# Qualification Specification

Accelerate People L4 EPA for Network Engineer ST0127/AP04

Qualification Number 610/2029/1

| Version History | | |
|---|---|---|
| **Version** | **Date Amended** | **Changes Made** |
| 1.0 | November 2022 | Document Created |
| 2.0 | January 2023 | Edits to wording throughout to focus on assessment criteria. |
| 2.1 | February 2023 | Edits to simulation assessment evidence requirements: emphasis on what evidence must be submitted as a minimum during the assessment. |
| 3.0 | February 2025 | Document rebranded.<br>Edited gateway requirements to accommodate change in policy for English and Maths requirements. |

# Contents

# Qualification Objective

The level 4 Network Engineer apprenticeship is one of a suite of apprenticeships that have been designed by industry employers to meet a range of job roles across different industries and sizes of business.

Accelerate People are an end-point assessment organisation (EPAO) for the digital apprenticeship standards that are defined by the Institute for Apprenticeships & Technical Education (IfATE). The apprenticeship standard and assessment plan can be found on the IfATE website.

As part of this apprenticeship all apprentices are required to complete an independent end-point assessment (EPA). The purpose of the EPA is to independently assess that any apprentice on this standard is competent in a relevant job role and can evidence meeting all the assessment criteria relating to the knowledge, skills and behaviours (KSB) outcomes.

# The Level 4 Network Engineer Apprenticeship

## Role Profile:

This occupation is found in large and small businesses, in all sectors, and within public, private, and voluntary organisations. Network Engineers are a key occupation in most organisations which are increasingly dependent on their digital networks.

Organisations of all types are increasingly applying digital technologies across all their business functions to maximise productivity. Large organisations will have sophisticated complex systems whilst smaller consultancies offer support to clients on a contract basis.

For example, a Network Engineer may work within a network of hotels to ensure that the booking system functionality and performance is maintained and customer access to courtesy systems such as Wi-Fi are managed appropriately for performance.

In a large infrastructure project, a Network Engineer may work in a team to ensure that significant project milestones are reached in delivering network services both within the project and by servicing the project teams with reliable network capability to enable them to deliver that project successfully.

Large communications organisations use Network Engineers to service world-leading global networks at the cutting edge - adapting and evolving with changes to new technologies to give customers the very best digital experience from delivering major communications installations to monitoring nationwide networks.

The demand for people who can manage, build, maintain virtual and physical networks is increasing. This is because of technological developments such as, 5G and Cloud. The broad purpose of the occupation is to install computer networks, maintain them, and offer technical support to users where necessary.

A Network Engineer provides networks and systems to deliver the objectives of varied organisations. They will make sure that systems are working at optimum capacity and problem solve where they are not. To be able to do this effectively a Network Engineer must interpret technical information and understand organisational requirements and expectations. They support delivery of legislatively compliant solutions to challenges in network and infrastructure.

Network Engineers deal with both hardware and software issues. They are a key part of putting things right quickly when networks fail, and they communicate problems that they have identified with network integrity or performance rapidly to ensure service is resumed and downtime minimised. Network Engineers help customers both technical and non-technical to install computer networks, maintain them, and offer technical support to users where necessary.

Network Engineers can be customer facing or internal. In their daily work, an employee in this occupation interacts with management within organisations, team members, staff, clients, customers, and suppliers. They may interact face to face or remotely by using a range of technologies. They may be working independently or collaboratively as part of a team. They will be aware of their organisational escalation routes and understand their role in their team.

The work of a Network Engineer is office-based, although they may need to work across different sites depending on the size of the organisation and their network. When working as a consultant a Network Engineer may spend a lot of time at clients' offices and on large installations, which may mean spending time away from home or their usual work base.

## Typical Job Titles:

Desk Based Engineer, Dynamic Network Engineer, Field Based Engineer, Infrastructure Engineer, Network Administrator, Network Architect, Network Engineer, Systems Engineer.

## Duties:

This apprenticeship standard includes duties to support alignment between the job role and the apprenticeship standard. Listed below are the duties that all apprentices must demonstrate in their apprenticeship. These duties are not assessed or graded as part of the EPA.

**Duty 1**: Install, configure, and test appropriate network components or devices securely to well-defined specifications whether physical or virtual.

**Duty 2**: Acquire and analyse network performance data to monitor network activity.

**Duty 3**: Optimise and maintain the performance of network systems or services in line with well-defined specification whether physical or virtual.

