

# **BUILDING** **FUTURES**

## **AIMING HIGH WITH APPRENTICESHIP STANDARDS**

**Paul Brown**

8-Jun-20



# Agenda:

1. Welcome and housekeeping
2. Overview of the Apprenticeship reforms, inc maths/english
3. Apprenticeship standards/Assessment Plan/EPA
  - \* Carpentry and Joinery
  - \* Bricklayer
  - \* Plasterer
  - \* Painter and Decorator
4. 20% Off the job training
5. Resources to support on programme, training and assessment
6. C&Gs EPA
7. Construction example EPA
8. External Quality Assurance
9. Q & A
10. Appendices:  
Apprenticeship Standards Construction Options



# Overview of the apprenticeship reforms

Apprenticeships are changing.  
You are part of that change.

1

Give employers  
control in designing  
apprenticeships

2

Increase the  
flexibility of  
delivery

3

Simplify  
the funding  
system

Summary of the main changes between the new apprenticeship standards and SASE frameworks, our [25-minute recorded session](#) is a really useful watch.





# Upcoming Changes to Policy in 2020/21



# Where do you start?

3/19/2019

Institute for Apprenticeships and Technical Education / Carpentry and Joinery

- 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)).
- Understand how to work safely at height and use access equl
- Know how to use, maintain and store hand tools, power tool

3/19/2019

Institute for Apprenticeships and Technical Education / Carpentry and Joinery

**Pathway 2: Specific Architectural Joiner Skill Requirement:**

On completion of this apprenticeship, architectural joiners will skills to be able to:

- Carry out a range of job tasks including drawing, measuring, positioning and securing
- Produce setting out details for the manufacture of doors, wi and stairs
- Mark out timber from setting out details for the manufactur lights, units and/or fitments and staircases.
- Create, fit and assemble components to manufacture doors, units and/or fitments and staircases
- Use, maintain and store specific architectural joinery tools ai and testing tools, power tools and hand tools

**Pathway 2: Specific Architectural Joiner Knowledge Requir**

On completion of this apprenticeship, architectural joiners will knowledge to:

- Understand the technical principles of architectural joinery a routine tasks, such as, setting out and producing cutting lists details and producing cutting lists, fitting and assembling roi
- Understand how to accurately take site and workplace dime
- Understand how to form and proportion joints associated w such as mortice and tenon, dovetail and comb joints.
- Understand why, when and how health and safety equipme is used when undertaking architectural joinery work (e.g. personal protect respiratory protective equipment (RPE)).
- Understand how to use, maintain and store marking and tes tools and associated equipment
- Understand how to requisition architectural joinery material fixings.
- Understand how to work at height and use access equipmer

**Generic behaviours expected to be displayed by all skilled workers (both pathways)**

On completion of this apprenticeship, carpentry and joinery workers will be able to:

- Work safely and be aware of key health, safety and welfare issues.
- Plan and carry out their work to commercial standards of quality and speed.
- Move, handle and store resources, such as materials and timber components, complying with relevant legislation & guidance.
- Interpret and follow verbal and written work instructions from trade supervisors and site managers
- Select the required materials to carry out the work, such as correct timber, tools and fixings.
- Access, interpret and use drawings and specifications to carry out their work.

**1. Introduction and overview**

This assessment plan has been developed by employers, to accompany and underpin the delivery of the carpentry and joinery in construction apprenticeship standard. The assessment plan incorporates the occupational requirements for both the site carpentry and architectural joinery pathways in the apprenticeship standard and how they will be tested. The plan will help to ensure, ent methods, that the required knowledge, skills and ation of the apprenticeship and that the apprentice is at the end of the apprenticeship.

Carpentry & Joinery L2 Assessment Plan

ST0264/AP01

## Carpentry and Joinery at Level 2 in Construction Assessment Plan

Apprenticeship Assessment Plan

**ach**

**Application of Knowledge, Skills and Behaviours**

On the job training and assessment

- Qualification (NVQ) achievement

**Dependent end-point assessment organisation)**

**Practical Skills Assessment (Skills Test)**

**ation**

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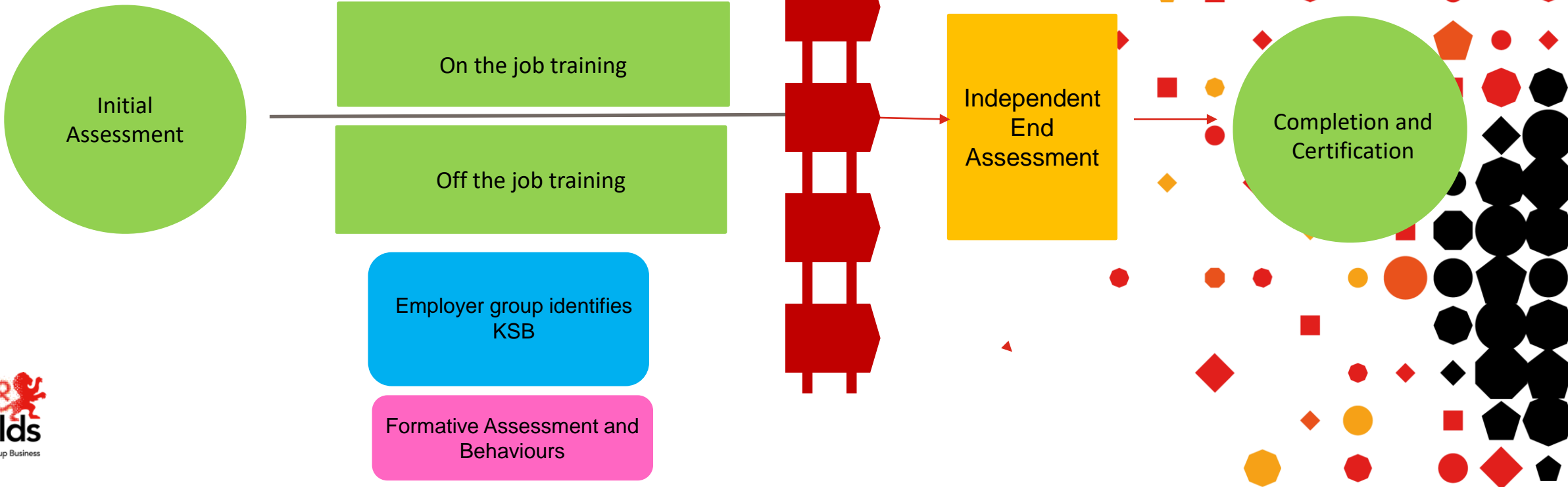
3




# New Apprenticeship Model

## On-programme

## Gateway



# Certification

**INSTITUTE FOR APPRENTICESHIPS**

This is to certify that

has completed an apprenticeship as a

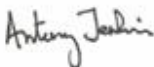
**PUBLIC SERVICE OPERATIONAL DELIVERY OFFICER**


**LEVEL 3**

achieving a

**PASS**

Awarded on:  
06 March 2017

  
Antony Jenkins  
Chair, The Institute

000000022

**Operational Delivery Officer  
Apprenticeship Level 3**

**City  
& Guilds**

End-point assessment  
Statement of achievement

At grade xxxxx

is awarded to  
Full name of learner

Who was successful in the following

Showcase Portfolio	<<Grade>>
Workbased Project	<<Grade>>
Presentation	<<Grade>>
Interview	<<Grade>>

Awarded date xxxxxx

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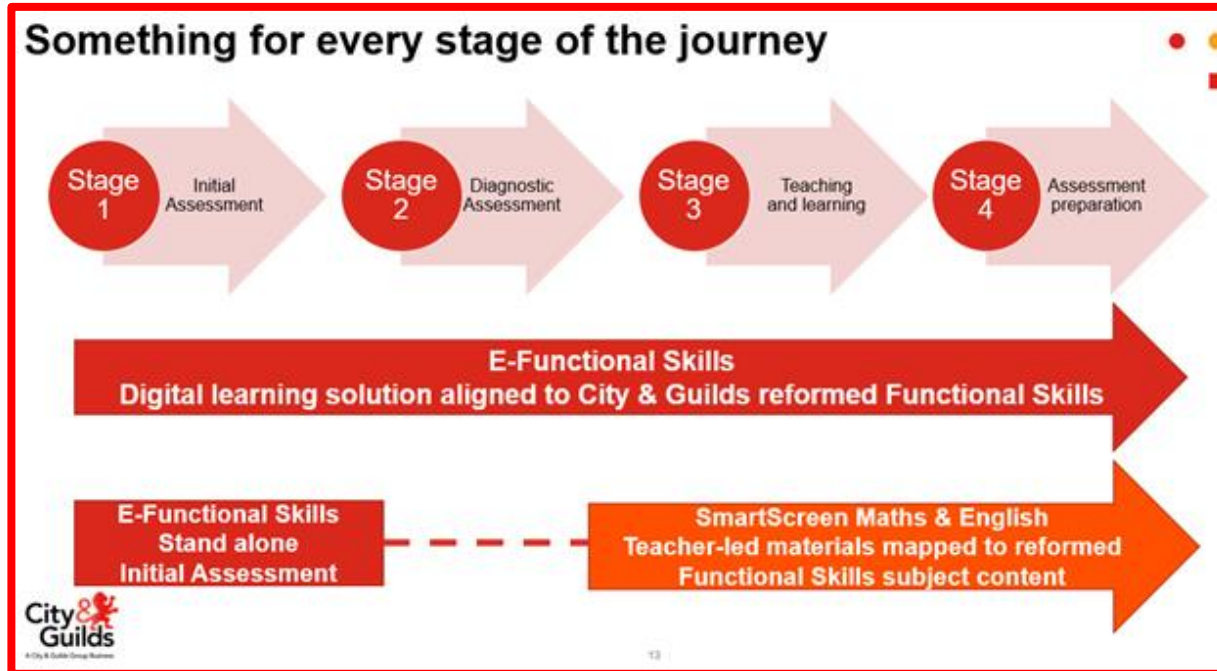
  
Kirstie Donnelly MBE  
Group Director  
City & Guilds

  
Chris Jones  
Director-General  
The City and Guilds of London

  
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The City and Guilds  
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# MATHS AND ENGLISH



## Exemptions for English & Maths in Standards

- <https://www.gov.uk/government/publications/qualifications-getting-approval-for-funding>
- <https://www.gov.uk/guidance/16-to-19-funding-maths-and-english-condition-of-funding>



# Maths and English

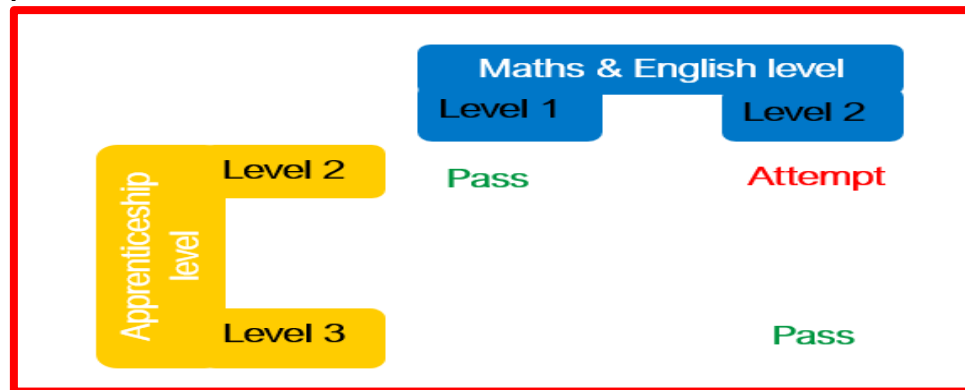
All post-16 learners should continue to study maths and English until they achieve at least Level 2.

**Minimum** levels of qualification attainment in maths and English (and ICT, where standard requires):

- Level 1 for a Level 2 standard
- Level 2 for a Level 3 (or above) standard.

**All** apprentices are expected to be supported to improve their maths and English – important not to see minimum qualifications as a ‘benchmark’.

Inspection Framework expects maths and English to be developed across whole curriculum – important not to be seen as a ‘bolt on’.



## Qualifications

Functional Skills qualifications (Entry 1 to Level 2) (3748)

‘Bite-sized’ maths and English qualifications (Entry 1 to Level 2) (3847 and 3844)

- can be used to support progression towards Functional Skills or GCSE.

Core Maths (Level 3) (3849)

- post-GCSE qualification (similar in size to AS Level) – supports further development of maths skills to Level 3 with a particular focus on application within work and/or further study.

## Learning resources

e-Functional Skills.

Maths and English e-Toolkit.

Functional Skills SmartScreen resources.

**CARPENTRY AND JOINERY**



**BRICKLAYER**



**PLASTERING**



**PAINTING & DECORATING**



# CARPENTRY AND JOINERY APPRENTICESHIP



# Carpentry & Joinery L2

## City & Guilds qualification number 9078-12

### CARPENTRY AND JOINERY

#### Overview of the role

Using timber products to create and install building components

#### Details of standard

Job Roles	Site Carpenter, Architectural Joiner
Duration	18 – 24 months
Level	2

#### Occupational profiles

The occupation involves carrying out skilled work, primarily using timber products, either on a construction site, or in a workshop, creating and installing building components. This is a core and options apprenticeship, with two pathways:

Pathway 1: 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 a range of repair and maintenance activities.

Pathway 2: 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.

