical thinking

The practical test has been designed to test a range of fundamental knowledge, skills and behaviours needed by a steel fixer. Once these are embedded, they can be applied to any commercial product. Replication of large-scale projects in the test is not required. EPAOs may consult with employers in order to develop test specifications.

The EPAO must ensure that an apprentice cannot gain advantage from seeing what the other apprentices being assessed are doing or by hearing answers to questioning.

Questioning will take place during the practical test. These will be asked during the assessment time, but at an appropriate point where it is deemed safe to do so by the independent assessor. The independent assessor can also ask questions at the end of the test, as long as this is within the overall assessment time. The questions will be used to clarify understanding and may also be used to cover any KSBs that may not have occurred during the practical assessment.

The independent assessor must ask a minimum of 2 questions to test related underpinning knowledge, skills and behaviours. Independent assessors must use the question bank as a source for questioning and are expected to use their professional judgement to tailor those questions appropriately. Additional

follow up questions are allowed, to seek clarification and to make an assessment against the grading descriptors.

The EPAO must produce a bank of sample questions to assist the independent assessor.

KSBs observed, and answers to questions, must be documented by the independent assessor.

Evidence from the practical test must be assessed holistically using the grading criteria for this assessment method.

Independent assessors will make all grading decisions.

EPAOs must ensure that apprentices have a different practical test specification and set of questions in the case of re-sits/re-takes.

### Venue

The practical test can take place in:

- employer's premises
- a suitable venue selected by the EPAO, for example a training provider's premises or another employer's premises

### Support material

EPAOs will produce the following material to support this assessment method:

- outline of the assessment method's requirements
- marking materials
- resource requirements
- question bank
- bank of task specifications including drawings

### Question development

EPAOs will create a bank of open questions to assess related underpinning knowledge, skills and behaviours. They must develop practical test specifications and question banks of sufficient size to prevent predictability and review them regularly (and at least once a year) to ensure they, and the questions they contain, are fit for purpose.

## Assessment method 3: Interview underpinned by a portfolio of evidence

This assessment method has 1 component.

### Overview

This assessment will take the form of an interview, which must be appropriately structured to draw out the best of the apprentice's competence and excellence and cover the KSBs assigned to this assessment method. It will involve questions that will focus on coverage of prior learning or activity. Apprentices will refer to and illustrate their answers with evidence from their portfolio of evidence, however the portfolio is not directly assessed.

The rationale for this assessment method is:

- it allows the apprentice to be assessed against KSBs that may not occur naturally on a daily basis, would take too long to observe or do not lend themselves to direct observation
- the interview is underpinned by a portfolio of evidence, enabling the apprentice to demonstrate the application of skills and behaviours as well as knowledge
- it allows for testing of responses where there are several potential answers that could not be tested through the knowledge test
- it assesses an apprentice's depth of knowledge
- it is cost effective, as it makes use of the employer's premises, or can be conducted remotely, and does not require additional resources

### Delivery

The independent assessor will conduct and assess the interview underpinned by a portfolio of evidence. The independent assessor will be given a minimum of 5 working days to review the portfolio prior to the interview taking place.

The apprentice must be given a minimum of 10 working days' notice of the interview date.

The interview must last for 45 minutes. The independent assessor has the discretion to increase and reduce the time of the interview by up to 10% to allow the apprentice to complete their last answer. Further time may be granted where required, in-line with the EPAO's reasonable adjustment process.

During the interview the assessor must ask a minimum of 10 questions to enable the apprentice to evidence the mapped KSBs. Assessors may ask follow-up questions where clarification is required.

During this method, the independent assessor must use the question bank as a source for questioning using their professional judgement to tailor those questions appropriately. Independent assessors are responsible for generating suitable follow-up questions in line with the EPAO's training and standardisation process. These follow-up questions are allowed to seek clarification from the apprentice and to make a judgement against the grading descriptors and do not count towards the minimum question requirements. The EPAO question bank should consider the level of English that the apprentice is working at and pitch questions using appropriate language to ensure inclusivity. Apprentices are expected to understand and use relevant occupational language.

