

ST0366/

DRAFT END-POINT ASSESSMENT PLAN FOR THE FENCING INSTALLER APPRENTICESHIP

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS END-POINT ASSESSMENT (EPA)	INTEGRATED
ST0366	2	No

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Key Fields

Introduction and overview

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This document explains the requirements for end-point assessment (EPA) for the [fencing installer](#) apprenticeship. End-point assessment organisations (EPAOs) must follow this when designing and delivering the EPA.

[Fencing installer](#) apprentices, their employers and training providers should read this document.

A full-time [fencing installer](#) apprentice typically spends **18** months on-programme (this means in training before the gateway). The apprentice must spend at least 12 months on-programme and complete the required amount of off-the-job training in line with the apprenticeship funding rules.

The apprentice must complete their training and meet the gateway requirements before starting their EPA. The EPA will assess occupational competence.

An approved EPAO must conduct the EPA for this apprenticeship. Employers must select an approved EPAO from the register of end-point assessment organisations (RoEPAO).

This EPA has **3** assessment methods.

The grades available for each assessment method are below.

[Assessment method 1 - multiple-choice test:](#)

- fail

- pass
- distinction

Assessment method 2 - workplace observation with questions:

- fail
- pass
- distinction

Assessment method 3 - interview underpinned by a portfolio of evidence:

- fail
- pass
- distinction

The result from each assessment method is combined to decide the overall apprenticeship grade. The following grades are available for the apprenticeship:

- fail
- pass
- merit
- distinction

EPA summary table

[Edit epa gateway form](#)[Edit available grades form](#)[Edit overall epa grading form](#)[Edit re-sits and re-takes form](#)

On-programme - typically 18 months	<p>The apprentice must:</p> <ul style="list-style-type: none"> • complete training to develop the knowledge, skills and behaviours (KSBs) outlined in this apprenticeship's occupational standard • complete training towards English and mathematics qualifications in line with the apprenticeship funding rules • compile a portfolio of evidence
End-point assessment gateway	<p>The apprentice's employer must be content that the apprentice has attained sufficient KSBs to complete the apprenticeship.</p> <p>The apprentice must:</p> <ul style="list-style-type: none"> • confirm they are ready to take the EPA • have achieved English and mathematics qualifications in line with the apprenticeship funding rules <p>For the interview underpinned by a portfolio of evidence, the apprentice must submit a portfolio of evidence.</p> <p>The apprentice must submit the gateway evidence to their EPAO, including any organisation specific policies and procedures requested by the EPAO.</p>
End-point assessment - typically 3 months	<p>The grades available for each assessment method are below</p> <p>Multiple-choice test:</p> <ul style="list-style-type: none"> • fail • pass • distinction <p>Workplace observation with questions:</p>

	<ul style="list-style-type: none"> • fail • pass • distinction <p>Interview underpinned by a portfolio of evidence:</p> <ul style="list-style-type: none"> • fail • pass • distinction <p>Overall EPA and apprenticeship can be graded:</p> <ul style="list-style-type: none"> ○ fail ○ pass ○ merit ○ distinction
Re-sits and re-takes	<ul style="list-style-type: none"> • Re-take and re-sit grade cap: pass • Re-sit timeframe: typically 3 months • Re-take timeframe: typically 6 months

Duration of end-point assessment period

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The EPA is taken in the EPA period. The EPA period starts when the EPAO confirms the gateway requirements have been met and is typically 3 months.

The EPAO should confirm the gateway requirements have been met and start the EPA as quickly as possible.

EPA gateway

[Edit epa gateway form](#)

The apprentice's employer must be content that the apprentice has attained sufficient KSBs to complete the apprenticeship. The employer may take advice from the apprentice's training provider, but the employer must make the decision. The apprentice will then enter the gateway.

The apprentice must meet the gateway requirements before starting their EPA.

They must:

- confirm they are ready to take the EPA
- have achieved English and mathematics qualifications in line with the apprenticeship funding rules
- submit a [portfolio of evidence](#) for the [interview underpinned by a portfolio of evidence](#)

Portfolio of evidence requirements:

The apprentice must compile a portfolio of evidence during the on-programme period of the apprenticeship. It should only contain evidence related to the KSBs that will be assessed by this assessment method. It will typically contain 10 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:

- workplace documentation and records
- workplace policies and procedures
- witness statements
- annotated photographs
- video clips (maximum total duration 10 minutes); the apprentice must be in view and identifiable

This is not a definitive list; other evidence sources can be included.

The portfolio of evidence should not include reflective accounts or any methods of self-assessment. Any employer contributions should focus on direct observation of performance (for example, witness statements) rather than opinions. The evidence provided should be valid and attributable to the apprentice; the portfolio of evidence should contain a statement from the employer and apprentice confirming this.

The EPAO should not assess the portfolio of evidence directly as it underpins the interview. The independent assessor should review the portfolio of evidence to prepare questions for the interview. They are not required to provide feedback after this review.

The apprentice must submit the gateway evidence to their EPAO, including any organisation specific policies and procedures requested by the EPAO.

Order of assessment methods

[Edit order of assessment methods form](#)

The assessment methods can be delivered in any order.

The result of one assessment method does not need to be known before starting the next.