Core Skills and Competencies (both pathways)

Status: Approved for delivery

Level: **2**

Reference: ST0264

Approved for delivery: 27 February 2018

Route: Construction

Typical duration: 18 months

Maximum funding: £12000

Trailblazer contact(s):

[hindjoiners.builders@btinternet.com](mailto:hindjoiners.builders@btinternet.com)

Employers involved in creating the standard:

Carillion Construction Ltd, The Construction Industry Training Board, Cumberland Group, Derry Construction Ltd, H&H Joiners & Builders Ltd, Houghtons of York, Lignum Associates, Royal Engineers, Seddon, Smarter Training Group

EQA Provider: [Construction Industry Training Board \(CITB\)](#)

Print the occupational standard (including PDF)

Carpentry and Joinery Assessment Plan.pdf  
File size: 374.0 KB

Typical duration

Funding band 15

EQA Provider

Assessment Plan

## Level 2 Carpenter and Joiner assessment overview:

### Stage 1: On-programme Assessment Approach

#### Generic/Technical Knowledge and Skills

- Off the job training
- English and maths attainment (Level 1 & L2 taken)



#### Application of Knowledge, Skills and Behaviours.

- On the job training and assessment
- Qualification NVQ L2 achievement

### Stage 2: Assessment Gateway

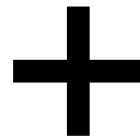
- National Vocational Qualification (NVQ) achievement in either:
  - NVQ Level 2 Diploma in Wood Occupations – Site Carpentry
  - NVQ Level 2 Diploma in Wood Occupations – Architectural Joinery
- English and Maths
- Gateway sign off from employer and provider.
- It is expected that apprentices will complete the assessment gateway requirements within three months of their planned apprenticeship completion

### Stage 3: End-point Assessment

(Fully coordinated and delivered by an independent End-Point Assessment Organisation)

#### Knowledge assessment (e-volve)

35 m/c questions (45 mins)  
Maximum 30 candidates



#### Practical assessment

7 hours over 1 day ( 3 oral questions )  
Assessor ratio 1- 4

**Apprenticeship Completion**  
Grade= P/M/D (resits P/M/D)



# Advanced Carpentry & Joinery L3

## City & Guilds qualification number 9079-12

### ADVANCED CARPENTRY AND JOINERY

#### Overview of the role

Using timber products to create and install building components - responsible for managing their own and other people's work

#### Details of standard

Job Roles	Advanced Site Carpenter, Advanced Architectural Joiner
Duration	12 - 15 months
Level	3

#### Occupational profile

The occupation involves carrying out advanced skilled work, primarily using timber products, either on a construction site, or in a workshop, creating and installing building components. The advanced carpenter and joiner is able to undertake complex job tasks, requiring high levels of practical skills and knowledge, in addition to managing their own work and leading small teams.

The main differences between a level 2 site carpenter / architectural joiner, and a level 3 advanced site carpenter / architectural joiner are that the advanced carpenter / joiner has responsibility for managing their own and other people's work, as well as being required to complete complex and non-standard work. Examples of complex tasks include curved products, irregular joints and bespoke work.

This is a core and options apprenticeship, with two pathways:

Pathway 1: An **Advanced Site Carpenter** will normally work on a building site, or in domestic and commercial premises, preparing and installing complex and often bespoke building components e.g. high quality doors, shaped linings, staircases with turns, complex wall and floor units, erecting bespoke structural carpentry

Status: Approved for delivery

Level: **3**

Reference: ST0263

Approved for delivery: 27 February 2018

Route: Construction

Typical duration: 12 months

Maximum funding: £9000

Trailblazer contact(s):

[hindjoiners.builders@btinternet.com](mailto:hindjoiners.builders@btinternet.com)

Employers involved in creating the standard:

Carillion Construction Ltd, The Construction Industry Training Board, Cumberland Group, Derry Construction Ltd, H&H Joiners & Builders Ltd, Houghtons of York, Lignum Associates, Royal Engineers, Seddon, Smarter Training Group

EQA Provider: [Construction Industry Training Board \(CITB\)](#)

Typical duration

Funding band 12

EQA Provider

Print the occupational standard (including PDF)

Advanced Carpentry and Joinery assessment plan  
File size: 376.9 KB

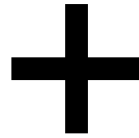
Assessment Plan

## Level 3 Advanced Carpenter and Joiner assessment overview:

### Stage 1: On-programme Assessment Approach

#### Generic/Technical Knowledge and Skills

- Off the job training
- English and maths attainment (Level 2)



#### Application of Knowledge, Skills and Behaviours.

- On the job training and assessment
- Qualification NVQ L3 achievement

### Stage 2: Assessment Gateway

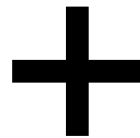
- National Vocational Qualification (NVQ) achievement in either:
  - NVQ Level 3 Diploma in Wood Occupations – Site Carpentry
  - NVQ Level 3 Diploma in Wood Occupations – Architectural Joinery
- Gateway sign off from employer and provider.
- English and Maths
- It is expected that apprentices will complete the assessment gateway requirements within three months of their planned apprenticeship completion

### Stage 3: End-point Assessment

(Fully coordinated and delivered by an independent End-Point Assessment Organisation)

#### Knowledge assessment (e-volve)

35 m/c questions (45 mins)  
Maximum 30 candidates



#### Practical assessment

7 hours over 1 day (3 oral questions)  
Assessor ratio 1- 4

**Apprenticeship Completion**  
Grade= P/M/D (resits-P/M/D)

# Gateway Declaration

## End-Point Assessment Gateway Declaration Form

Please complete this form to confirm that all parties are satisfied that the apprentice has met the gateway requirements and can be put forward for end-point assessment (EPA) with City & Guilds.

<b>Apprenticeship Standard</b>	Carpentry and Joinery	<b>Start date</b>	
<b>Apprentice name</b>		<b>Enrolment number</b>	

Entry requirement(s)	Achieved (Yes/No)
Achievement of a level 1 qualification (Functional Skills, GCSE or equivalent) in both English and Maths.	
Taken the assessment for level 2 English and Maths qualification (Functional Skills, GCSE or equivalent).	
Achievement of either; Level 2 NVQ Diploma in Wood Occupations – Site Carpentry Level 2 NVQ Diploma in Wood Occupations – Architectural Joinery	

Providers must submit evidence of achievement to us for each gateway requirement. It is the provider's responsibility to keep auditable evidence of these requirements. Without appropriate evidence, we will not be able to complete your booking or carry out the EPA. Customers may still be charged.

Any previous End-Point Assessments	
Has the apprentice taken any assessments as part of the EPA for this apprenticeship standard with any other EPA organisation?	Yes/No
<b>If yes</b>	
Which EPA organisation was this?	
What was the date(s) of the EPA?	
What grade(s) was issued, eg. fail/pass/merit/distinction?	

# Apprenticeship Scoping document within EPA pack

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<https://www.cityandguilds.com/-/media/productdocuments/construction/construction/9078/assessment-materials/9078-standard-scoping-content-pdf.ashx>

# City and Guilds End Point Assessment and Grading Carpentry & Joinery

- Apprentice needs 50% in all areas – MC test and Practical test

Assessment methods	Practical Grading
<div>M/C Knowledge Test</div> <div>35 Questions 35 marks (45 Minutes)</div> <div>Skills Test</div> <div>6 hours 100 Marks</div>	Fail: Less than 50%
	Pass:50-65%
	Merit 66-79%
	Distinction:80% +

## Grading Profile

Grade	Knowledge Assessment	Practical Test
FAIL	Fail	Fail
FAIL	Fail	Pass/Merit/Distinction
FAIL	Pass/Merit/Distinction	Fail
PASS	Pass	Pass
PASS	Pass	Pass/Merit/Distinction
PASS	Pass/Merit/Distinction	Pass
MERIT	Merit	Merit
MERIT	Merit	Merit/Distinction
MERIT	Merit/Distinction	Merit
DISTINCTION	Distinction	Distinction

Example:


Knowledge assessment ( Pass =18 marks, Merit 22 and Distinction 27)


Candidate achieves:58%

Practical Test 75%

Candidate is awarded a: **Pass overall**








# SmartScreen

Construction  
SmartScreen Factsheet

## Level 2 Site Carpentry: Apprenticeship Training Manual



## SmartScreen Factsheet

### Level 2 Site Carpentry: Apprenticeship Training Manual

#### City & Guilds SmartScreen

City & Guilds SmartScreen is our dedicated online resource portal, supporting over 120 qualifications. It currently boasts more than 80,000 resources and pages of content for tutors and learners.

#### How can SmartScreen help me?

SmartScreen materials have been designed specifically for each individual qualification. They have been developed to assist tutors, and others, delivering the qualification to obtain the best possible results for their learners.

**Price: £350 + VAT (SS188702)**

#### Resources

This form-fillable PDF apprenticeship training manual is the essential practical resource for any learner starting out in the site carpentry industry. Suitable to use for the Level 2 Site Carpentry apprenticeship, this resource provides apprentices with a series of practical tasks to support their learning experience.

These practical tasks are designed to reflect the full range of skills that learners will need to master to succeed in their learning as well as in the workplace. Tutors will also find that these tasks provide a suitable practical structure to frame the theory work that learners will be doing alongside their workshop skills. It is the must-have purchase for any learning undertaking the Level 2 Site Carpentry apprenticeship. This manual includes 24 work-based tasks that have been mapped to the apprenticeship standards and are designed to prepare learners for the requirements of their end-point assessment.

- a risk assessment for learners to fill out to ensure safe completion of work

- a step-by-step guide with detailed working drawings so learners know how to complete the task to the required specifications

- space for learners to reflect on how the task went and what they need to work on in the future.

Throughout the manual, employers can record constructive feedback that learners can use for their development. Tasks also do not need to be completed in the order given in the manual. Employers and training providers should feel free to assign each task in any order.

#### Each task includes:

- theory questions to get the learner to think about the task before starting
- planning sections for learners to cover what tools, equipment (including PPE) and resources they'll need to complete the task successfully

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# BRICKLAYER APPRENTICESHIP



# Bricklayer L2 City & Guilds qualification number 9077-12

## BRICKLAYER

### Overview of the role


Laying bricks, blocks and other types of building components in mortar to construct and repair walls, foundations, partitions, arches and other structures

### Details of standard

#### OCCUPATIONAL PROFILE

The construction sector is the driving force behind the UK economy, employing three million people and contributing 6.4% of GDP. Not only that, the construction industry is central to delivering the homes, schools, hospitals, energy and transport infrastructure our society demands. A career in the construction industry is like no other. Bricklaying is a core function within the construction sector, particularly the house building sector. The Government has a target to build significantly more new homes over the coming years and therefore the demand for bricklayers has never been higher.

Bricklayers lay bricks, blocks and other types of building components in mortar to construct and repair walls, foundations, partitions, arches and other structures eg chimney stacks. They might also refurbish brickwork and masonry on restoration projects. The range of sites and projects that bricklayers will work on include large commercial developments, new builds in housing, alterations, extensions and restorations. A bricklayer may work one-on-one or on larger jobs where their bricklaying group (gang) may work on a particular section of a building alongside other bricklaying gangs as well as other trades.

Status: Approved for delivery 

Level: **2**

Reference: ST0095

Version: 1

Date updated: 16/02/2018


Approved for delivery: 22 June 2018

Route: Construction

Typical duration: 30 months


Maximum funding: £9000


Trailblazer contact(s):

 [julian@bordercraftgroup.co.uk](mailto:julian@bordercraftgroup.co.uk)

Employers involved in creating the standard:

A & B Joinery, Bordercraft Group, Brick Baron, Cuttle Construction, D J Hutchings, G M & G Marley, Greendale, Hall Construction, Oakleaf Commercial Services, SE Connell & Sons, Stuart Barr, Fessa Properties, Barratt Homes, Lovell Homes, Redrow, Hind Joiners & Builders  
EQA Provider: [Construction Industry Training Board \(CITB\)](#)

 **Print the occupational standard (including PDF)**

 **Bricklayer assessment plan**  
File size: 532.7 KB

Typical duration

Funding band 12

EQA Provider

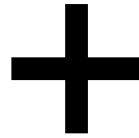


## Level 2 Bricklayer assessment overview

### Stage 1: On-programme Assessment Approach

#### Generic/Technical Knowledge and Skills

- Off the job training
- English and maths attainment (Level 1 & L2 taken)



#### Application of Knowledge, Skills and Behaviours.

- On the job training and assessment
- Development of Portfolio of evidence (15 pieces of work) to demonstrate the KSBs that will be assessed by oral questioning.

### Stage 2: Assessment Gateway

- Gateway sign off from employer and provider.
- Portfolio of evidence complete
- English and Maths
- It is expected that apprentices will complete the assessment gateway requirements within three months of their planned apprenticeship completion

### Stage 3: End-point Assessment

(Fully coordinated and delivered by an independent End-Point Assessment Organisation)

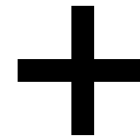
#### Knowledge Test Assessment (e-volve)

40 m/c questions (60 mins)  
Maximum 30 candidates



#### Practical Skills Test Assessment

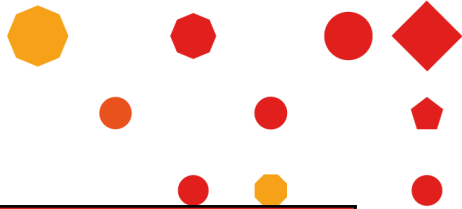
6 hours over 1 day  
Min 5 Oral Questions  
Assessor ratio 1- 6



#### Oral Questioning Assessment underpinned by Portfolio

(F2F/Recorded webinar)  
Min 12 Oral Questions covering knowledge, Skills and behaviours (35 mins)

**Apprenticeship Completion**  
**Grade= P/D (resits- Pass only)**



# City and Guilds End Point Assessment and Grading Bricklayer

Assessment methods	Grading
<div>Knowledge Test 30% 40 Questions 60 mins</div> <div>Portfolio Based Oral Questioning 10% -45 Minutes</div> <div>Skills test 60% 6 Hours</div>	<div>Fail</div> <div>Pass</div> <div>Distinction</div>

## Grading Profile

Knowledge Test	Skills Test	Oral Questions	Overall grading
Fail	Any grade	Any grade	Fail
Any grade	Fail	Any grade	Fail
Any grade	Any grade	Fail	Fail
Pass	Pass	Pass	Pass
Pass	Pass	Distinction	Pass
Distinction	Pass	Pass	Pass
Distinction	Pass	Distinction	Pass
Pass	Distinction	Pass	Pass
Pass	Distinction	Distinction	Distinction
Distinction	Distinction	Pass	Distinction
Distinction	Distinction	Distinction	Distinction

**Knowledge Test:** Pass 23-31 marks, Distinction 32-40 marks  
**Skills Test/Oral Questioning:** Grade Descriptors

Distinction

### Example:

Candidate achieves:  
Knowledge assessment: **Distinction**  
Skills Test: **Distinction**  
Oral Questioning: **Pass**  
Candidate is awarded a: **Distinction**



## Bricklayer Trailblazer gains CSCS recognition

CSCS is pleased to announce recognition of the new bricklayer apprenticeship standard Level 2 developed by the FMB-led employer group, in partnership with the wider industry. On completion of the apprenticeship workers will be able to apply for the CSCS blue Skilled Worker card.