**Duty 4**: Investigate and problem solve to address technical performance issues in networks to return the network to successful operation and escalate as necessary.

**Duty 5**: Undertake upgrades to a network including physical or virtual systems.

**Duty 6**: Interpret written requirements and technical specifications in relation to delivery of network systems and services.

**Duty 7**: Maintain accurate logical records in line within organisational policy when carrying out network tasks.

**Duty 8**: Use operational data to manage weekly work schedule in an efficient and cost-effective way.

**Duty 9**: Consider the impact and risks when implementing network changes in line with work activities and escalating as required by organisational policies.

**Duty 10:** Communicate technical network requirements effectively and professionally with a range of stakeholders ensuring stakeholder relationships are maintained.

**Duty 11:** Practice continuous self-learning to keep up to date with technological developments to enhance relevant skills and take responsibility for own professional development.

**Duty 12:** Incorporate considerations of the requirements of the wider digital context in which they operate to ensure that network engineering activities are carried out effectively.

**Duty 13:** Ensure all network engineering activity complies with organisational policies, technical standards, Health and Safety legislation, data security requirements, professional ethics, privacy and confidentiality.

**Duty 14:** Deliver and manage a high-quality service under pressure.

# Entry Requirements

## Qualifications

Apprentices aged 16-18 on their apprenticeship start date, without level 2 English and maths, will need to achieve this level prior to taking the EPA. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and

maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

Apprentices aged 19+ on their apprenticeship start date, without level 2 English and maths, are exempt from achieving this prior to taking their EPA; this exemption is by prior agreement between the apprentice and employer.

### Experience

There are no pre-requisite knowledge, skills or understanding requirements defined for entry onto this qualification.

# EPA Requirements

To successfully complete the level 4 Network Engineer apprenticeship apprentices must achieve at least a pass in each EPA assessment method. This EPA consists of two discrete assessment methods which have the following grades awarded.

- Assessment Method 1 (AM1): Simulation assessment and questioning.
  - Fail.
  - Pass.
  - Distinction.
- Assessment Method 2 (AM2): Professional discussion underpinned by portfolio.
  - Fail.
  - Pass.
  - Distinction.

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

# EPA Gateway

For this apprenticeship all apprentices must spend a minimum of 12 months on programme, of which a minimum of 20% must be spent undertaking off-the-job training, before being eligible to undertake the EPA.

Before starting the EPA, an apprentice must meet the following gateway requirements:

- The employer is satisfied that the apprentice is working at or above the occupational standard.
- Apprentices must have compiled and submitted a portfolio of evidence to underpin the professional discussion.

- Apprentices must have achieved English and Maths qualifications in line with the apprenticeship funding rules.

Apprentices may request additional time if they require a reasonable adjustment. Information on how and when to apply is contained within the reasonable adjustments policy.

Once the apprentice is ready to enter gateway the following must be submitted to progress:

- Gateway form:
    - Demonstrating where evidence has met the outcomes listed on the standard.
    - Demonstrating where the knowledge has been completed and uploading evidence of any certificates, if applicable.
    - Confirming the preferred date for each assessment method.
    - Advising Accelerate People if the apprentice requires any reasonable adjustments to be made during the EPA.
    - Confirmation signatures that the apprentice is ready for the EPA.
- Evidence of:
    - Maths and English qualifications at Level 2 or above (or acceptable equivalent as specified in the entry requirements section), **or**
    - Confirmation that the apprentice is exempt from achieving English and Maths qualifications.
- The apprentices completed electronic portfolio (for AM2).

The gateway form along with all documentation must be uploaded before the EPA can commence. Failure to upload any of the required documentation may delay the EPA start date.

# Knowledge, Skills and Behaviours

There are no mandatory vendor qualifications or knowledge modules for this apprenticeship. Apprentices are expected to be able to demonstrate competence against the assessment criteria specified within the assessment plan. The assessment criteria are based on the following KSBs, which apprentices are expected to be competent in before entering gateway.

# Knowledge

**K1:** The causes and consequences of network and IT infrastructure failures.

**K2:** The architecture of typical IT systems, including hardware, OS, server, virtualisation, voice, cloud and applications.

**K3:** The techniques for systems performance and optimisation.

**K4:** Diagnostic techniques and tools to interrogate and gather information regarding systems performance.

**K5:** Organisational procedures to deal with recording information effectively and in line with protocols.

**K6:** Service Level Agreements (SLAs) and their application to delivering network engineering activities in line with contractual obligations.