Multiple-choice test

[Edit multiple-choice test form](#)

Overview

In the [multiple-choice test](#), the apprentice answers questions in a controlled and invigilated environment. It gives the apprentice the opportunity to demonstrate the knowledge mapped to this assessment method.

Rationale

This assessment method is being used because:

- it allows for the efficient testing of knowledge where there is a right or wrong answer
- it allows for flexibility in terms of when, where and how it is taken.

Delivery

The **multiple-choice test** must be structured to give the apprentice the opportunity to demonstrate the knowledge mapped to this assessment method to the highest available grade.

The test must be computer based.

The test will consist of **30 multiple-choice** questions.

Multiple-choice questions must have four options, including one correct answer.

The apprentice must be given at least **14 days'** notice of the date and time of the test.

Test administration

The apprentice must have **45** minutes to complete the test.

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

The test must be taken in the presence of an invigilator who is the responsibility of the EPAO. The EPAO must have an invigilation policy setting out how the test must be conducted. It must state the ratio of apprentices to invigilators for the setting and allow the test to take place in a secure way.

The EPAO must verify the apprentice's identity and ensure invigilation of the apprentice for example, with 360-degree cameras and screen sharing facilities.

The EPAO is responsible for the security of the test including the arrangements for on-line testing. The EPAO must ensure that their security arrangements maintain the validity and reliability of the test.

Marking

An independent assessor or marker employed by the EPAO must mark the test. They must follow a marking scheme produced by the EPAO. Marking by computer is allowed where the types of question support this.

A correct answer gets **1** mark.

Any incorrect or missing answers get zero marks.

The EPAO is responsible for overseeing the marking of the test. The EPAO must ensure standardisation and moderation of tests with written answers.

Assessment location

The apprentice must take the test in a suitably controlled and invigilated environment that is a quiet room, free from distractions and influence. The EPAO must check the venue is suitable.

The test could take place remotely if the appropriate technology and systems are in place to prevent malpractice.

Question and resource development

The EPAO must develop a purpose-built assessment specification and question bank. It is recommended this is done in consultation with employers of this occupation. The EPAO

should maintain the security and confidentiality of EPA materials when consulting with employers. The assessment specification and question bank must be reviewed at least once a year to ensure they remain fit-for-purpose.

The assessment specification must be relevant to the occupation and demonstrate how to assess the KSBs mapped to this assessment method. The EPAO must ensure that questions are refined and developed to a high standard. The questions must be unpredictable. A question bank of sufficient size will support this.

The EPAO must ensure that the apprentice has a different set of questions in the case of re-sits or re-takes.

The EPAO must produce the following materials to support the test:

- independent assessor assessment materials which include:
 - training materials
 - administration materials
 - moderation and standardisation materials
 - guidance materials
 - grading guidance
 - test specification
 - sample test and mark schemes
 - live tests and mark schemes
 - question bank
- EPA guidance for the apprentice and the employer

The EPAO must ensure that the EPA materials are subject to quality assurance procedures including standardisation and moderation.

Workplace observation with questions

[Edit workplace observation with questions form](#)

Overview

In the observation with questions, an independent assessor observes the apprentice in their workplace and asks questions. The apprentice completes their day-to-day duties under normal working conditions. Simulation is not allowed. It gives the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method.

Rationale

This assessment method is being used because:

- it allows for a varied range of tasks to be observed, that can 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
- it allows for the testing of related underpinning knowledge, skills and behaviours where an opportunity to observe them has not occurred
- it is a holistic assessment method

Delivery

The **workplace observation with questions** must be structured to give the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method to the highest available grade.

An independent assessor must conduct and assess the **workplace observation with questions**.

The independent assessor must only observe one apprentice at a time to ensure quality and rigour. They must be as unobtrusive as possible.

The EPAO must give the apprentice **14 days'** notice of the observation with questions. The observation must take **5 hours**.

The independent assessor can increase the time of the observation with questions by up to 10%. This time is to allow the apprentice to complete a task or respond to a question if necessary.

The observation may be split into discrete sections held on the same working day.

The EPAO must manage invigilation of the apprentice during the assessment, to maintain security of the EPA, in line with their malpractice policy. This includes breaks and moving between locations.

The independent assessor must explain to the apprentice the format and timescales of the observation with questions before it starts. This does not count towards the assessment time.

The independent assessor should observe the following during the observation:

- compliance with health and safety regulations at all times, including the use of PPE and compliance with British standard for fencing, BS1722
- use of information from drawings, plans or specifications and preparation of the work area
- locate and identify of underground services
- select and use of fencing tools
- safe movement handling and storing of tools and materials
- select fencing resources
- use of materials efficiently and sustainably
- setting out of posts and fixings
- construction of foundations required for installation of fence

- installation of fencing
- establish fencing lines and levels to task

The apprentice will be assessed on fencing installation based on the work they typically do in their day-to-day work. The amount of fencing must be of equal length or area for each apprentice to allow for the reliable assessment of the attached KSBs. The tasks must ensure 5 hours of practical time comparable to the work of a competent fencing installer.

These activities provide the apprentice with the opportunity to demonstrate the KSBs mapped to this assessment method.

The independent assessor must ask questions.

The purpose of the questions is to explore aspects of the KSBs in the practical assessment and show depth of understanding.

