



Pearson

# Pearson Apprenticeship End-point Assessment for Carpentry and Joinery (Level 2)

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## Collaborative development

This end-point assessment has been designed to meet the needs of the industry, Pearson has worked directly with the employer group representatives, including the CITB as facilitators and External Quality Assurance (EQA) body. Pearson has collaborated with the CITB to develop an assessment strategy to underpin the test-setting process and to develop a common industry Practical Assessment.



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# Pearson End-point Assessments for Apprenticeship Standards

## Introduction

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One of the most significant changes of the apprenticeship reform in England is the introduction of an independent end-point assessment.

The end-point assessment (EPA) is a synoptic assessment of the knowledge, skills and behaviours outlined in the Apprenticeship Standard, which have been learned throughout the apprenticeship programme. The purpose of the end-point assessment is to make sure that the apprentice meets the standard set by employers and that they are fully competent in the occupation.

All apprentices must undertake the independent end-point assessment at the end of the on-programme phase of training when their employer, and in some cases their training provider, is satisfied that they have met the 'gateway' criteria to undertake the assessment. Apprentices will not be awarded the apprenticeship certificate until they have successfully completed the end-point assessment.

The end-point assessment can be delivered only by a registered assessment organisation, which must be independent of the employer or any training provider involved in the delivery of the on-programme phase of the apprenticeship. All assessment decisions for the end-point assessment must be made by the independent assessment organisation.

Pearson, as a registered assessment organisation, has been working closely with occupational experts, employers and training providers in the development of end-point assessment tools to ensure that they are:

- valid and appropriate to assess occupational competence in the relevant industry and will deliver reliable outcomes
- fair to all apprentices and help them to make progress in their lives
- manageable for apprentices and the industry and can be delivered effectively and efficiently.

This specification and the accompanying *Pearson End-point Assessment for Carpentry and Joinery (Level 2)- Additional Resources* document contain the information needed to prepare apprentices for the Pearson Level 2 End-point Assessment for Carpentry and Joinery Apprenticeship.

The *Additional Resources* document is available directly from Pearson once an EPA service agreement is in place.

It is important that both documents are read together so that apprentices and employers, and/or training providers, have all the relevant information they require for this end-point assessment.





# 1 The Carpentry and Joinery Apprenticeship

## Overview

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The end-point assessment in this specification relates to the Carpentry and Joinery Apprenticeship.

The apprenticeship is at Level 2 and is for apprentices working in the roles of a Site Carpenter or Architectural Joiner.

A Site Carpenter will normally work on a building site or in domestic and commercial premises, preparing and fixing building components, from the initial erection of a new building through to the installation of all necessary fixtures and fittings, as well as carrying out a range of repair and maintenance activities.

An Architectural Joiner will normally be employed in a workshop producing timber-based building components and other architectural products, such as doors, windows, units and staircases, which are then transported to construction sites to be installed by Site Carpenters.

The purpose of the end-point assessment is to confirm that the apprentice has met the required level of knowledge, skills and behavioural standards set by employers and that they are competent in their role as a Site Carpenter or an Architectural Joiner.

The typical duration for this apprenticeship prior to the end-point assessment is a minimum of 12 months, but this will depend on the apprentice's previous experience and access to the opportunities available to gain the full range of competences.

The overall apprenticeship is graded as Pass/Merit/Distinction.

To achieve the apprenticeship certificate, apprentices are required to successfully complete:

- the on-programme period of training and development, including achieving
  - the required mathematics and English qualifications
  - Level 2 National Vocational Qualification (NVQ) in Wood Occupations (Site Carpentry or Architectural Joinery)
- the end-point assessment (EPA) – *Section 3* gives detailed information on the end-point assessment for this apprenticeship.

The certificate for the apprenticeship is awarded by the Institute for Apprenticeships, through a process administered by the Education and Skills Funding Agency (ESFA). As the end-point assessment organisation, Pearson will claim the certificate on behalf of the apprentices.

Employers and/or training providers should familiarise themselves with the requirements of the apprenticeship and communicate them clearly to apprentices.

To see the published Carpentry and Joinery Standard and Assessment Plan, please go to: [www.instituteforapprenticeships.org/apprenticeship-standards/](http://www.instituteforapprenticeships.org/apprenticeship-standards/)

## 2 Level 2 Carpentry and Joinery End-point Assessment

### Structure

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The end-point assessment for the Carpentry and Joinery Apprenticeship consists of the following two assessment components:

- Knowledge Assessment
- Practical Assessment.