**K7:** Their role in Business Continuity and Disaster Recovery.

**K8:** The purposes and uses of ports and protocols.

**K9:** Devices, applications, protocols and services at their appropriate OSI and/or TCP/IP layers.

**K10:** The concepts and characteristics of routing and switching.

**K11:** The characteristics of network topologies, types and technologies.

**K12:** Wireless technologies and configurations.

**K13:** Cloud concepts and their purposes.

**K14:** Functions of network services.

**K15:** The different types of network maintenance.

**K16:** How current legislation relates to or impacts occupation.

**K17:** Troubleshooting methodologies for network and IT infrastructure.

**K18:** How to integrate a server into a network.

**K19:** The types of security threats to networks and IT infrastructure assets.

**K20:** How to use tools to automate network tasks.

**K21:** Approaches to change management.

# Skills

**S1:** Apply the appropriate tools and techniques when securely operating and testing Networks.

**S2:** Install and configure the elements required to maintain and manage a secure Network.

**S3:** Implement techniques to monitor and record systems performance in line with defined specifications.

**S4:** Maintain security and performance of the system against known and standard threats.

**S5:** Apply the appropriate tools and techniques to identify systems performance issues.

**S6:** Apply the appropriate tools and techniques to gather information to troubleshoot issues and isolate, repair or escalate faults.

**S7:** Communicate outcomes of tasks and record in line with organisational procedures and SLAs.

**S8:** Upgrade, apply and test components to systems configurations ensuring that the system meets the organisation's requirements and minimises downtime. This should include backup processes.

**S9:** Record task details whether face-to-face, remote or in writing in line with organisational requirements.

**S10:** Interpret information received from a manager, customer or technical specialist and accurately implement the defined requirements.

**S11:** Monitor, identify and implement required maintenance procedures.

**S12:** Implement techniques to optimise systems performance in line with defined specifications.

**S13:** Organise and prioritise clients/stakeholders' requests in line with SLAs and organisation processes.

**S14:** Explain job role within the business context to stakeholders.

**S15:** Operate securely and apply the appropriate process, policies and legislation within their business responsibilities.

**S16:** Communicate with a range of stakeholders taking into consideration of organisations cultural awareness and technical ability.

**S17:** Apply the appropriate level of responsibility when planning and prioritising work tasks.

**S18:** Apply the relevant numerical skills (Binary, dotted decimal notation) required to meet the defines specifications.

**S19:** Ensure compliance of network engineering outputs with change management processes.

**S20:** Select the appropriate tools and comply with organisation policies and processes when upgrading systems.

# Behaviours

**B1:** Work independently and demonstrate initiative being resourceful when faced with a problem and taking responsibility for solving problems within their own remit.

**B2:** Work securely within the business.

**B3:** Work within the goals, vision and values of the organisation.

**B4:** Take a wider view of the strategic objectives of the tasks/ projects they are working on.

**B5:** Works to meet or exceed customers' requirements and expectations.

**B6:** Identifies issues quickly, enjoys investigating and solving complex problems and applies appropriate solutions. Has a strong desire to push to ensure the true root cause of any problem is found and a solution is identified which prevents recurrence.

**B7:** Committed to continued professional development in order to ensure growth in professional skill and knowledge.

**B8:** Work effectively under pressure showing resilience.

## Assessment

# AM1: Simulation Assessment with Questioning

The apprentice will undertake two simulation assessments in a virtual lab environment in which they will demonstrate the assessment criteria assigned to this assessment method. Apprentices will complete the simulation assessments once they have passed the gateway. Following completion of the simulation assessments, questioning will take place with an independent assessor.

Preparation:

- Simulation assessments will take place online via a virtual lab environment.
- Simulation assessments will be invigilated.
- Apprentices will need access to the internet and a working webcam.
- The apprentice must have access to a suitably controlled environment.
- Apprentices must have photographic identification (ID) to verify their identity, if they do not produce any ID then the simulation assessments will be cancelled.
- Prior to simulation assessment, Accelerate People will provide the apprentice and employer with a guidance document, with information on the format of the test and timescales.

## Simulation Assessment

The apprentice will be presented with simulations set by the EPAO. The simulation assessments will have a total time of 14 hours (seven hours for each simulation task) which must be completed over two consecutive days.