# PLASTERING APPRENTICESHIP

## Plasterer (9086)

[INFORMATION](#)[DOCUMENTS](#)*Last Updated: 07 May 2019*

Product code 9086

On Programme Live

9086-12 EPA Registrations, EPA registrations and bookings coming soon.

This apprenticeship is designed by key employers in the Construction industry and is one of the new 'trailblazer apprenticeships'. It provides the skills and underpinning knowledge for Plasterers and includes an end-test at the end of the apprenticeship which includes both a knowledge and practical skills test.

The occupation covered by this apprenticeship standard is for a Plasterer that will specialise in either Solid or Fibrous plaster work after undertaking the core learning. All plasterers can work on their own or as part of a small team. They work on small-scale domestic jobs, repairs and restoration and on big commercial developments such as schools or hospitals.



# Plasterer L2 City & Guilds qualification number 9086-12

## PLASTERER

### Overview of the role

#### Preparing walls and ceilings for decoration and finishing

### Details of standard

Please be aware that this occupational standard is currently being revised from a Level 3 to a Level 2 and will be available in early 2019. The current published content is therefore subject to change and should only be used for new starts if agreed with the employer, training provider, EPAO and EQA organisation.

### OCCUPATIONAL PROFILE

The construction sector is the driving force behind the UK economy, employing three million people and contributing 6.4% of GDP. Not only that, the construction industry is central to delivering the homes, schools, hospitals, energy and transport infrastructure our society demands. A career in the construction industry is like no other. Plastering is a core function within the construction sector, particularly the house building sector and refurbishment sectors. The Government has a target to build significantly more new homes over the coming years and therefore the demand for plasterers has never been higher.

The occupation covered by this apprenticeship standard is for a Plasterer that will specialise in either Solid or Fibrous plaster work after undertaking the core learning.

All plasterers can work on their own or as part of a small team. They work on small-scale domestic jobs, repairs and restoration and on big commercial developments such as schools or hospitals.

Plasterers will often complete dry lining projects during their career. Although a person may specialise solely in dry lining, a plasterer must have the knowledge of dry lining *in addition* to their knowledge and skills to plaster.

Status: Approved for delivery 

Level: **2** Rectangular Snip

Reference: ST0096

Version: 2

Date updated: 18/12/2019

Approved for delivery: 18 December 2019


Route: Construction

Typical duration: 36 months

Maximum funding: £10000

Options: Solid Plastering, Fibrous Plastering

Trailblazer contact(s):

 [julian@bordercraftgroup.co.uk](mailto:julian@bordercraftgroup.co.uk)

Employers involved in creating the standard:

A & B Joinery, Bordercraft Group, Brick Baron, Cuttle Construction, D J Hutchings, G M & G Marley, Greendale, Hall Construction, Oakleaf Commercial Services, SE Connell & Sons, Stuart Barr, Fessa Properties, G Cook and Sons, Saint Gobain

EQA Provider: [Construction Industry Training Board \(CITB\)](https://www.instituteforapprenticeships.org/apprenticeship-standards/plasterer/)

Typical duration

Funding band 13

EQA Provider

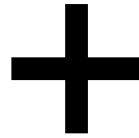


## Level 2 Plasterer assessment overview

### Stage 1: On-programme Assessment Approach

#### Generic/Technical Knowledge and Skills

- Off the job training
- English and maths attainment (Level 1 & L2 taken)



#### Application of Knowledge, Skills and Behaviours.

- On the job training and assessment
- Development of Portfolio of evidence (13 pieces of work) to demonstrate the KSBs that will be assessed by oral questioning.

### Stage 2: Assessment Gateway

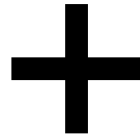
- Gateway sign off from employer and provider.
- Portfolio of evidence complete
- English and Maths
- It is expected that apprentices will complete the assessment gateway requirements within three months of their planned apprenticeship completion

### Stage 3: End-point Assessment

(Fully coordinated and delivered by an independent End-Point Assessment Organisation)

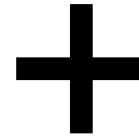
#### Knowledge assessment (e-volve)

40 m/c questions (60 mins)  
Maximum 30 candidates



#### Practical assessment

12 hours over 2 days  
3 Oral Questions  
Assessor ratio 1- 4



#### Oral Questioning Assessment underpinned by Portfolio (F2F/Recorded webinar)

9 Oral Questions covering Knowledge  
and behaviours (45 mins)

**Apprenticeship Completion**  
**Grade= P/D (resits- Pass only)**

# City and Guilds - End Point Assessment and Grading – Plasterer Level 2

Assessment methods	Grading
<div><div>Knowledge Test</div><div>30% 40 Questions 60 mins</div><div><div>Portfolio Based Oral Questioning</div><div>10% -45 Minutes</div></div><div><div>Skills test</div><div>60% 6 Hours</div></div></div>	<div>Fail</div> <div>Pass</div> <div>Distinction</div>

## Grading Profile

Knowledge Test	Skills Test	Oral Questions	Overall grading
Fail	Any grade	Any grade	Fail
Any grade	Fail	Any grade	Fail
Any grade	Any grade	Fail	Fail
Pass	Pass	Pass	Pass
Pass	Pass	Distinction	Pass
Distinction	Pass	Pass	Pass
Distinction	Pass	Distinction	Pass
Pass	Distinction	Pass	Pass
Pass	Distinction	Distinction	Distinction
Distinction	Distinction	Pass	Distinction
Distinction	Distinction	Distinction	Distinction

**Knowledge Test:** Pass 22-34 marks, Distinction 35-40 marks  
**Skills Test/Oral Questioning:** Grade Descriptors

**Example:**  
Candidate achieves:  
Knowledge assessment: **Distinction**  
Skills Test: **Distinction**  
Professional Discussion: **Pass**  
Candidate is awarded a: **Distinction**

Distinction



# **PAINTING & DECORATING APPRENTICESHIP**



# Painter & Decorator L2 City & Guilds qualification number 9080-12

## PAINTER AND DECORATOR

### Overview of the role

**Working in domestic and commercial properties and undertaking the decoration and protection of buildings**

### Details of standard

Painters and Decorators operate in domestic and commercial properties and undertake the decoration and protection of buildings. Properties include houses, schools, offices, hospitals factories and construction sites. Working internally or externally they work individually and/or as part of a team applying water-borne and/or solvent-borne paint coatings and wallcoverings. They have good knowledge of paint coatings and wallcoverings and understand and comply with statutory, safety and environmental requirements. They are responsible for their own work achieving a high quality finish at the appropriate pace. They are good problem solvers and communicators and are able to interact effectively with colleagues, clients and associated trades.

WORK ASPECTS	KNOWLEDGE AND UNDERSTANDING	SKILL
	A painter and decorator will know and understand	A painter and decorator will be able to
Work methods	<ul style="list-style-type: none"> <li>The purpose of a range of equipment, tools and materials.</li> <li>The characteristics of materials and their reaction to atmospheric conditions.</li> <li>Safe and efficient methods of use, maintenance, movement, protection and storage of materials and equipment.</li> <li>Work hazards, safe working methods and appropriate safety requirements.</li> <li>How to work at height including the safe use of platforms, steps, ladders</li> </ul>	<ul style="list-style-type: none"> <li>Prepare the work area safely providing dust sheets and protection to furniture and adjacent surfaces.</li> <li>Identify hazards and risks in the workplace ensuring a safe environment is maintained at all times.</li> <li>Select, use, maintain and store, paint, tools, wallcoverings, spray equipment, steps, ladders and towers safely.</li> <li>Follow and maintain work procedures and method statements.</li> <li>Make the most efficient and effective use of resources, time and materials</li> </ul>

Status: Approved for delivery

Level: **2**

Reference: ST0295

Version: 1

Date updated: 01/06/2018

Approved for delivery: 22 June 2018

Route: Construction

Typical duration: 36 months

Maximum funding: £9000

Trailblazer contact(s):

[kevin@kmddecorating.co.uk](mailto:kevin@kmddecorating.co.uk)

Employers involved in creating the standard:

K&M McLoughlin Decorating Ltd, Novus Property Solutions, Bagnalls Group, George Jones, Axis Europe, Cousins Ltd, Broadway Decorators, Hilton Abbey, M J Guest Ltd, Tag Décor

EQA Provider: [Institute for Apprenticeships and Technical Education](https://www.instituteforapprenticeships.org/technical-education)

Typical duration

Funding band 12

EQA Provider

Assessment Plan

Print the occupational standard (including PDF)

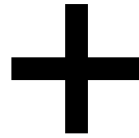
Painter and decorator assessment plan  
File size: 481.8 KB

## Level 2 Painter & Decorator assessment overview:

### Stage 1: On-programme Assessment Approach

#### Generic/Technical Knowledge and Skills

- Off the job training
- English and maths attainment (Level 1 & L2 taken)



#### Application of Knowledge, Skills and Behaviours.

- On the job training and assessment
- Portfolio of evidence demonstrate the KSBs that will be assessed through oral questions during the Professional discussion.

### Stage 2: Assessment Gateway

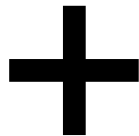
- Gateway sign off from employer and provider.
- Portfolio of evidence complete
- English and Maths
- It is expected that apprentices will complete the assessment gateway requirements within three months of their planned apprenticeship completion

### Stage 3: End-point Assessment

(Fully coordinated and delivered by an independent End-Point Assessment Organisation)

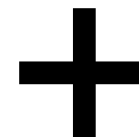
#### Knowledge assessment (e-volve)

50 m/c questions (90 mins)  
Maximum 1- 15 candidates  
Remote 1-5



#### Practical assessment

18 hours over 3 days  
6 Oral Questions  
Assessor ratio 1- 3



#### Professional Discussion

(F2F/Recorded webinar)  
15 Oral Questions confirming  
knowledge and behaviours (60 mins)  
At an employers work site

**Apprenticeship Completion**  
**Grade= P/D (resits-Pass only)**

# End Point Assessment and Grading Painter and Decorator

Assessment methods	Grading
<div><div>Knowledge Test</div><div>30% 50 Questions 90 mins</div><div><div>Professional Discussion Oral Questioning</div><div>10% -60 Minutes</div><div>Skills test</div><div>60% 18 Hours</div></div></div>	Fail: Less than 60%
	Pass:60-80%
	Distinction:80-100%

## Grading Profile

Table 1			
End-Point Assessment Element	Fail	Pass Criteria	Distinction Criteria
Knowledge Test	Score <60%	Score 60-80%	Score ≥ 80%
Skills Test	An apprentice that fails does not provide sufficient evidence to meet skill and behavioural requirements listed in the pass criteria or works in	A 'pass apprentice': <ul style="list-style-type: none"><li>is capable of completing the work within the time provided to</li></ul>	The apprentice has met all the pass criteria and has: <ul style="list-style-type: none"><li>completed the task in at least 10% less time than the allowed</li></ul>

**Example:**  
Candidate achieves:  
Knowledge assessment: **Distinction**  
  
Skills Test: **Distinction**  
  
Professional Discussion: **Pass**  
  
Candidate is awarded a:  
**Pass**

### Method 1: Knowledge

Grading boundaries	Fail	Pass	Distinction
Marks	0-29	30-40	41-50

Apprenticeship Grading	
The apprenticeship will be graded distinction, pass or fail. The final grade will be determined by collective performance in the three assessment elements in the end-point assessment.	
<b>Overall Distinction:</b>	Distinction in all 3 methods
<b>Overall Pass:</b>	Pass in at least all 3 methods
<b>Overall Fail:</b>	Fail in 1 or more methods
<b>Apprentices must achieve a minimum of a Pass in all three of the above assessments to achieve the Apprenticeship.</b>	

# Summary of Standards

STANDARD	OVERVIEW					ON-PROGRAMME		END POINT ASSESSMENT		
	Level	Number of pathways	Standards stated Duration	Typical duration to Gateway excluding EPA period	Funding Band	NVQ	Maths & English requirement	Practical Test	Multiple-choice test	Oral Questions
<b>Carpentry &amp; Joinery CG 9078-12</b>	2	2	18 to 24 months	18 months	£12k	In standard	Level 1 (achieved) Level 2 (taken)	1 day (7 hrs) including 3 oral questions	Yes (35 questions over 45 mins)	No
<b>Advanced Carpentry &amp; Joinery CG 9079-12</b>	3	2	12 to 18 months	12 months	£9k	In standard	Level 2 (achieved)	1 day (7 hrs) including 3 oral questions	Yes (35 questions over 45 mins)	No
<b>Bricklaying CG 9077-12</b>	2	1	24 to 30 months	30 months	£9k	Not in standard Portfolio of work required	Level 1 (achieved) Level 2 (taken)	1 day (6 hrs) including 5 oral questions	Yes (40 m/c with 10 scenario-based: 1hr)	Yes (F2F/Recorded webinar) 12 questions. 35mins
<b>Painting &amp; Decorating CG 9080-12</b>	2	1	36 months	36 months	£9k	Not in standard Portfolio of work required	Level 1 (achieved) Level 2 (taken)	3 days (18 hrs) including 6 oral questions	Yes (50 m/c with 10 scenario-based: 1.5 hrs)	Yes (F2F/Recorded webinar) Professional discussion: 15 questions relating to portfolio - 1 hr
<b>Plastering CG 9086-12</b>	2	2	36 months	36 months	£10k	Not in standard Portfolio of work required	Level 1 (achieved) Level 2 (taken)	2 days (12 hrs) including 3 oral questions	Yes (40 m/c with 10 scenario-based: 1 hr)	Yes (F2F/Recorded webinar) 9 questions: 45 mins

Tri-annual review 2020

Tri-annual review 2020

Revised plan approved

IfA approved revised plan level 3 to level 2



# 20% Off-the-job Training



# Off-the-job training – the vital 20%

Off-the-job training must be directly relevant to the apprenticeship standard and must take place within the apprentice's normal working hours. It can include:



Teaching of theory - lectures



Simulated exercises and role play



Attendance at competitions



Manufacturer training  
e.g. new equipment or technologies



Learning support provided by  
employer or the provider



Some online learning  
e.g. webinars or blended learning



Shadowing or being mentored



Practical training



Visiting the employer's  
other departments



Time spent by the apprentice  
writing assessments/assignments



Industry visits or visiting other  
companies or suppliers



# What does NOT constitute 'off the job training'?

- Enrolment
- Induction (partly)
- Diagnostic assessment or prior assessment
- English and maths (up to level 2) – this is funded separately
- Progress reviews or on programme assessment needed for an apprenticeship framework or standard
- Off the job training **ONLY** delivered by distance learning (although you can include on line and other blended learning activity as part of an apprenticeship)
- Training that takes place outside the apprentice's paid working hours



[link to 20% off-the-job document](#)

# 20% Off-the-job training

Content must **map to the standard** and teach new **knowledge, skills and behaviours** to reach competence in the standard

Training must take place during **PAID** hours. ESFA mean the apprentice's normal contracted hours - that doesn't include periods of irregular overtime. But regular overtime should be included in off-the-job calculations

Covers the planned duration of the apprenticeship before gateway.