The table below gives a summary of the structure of the end-point assessment.

End-point assessment components	Duration	Weighting %	Component grading
Knowledge Assessment	45 minutes	50	Fail/Pass/Merit/Distinction
Practical Assessment	8 hours	50	Fail/Pass/Merit/Distinction

There is detailed information about each of these end-point assessment components in *Section 3*.

## Grading

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The table below shows how the grade for the end-point assessment is determined.

End-point assessment grade	Grade requirements
Pass	The apprentice must achieve: <ul style="list-style-type: none"><li>• A minimum of 35 out of 70 marks in the knowledge assessment.</li><li>• All of the pass performance criteria in the practical assessment</li></ul>
Merit	The apprentice must achieve: <ul style="list-style-type: none"><li>• A minimum of 43 out of 70 marks in the knowledge assessment</li><li>• All of the pass and merit performance criteria in the practical assessment</li></ul>
Distinction	The apprentice must achieve: <ul style="list-style-type: none"><li>• A minimum of 53 out of 70 marks in the knowledge assessment.</li><li>• All of the pass, merit and distinction performance criteria in the practical skills assessment.</li></ul>

This table states the minimum requirements for each grade.

These minimum requirements must be achieved separately in both assessment methods, so a Pass grade can be awarded only where the apprentice has achieved 35 marks in the Knowledge Assessment and all pass criteria in the Practical Assessment.

## Gateway requirements

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Before progressing to the end-point assessment, all apprentices must be signed off by their employers, through the 'gateway'. This gateway sign off confirms that apprentices have the level of occupational knowledge, skills and behaviours required to achieve the apprenticeship and that they are therefore 'ready for end-point assessment'. Employers should recommend apprentices for end-point assessment only when they are confident that they are ready.

The stated mathematics and English requirements form part of the gateway and must be achieved before apprentices attempt the end-point assessment. Apprentices must

also achieve the Level 2 National Vocational Qualification (NVQ) in Wood Occupations (Site Carpentry or Architectural Joinery).

Employers must complete an end-point assessment *Gateway Declaration Form* (see *Annexe A*), with the apprentice. The form and the associated gateway evidence will be transferred to Pearson before the end-point assessments take place. The form captures the mandatory prerequisites for the end-point assessments and any other organisation-specific evidence. The assessments cannot take place unless the relevant information and evidence is available.

To support the *Gateway Declaration Form*, evidence that apprentices have met the gateway requirements must be provided.

## Language of assessment

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All components of the end-point assessment will be conducted in English.

Further information on the use of language in qualifications is available in our *Use of languages in qualifications policy* document, available on our website at: [qualifications.pearson.com](http://qualifications.pearson.com)

## Preparing apprentices for end-point assessment

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To ensure that apprentices develop the knowledge, skills and behaviours that underpin occupational competence, it is recommended that they follow a structured programme of training and development. The period of training and development should be a minimum of 12 months and must include a minimum of 20 per cent off-the-job training, away from the day-to-day job.

In order to prepare apprentices effectively, employers and/or training providers should:

- have a good understanding of the Apprenticeship Standard and the structure and format of the end-point assessment – *Section 3* of this specification gives detailed information on each end-point assessment component
- plan and implement a learning and development programme based on the Apprenticeship Standard, with regular reviews of progress and readiness, to ensure apprentices develop the required knowledge, skills and behaviours
- use formative assessments and mock assessments to help prepare apprentices for the end-point assessment.

## End-point assessment planning and scheduling

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Employers and/or training providers must have an agreement in place to conduct end-point assessments with Pearson, and apprentices must be registered and booked on to their end-point assessment in sufficient time to allow adequate planning and scheduling of the assessments. There will be a number of checkpoint meetings with Pearson prior to the employer or training provider booking the end-point assessment dates. Once the employer or training provider have booked those dates, we will allocate an Independent End-Point Assessor (IEA), who will arrange a further planning meeting.

The purpose of the meeting is to share information with the independent end-point assessor, in order to support the assessment process and to agree a plan for the upcoming assessment activities for the apprentices. The independent end-point assessor will agree a plan and schedule for each assessment activity to ensure that all assessment components can be completed within the end-point assessment time. The end-point assessment planning meeting can be conducted remotely using appropriate technology.

Once the employer and/or training provider is satisfied that apprentices have met the Apprenticeship Standard and are ready for end-point assessment, they will complete the end-point assessment *Gateway Declaration Form* and submit the gateway evidence for each apprentice to Pearson. This evidence will then be verified by Pearson, before end-point assessments take place.