The interview will be conducted as set out here:

- The apprentice must use their portfolio to support their answers that demonstrate how they have achieved the knowledge, skills and behaviours mapped to this assessment method. All apprentice responses must reference the evidence in their portfolio

- The independent assessor must use the assessment tools and procedures that are set by the EPAO to record the interview in terms of questions asked and the responses to these questions
- The independent assessor will make all grading decisions

### Venue

The interview should take place in a quiet room, free from distractions and influence. The interview can take place in any of the following:

- employer's premises
- a suitable venue selected by the EPAO (e.g., a training provider's premises)
- remotely via video conferencing

Video conferencing can be used to conduct the interview, but the EPAO must have processes in place to verify the identity of the apprentice and ensure the apprentice is not being aided in some way.

### Question and resource development

A structured specification and question bank must be developed by EPAOs. The question bank must be of sufficient size to prevent predictability and the EPAO must review it regularly (and at least once a year) to ensure that it, and its content, are fit for purpose. The specifications, including questions relating to the underpinning knowledge, skills and behaviours, must be varied yet allow assessment of the relevant KSBs.

EPAOs must ensure that apprentices have a different set of questions in the case of re-sits/re-takes.

### Support material

EPAOs will produce the following material to support this assessment method:

- assessment recording documentation
- guidance for apprentices and employers
- structured specification
- question bank

It is recommended that questions are developed in consultation with employers and occupational technical experts of this occupation. EPAOs must maintain the security and confidentiality of their questions when consulting employers.

Independent assessors must be developed and trained by the EPAO in the conduct of oral questioning and reaching consistent judgement.

## Reasonable adjustments

The EPAO must have in place clear and fair arrangements for making reasonable adjustments for this apprenticeship standard. This should include how an apprentice qualifies for reasonable adjustment and what reasonable adjustments will be made. The adjustments must maintain the validity, reliability and integrity of the assessment methods outlined in this assessment plan.

## Weighting of assessment methods

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

# Grading descriptors

## Assessment method 1: Knowledge test

KSBs	Fail	Pass
K1, K2, K5, K8, K10, K11, K12	0-24 marks	25-35 marks

## Assessment method 2: Practical test

KSBs	Fail	Pass All of the following must be achieved to gain a pass:	Distinction In addition to the pass criteria, all of the following must be achieved to gain a distinction:
<p><b>K6 (except store), K7, K14</b></p> <p><b>S1, S3 (except digital), S4, S5, S6 (except store), S7, S8</b></p> <p><b>B2, B3, B4</b></p>	Does not meet the pass criteria	<p><b>Preparation and Planning</b></p> <p>Interprets provided specifications and drawings to complete work to specification within the time allowed; plans sequence of work to maximise efficiency and to achieve minimal wastage. (K7, S3, S4, B2, B3, B4)</p> <p><b>Installation</b></p> <p>Correctly applies safe use of hand tools and power tools and uses them to produce products to required specifications and drawings, including the use of a range of reinforced steel products and connection of components. Completes the work adhering to workplace and legislative environmental, health, safety and welfare requirements. To include the following tolerances. (K6, K14, S1, S5, S6, S7, S8):</p> <ul style="list-style-type: none"> <li>Position preassembled elements as per specification to be accurate: <b>+/- 15mm</b></li> </ul>	<p><b>Preparation and Planning</b></p> <p>Explains how to plan work in order to optimise the use of materials and resources and explains the effect of optimisation on the task (S4, B4)</p> <p><b>Installation</b></p> <p>Applies use of hand tools and power tools to produce products to required specifications and drawings, to include the following tolerances (K6, K14, S5, S6, S7, S8):</p> <ul style="list-style-type: none"> <li>Position preassembled elements as per specification to be accurate: <b>+/- 7.5mm</b></li> <li>Plumb preassembled elements to be accurate: <b>+/- 4mm</b></li> <li>Spacing at centres to all manufactured elements to be accurate: <b>+/- 7.5mm</b></li> </ul>

