



General EPA Update

Digital Sector Portfolio

Internal and external use

Housekeeping



This session is being recorded

The session is being recorded and will be sent to all attendees after the webinar.



Everyone is on mute

To ensure the best experience for everyone, please keep your microphone muted.



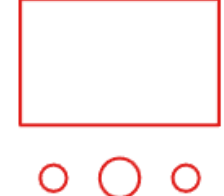
Slides

The slides will be sent to all attendees alongside the recording after the webinar.



Questions

Please add your questions to the question function on the control panel. We will endeavour to answer all questions.



If the session cuts off

Please use the original webinar link to gain access back into the session. To join over the telephone, select "Phone Call" in the audio panel and the dial-in information will be displayed.

Agenda

1

Occupational Role

2

Assessment Components

3

Resources

4

Coming Soon

5

Opportunities and Further Support



ST0128 Level 3 Software Development Technician

9704-12

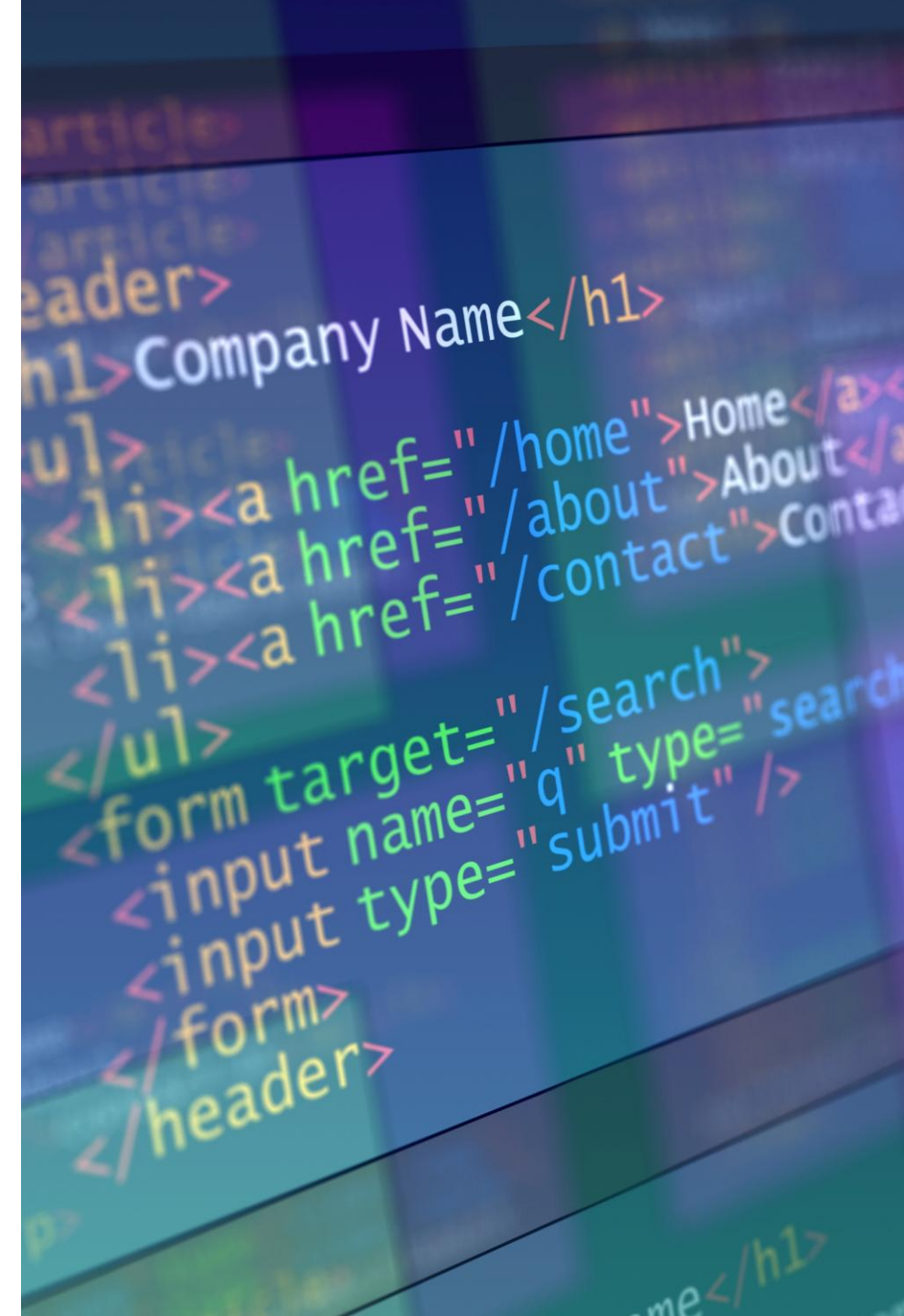
Level 3 Software Development Technician 9704-12

Occupational profile

The broad purpose of the occupation is to understand a client's requirements as provided in design specification and then build and test high-quality code solutions to deliver the best outcome. Software development technicians are the supportive entry level team member helping to create computer programs. Some assist in developing the applications that allow people to do specific tasks on a computer or another device. Others assist in developing the underlying systems that run the devices or that control networks.

They will work under supervision on standalone project stages and as part of wider teams, reporting to a more senior member of their team.

Typical job titles include: Junior Application Developer, Junior Application Support Analyst, Junior Programmer, Junior Software Developer, Junior Web Developer, Software Development Technician.



