A BRIGHTER FUTURE
FOR DIGITAL IT APPRENTICESHIPS
An end point assessment guide for training providers on the Digital IT Standards
We are BCS

Making IT good for society

BCS is a unique assessment and awarding organisation.

We are the Chartered Institute for IT, and we are the only assessment and awarding organisation dedicated to the digital industries.

We’re the experts in steering IT forward and as a non-profit organisation we’re committed to shaping tomorrow’s IT leaders and driving the digital economy to build a better digital future for all.

Overview

This guide has been produced to give training providers an understanding on the new apprenticeship end point assessment and what they need to know in their apprenticeship role.

BCS is a Registered Apprenticeship Assessment Organisation (RAA0), responsible for carrying out an independent End Point Assessment (EPA) on a range of the new Digital IT Apprenticeships and the only assessment organisation dedicated to the IT industries.

As the digital experts with a global membership of over 70,000 members, we have access to the finest minds in the IT industry. The IT communities’ expertise is utilised in the development of apprenticeship knowledge modules and assessment.

BCS training providers appear on the RoATP (Register of Apprenticeship Training Providers) and through BCS’ accreditation, will have met our quality and regulatory requirements.
THE COMPLETE PACKAGE

BCS provides:

ONGOING SUPPORT

- In addition to the on-programme support and end point assessment guidance, BCS provides their partners valuable updates and changes from government, market insight and support, monthly training provider forums and a dedicated Account Manager.

PRE-PROGRAMME PREPARATION

As part of your accreditation, an accredited centre is required to have a minimum of two members of staff registered with BCS, one of which must be the Centre Manager. Staff may be registered with us for more than one staff role described below, if the quality assurance requirements are met.

Centre Manager: BCS’ single point of contact. The Centre Manager is the main point of contact for BCS and is responsible for all activity related to BCS Apprenticeships, including booking of knowledge module exams and EPA registration.

Invigilator: Is responsible for the monitoring and invigilation of assessments in a controlled environment under the required conditions and in line with the regulatory requirements.
Tutor: Is responsible for the teaching of your apprentices’, ensuring that all syllabus areas within the standards are covered as stated in the AO’s learning outcomes. They must be suitability qualified and experienced.

BCS recommends business coaches and assessors.

The employer and the training provider will agree together a training plan to cover the technical knowledge, the skills and behaviours, covered by the chosen Apprenticeship Standard against the job role to ensure alignment.

- Employer selects right apprenticeship for their business
- Apprentice recruited – new or existing employee
- Employer selects preferred training provider listed on the Register of Apprenticeship Training Providers (RoATP)
- The employer and the training provider agree a training plan to cover the technical knowledge, the skills and behaviours, covered by the chosen Apprenticeship Standard against the job role to ensure alignment
- The training programme should be supported by skills/business coaches and assessors and ensure there is a minimum of 20% of the job training
ON-PROGRAMME

To sit a knowledge module exam or submit an EPA Readiness Declaration Form an apprentice must be registered with BCS, or prior to the submission of the EPA Readiness Declaration Form.

The components for an EPA, include an assessment of all the requirements held within a standard including; skills, knowledge and behaviours. It takes place in the final few months of the apprenticeship using the four assessment methods listed below.

- Summative portfolio
- Employer reference
- Synoptic project
- Interview

To support and aid each step of the apprentice’s journey, BCS has developed bespoke templates for the training provider and their employer’s use.

THE END POINT ASSESSMENT (EPA) COMPONENTS

The following steps assume you are already accredited and your apprentice is registered with BCS.

- The training provider, employer and the apprentice agree that the apprentice is ready for EPA and has met all the criteria set out in the standard

- Training provider confirms completion of the BCS EPA Gateway process is complete

The key activities listed over the page will need to be completed 3-4 months before the expected apprentice completion date.
Review the standard specific EPA guide and the associated templates

**TEMPLATES**
- Training & development plan
- Weekly diary
- Periodic workplace competence assessment and remedial action plan
- The ‘Employer Reference’
- Declaration and evidence checklists for the completion of the ‘Summative Portfolio’
- EPA readiness check

- Assess the readiness of your apprentice for EPA
- Discuss EPA readiness with employer and apprentice
- Select from a bank of work related project scenarios for ‘Synoptic Project’

- Complete the ‘BCS End Point Assessment Gateway Readiness Declaration Form’

Form comprises of:
- Training provider, employer and apprentice details
- Confirmation that the apprentice has met the EPA Gateway requirements
- Confirm the ‘Synoptic Project’ selected
- The evidence must be submitted together, to include the ‘Employer Reference’ and ‘Summative Portfolio’ (within 3 weeks) of registration for an End Point Assessment. As well as any knowledge modules, certificates, including Maths and English certificates
- Confirm apprentice’s availability / dates for an EPA interview
- Purchase order details to be provided for the EPA fee

- Email BCS apprenticeships@bcs.uk and advise them of an apprentice’s readiness for EPA and that they have met the EPA Gateway requirement, using the form provided
• The centre will receive a notification from BCS confirming the apprentice’s EPA registration

• An online EPA account for the apprentice is activated on the EPA management platform, to enable the centre to upload from their e-portfolio their apprentice’s best evidence, in preparation for EPA assessment

• Generally, it is the Centre Manager who has access rights to the EPA management platform, although they can request to transfer access to another staff member. Guidance is provided with the login details

• The EPA management system is a multi-platform that allows submissions from multiple sources, accepts multiple file types and bulk uploads

• An EPA cannot be scheduled until an apprentice has met the EPA Gateway requirement and the apprentice has completed at least 12 months and two days of their apprenticeship

Please note that all evidence for an EPA must be submitted to BCS within 3 weeks of an apprentice’s registration for an EPA.