Questioning can occur during practical assessment. The time for questions asked during the practical assessment is included in the overall assessment time.

Questioning can occur during the observation. The time for questions asked during the observation is included in the overall assessment time. The independent assessor must ask at least 5 questions during the observation. To remain as unobtrusive as possible, the independent assessor should ask questions during natural stops between tasks rather than disrupting the apprentice's flow. Follow-up questions are allowed where clarification is required. The independent assessor must use the questions from the EPAO's question bank. The independent assessor must ask questions about KSBs that were not observed to gather assessment evidence. These questions are in addition to the set number of questions for the observation with questions and should be kept to a minimum.

The independent assessor must make the grading decision. The independent assessor must assess the observation and responses to questions holistically when deciding the grade.

The independent assessor must keep accurate records of the assessment. They must record:

- the KSBs observed
- the apprentice's answers to questions
- the KSBs demonstrated in answers to questions
- the grade achieved

Assessment location

The *workplace observation with questions* must take place in the apprentice's normal place of work for example, their employer's premises or a customer's premises. Equipment and resources needed for the observation must be provided by the employer and be in good and safe working condition.

Question and resource development

The EPAO must develop a purpose-built assessment specification and question bank. It is recommended this is done in consultation with employers of this occupation. The EPAO must maintain the security and confidentiality of EPA materials when consulting with employers. The assessment specification and question bank must be reviewed at least once a year to ensure they remain fit-for-purpose.

The assessment specification must be relevant to the occupation and demonstrate how to assess the KSBs mapped to this assessment method. The EPAO must ensure that questions are refined and developed to a high standard. The questions must be unpredictable. A question bank of sufficient size will support this.

The EPAO must produce the following materials to support the [workplace observation with questions](#):

- independent assessor assessment materials which include:
 - training materials
 - administration materials
 - moderation and standardisation materials
 - guidance materials
 - grading guidance
 - question bank
- EPA guidance for the apprentice and the employer

The EPAO must ensure that the EPA materials are subject to quality assurance procedures including standardisation and moderation.

Interview underpinned by a portfolio of evidence

[Edit interview underpinned by a portfolio of evidence form](#)

Overview

In the interview, an independent assessor asks the apprentice questions. It gives the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method. The apprentice can refer to and illustrate their answers with evidence from their portfolio of evidence.

Rationale

This assessment method is being used because:

- it allows the apprentice to be assessed against KSBs which may not naturally occur during the practical assessment
- it 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 a number of potential answers that could not be tested through a multiple-choice test
- it is cost-effective

Delivery

The [interview](#) must be structured to give the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method to the highest available grade.

An independent assessor must conduct and assess the [interview](#).

The purpose of the independent assessor's questions will be to allow the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method at the highest possible grade.

The EPAO must give an apprentice **14 days'** notice of the [interview](#).

The independent assessor must have at least **14** weeks to review the supporting documentation.

The apprentice must have access to their [portfolio of evidence](#) during the [interview](#).

The apprentice can refer to and illustrate their answers with evidence from their [portfolio of evidence](#) however, the [portfolio of evidence](#) is not directly assessed.

The [interview](#) must last for 60 minutes. The independent assessor can increase the time of the [interview](#) by up to 10%. This time is to allow the apprentice to respond to a question if necessary.

The independent assessor must ask at least 10 questions. The independent assessor must use the questions from the EPAO's question bank.

The independent assessor must make the grading decision.

The independent assessor must keep accurate records of the assessment. They must record:

- the apprentice's answers to questions
- the KSBs demonstrated in answers to questions
- the grade achieved

Assessment location

The [interview](#) must take place in a suitable venue selected by the EPAO for example, the EPAO's or employer's premises.

The [interview](#) should take place in a quiet room, free from distractions and influence.

Question and resource development

The EPAO must develop a purpose-built assessment specification and question bank. It is recommended this is done in consultation with employers of this occupation. The EPAO must maintain the security and confidentiality of EPA materials when consulting with employers. The assessment specification and question bank must be reviewed at least once a year to ensure they remain fit-for-purpose.

The assessment specification must be relevant to the occupation and demonstrate how to assess the KSBs mapped to this assessment method. The EPAO must ensure that questions are refined and developed to a high standard. The questions must be unpredictable. A question bank of sufficient size will support this.

The EPAO must ensure that the apprentice has a different set of questions in the case of re-sits or re-takes.

The EPAO must produce the following materials to support the [interview underpinned by a portfolio of evidence](#):

- independent assessor assessment materials which include:
 - training materials
 - administration materials
 - moderation and standardisation materials
 - guidance materials
 - grading guidance
 - question bank
- EPA guidance for the apprentice and the employer

The EPAO must ensure that the EPA materials are subject to quality assurance procedures including standardisation and moderation.

