Accelerate People

Qualification Specification

Accelerate People L5 EPA for Data Engineer ST1386/AP1.0

Qualification Number 610/3391/1

Classification: Public

Version History		
Version	**Date Amended**	**Changes Made**
1.0	April 2024	Document created.
1.1	October 2024	Document rebranded. No content change.
2.0	February 2025	Edited gateway requirements to accommodate change in policy for English and Maths requirements.

Accelerate People

Contents

Qualification Objective

The level 5 Data 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 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 5 Data Engineer Apprenticeship

Role Profile

This occupation is found in a wide range of public and private sector organisations who work with large data sets including Government departments, NHS, financial and professional services, IT companies, retail and sales and education providers.

The purpose of the occupation is to build systems that collect, manage, and convert data into usable information for data scientists, data analysts and business intelligence analysts to interpret. A data engineer's main aim is to make data accessible and valid so that an organisation can use it to evaluate and optimise their performance. The role of the data engineer is pivotal to any organisation; it ensures that data pipelines are established to support data scientists and other business stakeholders.

A data engineer will build and implement data flows to connect operational systems, and re-engineer manual data flows to enable scalable and repeatable use. They integrate, support and manage the build of data streaming systems, writing extract transform and load scripts that perform in line with business requirements.

They are responsible for providing high quality, transparent data that enables effective governance and smart business decisions. They will analyse the performance indicators of the data systems that provide clean, regular, and accurate data. A data engineer will

understand how data and an organisation's data architecture is essential to business outcomes.

A data engineer will be able to gather requirements for data solutions, and they demonstrate and articulate data solutions to stakeholders in a way that can be easily understood. Data engineering encompasses a range of activities from collecting data to employing various data processing frameworks, including but not limited to ETL (Extract, Transform, Load), and collaborating with data scientists and other data-centric roles. Data engineers may work in an office or work remotely depending on the sector they work in and location of the employer.

In their daily work, an employee in this occupation will work autonomously or collaboratively with clients, in the business and or data team. A data engineer will work with data analysts, Data scientists and data architects and liaise with other teams and internal and external stakeholders to ensure their data requirements are captured and managed to the specified standard. They will also work closely with machine learning engineer (Ops), software engineers, software developers and technology teams.

An employee in this occupation will be responsible for completing their own work to specification, ensuring they meet set deadlines. A data engineer contributes towards, engineering designs, plans, execution and evaluation working to time, cost and quality targets. They deliver to the product roadmap and are responsible for meeting quality requirements and working in accordance with health and safety and environmental considerations. They will work according to organisational procedures and policies, to maintain security and compliance.

Typical job titles:

Data 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: Build and optimise automated data systems and pipelines considering data quality, description, cataloguing, data cleaning, validation, technical documentation and requirements.

Duty 2: Integrate, support and manage data using standalone, distributed and cloud-based platforms. To ensure efficient, sustainable and effective provision of data storage solutions.

Duty 3: Support the identification and evaluation of opportunities for data acquisition and data enrichment.

Duty 4: Select and use appropriate tools to process data in any format, such as structured and unstructured data and in any mode of delivery, such as streaming or batching. Adapt to legacy systems as required.

Duty 5: Ensure resilience is built into data products against business continuity and disaster recovery plans, and document change management to limit service outages. Support and respond to incidents through the application of technology and service management best practice including configuration, change and incident management.

Duty 6: Analyse requirements, research scope and options and present recommendations for solutions to stakeholders.

Duty 7: Support the implementation of prototype or proof-of-concept data products within a production environment.

Duty 8: Maintain data solutions as continually evolving products, to service the organisation, user or client requirements. Collaborate with technical support teams and stakeholders from implementation to management.

Duty 9: Working within compliance and contribute towards data governance, organisational policies, standards, and guidelines for data engineering.

Duty 10: Monitor the data system to meet service requirements to enable solutions such as data analysis, dashboards, data products, pipelines, and storage solutions.

Duty 11: Keep up to date with engineering developments to advance own skills and knowledge.

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 5 Data Engineer apprenticeship apprentices must achieve at least a pass in both EPA assessment methods. This EPA consists of two discrete assessment methods which have the following grades awarded.

Assessment Method 1 (AM1): Project evaluation report, presentation and questions.

- Fail.
- Pass.
- Distinction.