Apprentices will complete two simulation assessment tasks:

1. Network failure.
2. Network optimisation.

Each simulation assessment will last seven hours. Once begun, each assessment task cannot be split, other than to allow for comfort breaks. Meal breaks are permitted to ensure that the assessment complies with the working time directive legislation on breaks and lunchtimes. The apprentice will be given one simulation at a time; assessment task 1 (network failure) will be completed and submitted online by the end of day 1 and assessment task 2 (network optimisation) will be completed and submitted online by the end of day 2. At the beginning of each simulation, the apprentice will be provided with a short summary of the task to be completed, the timeframe permitted and the items available for use.

The following activities will be undertaken in the simulation assessment:

- Detect and resolve network failures:
    - Switch or router configuration fault for remote access.
    - Configure dynamic routing protocols.
- Improve network performance:
    - Poor / insecure Wi-Fi configuration.
    - Network response time is low.
    - IPv4 / IPv6 problems.
- Install and manage network architectures.
- Test and analyse network issues.
- Plan and work effectively.
- Troubleshooting.
- Fault diagnostics.

Apprentices will be required to submit evidence for each simulation, as a minimum this **must** include:

- The completed lab file (with all saved and completed work).
- Test plans.
- Accompanying notes which explain why the apprentice chose a particular network engineering solution or to explain the approach they took during the simulation. Explanatory diagrams should also be included.

The independent assessor will use the submitted evidence to make a judgement against the grading criteria mapped to this assessment method.

## Questioning

Questioning will involve questions that focus on the simulated assessment activity. It is a structured conversation with an independent assessor and is designed to draw out the best of the apprentice's competence and excellence and covers the assessment criteria assigned to this assessment method.

Key points:

- Questioning will take place online via video conferencing.
- Apprentices will need access to the internet and a working webcam.
- The apprentice must have access to a quiet room and, unless reasonable adjustments have been requested for additional support, be alone in the room.
- Apprentices must have photographic identification (ID) to verify their identity, if they do not produce any ID then the questioning will be cancelled.
- The questioning will last for 45 minutes with the independent assessor having the discretion to increase the time of the questioning by up to 10% to allow the apprentice to complete their last answer.
- A minimum of 10 questions will be asked based on the simulation assessment and will be formed based on the evidence and grading requirements in the table below.
- Apprentices are allowed access to their simulated assessment outputs throughout the questioning.
- Questions will only be based on the evidence submitted for this assessment method.
- The questioning cannot commence until a minimum of one week after the simulation assessment has taken place.

# AM2: Professional Discussion

## Portfolio

Training providers must work with the employer and apprentice to select the best evidence completed during the whole of the apprenticeship. All evidence should be real work tasks, and be clear, well documented and demonstrate competency against the assessment criteria listed in the assessment plan.

Typically, portfolios will contain five to ten discreet high-quality tasks covering a range of different assessment criteria in each, although it is expected that there will be overlaps of assessment criteria in each task. Evidence sources may include:

- Written accounts of activities that have been completed.
- Photographic evidence and work products (annotated).
- Work instructions.

- Safety documentation.
- Technical reports.
- Drawings.
- Company policies and procedures as appropriate to the activities.
- Progress review documentation.
- Witness testimonies.
- Feedback from colleagues and/or clients.
- Video clips (maximum total duration 10 minutes); the apprentice must be always in view and identifiable.
- This is not a definitive list; other evidence sources are possible.

Where apprentices have worked on confidential or secure tasks, they should write high level statements about these tasks, but not upload any restricted information or data. Apprentices should be prepared to discuss further details during the professional discussion.

Any employer contributions should focus on direct observation of performance (for example witness statements) rather than opinions. The evidence provided must be valid and attributable to the apprentice; the portfolio of evidence must contain a statement from the employer and apprentice confirming this.

The portfolio should not include any methods of self-assessment or standalone knowledge statements. Any demonstration of knowledge must be in context of a specific work-related task.

Portfolios should be in an electronic format which must be submitted to Accelerate People at gateway. Paper-based portfolios will not be accepted. If an apprentice uploads a video clip this must be a file that can be uploaded with their portfolio. A link to a video will not be accepted and will not be used as part of their evidence.

## Professional Discussion

The professional discussion will take place at least two weeks after the gateway has been confirmed.

- The professional discussion will take place online via video conferencing.
- Apprentices will need access to the internet and a working webcam for the entire duration.
- The apprentice must have access to a quiet room and, unless reasonable adjustments have been requested for additional support, be alone in the room.
- Apprentices must have photographic identification (ID) to verify their identity, if they do not produce any ID then the professional discussion will be cancelled.
- The discussion will last for 60 minutes with the independent assessor having the discretion to increase the time of the questioning by up to 10% to allow the apprentice to complete their last answer.