		<p>Plumb preassembled elements to be accurate: <b>+/- 8mm</b></p> <ul style="list-style-type: none"> <li>• Spacing at centres to all manufactured elements to be accurate: <b>+/- 15mm</b></li> <li>• All measurements related to cutting steel to be accurate to <b>+/- 10mm</b></li> <li>• All bending to be accurate to <b>+/- 25mm</b></li> <li>• Structure to be complete within time frame and area clean</li> </ul>	<ul style="list-style-type: none"> <li>• All measurements, cutting steel and bending to be accurate to <b>+/- 5mm</b></li> <li>• All bending to be accurate to <b>+/- 15mm</b></li> <li>• Structure to be complete and area clean <b>15 minutes</b> before allotted time</li> </ul>
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### Assessment method 3: Interview underpinned by a portfolio of evidence

KSBs	Fail	Pass
		<b>All of the following must be achieved to gain a pass:</b>
<p><b>K3, K4, K6 (store only), K9, K13, K15</b></p> <p><b>S2, S3 (digital only), S6 (store only), S9, S10, S11</b></p> <p><b>B1, B5, B6</b></p>	Does not meet the pass criteria	<p><b>Health &amp; Safety</b></p> <p>Describes how they identify and apply safe working techniques and techniques in accordance with legislation, regulations, codes of practice, company guidance, and site-specific requirements when moving, lifting and handling elements, working at height and using access equipment. Describes how they would resist pressure to follow unsafe working practices (K4, S2, B6)</p> <p><b>Working with others</b></p> <p>Describes how they communicate using common industry terminology in the workplace using a range of techniques, including oral and written (K3, S10)</p> <p>Describes how they work effectively with others respecting equality, diversity and inclusion (B1)</p> <p>Describes how they adapt to changes in work instruction (B5)</p> <p><b>Materials and Tools</b></p> <p>Describes how they store hand tools and power tools, (K6, S6)</p> <p>Describes the quality requirements of the materials and products that they use in a range of jobs (K9)</p>

		<p><b>Installation</b></p> <p>Explains how they interpret digital drawings and specifications (S3)</p> <p>Explains how they position and fix pre-assembled elements using digital equipment where appropriate (K13, S9)</p> <p>Describes how they complete post installation checks to ensure compliance with specification outlined in drawings and/or digital models. Describes how they report and rectify problems as necessary (K15, S11)</p>
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## Overall EPA grading

All EPA methods must be passed for the EPA to be passed overall.

The final grade will be determined by collective performance in the three assessment methods in the EPA, calculated using the table below. Each element is separately graded according to the grading descriptors.

To achieve a distinction, the apprentice must gain a distinction in the practical test, as well as a pass in the other two methods.

Assessment method 1 - Knowledge test	Assessment method 2 - Practical test	Assessment method 3 – Interview	Overall grading
Fail	Any grade	Any grade	Fail
Any grade	Fail	Any grade	Fail
Any grade	Any grade	Fail	Fail
Pass	Pass	Pass	Pass
Pass	Distinction	Pass	Distinction

## Re-sits and re-takes

Apprentices who fail one or more assessment method/s will be offered the opportunity to take a re-sit or a re-take at the employer's discretion. The apprentice's employer will need to agree that either a re-sit or re-take is an appropriate course of action.

A re-sit does not require further learning, whereas a re-take does.

Apprentices should have a supportive action plan to prepare for the re-sit or a re-take.

The timescales for a re-sit/re-take are agreed between the employer and EPAO. A re-sit is typically taken within 3 months of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within 6 months of the EPA outcome notification.

All assessment methods must be taken within a 3-month period, otherwise the entire EPA will need to be re-sat/re-taken.