Assessment Method 2 (AM2): Professional discussion.

- Fail.
- Pass.
- Distinction.

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.

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 apprentice's employer must confirm that they think their apprentice is working at or above the occupational standard. The apprentice will then enter the gateway. The employer may take advice from the apprentice's training provider(s), but the employer must make the decision.
- Apprentices must have achieved English and Maths qualifications in line with the apprenticeship funding rules.
- For the project evaluation report, presentation and questions (AM1) the apprentice must submit a project brief.

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:
- Confirming any dates the apprentice is unavailable during the EPA period.
- 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.
- The **project brief**, which is part of the Gateway Form (for AM1).
- 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 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: Processes to monitor and optimise the performance of the availability, management and performance of data product.

K2: Methodologies for moving data from one system to another for storage and further handling.

K3: Data normalisation principles and the advantages they achieve in databases for data protection, redundancy, and inconsistent dependency.

K4: Frameworks for data quality, covering dimensions such as accuracy, completeness, consistency, timeliness, and accessibility.

K5: The inherent risks of data such as incomplete data, ethical data sources and how to ensure data quality.

K6: Software development principles for data products, including debugging, version control, and testing.

K7: Principles of sustainable data products and organisational responsibilities for environmental social governance.

K8: Deployment approaches for new data pipelines and automated processes.

K9: How to build a data product that complies with regulatory requirements.

K10: Concepts of data governance, including regulatory requirements, data privacy, security, and quality control. Legislation and its application to the safe use of data.

K11: Data and information security standards, ethical practices, policies and procedures relevant to data management activities such as data lineage and metadata management.

K12: How to cost and build a system whilst ensuring that organisational strategies for sustainable, net zero technologies are considered.

K13: The implications of financial, strategic and compliance regarding to security, scalability, compliance and cost of local, remote or distributed solutions.

K14: The uses of on-demand Cloud computing platform(s) in a public or private environment such as Amazon AWS, Google Cloud, Hadoop, IBM Cloud, Salesforce and Microsoft Azure.

K15: Data warehousing principles, including techniques such as star schemas, data lakes, and data marts.

K16: Principles of data, including open and public data, administrative data, and research data including the value of external data sources that can be used to enrich internal data. Examples of how business use direct data acquisition to support or augment business operations.

K17: Approaches to data integration and how combining disparate data sources delivers value to an organisation.

K18: How to use streaming, batching and on-demand services to move data from one location to another.

K19: Differences between structured, semi-structured, and unstructured data.

K20: Types and uses of data engineering tools and applications in own organisation.

K21: Policies and strategies to ensure business continuity for operations, particularly in relation to data provision.

K22: Technology and service management best practice including configuration, change and incident management.

K23: How to undertake analysis and root cause investigation.

K24: Processes for evaluating prototypes and taking them to implementation within a production environment.

K25: The lifecycle of implementing data solutions in a business, from scoping, though prototyping, development, production, and continuous improvement.

K26: Data development frameworks and approved organisational architectures.

K27: The principles of descriptive, predictive and prescriptive analytics.

K28: Continuous improvement including how to: capture good practice and lessons learned.

K29: Strategies for keeping up to date with new ways of working and technological developments in data science, data engineering and AI.

K30: The methods and techniques used to communicate messages to meet the needs of the audience.

Skills

S1: Collate, evaluate and refine user requirements to design the data product.

S2: Collate, evaluate and refine business requirements including cost, resourcing, and accessibility to design the data product.

S3: Design a data product to serve multiple needs and with scalability, efficiency, and security in mind.

S4: Automate data pipelines such as batch, real-time, on demand and other processes using either programming languages and data integration platforms with graphical user interfaces.

S5: Produce and maintain technical documentation explaining the data product, that meets organisational, technical and non-technical user requirements, retaining critical information.

S6: Systematically clean, validate, and describe data at all stages of extract, transform, load (ETL).

S7: Work with different types of data stores, such as SQL, NoSQL, and distributed file system.

S8: Identify and troubleshoot issues with data processing pipelines.

S9: Query and manipulate data using tools and programming such as SQL and Python. Manage database access, and implement automated validation checks.

S10: Communicate downtime and issues with database access to stakeholders to mitigate the operational impact of unforeseen issues.