- A minimum of 15 questions will be asked and will be formed based on the grading requirements in the table below.
- Apprentices are allowed access to their portfolio throughout the discussion.

# Assessment Criteria

# AM1: Simulation Assessment with Questioning

| KSBs | Pass Criteria | Distinction Criteria |
|---|---|---|
| **Across All Tasks** | | |
| B1. | Demonstrates independent working initiative being resourceful when faced with the online simulation tasks and taking responsibility for solving problems within their own remit. (B1) | None specified. |
| **Detecting and Resolving Network Failures** | | |
| K1, K12, K17. S1. B6. | Identifies network failures, setting out the rationale behind the identified task. (K1 K12)

Demonstrates a diagnostic strategy when faced with a network failure to establish the root cause and the options available and reason for the choice of solution. (B6)

Implements a secure fix to resolve network failure proportionate to the need describing the constraints and considerations within the Network Failure solution. (S1, K17) | Evaluates the long- and short-term impacts of network failure solutions within the simulation. (K1)

Analyses and reviews the effectiveness of maintaining the security of the network within the simulation. (S1 K17) |
| **Improving Network Performance** | | |
| K3, K4, K5. S6, S12. | Identifies network performance issues within specified parameters. (K3)

Demonstrates a working solution to resolve performance issues showing a response in real time. (K4) | Reviews the effectiveness of methods used to securely troubleshoot network service performance. (K4)

Compares and contrasts the effectiveness of methods used to securely trouble shoot network service performance including analytical approaches to diagnosis |

| KSBs | Pass Criteria | Distinction Criteria |
|---|---|---|
| | Selects uses and justifies diagnostic tools to deliver improved system performance. (S6) <br><br> Uses organisational procedures to deal with recording information effectively and in line with protocols. (K5) <br><br> Delivers service performance optimisation with a rationale for why this is the best option. (S12) | of network issues and recommendations of future requirements based on outcomes and results of the simulation tests carried out. (S6) |
| **Install and Manage Network Architecture** | | |
| K2. <br> S2, S10. | Plans and carries out their installation and configuration activity to show the stages of activity required and explains the choice and use of hardware and or software to manage and maintain a secure network. (K2, S2) <br><br> Manages network architecture tasks in line with tickets raised by customers to resolve or escalate as necessary. (S10) | Reviews their choice of network architecture and evaluates the effectiveness of their choice. (K2) <br><br> Analyses customer response to determine the suitability of hardware and software choice. (S10) |
| **Test and Analyse Network Issues** | | |
| S3, S6, S9. | Tests the network to identify issues using more than one method and compiles test plans in line with identified faults. (S3, S9) <br><br> Demonstrates analytical approaches to diagnose Network Issues. (S6) | None specified. |
| **Planning and Working Effectively** | | |
| S17. <br> B4, B8. | Plans and prioritises tasks arising balanced with costs and efficiencies. (S17, B4) <br><br> Works within the simulation tasks effectively under pressure showing resilience. (B8) | None specified. |

# AM2: Professional Discussion

| KSBs | Pass Criteria | Distinction Criteria |
|---|---|---|
| **Planning Work** | | |

| KSBs | Pass Criteria | Distinction Criteria |
|---|---|---|
| S13, S14. | Outlines how they have organised and prioritised clients/stakeholders' requests and explains the use of Service Level Agreements. (S13)<br><br>Describes how they have outlined their role as a Network Engineer to key stakeholders. (S14) | None specified. |
| **Define Network Tasks** | | |
| K8, K9, K10.<br>S18, S20. | Explains the purposes and uses of ports and protocols in Network Engineering activities. (K8)<br><br>Describes features and factors that play a role in deployment of devices, applications, protocols and services at their appropriate OSI and/or TCP/IP layers. (K9)<br><br>Explains the concepts and characteristics of routing and switching in Network Engineering activities. (K10)<br><br>Explains how to apply numerical skills in Network Engineering activities to ensure that outcomes meet the defined specifications for the network task. (S18)<br><br>Describe how they have selected the appropriate tools in regard to specific Network activities and comply with organisation policies and processes when upgrading systems. (S20) | Analyses how the use of different hardware and software required for network engineering activities could provide benefits to the organisation and evaluates the associated risks. (S20) |
| **Maintain Security** | | |
| K19.<br>S4, S15.<br>B2. | Explains the types of current security threats to networks and describes. (K19)<br><br>Describes how they have maintained the security and performance of the system against known standard threats. (S4)<br><br>Explains how they have applied the appropriate process, policies and legislation to ensure security and | Analyses the evolving landscape of security threats to networks and how they mitigate threats. (S4, B2) |