The Project

• Typically takes 3-5 days for the apprentice to complete. Subject to the level of the apprenticeship
• Can be carried out in the workplace away from their normal place of work or at the training providers premises in a controlled environment
• Must be completed in the time specified by BCS
• Choose a realistic work related project, (project scenario templates are provided, to allow the apprentice to demonstrate some of the core competencies as part of their apprenticeship)
• It does not have to be carried out on consecutive days
• It does not have to cover every competence in the Apprenticeship Standard
Grading

The grading decision, Pass, Merit or Distinction is made after the interview. The grading decision is made on a holistic view of the totality of the evidence presented.

The Portfolio

Majority of evidence will be contained within this

The Employers Reference

To clarify readiness for EPA and full competence of the Standard within the workplace

The Synoptic Project

An assessment on how well the apprentice can perform in a controlled environment

The Interview

Provides further evidence or clarification on all the above – this is a two-way conversation to establish breadth and depth of skills, knowledge and behaviours

None of the above is separately graded, grading is based on three sets of criteria.

Criteria for grading

The What – what the apprentice has shown they can do.*

The How – the way in which work has been done.*

The with Whom – The personal and interpersonal qualities the apprentice has brought to all of their work relationships.*

Grade levels

PASS – demonstrates the expected minimum requirements for each of the three sets of criteria.*

MERIT – demonstrates that ‘the What’ is above the level of quality and one of either ‘the How’ or ‘With Whom’ is above the level of quality.*

DISTINCTION – demonstrates each three sets of criteria is significantly above the expected level of quality.*

*Source: Techpartnership

The Grading Session

The assessor takes a holistic approach and will determine whether or not the assessments demonstrate that the apprentice is ‘significantly above the level of quality’.
Working with BCS, your assessment organisation

Sharing Best Practise

We work closely with our partners, sharing your expertise and your apprenticeship stories, with our wider community

Give your Apprentice the best start

• Register your apprentice for BCS student membership
• Access to our mentoring scheme in their chosen specialism
• BCS topical events, with the finest minds in industry
• BCS Springboard, access to a personal career centre, CV creation, e-learning, interview simulations, career quizzes and coaching advice
• On successful completion, apprentices who meet the criteria can apply to appear on the BCS Register for IT Technicians, the professional standard aligned to the SFIA industry framework, level 3

If you would like more information about the end point assessment process or have any questions concerning the new Digital IT Apprenticeship Standards, speak to a member of our dedicated apprenticeship team.

If you are not a BCS Accredited Training Provider contact us online
Call us on 01793 417 446

If you are a BCS accredited training provider, please contact your dedicated Account Manager or email apprenticeships@bcs.uk
<table>
<thead>
<tr>
<th>Standard</th>
<th>Typical duration</th>
<th>Proposed new funding value</th>
<th>Funding Band</th>
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</thead>
<tbody>
<tr>
<td>Software Developer – L4</td>
<td>24 months</td>
<td>£18,000</td>
<td>BAND 12</td>
</tr>
<tr>
<td>Cyber Security Technologist – L4</td>
<td>24 months</td>
<td>£18,000</td>
<td>BAND 12</td>
</tr>
<tr>
<td>Network Engineer – L4</td>
<td>24 months</td>
<td>£18,000</td>
<td>BAND 12</td>
</tr>
<tr>
<td>Data Analyst – L4</td>
<td>24 months</td>
<td>£15,000</td>
<td>BAND 11</td>
</tr>
<tr>
<td>Digital Marketer – L3</td>
<td>18 months</td>
<td>£12,000</td>
<td>BAND 10</td>
</tr>
<tr>
<td>Infrastructure Technician – L3</td>
<td>12 months (min)</td>
<td>£15,000</td>
<td>BAND 11</td>
</tr>
<tr>
<td>Software Development Technician – L3</td>
<td>18 months</td>
<td>£18,000</td>
<td>BAND 6</td>
</tr>
<tr>
<td>Software Tester - L4</td>
<td>24 months</td>
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<td>BAND 12</td>
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<tr>
<td>IS Business Analyst* – L4</td>
<td>18-24 months</td>
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<td>BAND 12</td>
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<tr>
<td>IT Technical Salesperson* – L3</td>
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<td>BAND 10</td>
</tr>
<tr>
<td>Unified Communications Technician* – L3</td>
<td>18 months</td>
<td>£15,000</td>
<td>BAND 11</td>
</tr>
</tbody>
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*in development
Our latest apprenticeship guides address the key challenges raised by employers & the wider apprenticeship community.

Please note there are new standards being developed and will appear on our website bcs.org/apprenticeships when available.