S11: Evaluate opportunities to extract value from existing data products through further development, considering costs, environmental impact and potential operational benefits.

S12: Maintain a working knowledge of data use cases within organisations.

S13: Use data systems securely to meet requirements and in line with organisational procedures and legislation.

S14: Identify new tools and technologies and recommend potential opportunities for use in own department or organisation.

S15: Optimise data ingestion processes by making use of appropriate data ingestion frameworks such as batch, streaming and on-demand.

S16: Develop algorithms and processes to extract structured data from unstructured sources.

S17: Apply and advocate for software development best practice when working with other data professionals throughout the business. Contribute to standards and ways of working that support software development principles.

S18: Develop simple forecasts and monitoring tools to anticipate or respond immediately to outages and incidents.

S19: Identify and escalate risks with suggested mitigation/resolutions as appropriate.

S20: Investigate and respond to incidents, identifying the root cause and resolution with internal and external stakeholders.

S21: Identify and remediate technical debt, assess for updates and obsolescence as part of continuous improvement.

S22: Develop, maintain collaborative relationships using adaptive business methodology with stakeholders such as, business users, data scientists, data analysts and business intelligence teams.

S23: Present, communicate, and disseminate messages about the data product, tailoring the message and medium to the needs of the audience.

S24: Evaluate the strengths and weaknesses of prototype data products and how these integrate within an organisation's overarching data infrastructure.

S25: Assess and identify gaps in existing tools and technologies in respect of implementing changes required.

S26: Identify data quality metrics and track them to ensure the quality, accuracy and reliability of the data product.

S27: Selects and apply sustainable solutions to contribute to net zero and environmental strategies across the various stages of product and service delivery.

S28: Horizon scanning to identify new technologies that offer increased performance of data products.

S29: Implement personal strategies to keep up to date with new technology and ways of working.

Behaviours

B1: Acts proactively and takes accountability adapting positively to changing work priorities, ensuring deadlines are met.

B2: Works collaboratively with stakeholders and colleagues, developing strong working relationships to achieve common goals. Support an inclusive culture and treat technical and nontechnical colleagues and stakeholders with respect.

B3: Quality focus that promotes continuous improvement utilising peer review techniques, innovation and creativity to the data system development process to improve processes and address business challenges.

B4: Takes personal responsibility towards net zero and prioritises environmental sustainability outcomes in how they carry out the duties of their role.

B5: Use initiative and innovation to problem solve and trouble shoot, providing creative solutions.

B6: Keeps abreast of developments in emerging, contemporary and advanced technologies to optimise sustainable data products and services.

Assessment

AM1: Project Evaluation Report, Presentation and Questions

A project involves the apprentice completing a significant and defined piece of work that has a real business application and benefit. The project must meet the needs of the employer's business and be relevant to the apprentice's occupation and apprenticeship.

This assessment method has 2 components:

- Project with a project output.
- Presentation with questions and answers.

Together, these components give the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method. They are assessed by an independent assessor.

The apprentice must start the project before gateway. The project evaluation report must be completed after gateway. The employer should ensure the apprentice has the time and resources, to plan and complete their project.

The apprentice may work as part of a team to complete the project, which could include internal colleagues or technical experts. The apprentice must however, complete their project report and presentation unaided and they must be reflective of their own role and contribution. The apprentice and their employer must confirm this when the report and any presentation materials are submitted.

The apprentice's project can be based on any of the following:

- A specific problem.
- A recurring issue.
- An idea or opportunity.

Component One: Project report

The project must include at least:

- An executive summary (or abstract).
- An introduction.
- The scope of the project (including key performance indicators, aims and objectives).
- A project plan.
- Research outcomes.
- Data product outcomes.
- Project outcomes.
- Discussion of findings.
- Recommendations and conclusions.
- References.
- Appendix containing mapping of KSBs to the report.

The project report must have a word count of 3,500 words. A tolerance of 10% above or below is allowed. Appendices, references, and diagrams are not included in this total. The apprentice must produce and include a mapping in an appendix, showing how the report evidences the KSBs mapped to this assessment method.

The apprentice must complete and submit the evaluation report to Accelerate People by the end of week 10 of the EPA period.

Component Two: Presentation with questions

The presentation with questions will be structured to give the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method to the highest available grade.