Grading

[Edit add grade descriptor form](#)[Edit mapping of ksbs to grade themes form](#)[Edit available grades form](#)

Workplace observation with questions

Fail - does not meet pass criteria

THEME KSBS	PASS APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS	DISTINCTION APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS AND ALL OF THE DISTINCTION DESCRIPTORS
Health and safety and wellbeing K2 S1 S2 B1	<p>(K2, S1, B1)Prioritises health, and safety and wellbeing to comply with and complies with health and safety regulations, industry standards (BS1722) and guidance when carrying out fencing tasks (K2, S1, B1)</p> <p>Identifies and uses safety control and personal protective equipment in line with organisational and statutory requirements, and throughout the practical assessment (S2).</p>	None
Fencing and foundation preparation and installation K5 K6 K8 K11 K12 S6 S8 S12 S13 S15 S16 S21 B3	Selects and measures resources required to	Explains Justifies the importance of accurate setting

THEME KSBS	PASS APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS	DISTINCTION APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS AND ALL OF THE DISTINCTION DESCRIPTORS
	<p>complete the task in line with the components and systems required for the installation. (K5, S6)</p> <p>Prepares the work area in line with industry guidance and maintains a safe work area throughout the task (S8)</p> <p>Applies methods to locate and identify underground services. (K12, S12)</p> <p>Applies setting out techniques to establish the correct lines, levels, access and egress in line with drawings and the product manufacturer's instructions.</p> <p>Sets out posts and fixings. in line with task</p>	<p>out and setting out in lines, levels access and egress in line with construction drawings. (K6, K11, S13, S15)</p> <p>Demonstrates a right first-time approach to the installation of the fencing and fixing foundations to meet the task requirements.</p> <p>Demonstrates a right first-time approach to the installation of fencing materials to meet the task requirements.</p>

THEME KSBS	PASS APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS	DISTINCTION APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS AND ALL OF THE DISTINCTION DESCRIPTORS
	<p>requirements (K11, S13, S15)</p> <p>Taking ownership of the work, installs fencing and fixing foundations and fencing in line with task requirements, manufacturer's instructions and statutory guidance. (K6, S16, B3)</p> <p>Installs fencing material in line with the task requirements, manufacturer's instructions and statutory guidance. (K6, S16, S21 B3)</p>	
Tools and materials K14 K16 S7 S9 S11	Selects and safely uses hand tools, in line with task requirements and manufacturers guidance. Stores and maintains	Explains Justifies why hand tools should be correctly maintained and stored in line with manufacturers

THEME KSBS	PASS APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS	DISTINCTION APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS AND ALL OF THE DISTINCTION DESCRIPTORS
	<p>hand tools, in line with organisational requirements. (K14, S7, S9)</p> <p>Selects and safely uses hand tools, in line with task requirements and manufacturers guidance. Stores and maintains hand tools, in line with organisational requirements. (K14, S7, S9)</p>	<p>guidance and organisational requirements. . (K14, S9)</p>
Planning and Documentation K10 S5	<p>Reads and interprets and extracts information from drawings and specifications via paper based or digital means as required to support completion of complete the practical assessment. (K10, S5)</p>	<p>None.</p>

Interview underpinned by a portfolio of evidence

Fail - does not meet pass criteria

THEME KSBS	PASS APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS	DISTINCTION APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS AND ALL OF THE DISTINCTION DESCRIPTORS
Safe systems of work K3 K9 S3 S14	<p>Describes how they comply with site specific inductions, risk assessments, method statements, control measures and safe systems of work in order to minimise risk in the work area.</p> <p>Describes how they identify hazards are identified in the work area and when they have to escalated these tasks and issues and to whom (K3, K9, S3)</p>	Explains the importance of complying with safe systems of work and explains the steps taken when hazards at work have been identified. (K3, S3)
Maintenance, Defects and repairs K13 S17	Describes how they identify and carry out fencing repairs: reinstating defective or faulty fencing in line with work instructions and explains the possible causes of the defect (K13, S17)	Explains the impact to the business of related defects. (K13, S17)
Environmental and sustainability K22 S4 B2	Describes how they comply with environmental and sustainability legislation and guidance, sort resources for re-use, recycling and disposal. Explains how the construction industry can have a wider impact on the environment through the efficient use of resources, surface water contamination and safe waste disposal. (K22, S4, B2)	Explains how following sustainability regulations standards, and guidelines reduces the impact on the wider environment. (K22, S4)

THEME KSBS	PASS APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS	DISTINCTION APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS AND ALL OF THE DISTINCTION DESCRIPTORS
Teamwork K19 S18 B6	Describes how they apply team working principles to achieve their own teams' goals and contribute to the wider team's goals.(K19, S18, B6)	None
Communication and documentation K17 K20 K21 S19 S20	<p>Describes how they communicate with others using written techniques in site documentation, in a way that is suitable for the context and supports task completion. (K17, K21, S19)</p> <p>Describes how they verbally communicate with others using construction terminology in a way that is suitable for the context and supports task completion (K20, S20)</p>	None
CPD, well-being and Equity, Diversity and Inclusion K23 K24 B4 B5	<p>Describes mental and physical health considerations of themselves and others and identifies sources of support available for themselves and others. (K24)</p> <p>Explains the learning they have completed and recorded to support competence in their role, showing a commitment to future CPD. (B5)</p> <p>Explains how their inclusive working practices makes a</p>	None

THEME KSBS	PASS APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS	DISTINCTION APPRENTICES MUST DEMONSTRATE ALL OF THE PASS DESCRIPTORS AND ALL OF THE DISTINCTION DESCRIPTORS
	difference to individuals and their business. (K23, B4)	
Power tools K15 S10	Explains how they select, safely use and store power tools and mechanical plant to complete the task (K15, S10)	Justifies why power tools and mechanical plant should be correctly stored (K15, S10)

Multiple-choice test

GRADE	MINIMUM MARKS REQUIRED	MAXIMUM MARKS REQUIRED
Fail	0	20
Pass	21	23
Distinction	24	30

Overall EPA grading

[Edit overall epa grading form](#)

Performance in the EPA determines the overall grade of:

- fail
- pass
- merit
- distinction

An independent assessor must individually grade the [workplace observation with questions and interview underpinned by a portfolio of evidence](#) in line with this EPA plan.