| KSBs | Pass Criteria | Distinction Criteria |
|---|---|---|
| | performance requirements have been met. (S15, B2) | |
| **Trouble Shooting Network Issues** | | |
| S5. | Explains how they use diagnostic tools to trouble-shoot problems within the Network environment. (S5) | Explains how they investigate new approaches and tools to troubleshoot the organisations network with a focus on security. (S5) |
| **Implement Solutions** | | |
| K11, K13, K14, K15, K16, K18, K20.<br>S8, S11. | Identifies the characteristics of network topologies, types and technologies. (K11)<br><br>Explains cloud concepts and their purposes within the network engineering environment. (K13)<br><br>Describes the functions of network services. (K14)<br><br>Explains how they have undertaken Network maintenance activities. (K15, S11)<br><br>Explains how current legislation relates to network engineering activities. (K16)<br><br>Describes the integration of a server into a network and explains how they have maintained system performance and integrity. (K18)<br><br>Explains how they have upgraded, applied and tested components to systems configurations ensuring that the system meets the organisation's requirements and minimises downtime. This should include backup processes and an understanding of the use of automated tools. (K20, S8) | Compare and contrast approaches to maintaining system performance and Integrity. (K15, K18, S8, S11) |
| **Recordkeeping** | | |
| K6.<br>S7, S16. | Describe how they have communicated and recorded Network Engineering outcomes to stakeholders in line with | None specified. |

| KSBs | Pass Criteria | Distinction Criteria |
|---|---|---|
| | organisational procedures and Service Level Agreements taking into consideration an organisation's cultural awareness and its technical ability. (K6, S7, S16) | |
| **The Bigger Picture** | | |
| K7, K21. S19. B3, B5, B7. | Describes their role in the organisations Business Continuity and Disaster Recovery process. (K7)

Explains the principles of change management within the network engineering environment and how they have ensured compliance. (K21, S19)

Explains how they have worked within the goals, vision and values of the organisation. (B3)

Describe how they have met or exceeded customers' requirements and expectations. (B5)

Explains how they take responsibility for their own CPD and technical skill developments and reflects on the outcome of feedback on their own performance based on the expectations of the organisation. (B7) | Justifies how they have utilised a new approach or technical development to network engineering and evaluates the outcome. (K21, S19) |

# Grading

Each assessment method is graded individually and combined to give an overall grade. Assessment criteria do not appear in more than one assessment method, therefore an assessment criterion failed in one assessment method cannot then be demonstrated in another assessment method. All EPA methods must be passed for the EPA to be passed overall.

Grades from individual assessment methods should be combined in the following way to determine the grade of the EPA as a whole:

| Assessment Method 1 – Simulation Assessment and Questioning | Assessment Method 2 – Professional Discussion Underpinned by Portfolio | Overall Grading |
|---|---|---|
| Fail | Any grade | **Fail** |
| Any grade | Fail | **Fail** |
| Pass | Pass | **Pass** |
| Pass | Distinction | **Merit** |
| Distinction | Pass | **Merit** |
| Distinction | Distinction | **Distinction** |

# Re-sits and Re-takes

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

A re-sit does not require further learning, whereas a re-take does. Apprentices should have a supportive action plan to prepare for a re-sit or a re-take.

An apprentice who fails one or more assessment methods, and therefore the EPA in the first instance, will be required to re-sit or re-take the failed assessment method(s) only.

All assessment methods must be taken within a six-month period, otherwise the entire EPA must be taken again, unless in the opinion of the EPAO exceptional circumstances apply outside the control of the apprentice or their employer.

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

Where any assessment method must be re-sat or re-taken, the overall apprenticeship grade is not capped, meaning that an apprentice is still able to achieve an EPA grade of distinction.

# Specimen

All specimen materials, such as an example project, can be accessed by registered training providers from the knowledge area on ACE360.

# Accelerate People

Accelerate People are an independent EPAO specialising in digital apprenticeship EPAs. If you have any questions or queries relating to this qualification specification or EPA, please contact us using the details below.

Registered training providers with Accelerate People can access further guidance material on the knowledge base on ACE360.

**Contact Details:**

**Email:** info@accelerate-people.co.uk.

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