The end-point assessment will take place in the final three months of the apprenticeship. All components of the end-point assessment must be completed within this time period.

## Reassessment

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If an apprentice fails to pass a component, reassessment of that component is permitted. Apprentices will have a maximum of two opportunities to complete a reassessment.

Apprentices who achieve a Pass grade cannot complete a reassessment simply to achieve a higher grade.

Details on retake funding can be found within the ESFA funding rules: [www.gov.uk/guidance/sfa-funding-rules](http://www.gov.uk/guidance/sfa-funding-rules).

## Booking reassessment

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The timescale for any reassessment will be agreed on a case-by-case basis, with Pearson. As part of that agreement, any reassessments must not provide an apprentice with an unfair advantage over others. Pearson will allocate an available independent end-point assessor to undertake this assessment. This may or may not be the same individual who undertook the previous assessment.





### 3 End-point assessment components

This section contains information for each component in the end-point assessment.

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## Component 1: Knowledge Assessment

### Purpose

The Knowledge Assessment is a multiple-choice test that assesses the knowledge and behaviours that relate to the following outcomes from the Apprenticeship Standard, in line with the Assessment Plan requirements.

The Knowledge Assessment covers:

- broad knowledge and understanding that applies across the Apprenticeship Standard and which is applied to a range of different tasks
- knowledge and understanding that underpins skills outcomes in each pathway.

For full test content, please see the *Additional Resources* document.

Apprenticeship Standard outcomes	
Core Skills	
1.3	Move, handle and store resources, such as materials and timber components, complying with relevant legislation and guidance
Core Knowledge	
2.1	Understand the principles of health, safety and welfare and how these are applied in the workplace
2.2	Understand how to communicate with others and comply with instructions and directions
2.3	Understand the different techniques and methods used to move, handle and store materials
2.4	Understand how to interpret and use relevant product information and specifications
2.5	Understand the responsibilities under current employment and safety legislation, such as the Health and Safety at Work Act
2.6	Understand how to calculate quantity, length, area and wastage of resources
2.7	Understand the needs of other workers and how to work effectively with others
2.8	Understand the characteristics, quality, uses, sustainability, limitations and defects associated with timber and timber-based products and components, such as hardwood, softwood, MDF and other materials

Behaviours	
3.1	Effective communication: oral, written, listening, body language, presentation
3.2	Effective team working: work effectively with others with limited supervision
3.4	Logical thinking: use clear and valid reasoning when making decisions
3.6	Time management: use own time effectively to complete the work on schedule
3.7	Adaptability: be able to adjust to changes to work instructions

## Site Carpentry Pathway

Apprenticeship Standard outcomes	
Site Carpentry Skills	
4.1	Carry out a range of job tasks including measuring, marking out, fitting, cutting, splicing, finishing, positioning and securing
4.2	Install door and window frames, door and hatch linings, floor joist coverings, straight partitions and straight staircases
4.3	Install doors, ironmongery, service encasements, wall and floor units and fitments, cladding and staircase components
4.4	Erect inclined roofs with gables, joists, roof coverings and roof components
4.5	Repair or replace frames, mouldings, doors, windows, door and window ironmongery, roofing components, guttering and downpipes and window components
4.6	Use, maintain and store hand tools, power tools and associated equipment

Site Carpentry Knowledge	
5.1	Understand the technical principles of site carpentry work and how these are applied to prepare and fix timber and timber-based products, erect inclined roofs, maintain and repair building components
5.2	Understand how to form specific joints required for site carpentry work, such as mitres, butt and halving joints
5.3	Understand why, when and how health and safety control equipment should be used when undertaking site carpentry work (e.g. personal protective equipment (PPE) and respiratory protective equipment (RPE))
5.4	Understand how to work safely at height and use access equipment correctly
5.5	Know how to use, maintain and store hand tools, power tools and associated equipment