Statutory holiday entitlement must be deducted before off the job hours are calculated

Clear calculations must be included in apprentice's commitment statement

Once agreed, the 20% off the job calculation and approach must be written into the agreement with the provider, employer and apprentice

Example: 1 year apprenticeship duration

- 8hrs x 4 days per week = 32hrs + 7hrs x 1 day = 39 hrs
- minus statutory holiday time 28 days (5.6 weeks)

## Calculation

46.4 weeks x 39hrs x 20%  
= **361.2hrs off the job**

# Learning Assistant – 20% off the job training

- Learning Assistant now has the functionality to record off the job training hours.
- Both Assessors and Learners can record the off the job hours.
- Learning Assistant will then add up the hours and will return the total value.

The screenshot displays the Learning Assistant web application. The left sidebar contains navigation links: Homepage, Learners (selected), News & Events, Appointments, Forums, PDR, Messages (7), and Processes. The main content area shows the profile of James Learner, a City & Guilds learner, with details on their progress (Started 20%, Completed 0%, Expected 2%) and dates (Official Start Date: 14 Nov 2017, Anticipated End Date: 14 Nov 2018, Last Login: 20 Nov 2017 11:04). Below this, the 'Metrics' tab is active, showing a table of training entries.

DATE CREATED	DESCRIPTION	CREATED BY	ON THE JOB TRAINING	OFF THE JOB TRAINING	ACTION
20 Nov 2017	Attended College	James Learner (Candidate)	0:00	4:30	<a href="#">View</a>
20 Nov 2017	Off the Job Training - Dealing with Customers	Simon Berry A (Primary Assessor)	0:00	4:30	<a href="#">View</a>
<b>Totals</b>			0:00	9:00	

At the bottom of the interface, there are links for Terms & Conditions, Customer Support, Feedback, and Logout, along with the City & Guilds Learning Assistant logo and copyright information (©2006-2017).

[Training video](#)



# 20% Off-the-job Training Prior Learning



# What counts as prior learning





Work experience relevant  
to the apprenticeship  
Standard

**Current and previous employment**  
Particularly important to check for an existing employee. Was any in-house training given? Would a qualification or other type of training be more appropriate than an apprenticeship?



Any previous  
apprenticeship  
undertaken in a  
related sector  
subject area

**Previous apprenticeship** What level was the apprenticeship and what sector? How long ago was it? Check content against new apprenticeship – what is the same?

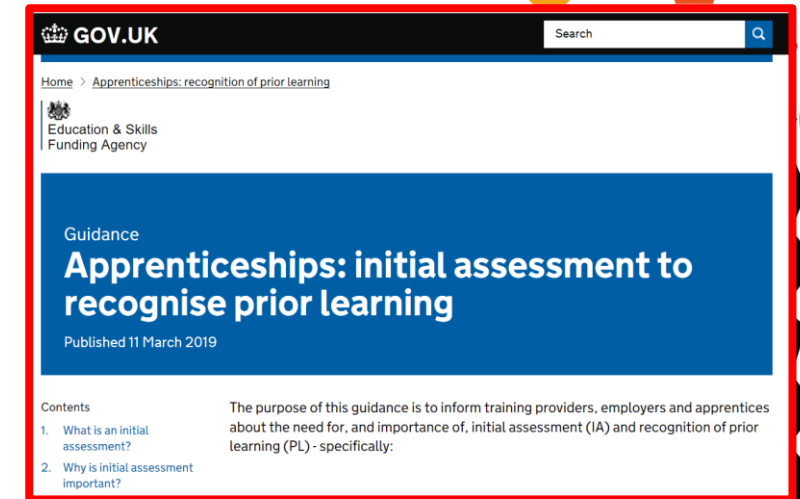


Prior education, training  
or associated  
qualification(s) in a  
related sector subject  
area.

**Previous qualifications** What level was the previous qualification? What proportion of guided learning hours were committed to the relevant learning?

# Prior learning

- Providers must assess prior learning before the apprenticeship
- Funds must not be used to pay for learning or skills the apprentice has already attained.
- Providers must account for prior learning and reduce duration, content and price, where appropriate.
- Where accounting for prior learning would mean the duration would be less than 12 months or fail to meet the 20% off-the-job, the apprenticeship is ineligible.
- Prior learning, knowledge, skills and behaviors must be quantified and evidenced.
- All of the above must be included in an evidence pack
- Everything agreed must be included in the employer agreement with the provider and also in the commitment statement/apprenticeship agreement.



# OUR APPRENTICESHIP WEB SITE

to support providers, employers and learners



# Our web-site designed to support you



SEARCH EVERYTHING FIND COURSE / QUALIFICATION FIND CENTRE

Search the site:

Everything

- OUR OFFER
  - QUALIFICATIONS
  - APPRENTICESHIPS
  - TECHNICALS & TECHBAC
  - QUALIFICATION DELIVERY
  - INTERNATIONAL
  - NEWS
  - ABOUT US
  - HELP
- STANDARDS
  - ON-PROGRAMME LEARNING
  - EPA SERVICE
  - BECOME AN IEPA
  - GET-TO-GATEWAY
  - DELIVER AN APPRENTICESHIP
  - APPRENTICESHIP FUNDING
  - BECOME AN APPRENTICE
  - EVENTS AND WEBINARS
  - CONTACT

## Apprenticeships





# On-programme learning (England only)

On-programme is the learning phase for apprentices to develop the skills, knowledge and behaviours set out in an apprenticeship standard and required to pass the end-point assessment. Depending on the standard, there will be different methods to help absorb and demonstrate an apprentice’s learning.

All apprentices need to complete 20% off-the-job training as part of the on-programme phase of their apprenticeship. It must be within an apprentice’s paid hours and doesn’t have to be away from the workplace.

Our assessment experts have carefully mapped the skills, knowledge and behaviours required and developed a blend of teaching and learning resources to give your learners the best chance of success.

You can choose both the City & Guilds on-programme offer and end-point assessment (EPA) or just pick one. And if you use our EPA, we give your apprentices access to our free, online EPA preparation tool in the run up to their assessment to help build their confidence and get them ready - giving them the best chance of success.

## APPRENTICESHIPS

- Standards
- On-programme learning
- EPA service
- Become an IEPA
- Get-to-Gateway
- Deliver an apprenticeship
- Apprenticeship funding
- Become an apprentice
- Events and Webinars
- Contact

### Get your apprentices to gateway

Embrace Get-to-gateway, a digital solution that combines a Learning Management System with our industry-leading e-Portfolio. Supporting both on-programme delivery and preparation for a successful end-point assessment.

[Find out more >](#)

### Further information

Talk to our [Assured Team](#) about giving your own training courses extra value

[Find out more](#) about Digital Credentials

Core content

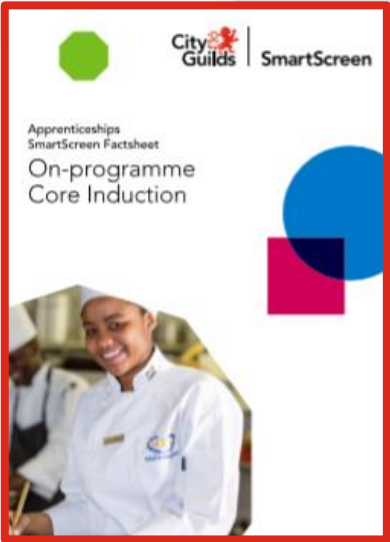
In-depth resources

Get to gateway

Support for managing and delivering 20% off-the-job training

Maths and English support

Behaviours



On-programme-learning

# Solutions for delivery and implementation- supporting employers

## Solutions for delivery and implementation

Embedding a quality training programme is not just about creating a leading edge strategy. We can work with you to ensure you have the right people and technology systems in place to successfully manage data, monitor learning and track progress.

Our flexible team can step in to support day-to-day operations in your business as well as setting up technology platforms.

All to take away the pain away and ensure a seamless transition during implementation of your people strategy.

[GET IN TOUCH >](#)

Technology platforms to support training

e-learning solutions

Operational support and data management

Quality implementation

We can work alongside or become your interim Quality team to implement your quality strategy. We will ensure your quality assurance process is fit for purpose, timely and monitored effectively.

### OUR OFFER

→ Centres

→ Learners

→ Employers

→ People strategy

→ Optimising your levy

→ Training and development

→ Delivery and implementation

→ Case studies

→ Industry Skills Board

→ Assured

→ Contact us

Laing O'Rourke

How ILM helped a leading construction company build skills.



**DEDICATED RESOURCES TO  
SUPPORT DELIVERY**



# Advanced Carpentry & Joinery L3 9079-12 and Carpentry & Joinery L2 9078-12

## CARPENTRY & JOINERY L2

Trailblazer Apprenticeship Training Specification EPA

January 2019 Version 1.0

Apprenticeship standard (England only)

**Carpentry and Joinery**

Industry: Construction  
City & Guilds code: 9078  
LARS number: 239

Minimum duration: 18 months  
Funding band: 10 (£12,000)\*  
Level 2

**City & Guilds**  
A City & Guilds Group Business

**On-programme learning:** Available autumn 2018  
**On-programme mandatory qualification (6571):** Open for registrations  
**End-point assessment (EPA):** We're applying to be on the register of end-point assessment organisations

The Carpentry and Joinery apprenticeship is part of the City & Guilds apprenticeship offer in the main trades of construction. Carpentry and joinery is a core trade within construction, especially in the house building sector. As demand for new houses continues, so does the demand for carpentry and joinery. Apprentices entering the construction industry as a carpenter or joiner may choose to work as a self-employed subcontractor or gain a CSCS card to work on a construction site, where they could then progress to a site supervisor or manager.

This occupation involves carrying out skilled work, primarily using timber products, either on a construction site or in a workshop, creating and installing building components. On completion of this apprenticeship, carpentry and joinery apprentices will be able to carry out all the activities undertaken by a carpenter and joiner. You will work using, developing, communicating with others, interpreting specifications and carry out related tasks.

**City & Guilds – helping you with an expert solution**  
There are four stages where we can work together to help your apprentices from the start through to successful completion of their training.

- Plan** Helping you plan and prepare for the new standards with a bespoke solution to make the most of your investment in apprentices.
- Attract** Simple online vacancy and candidate set-up. TalentPortal can connect you to the talent you need to fill your apprenticeship vacancies.
- Develop** High-quality online and offline content to help close out the skills, knowledge and behaviours to prepare apprentices for end-point assessment as well as tracking options to monitor performance.
- Assess** Support for you and your apprentices to prepare for end-point assessment by our third-party, fully trained assessors. Our blogs, webinars ensure the demands of your team and your partner.

\*Funding bands from May 2017

Apprenticeship standard (England only)

**Advanced Carpentry and Joinery**

Industry: Construction  
City & Guilds code: 9079  
LARS number: 240

Minimum duration: 12 months  
Funding band: 9 (£9,000)\*  
Level 3

**City & Guilds**  
A City & Guilds Group Business

**On-programme learning:** Available autumn 2018  
**On-programme mandatory qualification (6571):** Open for registrations  
**End-point assessment (EPA):** We're applying to be on the register of end-point assessment organisations

The Advanced Carpentry and Joinery apprenticeship is part of the City & Guilds offer in the main trades of construction. Carpentry and joinery is a core trade within construction particularly in the house building sector. As the demand for new houses continues to grow, the demand for carpentry and joinery. Apprentices entering the industry as a carpenter or joiner may choose to be self-employed or, after achieving a CSCS card, work on a construction site, then progress to a site supervisor or manager.

The occupation involves carrying out skilled work, primarily using timber products, either on a construction site, or in a workshop, creating and installing building components. After completing the standard, apprentices should be able to carry out all the activities undertaken by a carpenter and joiner, and work safely, develop communication with others, interpret specifications and carry out related tasks.

**City & Guilds – helping you with an expert solution**  
There are four stages where we can work together to help your apprentices from the start through to successful completion of their training.

- Plan** Helping you plan and prepare for the new standards with a bespoke solution to make the most of your investment in apprentices.
- Attract** Simple online vacancy and candidate set-up. TalentPortal can connect you to the talent you need to fill your apprenticeship vacancies.

**ROOFING | OVERVIEW**

**FACTORS AFFECTING CHOICE OF ROOF TYPES**

There are a number of different types of roofs (explored later in this module). When deciding which type of roof is the most suitable choice for a building, a number of factors are taken into consideration and you'll notice that these are closely linked to the functions of a roof.

Select each (+) to find out more information, then select the forward arrow to continue.

Minimum duration: 12 months  
Funding band: 9 (£9,000)\*  
Level 3

**City & Guilds – helping you with an expert solution**  
There are four stages where we can work together to help your apprentices from the start through to successful completion of their training.

- Plan** Helping you plan and prepare for the new standards with a bespoke solution to make the most of your investment in apprentices.
- Attract** Simple online vacancy and candidate set-up. TalentPortal can connect you to the talent you need to fill your apprenticeship vacancies.