The EPAO must combine the individual assessment method grades to determine the overall EPA grade.

If the apprentice fails one assessment method or more, they will be awarded an overall fail.

To achieve an overall pass, the apprentice must achieve at least a pass in all the assessment methods. [To achieve an overall pass, the apprentice must achieve at least a pass in all the assessment methods.](#) To achieve an overall EPA merit, the apprentice must gain a distinction in the practical assessment and a distinction in one other method. To achieve an overall EPA distinction, the apprentice must gain a distinction in all the assessment methods.

Grades from individual assessment methods must be combined in the following way to determine the grade of the EPA overall.

MULTIPLE-CHOICE TEST	WORKPLACE OBSERVATION WITH QUESTIONS	INTERVIEW UNDERPINNED BY A PORTFOLIO OF EVIDENCE	OVERALL GRADING
Any grade	Any grade	Fail	Fail
Any grade	Fail	Any grade	Fail
Fail	Any grade	Any grade	Fail
Pass	Pass	Pass	Pass
Pass	Distinction	Pass	Pass
Distinction	Pass	Pass	Pass
Pass	Pass	Distinction	Pass
Pass	Distinction	Distinction	Merit
Distinction	Distinction	Distinction	Distinction

Re-sits and re-takes

Edit re-sits and re-takes form

If the apprentice fails one assessment method or more, they can take a re-sit or a re-take at their employer's discretion. The apprentice's employer needs to agree that a re-sit or re-take is appropriate. A re-sit does not need further learning, whereas a re-take does. The apprentice should have a supportive action plan to prepare for a re-sit or a re-take.

The employer and the EPAO should agree the timescale for a re-sit or re-take. 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.

Failed assessment methods must be re-sat or re-taken within a 6-month period from the EPA outcome notification, otherwise the entire EPA will need to be re-sat or re-taken in full.

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

The apprentice will get a maximum EPA grade of **pass** for a re-sit or re-take, unless the EPAO determines there are exceptional circumstances.

Roles and responsibilities

Edit roles and responsibilities form

ROLES	RESPONSIBILITIES
Apprentice	<p>As a minimum, the apprentice should:</p> <ul style="list-style-type: none"> complete on-programme training to meet the KSBs as outlined in the apprenticeship standard for a minimum of 12 months

ROLES	RESPONSIBILITIES
	<ul style="list-style-type: none"> • complete the required amount of off-the-job training specified by the apprenticeship funding rules and as arranged by the employer and training provider • understand the purpose and importance of EPA • prepare for and undertake the EPA including meeting all gateway requirements • ensure that all supporting evidence required at the gateway is submitted in line with this EPA plan
Employer	<p>As a minimum, the apprentice's employer must:</p> <ul style="list-style-type: none"> • select the EPAO and training provider • 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 • arrange and support off-the-job training to be undertaken by the apprentice • decide when the apprentice is working at or above the apprenticeship standard and is ready for EPA • ensure the apprentice is prepared for the EPA • ensure that all supporting evidence required at the gateway is submitted in line with this EPA plan • confirm arrangements with the EPAO for the EPA (who, when, where) in a timely manner • provide the EPAO with access to any employer-specific documentation as required for example, company policies • ensure that the EPA is scheduled with the EPAO for a date and time which allows appropriate opportunity for the apprentice to meet the KSBs • ensure the apprentice is given sufficient time away from regular duties to prepare for, and complete the EPA • ensure that any required supervision during the EPA period, as stated within this EPA plan, is in place • ensure the apprentice has access to the resources used to fulfil their role and carry out the EPA for workplace based assessments • remain independent from the delivery of the EPA • pass the certificate to the apprentice upon receipt

ROLES	RESPONSIBILITIES
EPAO	<p>As a minimum, the EPAO must:</p> <ul style="list-style-type: none"> • conform to the requirements of this EPA plan and deliver its requirements in a timely manner • conform to the requirements of the RoEPAO • conform to the requirements of the external quality assurance provider (EQAP) • understand the apprenticeship including the occupational standard and EPA plan • make all necessary contractual arrangements including agreeing the price of the EPA • develop and produce assessment materials including specifications and marking materials (for example mark schemes, practice materials, training material) • maintain and apply a policy for the declaration and management of conflict of interests and independence. This must ensure, as a minimum, there is no personal benefit or detriment for those delivering the EPA or from the result of an assessment. It must cover: <ul style="list-style-type: none"> ○ apprentices ○ employers ○ independent assessors ○ any other roles involved in delivery or grading of the EPA • have quality assurance systems and procedures that ensure fair, reliable and consistent assessment and maintain records of internal quality assurance (IQA) activity for external quality assurance (EQA) purposes • appoint independent, competent, and suitably qualified assessors in line with the requirements of this EPA plan • appoint administrators, invigilators and any other roles where required to facilitate the EPA • deliver induction, initial and on-going training for all their independent assessors and any other roles involved in the delivery or grading of the EPA as specified within this EPA plan. This should include how to record the rationale and evidence for grading decisions where required • conduct standardisation with all their independent assessors before allowing them to deliver an EPA, when the EPA is updated, and at least once a year