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

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



## Roles and responsibilities

Role	Responsibility
Apprentice	<p>As a minimum, apprentices should:</p> <ul style="list-style-type: none"> <li>• participate in and complete on-programme training to meet the KSBs as outlined in the occupational standard for a minimum of 12 months</li> <li>• undertake 20% off-the-job training as arranged by the employer and EPAO</li> <li>• understand the purpose and importance of EPA</li> <li>• undertake the EPA including meeting all gateway requirements</li> </ul>
Employer	<p>As a minimum, employers should:</p> <ul style="list-style-type: none"> <li>• select the EPAO and training provider</li> <li>• work with the training provider (where applicable) to support the apprentice in the workplace and to provide the opportunities for the apprentice to develop the KSBs</li> <li>• arrange and support a minimum of 20% off-the-job training to be undertaken by the apprentice</li> <li>• decide when the apprentice is working at or above the occupational standard and so is ready for EPA</li> <li>• ensure that all supporting evidence required at the gateway is submitted in accordance with this EPA plan</li> <li>• remain independent from the delivery of the EPA</li> <li>• confirm arrangements with the EPAO for the EPA (who, when, where) in a timely manner (including providing access to any employer-specific documentation as required, for example company policies)</li> <li>• ensure that the EPA is scheduled with the EPAO for a date and time which allow appropriate opportunity for the KSBs to be met</li> <li>• ensure the apprentice is well prepared for the EPA</li> <li>• ensure the apprentice is given sufficient time away from regular duties to prepare for and complete all post-gateway elements of the EPA, and that any required supervision during this time (as stated within this EPA plan) is in place</li> <li>• where the apprentice is assessed in the workplace, ensure that the apprentice has access to the resources used on a daily basis</li> <li>• pass the certificate to the apprentice</li> </ul>
EPAO	<p>As a minimum, EPAOs should:</p> <ul style="list-style-type: none"> <li>• conform to the requirements of this EPA plan and deliver its requirements in a timely manner</li> </ul>

	<ul style="list-style-type: none"> <li>• conform to the requirements of the Register of End-Point Assessment Organisations (RoEPAO)</li> <li>• conform to the requirements of the external quality assurance provider (EQAP) for this apprenticeship standard</li> <li>• understand the occupational standard</li> <li>• make all necessary contractual arrangements, including agreeing the price of the EPA</li> <li>• develop and produce assessment materials including specifications and marking materials (for example mark schemes, practice materials, training material)</li> <li>• appoint suitably qualified and competent independent assessors</li> <li>• appoint administrators (and invigilators where required) to administer the EPA as appropriate</li> <li>• provide training for independent assessors in terms of good assessment practice, operating the assessment tools and grading</li> <li>• provide adequate information, advice and guidance documentation to enable apprentices, employers and training providers to prepare for the EPA</li> <li>• arrange for the EPA to take place, in consultation with the employer</li> <li>• where the apprentice is not assessed in the workplace, ensure that the apprentice has access to the required resources and liaise with the employer to agree this if necessary</li> <li>• develop and provide appropriate assessment recording documentation to ensure a clear and auditable process is in place for providing assessment decisions and feedback to all relevant stakeholders</li> <li>• have no direct connection with the apprentice, their employer or training provider. In all instances, including when the EPAO is the training provider (i.e. HEI), there must be no conflict of interest</li> <li>• have policies and procedures for internal quality assurance (IQA), and maintain records of regular and robust IQA activity and moderation for external quality assurance (EQA) purposes</li> <li>• deliver induction training for independent assessors, and for invigilators and/or markers (where used)</li> <li>• undertake standardisation activity on this apprenticeship standard for all independent assessors before they conduct an EPA for the first time, if the EPA is updated and periodically as appropriate (a minimum of annually)</li> <li>• manage invigilation of apprentices in order to maintain security of the assessment in line with the EPAO's malpractice policy</li> <li>• verify the identity of the apprentice being assessed</li> <li>• use language in the development and delivery of the EPA that is appropriate to the level of the occupational standard</li> </ul>
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	<ul style="list-style-type: none"> <li>• provide details of the independent assessor's name and contact details to the employer</li> <li>• have and apply appropriately an EPA appeals process</li> <li>• request certification via the Apprenticeship Service upon successful achievement of the EPA</li> </ul>
Independent assessor	<p>As a minimum, independent assessors should:</p> <ul style="list-style-type: none"> <li>• have the competence to assess the apprentice at this level and hold any required qualifications and experience in line with the requirements of the independent assessor as detailed in the IQA section of this EPA plan</li> <li>• understand the occupational standard and the requirements of this EPA</li> <li>• have, maintain and be able to evidence up-to-date knowledge and expertise of the subject matter</li> <li>• deliver the end-point assessment in-line with the EPA plan</li> <li>• comply with the IQA requirements of the EPAO</li> <li>• have no direct connection or conflict of interest with the apprentice, their employer or training provider; in all instances, including when the EPAO is the training provider (i.e. HEI)</li> <li>• attend induction training</li> <li>• attend standardisation events when they begin working for the EPAO, before they conduct an EPA for the first time and a minimum of annually on this apprenticeship standard</li> <li>• assess each assessment method, as determined by the EPA plan, and without extending the EPA unnecessarily</li> <li>• assess against the KSBs assigned to each assessment method, as shown in the mapping of assessment methods and as determined by the EPAO, and without extending the EPA unnecessarily</li> <li>• make all grading decisions</li> <li>• record and report all assessment outcome decisions, for each apprentice, following instructions and using assessment recording documentation provided by the EPAO, in a timely manner</li> <li>• use language in the development and delivery of the EPA that is appropriate to the level of the occupational standard</li> <li>• mark open (constructed) test answers accurately according to the EPAO's mark scheme and procedures</li> </ul>
Training provider	<p>As a minimum, training providers should:</p> <ul style="list-style-type: none"> <li>• work with the employer and support the apprentice during the off-the-job training to provide the opportunities to develop the knowledge, skills and behaviours as listed in the occupational standard</li> </ul>