## Architectural Joinery Pathway

Apprenticeship Standard outcomes	
Architectural Joinery Skills	
6.2	Produce setting out details for the manufacture of doors, windows with opening lights, units and stairs
6.3	Mark out timber from setting out details for the manufacture of doors, windows with opening lights, units and/or fitments and staircases
6.4	Create, fit and assemble components to manufacture doors, windows with opening lights, units and/or fitments and staircases
Architectural Joinery Knowledge	
7.1	Understand the technical principles of architectural joinery and how they are applied in routine tasks, such as setting out and producing cutting lists, marking out from setting out details and producing cutting lists, fitting and assembling routine products
7.2	Understand how to accurately take site and workplace dimensions
7.3	Understand how to form and proportion joints associated with architectural joinery work, such as mortice and tenon, dovetail and comb joints
7.4	Understand why, when and how health and safety control equipment should be used when undertaking architectural joinery work (e.g. personal protective equipment (PPE) and respiratory protective equipment (RPE))
7.5	Understand how to use, maintain and store marking and testing tools, hand tools, power tools and associated equipment
7.6	Understand how to requisition architectural joinery materials, such as timber, adhesives and fixings
7.7	Understand how to work safely at height and use access equipment safely

## Format

The table below gives information about the nature of the test items, duration, number of questions and grading of Pearson Apprenticeship End-point Assessment for Carpentry and Joinery (Level 2) Knowledge Assessment.

Test items	Multiple-choice questions
Duration	45 minutes
Number of questions	35 questions
Grading	Pass/Merit/Distinction

The Knowledge Assessment contributes 50 per cent to the overall end-point assessment grade.

For Knowledge Assessment content, please see the *Additional Resources* document.

All legislation cited in the content is current at the time of publication. The most recent legislation should be taught. The Knowledge Assessment will cover the most recent legislation.

## Sample assessment materials

Sample assessment materials (SAMs) are provided for this multiple-choice Knowledge Assessment. The SAMs provide an example of what the actual test will look like in terms of the feel and level of demand. The SAMs show the range of possible question types that may appear in the actual tests and give a good indication of how the tests will be structured.

While SAMs can be used for practice with apprentices, as with any assessment the content covered and specific details of the questions asked will change in each version of the Knowledge Assessment.

## Delivery and conduct

Tests are available through Pearson's onscreen testing systems. We will discuss the set up and delivery of the tests with the employer/training provider, as part of our planning discussions.

Registrations must be made through Pearson's online systems. Registered apprentices will then need to be entered for specific testing sessions.

The employer/training provider should ensure that apprentices are adequately prepared before each test attempt. The onscreen testing systems have useful help facilities that provide guidance on the functions and layout of each system. Those invigilating the tests should familiarise themselves with the screen and ensure that there is time for apprentices to fully explore the information on the help screen before starting the test. Onscreen assessments must comply with the requirements set out in Pearson's *EPA Onscreen and Paper-based test delivery requirements* document, which will be given to the employer/training provider alongside this specification.

## Component 2: Practical Assessment

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### Purpose

The purpose of the Practical Assessment is for apprentices to demonstrate competence in prescribed tasks, based on the range of requirements in the Carpentry and Joinery Apprenticeship Standard.

The Practical Assessment will consist of a brief, and drawings sufficient for a competent apprentice to successfully follow without any instruction.

Multiple tests will be available from the first sitting to avoid predictability and to cater for resits. It is acceptable for a single cohort to be tested carrying out the same task, on the same day, to enable test centres to plan and make the most effective use of resources.

The Practical Assessment involves the independent end-point assessor observing the apprentice following the task specification or brief in their regular working environment. Its purpose is to assess the apprentice's skills and behaviours related to specific areas of the Apprenticeship Standard.

The Practical Assessment will be supplemented by written evidence, for example in the form of work products, such as timelines for sequencing work and requisition forms for materials, tools and equipment, as these are required to assess skills such as selecting resources and interpreting instructions and specifications, or behaviours such as effective communication, logical thinking and time management.



The Practical Assessment will assess the following areas of the Apprenticeship Standard.

<b>Apprenticeship Standard outcomes</b>	
<b>Core Skills outcomes</b>	
1.1	Work safely and be aware of key health, safety and welfare issues
1.2	Plan and carry out work to commercial standards of quality and speed
1.3	Move, handle and store resources, such as materials and timber components, complying with relevant legislation and guidance
1.4	Interpret and follow verbal and written work instructions from trade supervisors and site managers
1.5	Select the required materials to carry out the work, such as correct timber, tools and fixings
1.6	Access, interpret and use drawings and specifications to carry out the work
<b>Core knowledge outcomes</b>	
2.1	Understand the principles of health, safety and welfare and how these are applied in the workplace
2.2	Understand how to communicate with others and comply with instructions and directions
2.4	Understand how to interpret and use relevant product information and specifications
2.6	Understand how to calculate quantity, length, area and wastage of resources
2.8	Understand the characteristics, quality, uses, sustainability, limitations and defects associated with timber and timber-based products and components, such as hardwood, softwood, MDF and other materials
<b>Core Behaviour Outcomes</b>	
3.1	Effective communication: oral, written, listening, body language, presentation
3.2	Effective team working: work effectively with others with limited supervision
3.3	Independent working: take responsibility for completing own work
3.4	Logical thinking: use clear and valid reasoning when making decisions