ROLES	RESPONSIBILITIES
	<ul style="list-style-type: none"> • conduct moderation across all of their independent assessors' decisions once EPAs have started according to a sampling plan, with associated risk rating of independent assessors • monitor the performance of all their independent assessors and provide additional training where necessary • develop and provide assessment recording documentation to ensure a clear and auditable process is in place for providing assessment decisions and feedback to all relevant stakeholders • use language in the development and delivery of the EPA that is appropriate to the level of the apprenticeship • arrange for the EPA to take place in a timely manner, in consultation with the employer • provide information, advice, and guidance documentation to enable apprentices, employers and training providers to prepare for the EPA • confirm the gateway requirements have been met before they start the EPA for an apprentice • host the EPA or make suitable alternative arrangements • maintain the security of the EPA including, but not limited to, verifying the identity of the apprentice, invigilation and security of materials • where the EPA plan permits assessment away from the workplace, ensure that the apprentice has access to the required resources and liaise with the employer to agree this if necessary • confirm overall grade awarded • maintain and apply a policy for conducting appeals
Independent assessor	<p>As a minimum, an independent assessor must:</p> <ul style="list-style-type: none"> • be independent, with no conflict of interest with the apprentice, their employer or training provider, specifically, they must not receive a personal benefit or detriment from the result of the assessment • have, maintain and be able to evidence up-to-date knowledge and expertise of the occupation • have the competence to assess the EPA and meet the requirements of the IQA section of this EPA plan

ROLES	RESPONSIBILITIES
	<ul style="list-style-type: none"> • understand the apprenticeship’s occupational standard and EPA plan • attend induction and standardisation events before they conduct an EPA for the first time, when the EPA is updated, and at least once a year • use language in the delivery of the EPA that is appropriate to the level of the apprenticeship • work with other personnel, where used, in the preparation and delivery of assessment methods • conduct the EPA to assess the apprentice against the KSBs and in line with the EPA plan • make final grading decisions in line with this EPA plan • record and report assessment outcome decisions • comply with the IQA requirements of the EPAO • comply with external quality assurance (EQA) requirements
Training provider	<p>As a minimum, the training provider must:</p> <ul style="list-style-type: none"> • conform to the requirements of the register of apprenticeship training providers (RoATP) • ensure procedures are in place to mitigate against any conflict of interest • work with the employer and support the apprentice during the off-the-job training to provide the opportunities to develop the KSBs as outlined in the occupational standard • deliver training to the apprentice as outlined in their apprenticeship agreement • monitor the apprentice’s progress during any training provider led on-programme learning • ensure the apprentice is prepared for the EPA • advise the employer, upon request, on the apprentice’s readiness for EPA • ensure that all supporting evidence required at the gateway is submitted in line with this EPA plan • remain independent from the delivery of the EPA

Reasonable adjustments

[Edit reasonable adjustments form](#)

The EPAO must have reasonable adjustments arrangements for the EPA.

This should include:

- how an apprentice qualifies for reasonable adjustment
- what reasonable adjustments may be made

Adjustments must maintain the validity, reliability and integrity of the EPA as outlined in this EPA plan.

Internal quality assurance

[Edit internal quality assurance form](#)

Internal quality assurance refers to the strategies, policies and procedures that an EPAO must have in place to ensure valid, consistent and reliable EPA decisions.

EPAOs for this EPA must adhere to the requirements within the roles and responsibilities table.

They must also appoint independent assessors who:

- have recent relevant experience of the occupation or sector to at least occupational level 3 gained in the last 3 years or significant experience of the occupation or sector

Value for money

[Edit value for money form](#)

Affordability of the EPA will be aided by using at least some of the following:

- completing applicable assessment methods online (for example computer-based assessment)
- utilising digital remote platforms to conduct applicable assessment methods
- using the employer's premises
- conducting assessment methods on the same day

Professional recognition

[Edit professional recognition form](#)

This apprenticeship is not aligned to professional recognition.

Mapping of KSBs to assessment methods

[Edit mapping of ksbs to assessment methods form](#)

KNOWLEDGE	ASSESSMENT METHODS
K1 Awareness of health and safety regulations, standards, and guidance and impact on role. Control of Substances Hazardous to Health (CoSHH). Fire safety. First aid at work. Health and Safety at Work Act. Asbestos awareness. Manual handling and lifting	Multiple-choice test