	<ul style="list-style-type: none"> <li>• conduct training covering any knowledge, skill or behaviour requirement agreed as part of the Commitment Statement (often known as the Individual Learning Plan).</li> <li>• monitor the apprentice's progress during any training provider led on-programme learning</li> <li>• advise the employer, upon request, on the apprentice's readiness for EPA</li> <li>• remain independent from delivery of the EPA. Where the training provider is the EPA (i.e. a HEI) there must be procedures in place to mitigate against any conflict of interest</li> </ul>
Marker	<p>As a minimum, markers should:</p> <ul style="list-style-type: none"> <li>• attend induction training</li> <li>• have no direct connection or conflict of interest with the apprentice, their employer or training provider in all instances including when the EPAO is the training provider (i.e. HEI)</li> <li>• mark multiple-choice test answers accurately according to the EPAO's mark scheme and procedures</li> </ul>
Invigilator	<p>As a minimum, invigilators should:</p> <ul style="list-style-type: none"> <li>• attend induction training as directed by the EPAO</li> <li>• have no direct connection or conflict of interest with the apprentice, their employer or training provider; in all instances, including when the EPAO is the training provider (i.e. HEI)</li> <li>• invigilate and supervise apprentices during tests and in breaks during assessment methods to prevent malpractice in accordance with the EPAO's invigilation procedures</li> </ul>

## Internal Quality Assurance (IQA)

Internal quality assurance refers to the requirements that EPA organisations must have in place to ensure valid, consistent and reliable end-point assessment decisions. EPAOs for this EPA must adhere to all requirements within the roles and responsibilities section and:

- appoint independent assessors who have knowledge of the following occupational areas:
  - Independent assessors must have 2 years industry experience after having completed a minimum level 2 NVQ or craft qualification in steel fixing with up to date CPD
- hold or be working towards an independent assessor qualification, e.g. A1
- provide training for independent assessors in terms of good assessment practice, operating the assessment tools and grading
- have robust quality assurance systems and procedures that support fair, reliable and consistent assessment across the organisation and over time
- operate induction training and standardisation events for independent assessors when they begin working for the EPAO on this standard and before they deliver an updated assessment method for the first time.

## Value for money

Value for money of the EPA will be aided by using at least some of the following practice:

- online assessment of the knowledge test
- the option of using an employer's premises
- assessing multiple apprentices simultaneously during the practical test

## Professional body recognition

Professional body recognition is not relevant to this occupational apprenticeship.