ROOFING | OVERVIEW

### FACTORS AFFECTING CHOICE OF ROOF TYPES



## Apprenticeship Training Manual Level 2 Site Carpentry



Construction Enhanced SmartScreen Factsheet  
Level 2 Carpentry and Joinery



Name: \_\_\_\_\_  
City & Guilds enrolment number: \_\_\_\_\_  
Centre name: \_\_\_\_\_  
Centre number: \_\_\_\_\_  
Trainer: \_\_\_\_\_  
Workplace mentor: \_\_\_\_\_  
Date apprenticeship started: \_\_\_\_\_

**ROOFING**

**INTERNAL FEATURES OF A ROOF**  
Now have a look underneath the covering of this typical roof.

**SmartScreen**

each (+) icon to learn about each feature, then select the forward arrow to continue.

Services List 6 | 13

**ROOFING**

**INTERNAL FEATURES OF A ROOF**  
Now have a look underneath the covering of this typical roof.

**Hip Rafter**  
A hip rafter is the timber member which runs from the corner of the roof to the ridge board on a hipped roof.

Select each (+) icon to learn about each feature, then select the forward arrow to continue.

**City & Guilds** | ilm  
WILLS & TOWERS WOOD LLP

**EPA welcome pack**  
Getting started with our end-point assessment (EPA) service  
For colleges, providers and employers

September 2018 Version 2.0

**QUALIFICATION HANDBOOK**

**Level 2 NVQ Diploma in Wood Occupations (Construction) (6571)**

September 2018 Version 2.0

**City & Guilds**

**PRACTICAL TASK MANUAL**

**6706-23 Level 2 Diploma in Site Carpentry**

August 2018 Version 1.1

**City & Guilds**



# Apprenticeship training manual

Apprenticeship Training Manual  
Level 2

## Site Carpentry



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

City & Guilds enrolment number: \_\_\_\_\_

Centre name: \_\_\_\_\_

Centre number: \_\_\_\_\_

Trainer: \_\_\_\_\_

Workplace mentor: \_\_\_\_\_

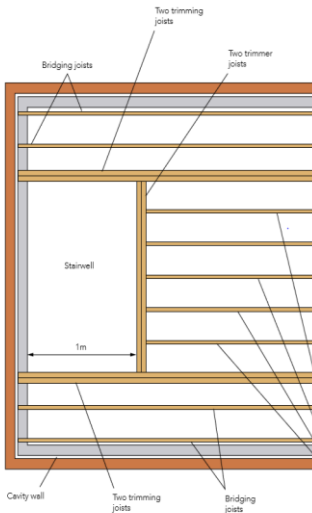
Date apprenticeship started: \_\_\_\_\_

Task 2: Continued

Trim out an opening in a suspended timber floor

Working drawing

Study the working drawing below, which shows a trimmed suspended timber floor, to familiarise yourself with the task before you begin.



### Contents

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Task 6:  
Install a balustrade for a straight flight of stairs

#### Task introduction

Before you carry out this task ensure that you have completed the risk assessment and that your trainer has given you permission to start. You can ask your trainer for help in understanding the task instructions but all the work should be your own.

In this task, you are to construct and install a balustrade for the staircase you installed in Task 5. Install a straight flight of stairs. The steps you need to take are outlined in the specification. You must always use safe working practices. You are responsible for the safety of others as well as your own.

On completion of this task you will self-evaluate your work using the marking scheme provided. Your trainer will also give you feedback on how well you have performed. Using the two forms of feedback will enable you to develop your skills and knowledge. This feedback should outline areas for your further study and skills development.

Equipment  
In the boxes below, make lists of the personal protective equipment (PPE), tools and materials you will need to complete the task.

#### Personal protective equipment (PPE)

Tools and fixings	Quantities

### English skills grid

Some of the language and communication skills that you might develop	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8	Task 9	Task 10	Task 11	Task 12	Task 13	Task 14	Task 15	Task 16	Task 17	Task 18	Task 19	Task 20	Task 21	Task 22	Task 23	Task 24	
Where could you develop and/or demonstrate these skills?	Y	E	T	E	T	E	T	E	T	E	T	E	T	E	T	E	T	E	T	E	T	E	T	E	T
Speaking and listening																									
Listen to and respond to questions																									
Listen/respond to criticism and constructive feedback																									
Use strategies to check and confirm understanding – ask questions, use facial expressions and body language																									
Follow discussions																									
Make useful contributions to discussions																									
Ask questions to obtain information																									
Express yourself clearly																									
Present your ideas clearly and logically																									
Reading																									
Use different reading strategies – skimming, scanning, detailed reading																									
Identify and understand the main points of what you are reading																									
Identify and understand the important details in what you are reading																									
Use organisational features to help you find the information you need																									
Use knowledge of grammar and punctuation to help you understand what the text means																									
Read and understand unfamiliar words and technical terms – check the meaning																									
Writing																									
Plan and draft writing																									
Research information in a logical way																									
Write in complete sentences																									
Use paragraphs																									
Use suitable language for purpose and audience																									
Check and proofread writing for layout and format																									
Check and proofread writing for accuracy and sense																									
Use correct grammar and punctuation																									
Spell familiar and technical words correctly																									
Produce clear and legible text																									

T – opportunity to practise and develop skills in tasks

E – opportunity to produce evidence of skills in action when completing task

Y = opportunity to practise and develop skills in task E = opportunity to produce evidence of skills in action when completing task

### Maths skills grid

Some of the maths skills that you might develop	Task 1 Number Addition and subtraction	Task 2 Number Multiplication and division	Task 3 Number Fractions and decimals	Task 4 Number Percentages	Task 5 Number Algebraic notation	Task 6 Number Algebraic notation	Task 7 Number Algebraic notation	Task 8 Number Algebraic notation	Task 9 Number Algebraic notation	Task 10 Number Algebraic notation	Task 11 Number Algebraic notation	Task 12 Number Algebraic notation	Task 13 Number Algebraic notation	Task 14 Number Algebraic notation	Task 15 Number Algebraic notation	Task 16 Number Algebraic notation	Task 17 Number Algebraic notation	Task 18 Number Algebraic notation	Task 19 Number Algebraic notation	Task 20 Number Algebraic notation	Task 21 Number Algebraic notation	Task 22 Number Algebraic notation	Task 23 Number Algebraic notation	Task 24 Number Algebraic notation
Where could you develop and/or demonstrate these skills?	T	E	T	E	T	E	T	E	T	E	T	E	T	E	T	E	T	E	T	E	T	E	T	E
Number																								
Work efficiently with numbers, both positive and negative, of any size, in practical situations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Calculate and use ratio and direct proportion, including scale	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Find percentage parts of quantities, multiples or measurement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Calculate percentage increase or decrease	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Convert between percentages, fractions and decimals	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Use simple formulae to solve problems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Measure, shape and space																								
Calculate, measure and record time in different formats	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Carry out calculations with money	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Convert between currencies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Measure length, distance, weight and/or capacity using metric and/or imperial units	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Convert between units of measure within the same system	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Calculate with units of measure between systems, using conversion tables and scales and approximate conversion factors	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Recognise and use common 3D representations of 3D objects, eg plans and maps	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Find the area, perimeter and/or volume of regular shapes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Handling data																								
Extract information from tables, diagrams, charts and graphs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Collect and represent discrete and continuous data in tables, diagrams, charts and graphs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Find the mean, mode and median and use them as appropriate to compare two sets of data	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Find the range and use it to describe the spread within sets of data	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Express the likelihood of an event using fractions, decimals and percentages with the probability scale of 0 to 1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Activate Windows  
Go to Settings



# Bricklaying L2 City & Guilds qualification number 9077



### Bricklayer Trailblazer Apprenticeship (9077)

Version 1.4 (September 2018)


On-Programme Training Specification

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Apprenticeship standard (England only)

## Bricklayer

Industry: Construction  
City & Guilds code: 9077  
LARS number: 287



A City & Guilds Group Business

Typical duration: 30 months  
Funding band: £9,000\*  
Level 2

\*Funding bands from May 2018

**On-programme learning:** Available  
**End-point assessment (EPA):** We are applying to be on the register of end-point assessment organisations

Bricklaying is a core function within the construction sector, particularly the house building sector.

Bricklayers lay bricks, blocks and other types of building components in mortar to construct and repair walls, foundations, partitions, arches and other structures e.g. chimney stacks. They might also refurbish brickwork and masonry on restoration projects. The range of sites and projects that bricklayers will work on include large commercial developments, new builds in housing, alterations, extensions and restorations. A bricklayer may work one-on-one or on larger jobs where their bricklaying group (gang) may work on a particular section of a building alongside other bricklaying gangs as well as other trades.

On completion of this apprenticeship standard, candidates will be able to carry out all the activities undertaken by a bricklayer, carrying out a range of tasks relating to the trade. They will also work safely and develop their communication skills with others that they can use when working in the trade.

**City & Guilds – helping you with an expert solution**

There are four stages where we can work together to help your apprentices from the start through to successful completion of their training.





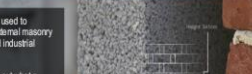
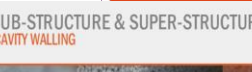






- Plan**  
Helping you plan and prepare for the new standards with a bespoke solution to make the most of your investment in apprentices.
- Attract**  
Simple online vacancy and candidate set up, TalentPortal can connect you to the talent you need to fill your apprenticeship vacancies.
- Deliver**  
High-quality, online and offline content to help draw out the skills, knowledge and behaviours to prepare apprentices for end-point assessment as well as tracking options to monitor performance.
- Assess**  
Support for you and your apprentices to prepare for end-point assessment by our first-rate assessors.

SETTING OUT AND LEVELLING  
SETTING OUT

Welcome to the Setting Out module.

In this module, you'll find out about setting out for small buildings. Having completed this module, you'll be able to:

- Understand the purpose of setting out
- Adopt a safe working practice
- Select the appropriate tools and equipment
- Understand the sequence of events
- Know how to set-out a right angle
- Know how to set-out curved work to plan
- Know how to set-out angled work






ilm

EPA  
welcome pack

Getting started with our end-point assessment (EPA) service  
For colleges, providers and employers





### SmartScreen

MY SUBJECTS CENTRE ADMIN REPORTS LOGOUT

**SUBJECTS**

- Bricklaying
- Carpentry and Joinery
- General Construction
- Painting and Decorating
- Plastering
- Wall and Floor Tiling
- Construction Skills

**CONSTRUCTION BRICKLAYING**

These materials have been produced to support students wishing to learn bricklaying skills.

**QUALIFICATIONS**

- 6705 Level 1 Bricklaying
- 6705 E-book Level 1 Bricklaying
- 6705 Level 2 Bricklaying
- 6705 E-book Level 2 Bricklaying
- 6705 Level 3 Bricklaying
- 7805 Level 2 Technical Certificate in Bricklaying
- Level 2 e-learning Level 2 Bricklaying e-learning
- 7905-30 Level 3 Advanced Technical Diploma in Bricklaying

**COMMUNITY**

**Prisons**  
City & Guilds has worked hard delivering digital content to prisons to allow staff and learners access essential resources.

**Construction Network Meetings**  
City & Guilds Construction and the Built Environment Network Meetings (we are carrying out a number regional network site)

**ANNOUNCEMENTS**  
City & Guilds has worked hard delivering digital content to prisons to allow staff and learners access essential resources.

The code below can either be used internally in your centre or passed on to your learners to give them easy access to the site.



### SmartScreen

Construction  
Enhanced SmartScreen Factsheet  
Level 2 Bricklaying





### Constructing Arches

In this module you will learn about:

- The process for constructing a semi-circular masonry arch
- The process for constructing a segmental masonry arch

Select the forward arrow to continue




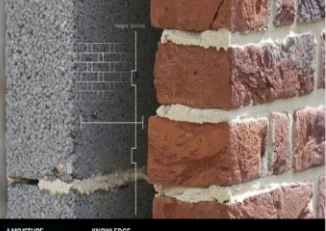
BRICKWORK SUB-STRUCTURE & SUPER-STRUCTURE  
INTRODUCTION TO CAVITY WALLING

Cavity walling is a method used to construct the majority of external masonry walls of both domestic and industrial buildings.

In this module, you will find out what a cavity wall is and why the system was introduced.

When you finish this module, you will be able to:

- Describe a cavity wall
- Explain the purpose of cavity walling
- Explain what the term U-value means
- Explain what causes structural damp
- Explain what damp proofing is



WHAT IS A CAVITY WALL? A HEAT REGULATOR A MOISTURE BARRIER KNOWLEDGE TEST

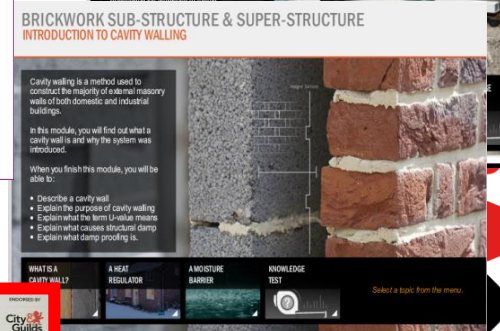
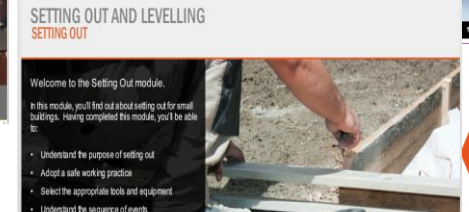
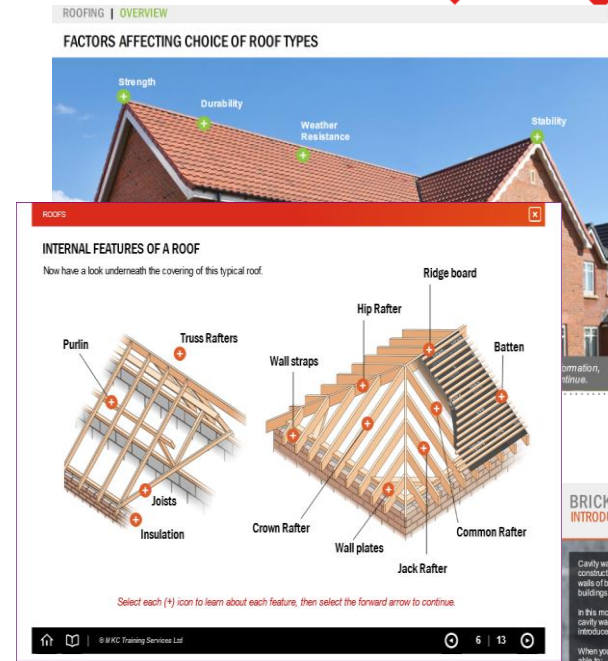
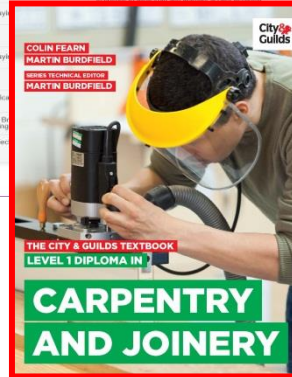
Select a topic from the menu.