KNOWLEDGE	ASSESSMENT METHODS
operations and lifting equipment regulations (LOLER). Provision and use of work equipment regulations (PUWER). Fire extinguishers. Safety signage. Situational awareness. Slips, trips, and falls. Working in confined spaces. Working at height. Electrical safety. HSG47 safe digging practices.	
K2 Safety control equipment and how to use personal protective equipment (PPE), respiratory protective equipment (RPE), dust suppression	Workplace observation with questions
K3 Safe systems of work: Site inductions, method statements, risk assessments, hazard identification in the work area	Interview underpinned by a portfolio of evidence
K4 Standards, regulations and specifications associated with fencing activities BS1722	Multiple-choice test
K5 Installation techniques: Fence components and systems and manufacturer's instructions	Workplace observation with questions
K6 Fencing and fixing foundation requirements	Workplace observation with questions
K7 Characteristics and use of fencing materials: Wood, Plastic and Steel	Multiple-choice test
K8 Principles and application of measurement techniques	Workplace observation with questions
K9 Limits of authority, when to escalate tasks and issues and to whom	Interview underpinned by a portfolio of evidence
K10 Methods of interpreting and extracting relevant information from drawings plans and specifications; paper based and digital	Workplace observation with questions
K11 Setting out: Correct lines and levels for fences, access and egress	Workplace observation with questions

KNOWLEDGE	ASSESSMENT METHODS
K12 Methods of locating and identifying underground services	Workplace observation with questions
K13 Methods of repair and reinstating defective or faulty fencing	Interview underpinned by a portfolio of evidence
K14 Hand tool use, maintenance and storage	Workplace observation with questions
K15 Power tool and mechanical plant use and limitations	Interview underpinned by a portfolio of evidence
K16 Moving, handling and storing of all materials	Workplace observation with questions
K17 Site Documentation requirements: Fencing records, quality control, site records, accident reporting and permits	Interview underpinned by a portfolio of evidence
K18 The importance of working to a work schedule and record keeping	Multiple-choice test
K19 Principles of good team working	Interview underpinned by a portfolio of evidence
K20 Techniques for verbal communication, giving and receiving information, matching style to audience, communication barriers and how to overcome them	Interview underpinned by a portfolio of evidence
K21 Written communication techniques. Plain English principles. Construction and fencing terminology	Interview underpinned by a portfolio of evidence
K22 Impact of the sector on the environment: Efficient use of resources, surface water contamination, recycling, reuse of materials, safe disposal of waste	Interview underpinned by a portfolio of evidence
K23 Inclusion, equity and diversity in the workplace	Interview underpinned by a portfolio of evidence

KNOWLEDGE	ASSESSMENT METHODS
K24 Well-being: mental and physical health considerations in self and others and how to access support	Interview underpinned by a portfolio of evidence
SKILL	ASSESSMENT METHODS
S1 Comply with health and safety regulations, standards (BS1722), and guidance	Workplace observation with questions
S2 Identify and use safety control equipment including RPE, dust suppression and PPE	Workplace observation with questions
S3 Comply with safe systems of work and control measures	Interview underpinned by a portfolio of evidence
S4 Comply with environmental and sustainability regulations, standards, and guidance. Segregate resources for reuse, recycling and disposal	Interview underpinned by a portfolio of evidence
S5 Interpret and extract information using paper based or digital techniques from drawings, plans and specifications	Workplace observation with questions
S6 Select required resource for task	Workplace observation with questions
S7 Select and use hand-held tools	Workplace observation with questions
S8 Maintain safe working area	Workplace observation with questions
S9 Maintain and store hand tools	Workplace observation with questions
S10 Check, safely use and store power tools and mechanical plant	Interview underpinned by a portfolio of evidence
S11 Safely move, handle and store materials	Workplace observation with questions

KNOWLEDGE	ASSESSMENT METHODS
S12 Locate and identify underground services to support fencing installation	Workplace observation with questions
S13 Establish fencing lines and levels	Workplace observation with questions
S14 Escalates issues and tasks in line with organisational procedures	Interview underpinned by a portfolio of evidence
S15 Set out posts and fixings ready for fence installation	Workplace observation with questions
S16 Construct foundations ready for fence installation	Workplace observation with questions
S17 Identify and carry out a repair or reinstate defective or faulty fence: For example replacing damaged posts, infills or fence panels	Interview underpinned by a portfolio of evidence
S18 Applies team working principles to their own and the wider build team	Interview underpinned by a portfolio of evidence
S19 Complete documentation - paper based or digital for example fencing records, quality control, site records accident reporting and permits	Interview underpinned by a portfolio of evidence
S20 Verbally communicate with others verbally, for example colleagues, other tradespeople, managers and customers	Interview underpinned by a portfolio of evidence
S21 Install fencing material	Workplace observation with questions
BEHAVIOUR	ASSESSMENT METHODS
B1 Put health, safety and wellbeing first	Workplace observation with questions
B2	Interview underpinned by a portfolio of evidence

BEHAVIOUR	ASSESSMENT METHODS
Consider the environment and sustainability when using resources and carrying out processes	
B3 Take ownership of given work	Workplace observation with questions
B4 Contribute to an inclusive and diverse culture	Interview underpinned by a portfolio of evidence
B5 Seeks to maintain and enhance competence of self through Continuous Professional development (CPD)	Interview underpinned by a portfolio of evidence
B6 Team-focus to meet team goals including, considering the wider build team	Interview underpinned by a portfolio of evidence

Mapping of KSBS to grade themes

[Edit add grade themes form](#)[Edit mapping of ksbs to grade themes form](#)