The apprentice must prepare and deliver a presentation to an independent assessor. After the presentation, the independent assessor will ask the apprentice questions about their project, report, and presentation.

The presentation should cover:

- An overview of the project.
- The project scope (including key performance indicators).
- Summary of actions undertaken by the apprentice.
- Project outcomes and how these were achieved.

The apprentice must submit any presentation materials at the same time as the project report by the end of week 10 of the EPA period.

Key points:

- Presentation with questions 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 presentation with questions will be cancelled.
- Apprentices are required to outline details of visual aids to be used and specify any equipment required for the presentation.
- The presentation with questions will last for 50 minutes, the presentation will last 20 minutes, and the questioning will last for 30 minutes, with the independent assessor having the discretion to increase the time of the presentation and questioning by up to 10% to allow the apprentice to complete their last point or respond to a question if necessary.
- A minimum of 6 questions will be asked based on both the project outputs and the presentation and will be formed based on the evidence and grading requirements in the table below.
- Apprentices are allowed access to their project report and presentation throughout the questioning.

- Questions will only be based on the evidence submitted for this assessment method.
- Apprentices will have 10 working days' notice of the presentation with questions date.

AM2: Professional Discussion

Accelerate People will give apprentices at least 10 working days' notice of the professional discussion date.

- 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 professional discussion will last for 80 minutes with the independent assessor having the discretion to increase the time of the questioning by up to 10% to allow the apprentice to respond to a question if necessary.
- A minimum of 10 questions will be asked, two for each of the themes:
    - Data quality and performance.
    - Problem solving.
    - Regulatory compliance.
    - Continuous improvement.
    - Continuous professional development.

Assessment Criteria

AM1: Project Evaluation Report, Presentation and Questions

Themes and KSBs	Pass Criteria	Distinction Criteria
Data product design K6 K7 K9 K12 K13 K14 S1 S2 S3 S4 S5 S27 B1	Demonstrates how they have collated, evaluated and refined user requirements to design and build a scalable data product that serves multiple needs and complies with regulatory requirements. (K9, S1, S3) Explains how they collated, evaluated and refined business requirements, to design, build and maintain a system whilst ensuring that organisational strategies for sustainable, net-zero technologies are considered. (K12 & S2) Explains how they selected sustainable solutions in relation to data products and environmental social governance to ensure the use of less carbon across the various stages of product and service delivery. (K7, S27) Demonstrates how they used security, scalability and governance when automating data pipelines using programming languages and data integration platforms with graphical user interfaces. (K13, S4) Demonstrates how they have taken accountability produced and maintained technical documentation for a data product in order to meet organisational user requirements, whilst adapting to changing work priorities to ensure that deadlines are met. (S5, B1)	Justifies how the data product created met the requirements and served multiple needs (S1, S3)

Themes and KSBs	Pass Criteria	Distinction Criteria
	Explains how debugging, version control and testing have an impact on software development and the principles for data products. (K6) Outlines the uses of different on-demand cloud computing platforms. (K14)	
Data product deployment and evaluation K2 K4 K8 K15 K17 K19 K20 K24 K25 K26 S6 S9 S16 S24 S26	Explains the deployment approaches processes for new data pipelines and automated processes. (K8) Explains techniques such as star schemas, data lakes and data marts and the impact they have on data warehousing principles. (K15) Demonstrate how to systematically clean, validate and describe data at all stages of extract, transform and load, showing how combining disparate data sources and taking different approaches to data integration delivers value to an organisation. (K17, S6) Describes the types and uses of data engineering tools in their own organisation and how they apply them. (K20) Evaluates the strengths and weaknesses of prototype data products to integrate within an organisation's overarching data structure, taking into consideration the lifecycle of implementing data solutions in a business. (K24, K25, S24)	Evaluates the success of the algorithm developed (S16)

Themes and KSBs	Pass Criteria	Distinction Criteria
	Describes the approved organisational architectures and the relevant data development frameworks. (K26) Identifies data quality metrics and their frameworks and tracks them to ensure quality, accuracy and reliability of the data product. (K4, S26) Demonstrates the use of tools and programming to query and manipulate data and implement automated validation checks, showing the methodologies used for moving data from one system to another for storage and handling. (K2, S9) Explains how they have worked with structured, semi-structured and unstructured data, developing algorithms to extract from sources (K19, S16)	
Collaborative working K30 S22 S23 B2	Outlines the methods and techniques used to communicate messages about the data product that meet the needs of the audience. (K30, S23) Explains how they worked collaboratively with different technical and non-technical stakeholders, using adaptive business methodology to support an inclusive culture and develop and maintain strong working relationships in order to achieve common goals. (S22, B2)	Evaluate the impact of the methods and techniques used to communicate messages about the data product to the audience. (K30, S23)