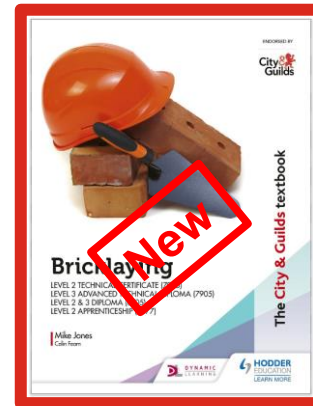
# Text Books and Enhanced SmartScreen



- Bricklaying (6705, 7905)
- Carpentry and Joinery (6706, 7906)
- Painting and Decorating (6707, 7907)
- Plastering (6708, 7908)
- Wall and Floor Tiling (6710)
- Construction Skills (6219)
- General Construction (6704, 6709)
- Employability Skills (5546)



- Level 1/3 Diploma in Bricklaying
- Level 2/4 Diploma in Bricklaying
- Level 3/5 Diploma in Bricklaying
- Level 1/3 Diploma in Carpentry and Joinery
- Level 2/4 Diploma in Site Carpentry and Bench Joinery
- Level 3/5 Diploma in Site Carpentry and Bench Joinery
- Level 1/3 Diploma in Painting and Decorating
- Level 2/4 Diploma in Painting and Decorating
- Level 1/3 Diploma in Plastering
- Level 2/4 Diploma in Plastering



**Try before you buy:** [Sample SmartScreen materials](#) [Information on City & Guild textbooks](#)

# Practical Exercise Tasks



**Training Manual**  
Level 2 Bricklaying

This new training manual is the essential practical resource for any learner starting out in the brickwork industry. Suitable for use with both the new City & Guilds technical qualification specification (7905-20), as well as for Level 2 Bricklaying Diplomas, this resource provides the learner with a series of practical tasks to complete to support their learning experience.

These practical tasks are designed to reflect the full range of skills that learners will need to master to succeed in their learning as well as in the workplace. Tutors will also find that these tasks provide a suitable practical structure to frame the theory work that learners will be doing alongside their workshop skills.

It is a must-have purchase for any learner undertaking this technical qualification or a diploma in Level 2 Bricklaying.

The manual includes 19 work-based tasks which covers construction of different types of cavity walls, solid walls and piers, and basic arches, as well as how to set out a building.

Each task includes:

- planning sections for learners to consider what tools, equipment (including PPE) and resources they'll need to complete the task successfully
- a risk-assessment for learners to fill out to ensure safe completion of work
- a step-by-step guide with detailed working drawings so learners know how to complete the task to the required specifications
- a set of assessment criteria for learners and tutors to assess competency level at each skillset
- space for learners to reflect on how the task went and what they need to work on in future.

**Information**

Code: TL210693

ISBN: 9780851932679

Size: A4

Published: November 2017



**Training Manual**  
Level 2 Site Carpentry

This new training manual is the essential practical resource for any learner starting out in the Site Carpentry industry. Suitable for use with both the new City & Guilds technical qualification specification (7906-20), as well as for Level 2 Site Carpentry Diplomas, this resource provides the learner with a series of practical tasks to support their learning experience.

These practical tasks are designed to reflect the full range of skills that learners will need to master to succeed in their learning as well as in the workplace. Tutors will also find that these tasks provide a suitable practical structure to frame the theory work that learners will be doing alongside their workshop skills.

It is a must-have purchase for any learner undertaking this technical qualification or a diploma in Level 2 Site Carpentry.

The manual includes 21 work-based tasks which covers construction of structural carpentry, construction of non-structural carpentry both prior to and following plastering, as well as how to use a circular saw.

Each task includes:

- theory questions to get the learner to think about the task before starting
- planning sections for learners to consider what tools, equipment (including PPE) and resources they'll need to complete the task successfully
- a risk-assessment for learners to fill out to ensure safe completion of work
- a step-by-step guide with detailed working drawings so learners know how to complete the task to the required specifications
- a set of assessment criteria for learners and tutors to assess competency level at each skillset
- space for learners to reflect on how the task went and what they need to work on in future.

**Information**

Code: TL311291

ISBN: 9780851932962

Size: A4

Published: October 2017

**City & Guilds**

**Level 3 Advanced Technical Diploma in Bricklaying (450)**

**(7905-30)**

**Version 1.1**

**Practice Tasks**

LEVEL 3 ADVANCED TECHNICAL DIPLOMA IN BRICKLAYING (7905-30)

**City & Guilds**

**3) Explain how you will support the brickwork over the opening to allow you to remove the existing lintel.**

**Answer to include:** Indicate we cannot use a jacking brick, remove the bed joints immediately above the defective lintel to allow the stronoys to be positioned to support the load above.

**3) Remove Lintel**

Once the defective lintel is removed, candidates will need to prepare the bearing to receive the new lintel.

**4) Replace Lintel**

When the new lintel is in position, candidates should fill the joints above the lintel to ensure that it is able to support the load.

LEVEL 3 ADVANCED TECHNICAL DIPLOMA IN BRICKLAYING (7905-30)

**City & Guilds**

**Figure 1 Set out segmental arch**

LEVEL 3 ADVANCED TECHNICAL DIPLOMA IN BRICKLAYING (7905-30)

# END-POINT ASSESSMENT

What is it? Short 2 min video





# Carpentry and Joinery EPA Documents



Level 2 End-point Assessment  
for ST0264/AP01 Carpentry and  
Joinery  
9078-12

September 2019, v1

Standard Scoping Content  
For Centres and Apprentices

9078-level-2-carpentry-and-joinery-end-point-assessment  
documents



Level 2 End-point Assessment for  
ST0264/AP01 Carpentry and Joinery  
9078-12

September 2019, v1

End-point Assessment Pack  
For Centres / End-point Assessment Customers / Employers



Level 2 End-point Assessment for  
ST0264/AP01 Carpentry and  
Joinery  
9078-12

September 2019, v1

End-point Assessment Recording forms  
For Centres / EPA Customers



Level 2 End-point Assessment for ST0264/AP01 Carpentry  
and Joinery

End-Point Assessment Resources List

Resource required	
Knowledge assessment	Suitable IT systems for evolve as outlined in the <i>Manual for End-point Assessment Services</i> .
	An invigilator.
	A quiet room with adequate lighting, space and privacy. It must be away from the pressures of work activities, in a controlled environment. This may be on or off the employer's premises.
Practical Test (Pathway 1- Site Carpentry)	<b>Bay</b> Each apprentice will require a 3x3 metre area with a dividing partition. <b>Timber:</b> <ul style="list-style-type: none"><li>1981mm x 762mm x30mm internal flush panel door</li><li>Pre-machined 38x100mm rebated 12x37mm lining (pre-purchased or fabricated in-house- Apprentice must be able to form housing into them best)</li></ul>



# End Point Assessment Organisation and Assessors

## Register of End Point Assessment Organisations

- The register is a list of organisations that have been assessed by the Skills Funding Agency as suitable to conduct independent end-point assessments.
- A provider can recommend an organisation that is listed on the register but the final choice is the employers.

## What is an independent end-point assessor

*Independent end-point assessors, or IEPAs, are responsible for assessing apprentices during end-point assessment (EPA) for apprenticeship standards in England. Watch our quick video to find out the role requirements and responsibilities of an IEPA and how they work with the lead independent end-point assessor.*

## Role of independent-end-assessor- IEPA and LIEPA

# EPA changes for 2019/20

- The employer chooses the EPAO and negotiates the price for EPA.
- Providers must ensure they input EPAO data to the ILR as soon as its known.
- EPAO's have to inform the ESFA (name of employer and provider) within 4 weeks, once they have been chosen by an employer to carry out EPA.
- The contract between EPAO and provider clearly states the EPAO are delivering the EPA on behalf of the employer. Provider's act as ESFA agent in passing payment to the EPAO.

From 1 October 2019, the ESFA will no longer fund an apprenticeship if there is no EPAO registered or 'committed in principle' to provide end assessment.

From April 2020, the contract for EPA will be held directly between the EPAO and the employer and the employer will pay the EPAO directly from their apprenticeship account.



The screenshot shows the GOV.UK website interface. At the top is the GOV.UK logo and a search bar. Navigation links include 'Departments', 'Worldwide', 'How government', 'Consultations', 'Statistics', and 'News and commu'. The breadcrumb trail reads 'Home > Further education and skills > Apprenticeships'. The page title is 'Guidance: Conditions for being on the register of end-point assessment organisations'. The main content area states: 'Information for organisations who are applying to register to offer independent end-point assessment for apprenticeship standards.' Below this, it says 'Published 11 April 2019', 'Last updated 28 June 2019 — [see all updates](#)', and 'From: [Education and Skills Funding Agency](#)'.

- [Register-of-end-point-assessment-organisations](#)

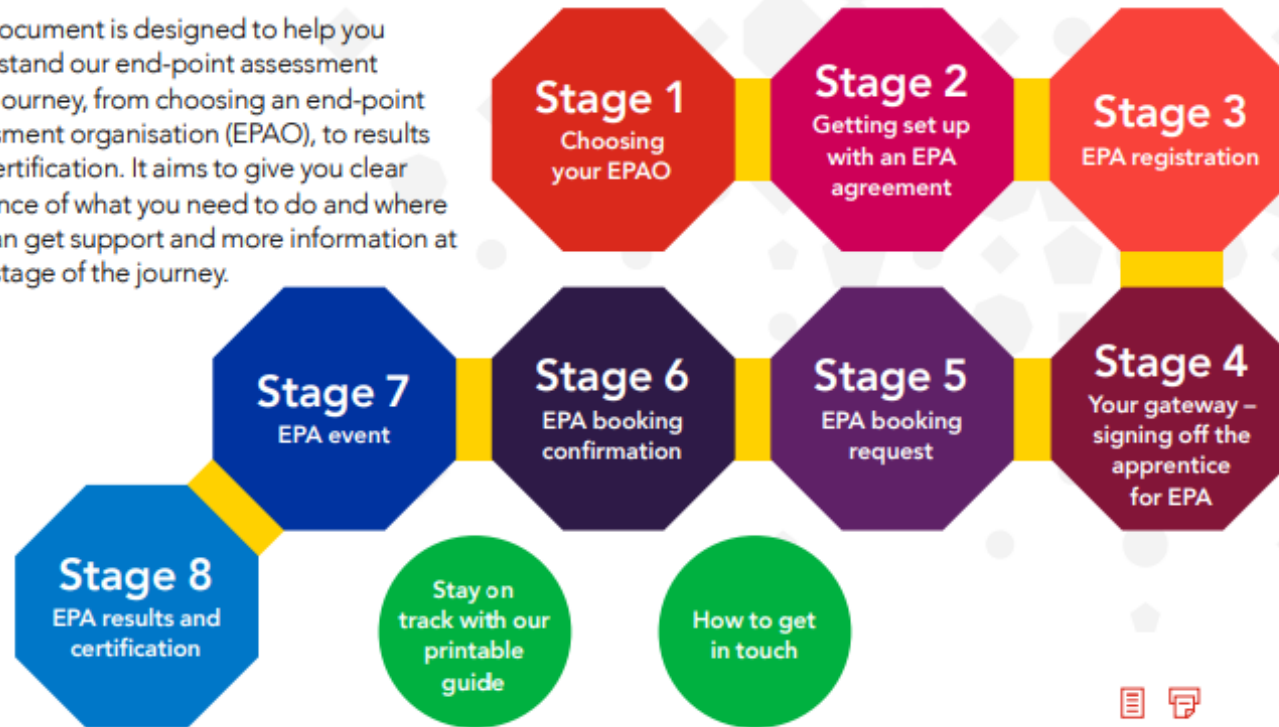


# The 8 Stages of EPA

## Everything you need to know about the EPA journey with City & Guilds and ILM



This document is designed to help you understand our end-point assessment (EPA) journey, from choosing an end-point assessment organisation (EPAO), to results and certification. It aims to give you clear guidance of what you need to do and where you can get support and more information at each stage of the journey.



Coming in 2020 the construction webinar on End Point Assessment (EPA)

<https://www.cityandguilds.com/-/media/cityandguilds-site/documents/apprenticeships/city-and-guilds-and-ilm-the-8-step-guide-to-your-epa-journey-pdf.ashx?la=en&hash=AD39898AA25742E504CFFBD3D5B2CD24CA53C330>

# EPA Timescales

- We need a minimum of 60 days advance notice before your planned EPA Event Date
- You must have all your evidence uploaded and we will validate before we release a confirmed date
- Preferred dates for Independent End Point Assessor's will go on a first come first served basis
- The date is not confirmed until the evidence is validated and you have received the booking form
- Please make sure if you don't select the first available date, select the actual date that is right for your apprentice.

<https://www.cityandguilds.com/apprenticeships/endpoint-assessment-service/document-library>

## Our platforms

### Guide to booking EPA on Walled Garden

Walled Garden is a secure system for registering apprentices and booking end-point assessments and knowledge tests. This user-guide will take you through the process step by step.

[Download >](#)



City & Guilds  
ilm  
A City & Guilds Group Collaboration

## Manual for the End-Point Assessment Service

Version 3.0  
September 2018

# EPA LIBRARY

## EPA Document Library

### EPA guidance and support documents

A collection of user guides, documents, webinars and videos to support you through every step in your EPA journey. This library includes all our T&Cs, policy and process guidance, pricelists.