# Mapping of knowledge, skills and behaviours (KSBs)

## Assessment method 1: Knowledge test

Knowledge
<b>K1</b> The principles of environment, health, safety and welfare and how they must be applied in relation to their own work and others.
<b>K2</b> The responsibilities under current legislation, and official guidance to undertake work (including Health and Safety at Work Act 1974, Provision and Use of Workplace Equipment 1998, Working at Height Regulations 2005, Lifting Operations and Lifting Equipment Regulations 1998, Manual Handling Operations Regulations 1992).
<b>K5</b> How to interpret various types of information for drawings and specifications in various types and formats including digital e.g., Building Information Modelling
<b>K8</b> The principles and practices of working at height safely and the use of access equipment
<b>K10</b> The different types of reinforcing bars and how they work together including joining and fixing.
<b>K11</b> Techniques to measure, cut, bend and connect reinforcing steel
<b>K12</b> Methods to install reinforcing steel in situ, including the different methods and risks associated with working with reinforcing steel.

## Assessment method 2: Practical test

Knowledge
<b>K6 (except store)</b> How to use and store hand tools and power tools.
<b>K7</b> How to comply with specifications and drawings when assembling, positioning and fixing elements.
<b>K14</b> Methods for installing pre-assembled and manufactured elements.

Skills
<b>S1</b> Apply workplace and legislative environmental, health, safety and welfare requirements when undertaking construction steel fixing activities.
<b>S3 (all except digital)</b> Interpret and work to drawings and specifications in various types and formats including digital e.g., Building Information Modelling
<b>S4</b> Plan and undertake work practices productively to achieve minimal wastage and to meet deadlines.
<b>S5</b> Assemble, position and fix manufactured elements (e.g., reinforcement bars) as per drawings and specifications
<b>S6 (all except store)</b> Apply safe use and storage of hand tools and power tools

<b>S7</b> Use a range of reinforcing steel products to shape and assemble structures.
<b>S8</b> Measure, cut and bend and connect reinforcing steel.

Behaviours
<b>B2:</b> Independent working: take responsibility for completion of your own work.
<b>B3:</b> Logical thinking: Use clear and valid reasoning when making decisions to undertake the work instruction
<b>B4:</b> Working effectively: work in a reliable, logical and productive manner, demonstrating time management effectively to complete work instructions to schedule.

## Assessment method 3: Interview underpinned by a portfolio of evidence

Knowledge
<b>K3</b> Verbal and written communication techniques and their use in creating productive work practices.
<b>K4</b> Safe techniques to move, lift and handle pre-assembled and manufactured elements.
<b>K6 (store only)</b> How to use and store hand tools and power tools.
<b>K9</b> The quality requirements of the materials and products that are being installed
<b>K13</b> How to align the installation of pre-assembled and manufactured elements into position including the use of digital equipment where appropriate e.g., laser levels, theodolites, Global Positioning Systems
<b>K15</b> How to complete post installation quality checks to ensure compliance with specification outlined in drawings and/or digital methods and when to follow organisational reporting procedures to identify and rectify problems arising from information, resources and methods of work.

Skills
<b>S2</b> Apply safe working techniques for moving, lifting and handling pre-assembled and manufactured elements, working at height and using access equipment.
<b>S3 (digital only)</b> Interpret and work to drawings and specifications in various types and formats including digital e.g., Building Information Modelling
<b>S6 (store only)</b> Apply safe use and storage of hand tools and power tools
<b>S9</b> Position and fix pre-assembled elements according to specification, using digital equipment where appropriate.
<b>S10</b> Communicate with colleagues or customers using common industry terminology appropriately and accurately.

**S11** Complete post installation checks to ensure quality through compliance with specification.  
Report and rectify problems as necessary

### Behaviours

**B1** Team work: work effectively with others respecting equality, diversity and inclusion

**B5** Adaptability: be able to adjust to changes in the work instruction.

**B6** Assertiveness and confidence: able to resist pressures to work following unsafe practices