Workplace observation with questions

KSBS GROUPED BY THEME	KNOWLEDGE	SKILLS	BEHAVIOUR
Health and safety and wellbeing K2 S1 S2 B1	Safety control equipment and how to use personal protective equipment (PPE), respiratory protective equipment (RPE), dust suppression (K2)	Comply with health and safety regulations, standards (BS1722), and guidance (S1) Identify and use safety control equipment including RPE, dust suppression and PPE (S2)	Put health, safety and wellbeing first (B1)
Fencing and foundation preparation and installation K5 K6 K8 K11 K12 S6 S8 S12 S13 S15 S16 S21 B3	Installation techniques: Fence components and systems and manufacturer's instructions (K5) Fencing and fixing foundation requirements (K6)	Select required resource for task (S6) Maintain safe working area (S8) Locate and identify underground services to support fencing installation (S12)	Take ownership of given work (B3)

KSBS GROUPED BY THEME	KNOWLEDGE	SKILLS	BEHAVIOUR
	<p>Principles and application of measurement techniques (K8)</p> <p>Setting out: Correct lines and levels for fences, access and egress (K11)</p> <p>Methods of locating and identifying underground services (K12)</p>	<p>Establish fencing lines and levels (S13)</p> <p>Set out posts and fixings ready for fence installation (S15)</p> <p>Construct foundations ready for fence installation (S16)</p> <p>Install fencing material (S21)</p>	
Tools and materials K14 K16 S7 S9 S11	<p>Hand tool use, maintenance and storage (K14)</p> <p>Moving, handling and storing of all materials (K16)</p>	<p>Select and use hand-held tools (S7)</p> <p>Maintain and store hand tools (S9)</p> <p>Safely move, handle and store materials (S11)</p>	None
Planning and Documentation K10 S5	<p>Methods of interpreting and extracting relevant information from drawings plans and specifications; paper based and digital (K10)</p>	<p>Interpret and extract information using paper based or digital techniques from drawings, plans and specifications (S5)</p>	None

Interview underpinned by a portfolio of evidence

KSBS GROUPED BY THEME	KNOWLEDGE	SKILLS	BEHAVIOUR
Safe systems of work K3 K9 S3 S14	<p>Safe systems of work: Site inductions, method statements, risk assessments, hazard identification in the work area (K3)</p> <p>Limits of authority, when to escalate tasks and issues and to whom (K9)</p>	<p>Comply with safe systems of work and control measures (S3)</p> <p>Escalates issues and tasks in line with organisational procedures (S14)</p>	None

KSBS GROUPED BY THEME	KNOWLEDGE	SKILLS	BEHAVIOUR
Maintenance, Defects and repairs K13 S17	Methods of repair and reinstating defective or faulty fencing (K13)	Identify and carry out a repair or reinstate defective or faulty fence: For example replacing damaged posts, infills or fence panels (S17)	None
Environmental and sustainability K22 S4 B2	Impact of the sector on the environment: Efficient use of resources, surface water contamination, recycling, reuse of materials, safe disposal of waste (K22)	Comply with environmental and sustainability regulations, standards, and guidance. Segregate resources for reuse, recycling and disposal (S4)	Consider the environment and sustainability when using resources and carrying out processes (B2)
Teamwork K19 S18 B6	Principles of good team working (K19)	Applies team working principles to their own and the wider build team (S18)	Team-focus to meet team goals including, considering the wider build team (B6)
Communication and documentation K17 K20 K21 S19 S20	<p>Site Documentation requirements: Fencing records, quality control, site records, accident reporting and permits (K17)</p> <p>Techniques for verbal communication, giving and receiving information, matching style to audience, communication barriers and how to overcome them (K20)</p> <p>Written communication techniques. Plain English principles. Construction and fencing terminology (K21)</p>	<p>Complete documentation - paper based or digital for example fencing records, quality control, site records accident reporting and permits (S19)</p> <p>Verbally communicate with others verbally, for example colleagues, other tradespeople, managers and customers (S20)</p>	None

KSBS GROUPED BY THEME	KNOWLEDGE	SKILLS	BEHAVIOUR
CPD, well-being and Equity, Diversity and Inclusion K23 K24 B4 B5	Inclusion, equity and diversity in the workplace (K23) Well-being: mental and physical health considerations in self and others and how to access support (K24)	None	Contribute to an inclusive and diverse culture (B4) Seeks to maintain and enhance competence of self through Continuous Professional development (CPD) (B5)
Power tools K15 S10	Power tool and mechanical plant use and limitations (K15)	Check, safely use and store power tools and mechanical plant (S10)	None

Supporting information

External quality assurance

[Edit external quality assurance - eqa form](#)

Option selected: Ofqual

Involved employers

Aone+, Colas, Newton & Frost Ltd, J Roocroft & Sons Ltd, Littlewood Fencing Ltd, Metalwood Fencing Ltd, Sir Robert McAlpine, Pass & Co, JAEA Enterprises, H W Martin Safety Fencing, Association of Fencing Industries, Highways England, Harper Chalice, ALPHAFENCE Sports and security fencing, Hill & Smith, Gramm Barrier Systems Ltd, Quantock and Exmoor Ltd, Grafters Fencing Ltd, Fencetek Ltd, Ringwood Fencing Ltd, Ring Fencing, A&M Services (London) Limited, Front Row Fencing

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