<b>Core Behaviour Outcomes (<i>continued</i>)</b>	
3.5	Working effectively: undertake the work in a reliable and productive manner
3.6	Time management: use own time effectively to complete the work on schedule

## Site Carpentry Pathway

<b>Apprenticeship Standard outcomes</b>	
<b>Site Carpentry Skills Outcomes</b>	
4.1	Carry out a range of job tasks including measuring, marking out, fitting, cutting, splicing, finishing, positioning and securing
4.2	Install door and window frames, door and hatch linings, floor joist coverings, straight partitions and straight staircases
4.3	Install doors, ironmongery, service encasements, wall and floor units and fitments, cladding and staircase components
4.6	Use, maintain and store hand tools, power tools and associated equipment
<b>Site Carpentry Knowledge Outcomes</b>	
5.2	Understand how to form specific joints required for site carpentry work, such as mitres, butt and halving joints
5.3	Understand why, when and how health and safety control equipment should be used when undertaking site carpentry work (e.g. personal protective equipment (PPE) and respiratory protective equipment (RPE))
5.5	Know how to use, maintain and store hand tools, power tools and associated equipment

## Architectural Joinery Pathway

<b>Apprenticeship Standard outcomes</b>	
<b>Architectural Joinery Skills Outcomes</b>	
6.1	Carry out a range of job tasks including drawing, measuring, marking out, fitting, finishing, positioning and securing
6.2	Produce setting out details for the manufacture of doors, windows with opening lights, units and stairs
6.3	Mark out timber from setting out details for the manufacture of doors, windows with opening lights, units and/or fitments and staircases
6.4	Create, fit and assemble components to manufacture doors, windows with opening lights, units and/or fitments and staircases
6.5	Use, maintain and store specific architectural joinery tools and equipment, such as marking and testing tools, power tools and hand tools
<b>Architectural Joinery Knowledge Outcomes</b>	
7.2	Understand how to accurately take site and workplace dimensions
7.3	Understand how to form and proportion joints associated with architectural joinery work, such as mortice and tenon, dovetail and comb joints
7.4	Understand why, when and how health and safety control equipment should be used when undertaking architectural joinery work (e.g. personal protective equipment (PPE) and respiratory protective equipment (RPE))
7.5	Understand how to use, maintain and store marking and testing tools, hand tools, power tools and associated equipment

## Practical Assessment Grading Descriptors

Fail	Pass	Merit	Distinction
<p>The apprentice has been <b>unable</b> to:</p> <ul style="list-style-type: none"> <li>interpret the given information to carry out the task</li> </ul>	<p>The apprentice has:</p> <ul style="list-style-type: none"> <li>interpreted the given information to carry out the task</li> </ul>	<p>The apprentice has met all the pass criteria and has:</p> <ul style="list-style-type: none"> <li>completed the task without requesting further materials or components caused by miscalculations during the setting out/mark out process</li> </ul>	<p>The apprentice has met all the pass and merit criteria and has:</p> <ul style="list-style-type: none"> <li>completed the task in at least 10% less time than the allowed timeframe</li> </ul>
<ul style="list-style-type: none"> <li>plan actions and organise resources and equipment required to undertake the task</li> </ul>	<ul style="list-style-type: none"> <li>planned appropriate actions and organised the suitable resources and equipment required to undertake the task</li> </ul>	<ul style="list-style-type: none"> <li>completed the task without requesting further materials caused by errors during the construction process</li> </ul>	<ul style="list-style-type: none"> <li>produced the work to a high standard and quality finish</li> </ul>
<ul style="list-style-type: none"> <li>set out/mark out materials and components</li> </ul>	<ul style="list-style-type: none"> <li>set out/marked out materials and components from the supplied drawing to carry out the task</li> </ul>	<ul style="list-style-type: none"> <li>avoided damage to fittings and components, including tool marks and damage to prepared or finished surfaces</li> </ul>	

Fail	Pass	Merit	Distinction
<ul style="list-style-type: none"> <li>demonstrate required tool and hand skills including the use of powered tools effectively</li> </ul>	<ul style="list-style-type: none"> <li>demonstrated the range of required tool and hand skills including the use of powered tools effectively</li> </ul>		
<ul style="list-style-type: none"> <li>produce work to the given specification</li> </ul>	<ul style="list-style-type: none"> <li>produced work to the given specification and drawing</li> </ul>		
<ul style="list-style-type: none"> <li>completing work in the allocated time</li> </ul>	<ul style="list-style-type: none"> <li>completed the work in the allocated time</li> </ul>		
<ul style="list-style-type: none"> <li>work safely at all times using appropriate PPE and RPE where and when required</li> </ul>	<ul style="list-style-type: none"> <li>worked safely at all times using appropriate PPE and RPE where and when required</li> </ul>		

Details of performance criteria and acceptable tolerances for each grade are included in the Additional Resources document.