- Our EPA service – information, terms and conditions
- Finding out more about apprenticeship standards
- EPA application / booking process
- Our platforms
- FAQs
- Our policies and how to submit an enquiry about EPA results
- Guidance and checklists for employer, providers and apprentices

#### APPRENTICESHIPS

- Standards
- On-programme learning
- EPA service
- EPA document library
- Become an IEPA
- Get-to-Gateway
- Deliver an apprenticeship
- Apprenticeship funding
- Become an apprentice
- Events and Webinars
- Contact



#### End-point assessment preparation and guidance



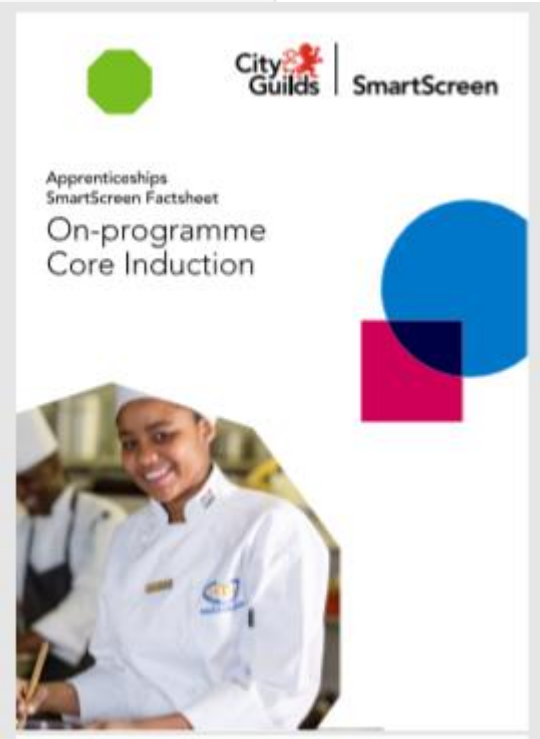
A suite of guidance documents and preparation materials to help you and your apprentices prepare for end-point assessment. Apprentices will need to be ...

FIND OUT MORE

#### On-programme core induction



Covers Prevent, British Values, equality and diversity, and health and safety.



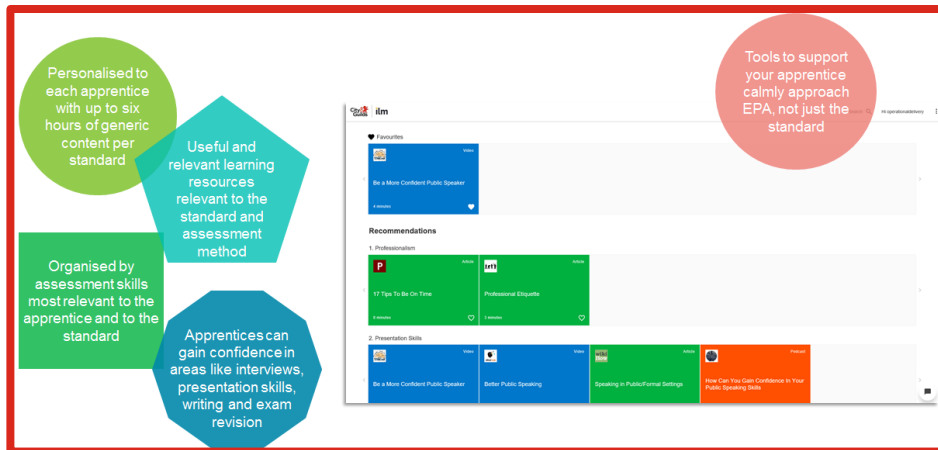


# What is the EPA preparation tool?

- Quality assured generic content, aligned to occupations and EPA components
- Tested by own in-house apprentices
- Built following customer feedback – interviews, survey
- Supports learner preparation for the EPA event
- Presents *unique* and *personalised* experience for each learner

## Availability

- Accessed via SmartScreen, only to those centres making EPA registrations
- Available for all occupations that have a City & Guilds or ILM EPA



[Demo video](#) 2 min

EPA SmartScreen preparation and guidance

The screenshot shows the City & Guilds SmartScreen website. The header includes the City & Guilds logo and the SmartScreen title. A navigation menu on the left lists various occupations. The main content area features a welcome message, a list of preparation resources, and sections for learners, tutors, and user guides. A login form is visible in the top right corner.

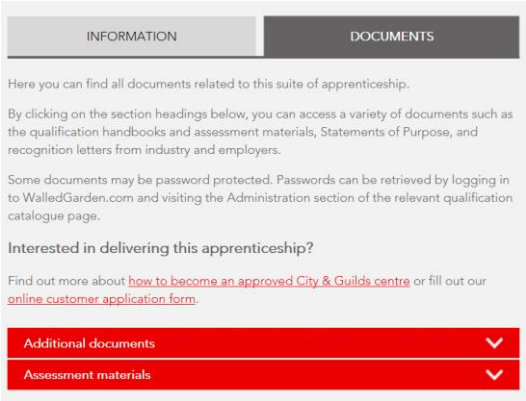
<https://www.smartscreen.co.uk/>

# EPA Support Material

- End-point assessment pack – includes scoping document and resources
- End-point assessment recording form document
- Sample knowledge tests
- Welcome pack
- EPA tool
- Top tips to prepare for the EPA
- Guidance on oral questioning in the practical test
- Employer checklist
- Provider checklist
- FAQs
- LIEPA report

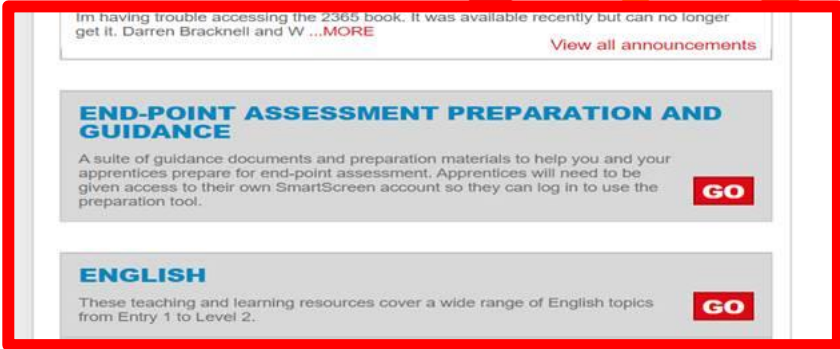


Located on EPA Web page



Located on EPA SS platform

Located on EPA SS platform



### Carpentry & Joinery EPA exemplar materials now live

EPA exemplar materials are now available on SmartScreen for Level 2 Carpentry and Joinery (9078) and Level 3 Advanced Carpentry and Joinery (9079). These can be found under the 'Other end-point assessment support and preparation materials' accordions and both consist of the following:

- practical test transcript
- top tips for EPA

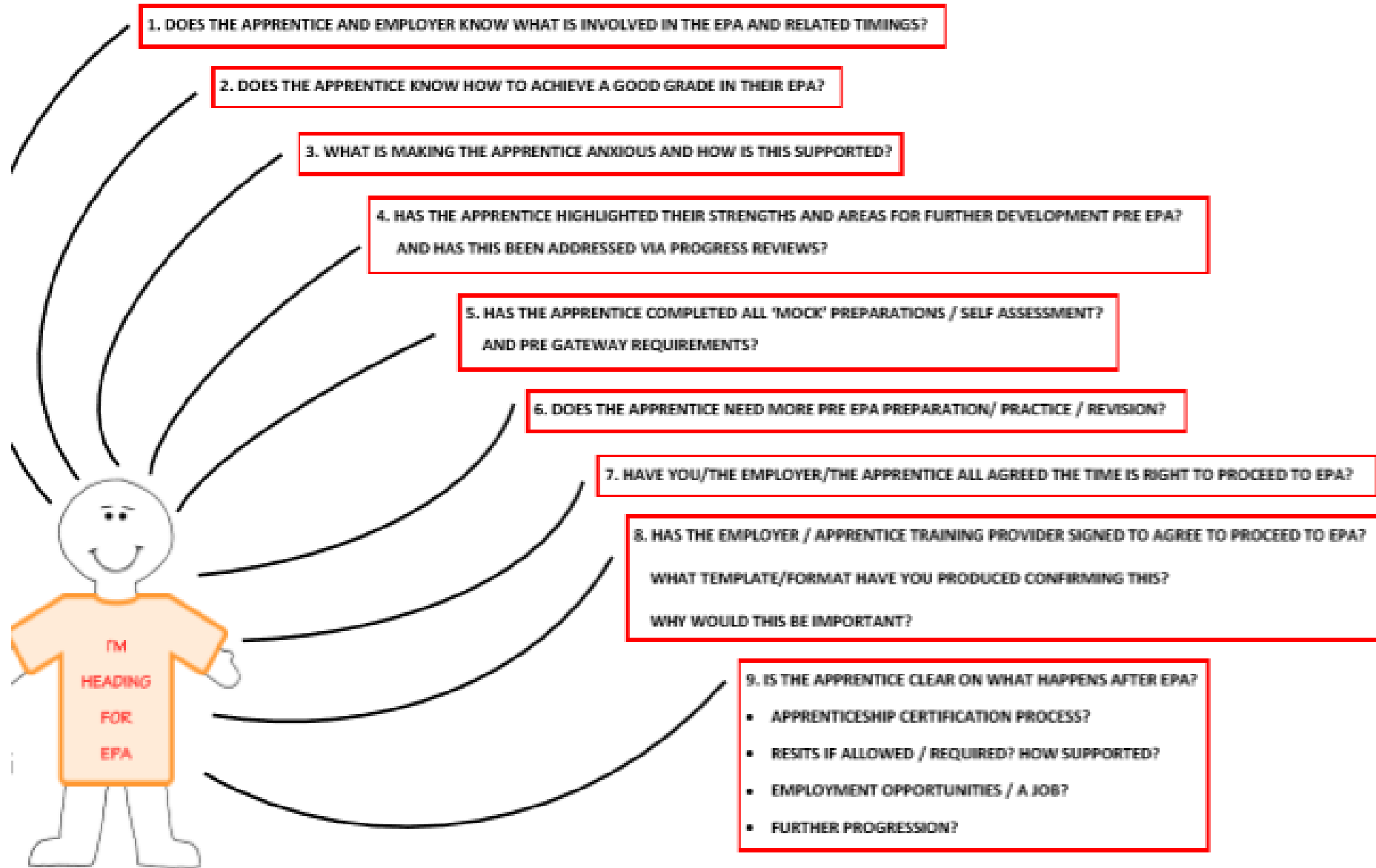
If giving anyone access to this, please ensure you use the exact product codes below in your CSV file:

9079-12	CG0080 Advanced Carpentry and Joinery EPA preparation	Unlimited
9078-12	CG0095 Carpentry and Joinery EPA preparaton	Unlimited

# Support material in more detail

Resource	Purpose
Welcome Pack	Introduce the City & Guilds end-point assessment service and the processes and platforms you will need to use. You will have received this Welcome Pack when you were first approved for end-point assessment delivery.
Apprenticeship training manual (ATM)	The manuals are mapped to the standard and guide the apprentice through the on-programme phase of their apprenticeship. The manual may be in print or online – either in SmartScreen or Learning Assistant – or both. They may include task lists to help apprentices identify and track learning. Mostly digital
SmartScreen Tutor Resources	Includes support for non-mandatory qual: schemes of work, ppts, handouts, sample questions etc and is designed to aid classroom delivery. The platform helps customers in two ways: • Tutors resources, such as schemes of work and lesson planning that saves them time and lets them get on with teaching (SmartScreen)
EPA assessment pack	The handbook provides more detail behind the knowledge, skills and behaviours in the standard and the range of content within the standard. The end-point assessment pack includes detailed guidance on grading criteria for the EPA and the evidence you'll need to produce for knowledge, skills and behaviours at gateway.
Recording Forms	supporting you to complete key stages of EPA readiness, we have prepared forms to give you peace of mind and confidence that everything is covered. These packs include a gateway declaration form that is needed during the booking process and assessment forms.
EPA preparation tool	Our platform guides apprentices through online content to help them feel ready for their EPA experience. User-friendly technology takes the apprentice through a series of questions, to suggest material personalised to their apprenticeship standard and their confidence levels. The content is curated from across the web and covers areas like revision and exam skills, professional discussion and interview skills.
EPA Exemplar Materials	available for tutors, providing real assessment examples for each assessment type, such as transcripts and examples of good practice. This will help you to prepare apprentices and ensure they feel ready for assessment.
Lead IEPA Report	Our lead independent end assessors (LIEPAs) produce an annual report with insight into the EPA results and findings across all centres. These reports can help you refine your apprenticeship delivery to improve success rates.
Manual for the End Point Assessment Service	This manual contains our T&Cs and guide to our EPA service. The document is owned by the EPA team and is reviewed regularly. It's freely available on the City & Guilds website.
FAQs	List of key questions, as and when they appear, collated and shared with customers
Checklist	The EPA team has created three checklists to support people through the EPA process in the run up to gateway and through EPA.
EPA Provider Checklist	A handy checklist to help providers stay on top of some of the tasks in the run up, during and after the end-point assessment.
EPA Employer responsibilities	A handy checklist to help employers stay on top of some of the tasks in the run up, during and after the end-point assessment.
Apprentices Checklist	A handy checklist to help apprentices stay on top of some of the tasks in the run up, during and after the end-point assessment

## PREPARING YOUR APPRENTICE FOR END POINT ASSESSMENT - CHECKLIST



# What happens on the day of the Practical Assessment

At the beginning, the IEPA will share with the apprentice the written task instructions as well as verbal instructions on what they are expected to complete and the time to complete it in.

The apprentice will not know in advance the activities they will be assessed upon, they will be briefed before the start of the whole assessment, where they should be encouraged to ask questions and confirm their understanding of what is required of them during the observation. They will be given a list of the tolerances to which they must work towards.

As part of the practical skills assessment, the assessor will ask oral questions during the duration of the assessment. The number of questions varies for each Standard.