Accelerate People

AM2: Professional Discussion

Themes and KSBs	Pass Criteria	Distinction Criteria
Data quality and performance K1 K3 K5 K18 K27 S7 S15	Explains how they monitor different types of data store to optimise system management, performance and availability. (K1, S7) Defines data normalisation principles and the advantages that they achieve for data protection, redundancy and inconsistent dependency. (K3) Explains the inherent risks of data and how to ensure data quality (K5) Explains the principles of descriptive, predictive and prescriptive analytics. (K27) Describes how they use data ingestion frameworks such as streaming, batching and on demand services to move data from one location to another in order to optimise data ingestion processes. (K18, S15)	Compares and contrasts the different types of data stores they have used and how they optimised performance (K1, S7)
Problem Solving K21 K22 K23 S8 S10 S12 S18 S19 S20 B5	Describes technology and service management best practice. (K22) Explains how they identify and escalate risks and incidents, communicating downtime and issues with database access in line with policies in order to mitigate operational impact whilst ensuring business continuity. (K21, S10, S18, S19)	Justifies the approach taken to manage risks and incidents to maintain business continuity. (S18, S19)

Themes and KSBs	Pass Criteria	Distinction Criteria
	Explains how they have maintained a working knowledge of data use cases within organisations. (S12) Explains how their analysis of root cause investigation is used to respond to incidents within data processing pipelines, whilst troubleshooting and providing resolutions to stakeholders. (K23, S8, S20, B5)	
Regulatory Compliance K10 K11 S13	Explains their use of data, information security standards, ethical practices and data management policies and procedures to ensure data systems are used securely and in accordance with relevant legislation. (K11, S13) Explains the legislative associated with the use and collation of data, including concepts of data governance and regulatory requirements. (K10)	N/A
Continuous Improvement K16 K28 S11 S14 S17 S21 S25 S28 B3 B4	Outlines how they evaluate opportunities to extract value from existing data products whilst applying the principles of data and considering costs, environmental impact and potential operating benefits. (K16, S11) Explains how they take personal responsibility within the duties of their role to identify new tools and technologies, and recommend potential opportunities for use in own department or organisation in order to prioritise environmental sustainability outcomes to work towards net zero. (S14, B4)	Evaluates the impact that the implementation of identified new technologies would have on practices within the organisation. (S25, S28)

Themes and KSBs	Pass Criteria	Distinction Criteria
	Explains how they take a quality focussed approach to identify and remediate technical debt and assess for updates and obsolescence within their promotion of continuous improvement, by utilising peer review techniques and capturing good practice, to provide innovation and creativity to the data system development process in order to improve processes and address business challenges. (K28, S21, B3) Explains how they apply ways of working that support software development principles and advocate software development best practice when working with other data professionals. (S17) Explains how they identify and assess new technologies, as well as gaps in existing tools and technologies, that offer increased performance of data products and implementation of changes required. (S25, S28)	
Continuous professional development K29 S29 B6	Explains how they have implemented personal strategies for keeping up to date with new ways of working and to keep abreast of developments in emerging, contemporary and advanced technologies, in order to keep up to date with new technologies and technological developments in data science, data engineering and AI and to optimise sustainable products and services (K29, S29, B6)	Evaluate the impact that keeping up to date with technological developments has had on their own professional development. (S29)

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 criteria failed in one assessment method cannot then be demonstrated in the other assessment method. All EPA methods must be passed for the EPA to be passed overall.

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

Project Evaluation Report, Presentation and Questions	Professional Discussion	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

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.

If the apprentice fails the project assessment method, they must amend the project output in line with the independent assessor's feedback. The apprentice will be given 4 weeks to rework and submit the amended report.

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.

Specimen

All specimen materials 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

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Registered in England with number: 09577006.

Registered Apprenticeship Assessment Organisation Number: EPO 0475.

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