## Format

The table below gives information on the context, duration and grading of the Practical Assessment.

Context	The apprentice will be observed in a carpentry work environment, or joinery workshop, interpreting the brief, planning and organising their work and selecting resources, setting and marking out, using hand- and powered tools, producing work to specification, working to deadlines and working safely
Duration	8 hours
Grading	Fail/Pass/Merit/Distinction

The Practical Assessment contributes 50 per cent to the overall end-point assessment grade.

## Delivery and conduct

This section gives information on how the Practical Assessment will be conducted and how apprentices are expected to interact with the assessment process. It is important that this information be shared with apprentices before they undertake the assessment.

1. The assessment is to take place in apprentices' regular working environments. Apprentices will be informed by their employers as to when the practical assessment will take place.
2. The Practical Assessment will last for a maximum of eight hours. Arrangements for the assessment should be discussed with the independent end-point assessor (IEA) at the assessment planning meeting.
3. The Practical Assessment will be conducted by the IEA, who will judge apprentices' performance against the performance criteria. For further information on the performance criteria, refer to the Additional Resources document.
4. If the presence of the IEA will become obtrusive, then the assessment, or part of the assessment, can be carried out at a distance (for example not in the same room) with the use of suitable technology. This will need to be discussed and agreed as part of the end-point assessment planning and scheduling process.
5. The IEA reserves the right to intervene or end the practical assessment should the apprentice pose risk to themselves or others.

6. The IEA will make notes while conducting the assessment.
7. The assessor will ask one question in order to assess the apprentice's understanding of effective team working. The question will not be asked in such a way as to lead the apprentice, and will be standardised on a recording document, submitted to the employer group as part of the Practical Assessment materials, prior to use.

## 4 Further information and useful publications

- To get in touch with us visit our 'Contact us' pages:  
Edexcel, BTEC and Pearson Work Based Learning contact details:  
[qualifications.pearson.com/en/support/contact-us.html](https://qualifications.pearson.com/en/support/contact-us.html)
- Books, software and online resources for UK schools and colleges:  
[www.pearsonschoolsandfecolleges.co.uk](http://www.pearsonschoolsandfecolleges.co.uk)
- Key publications:
  - *Equality, diversity and inclusion policy (Pearson)*
  - *Pearson EPA Onscreen and Paper-based test Delivery Requirements Guide (Pearson)*.

Both of these publications are available on our website.



## 5 Contact us

We have a dedicated Account Support team, across the UK, to give you more personalised support and advice. To contact your Account Specialist:

**Email:** [wblcustomerservices@pearson.com](mailto:wblcustomerservices@pearson.com)

**Telephone:** 0844 576 0045

If you are new to Pearson and would like to become an approved centre, please contact us by:

**Email:** [wbl@pearson.com](mailto:wbl@pearson.com)

**Telephone:** 0844 576 0045

## Annexe A: Gateway Declaration Form

<b>Apprentice name:</b>			
<b>On-programme start date:</b>			
<b>Gateway date:</b>			
<b>Evidence</b>	<b>Y/N</b>	<b>Comments (if applicable)</b>	
Pass recognised English and maths qualifications at Level 1 Take the English and maths test at Level 2			
National Vocational Qualification (NVQ) achievement in: <ul style="list-style-type: none"> <li>NVQ Level 2 Diploma in Wood Occupations – Site Carpentry</li> </ul> or <ul style="list-style-type: none"> <li>NVQ Level 2 Diploma in Wood Occupations – Architectural Joinery</li> </ul>			

### Employer declaration

I confirm that the apprentice has:

- achieved the occupational knowledge, skills and behaviours required to achieve the apprenticeship
- achieved the prerequisites listed above and is ready for their end-point assessment.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Apprentice declaration

I confirm the gateway evidence is my own and I agree to be put forward for my EPA.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**January 2019**

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