The assessor has the opportunity to increase the time of the practical assessment by 10% if they believe it is appropriate and necessary. The task must be stopped if the apprentice goes over the allowed time. The task must also be stopped if the apprentice acts in an unsafe way.

## ◆ Typical timings for a 6 hour EPA

### Introductions

09.00 – 10.45 session

10.45 – 11 break

11.00 – 12.45 session

12.45 – 13.30 lunch

13.30 – 15.00 session

15.00 – 15.15 break

15.15 – 16.15 session



# Does the Apprentice get a breakdown of results?

- Yes they will get a statement of achievement from city and guilds which will state the grade for each area of the EPA and the overall certificate from the IFA
- Constructive feedback is given on the EPA areas that an apprentice has failed
- If the apprentice passes EPA no feedback is provided
- IEPAs will not give any feedback directly to the learner either during or after the assessment
- Their grade will be available to the employer/training provider via the walled garden within 20 working days

## Opportunities to resit

Not allowed in order to improve their grade (e.g. from Pass to Distinction).

Resits are only allowed for components that have been failed.

Whilst there is no limit to the number of resits an apprentice can take, it is important that the apprentice has sufficient time to retrain and develop the necessary knowledge, skills or behaviours prior to retaking the component.



# Construction EPA C&J recorded webinar

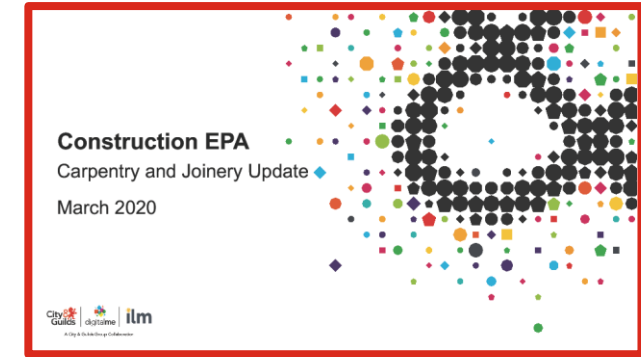
The following link is the full recording of the session -

<https://attendee.gotowebinar.com/recording/166081636729297665>

The latest update notice regarding to the standard can be found here: [Carpentry Update Feb 2020](#)

To gain access to the resources talked about in the webinar please follow this link [9079 Advanced Carpentry and Joinery Endpoint Assessment](#), you can find the most recent EPA pack released 5<sup>th</sup> March with all the updated information. You can find this by clicking on the 'Document Tab' and selecting 'Assessment Material'.

Any questions please don't hesitate to get in touch with your key Account Manager at City and Guilds or the EPA Partnership Manager contacts in the presentation.



## EPA Partnership Managers:

**Martin Newman** For the South  
M 07776 094894

[martin.newman@cityandguilds.com](mailto:martin.newman@cityandguilds.com)

**Rebecca Hollamby** for the Midlands  
M: 07876 448 147

[Rebecca.Hollamby@cityandguilds.com](mailto:Rebecca.Hollamby@cityandguilds.com)

**Janice Collins** for the North  
M: 07872 463170

[Janice.collins@cityandguilds.com](mailto:Janice.collins@cityandguilds.com)

# EPA Support

All EPA support queries will now go to our fully EPA trained centre support team and you'll have three different ways to contact them.



Phone [0844 543 0000](tel:08445430000) (option 5)



Email us at [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)



Webchat on the 'Contact Us' page on [cityandguilds.com/help/contact-us](https://cityandguilds.com/help/contact-us)

	Query Type
<b>EPA applications</b>	Queries related to a submitted EPA application For support on the application process before applying
<b>On-programme applications</b>	For support or for an update on an application
<b>Support information</b>	EPA preparation tool (setup and queries regarding accounts) EPA prices including resits Passwords for protected EPA documents EPA documents including gateway declaration forms EPA price list General apprenticeship enquiries
<b>Help guides</b>	How to book an EPA on Walled Garden – EPA Booking Guide How to book an e-volve knowledge test
<b>Policies</b>	Access arrangements EPA feedback and enquiries about an EPA result Appeals

If a query is specifically in follow-up to an individual booking/delivery of a specific event where you've been liaising with a named EPA Event Coordinator, then please continue that direct contact using the contact details they provided.

# EXTERNAL QUALITY ASSURANCE



# Who are the External Quality Assurers?

1

Carpentry &  
Joinery

CITB

2

Bricklayer

CITB

3

Plasterer

CITB

4

Painter and  
Decorator

IFA

5

Groundworker

CITB

## ***Internal Quality Assurance:***

***a) Responsibility of the EPAO to appoint qualified internal quality assurers***

***b) End point assessments have to be internally quality assured***

***c) Have a documented internal quality assurance sampling strategy***

***d) Have a sampling plan that covers all aspects of the end point assessment***



# Construction Technical Advisors



Paul Brown: Technical Advisor  
[paul.brown@cityandguilds.com](mailto:paul.brown@cityandguilds.com)  
07872463185



Ian Roberts: Technical Advisor  
[ianm.Roberts@cityandguilds.com](mailto:ianm.Roberts@cityandguilds.com)  
07826903967



Jason Howe - Technical Advisor  
[Jason.howe@cityandguilds.com](mailto:Jason.howe@cityandguilds.com) 07  
912 042313

## Useful links

Email us for more information on the Construction sector:

[construction@cityandguilds.com](mailto:construction@cityandguilds.com)

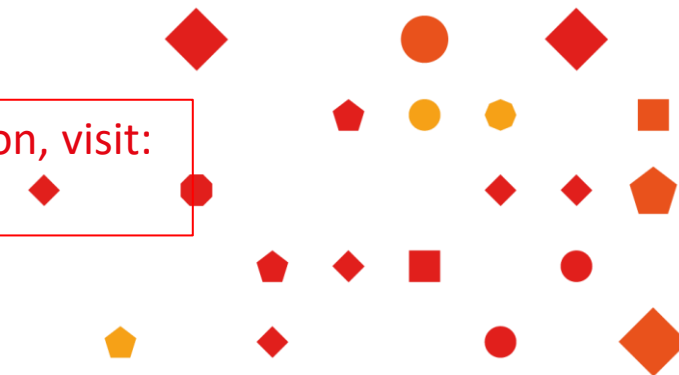
**Twitter:** [@C&G Construction](https://twitter.com/C&G_Construction)

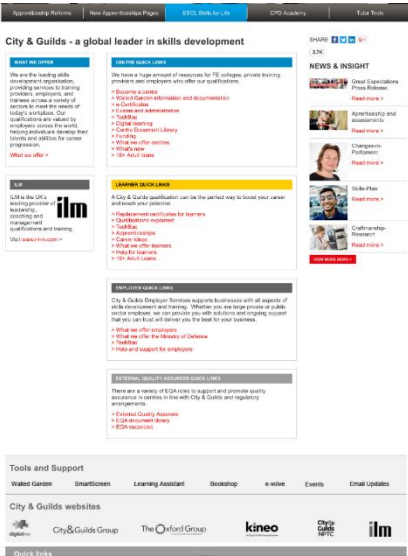
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For further information on Construction, visit:  
[CONSTRUCTION SECTOR PAGE](#)

How we can support you: [link](#)





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- ✓ Assessment changes
- ✓ C&Gs networks
- ✓ [View page here](#)

Please follow us on twitter [@ConstructionCG](#)

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Tools and Support

- Walled Garden
- SmartScreen
- Learning Assistant
- Bookshop
- e-volve
- Events
- Email Updates

# Questions answers

# 1. Apprenticeship Standards Options Summary

Get to Gateway		Bricklayer Standard
	Level	2
	Number of pathways	1
	Duration	24 – 30 months
	Funding Band	£9K
On-programme (mandatory)	Maths & English	Mandatory:  Level 1 (achieved)  Level 2 (taken)
	Technical training	Training Specification available.
	Portfolio	City & Guilds have developed an Apprenticeship Training Manual and Extended SmartScreen resources to cover this requirement.
On-programme (optional)	City & Guilds support materials	<ul style="list-style-type: none"> <li>Learning Assistant (e-portfolio)</li> <li>Brickwork Textbooks and E-books</li> </ul>
	NVQ	<ul style="list-style-type: none"> <li>6570-02 Level 2 NVQ Diploma in Trowel Occupations (Construction)</li> </ul>
	Technical qualifications	6705-23 Level 2 Diploma in Bricklaying  7903-20 Level 2 Technical Certificate in Brickwork
EPA service	EPA Preparation Tool	<ul style="list-style-type: none"> <li>End-point assessment Preparation Tool (covering behaviours and soft skills)</li> <li>End-point assessment Exemplar materials (demonstrating good practice for the EPA)</li> </ul>
End-point assessment	Practical Test	6 hours
	Multi choice test	60 minutes - 40 questions
	Oral questioning	60 minutes - 12 questions



<b>CARPENTRY AND JOINERY STANDARD</b>		<b>Carpentry &amp; Joinery</b>	<b>Advanced Carpentry &amp; Joinery</b>
	<b>Level</b>	2	3
	<b>Number of pathways</b>	2	2
	<b>Duration</b>	18 – 24 months	12 – 15 months
	<b>Funding Band</b>	£12K	£9K
<b>On-programme (mandatory)</b>	<b>NVQ</b>	Mandatory:  6571-21 Level 2 NVQ Diploma in Wood Occupations (construction) - Site Carpentry  Or  6571-22 Level 2 NVQ Diploma in Wood Occupations (Construction) - Architectural Joinery	Mandatory:  6571-27 Level 3 NVQ Diploma in Wood Occupations (Construction) - Site Carpentry  Or  6571-28 Level 3 NVQ Diploma in Wood Occupations (Construction) - Architectural Joinery
	<b>Technical training</b>	Training Specification available.  City & Guilds are currently developing a Learner Training Manual and Extended SmartScreen resources to cover this requirement. Available from 30 October 2018.	Training Specification available.  City & Guilds has developed an Apprenticeship Training Manual and Extended SmartScreen resources to cover this requirement.
	<b>Maths &amp; English</b>	Level 1 (achieved) Level 2 (to have taken)	Level 2 (achieved)
<b>On-programme (optional)</b>	<b>City &amp; Guilds support materials</b>	<ul style="list-style-type: none"> <li>• Learning Assistant (e-portfolio)</li> <li>• End-point assessment Preparation Tool (covering behaviours and soft skills)</li> <li>• End-point assessment Exemplar materials (demonstrating good practice for the EPA)</li> <li>• Carpentry &amp; Joinery Textbook</li> </ul>	<ul style="list-style-type: none"> <li>• Learning Assistant (e-portfolio)</li> <li>• End-point assessment Preparation Tool (covering behaviours and soft skills)</li> <li>• End-point assessment Exemplar materials (demonstrating good practice for the EPA)</li> <li>• Carpentry &amp; Joinery Textbook</li> </ul>
	<b>Technical qualifications*</b>	6706-23 Level 2 Diploma in Site Carpentry 6706-26 Level 2 Diploma in Bench Joinery 7906-20 Level 2 Technical Certificate in Site Carpentry 7906-21 Level 2 Technical Certificate in Architectural Joinery	6706-33 Level 3 Diploma in Site Carpentry 6706-36 Level 3 Diploma in Bench Joinery 7906-30 Level 3 Advanced Technical Diploma in Site Carpentry 7906-31 Level 3 Advanced Technical Diploma in Architectural Joinery
<b>End-point assessment</b>	<b>Practical Test</b>	7 hours	7 hours
	<b>Multi choice test</b>	35 questions over 45 minutes	35 questions over 45 minutes

Get to Gateway		Plasterer Standard
	Level	2
	Number of pathways	2
	Duration	36 months
	Funding Band	£10K
On-programme (mandatory)	Maths & English	Mandatory:  Level 2 (achieved)
	Technical training	Training Specification available.
	Portfolio	City & Guilds are currently developing an Apprenticeship Training Manual and Extended SmartScreen resources to cover this requirement.
On-programme (optional)	City & Guilds support materials	<ul style="list-style-type: none"> <li>Learning Assistant (e-portfolio)</li> <li>Plastering Textbooks and E-books</li> </ul>
	NVQ	<ul style="list-style-type: none"> <li>6573-05/06 Level 3 NVQ Diploma in Plastering (Construction)</li> </ul>
	Technical qualifications	6708-33 Level 3 Diploma in Plastering 7908-30 Level 3 Advanced Technical Diploma in Plastering
EPA service	EPA Preparation Tool	<ul style="list-style-type: none"> <li>End-point assessment Preparation Tool (covering behaviours and soft skills)</li> <li>End-point assessment Exemplar materials (demonstrating good practice for the EPA)</li> </ul>
End-point assessment	Practical Test	12 hours
	Multi choice test	60 minutes - 40 questions
	Oral Questioning	45 minutes - 9 questions

Get to Gateway		Painter and Decorator Standard
	Level	2
	Number of pathways	1
	Duration	36 months
	Funding Band	£9K
On-programme (mandatory)	Maths & English	Mandatory:  Level 1 (achieved)  Level 2 (taken)
	Technical training  Portfolio	Training Specification available.  City & Guilds are currently developing an Apprenticeship Training Manual and Extended SmartScreen resources to cover this requirement.
On-programme (optional)	City & Guilds support materials	<ul style="list-style-type: none"> <li>Learning Assistant (e-portfolio)</li> </ul>
	NVQ	<ul style="list-style-type: none"> <li>Painting and Decorating Textbooks and E-books</li> <li>6572-01/02 Level 2 NVQ Diploma in Decorative Finishing and Industrial Painting Occupations (Construction)</li> </ul>
	Technical qualifications	6707-23 Level 2 Diploma in Painting and Decorating  7907-20 Level 2 Technical Certificate in Painting and Decorating
EPA service	EPA Preparation Tool	<ul style="list-style-type: none"> <li>End-point assessment Preparation Tool (covering behaviours and soft skills)</li> <li>End-point assessment Exemplar materials (demonstrating good practice for the EPA)</li> </ul>
End-point assessment	Practical Test	18 hours
	Multi choice test	90 minutes - 50 questions
	Professional Discussion	45 minutes – 15 questions

# Thank you