Level 3 Software Development Technician – Assessment Components

Project Report with Questioning

Apprentices will conduct and submit a work-based project in the form of a project report. This will be followed by questioning from the IEPA. The project report is compiled and submitted **after** the apprentice has gone through the Gateway process.

The employer will ensure the project has a real business application and that the apprentice has sufficient time and the necessary resources to plan and undertake the project.

The apprentice will have **4 weeks** from the Project start date to complete and upload the Report.

The Project Report has a **word limit of 3,000**.

Questioning **will last for 40 minutes**.

The apprentice will be asked a **minimum of 10 questions**.

Professional Discussion underpinned by Portfolio

This assessment will take the form of a professional discussion to draw out the best of the apprentice's competence and cover the KSBs assigned to the assessment method. It gives the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the KSBs mapped to this method.

The Portfolio will be submitted at Gateway and will be used as the basis for the Professional Discussion.

The Portfolio will typically be **10 discrete pieces of evidence**.

Video clips can be included – **maximum total duration of 10 minutes**.

The professional discussion must last for a **minimum of 60 minutes**.

ST0116 Level 4 Software Developer

9600-12

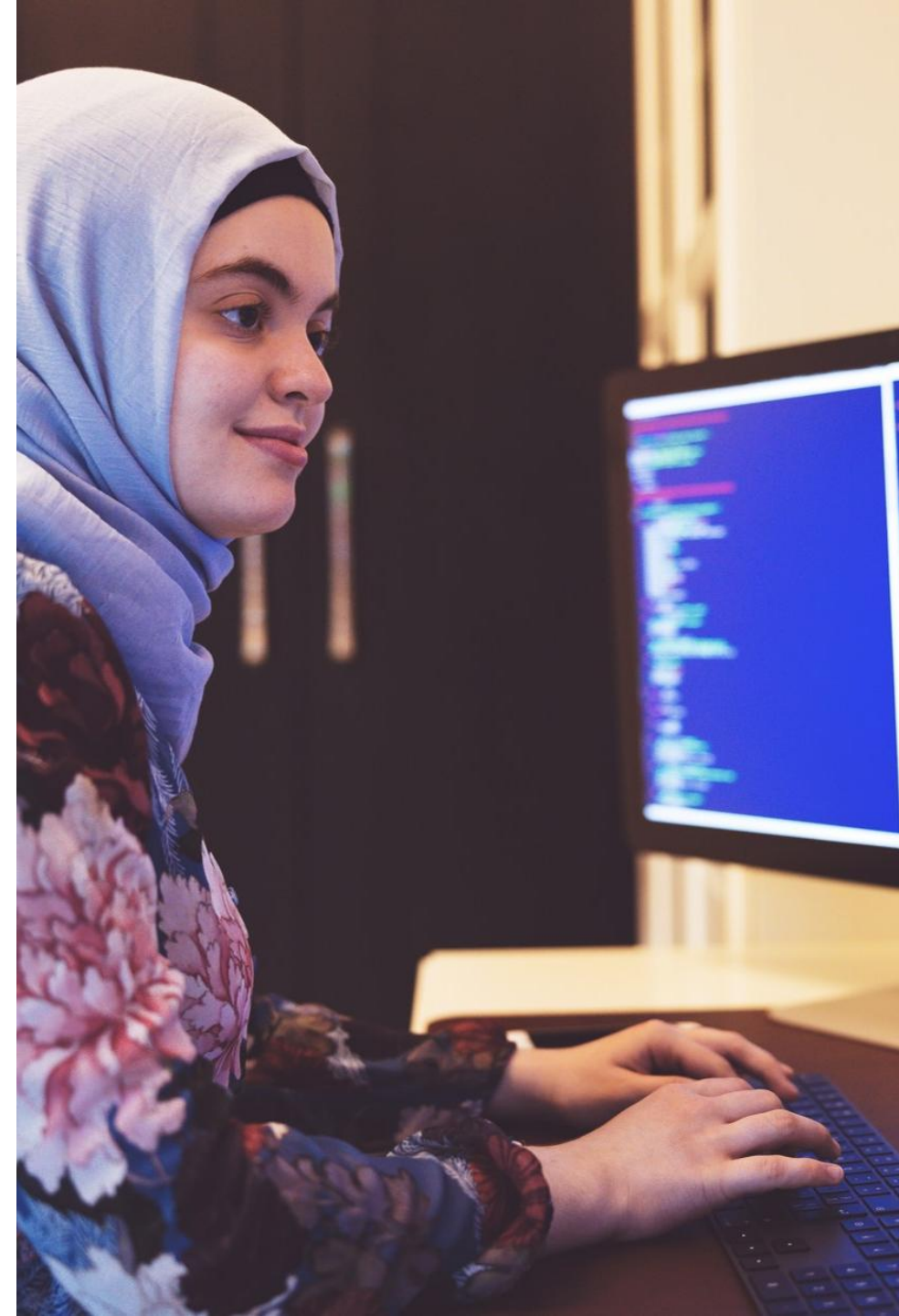
Level 4 Software Developer

9600-12

Occupational profile

The primary role of a software developer is to build and test high-quality code across front end, logic and database layers. In their daily work, software developers interact with internal and external parties, including users and customers, to understand their needs and test the software being developed through user testing. They also interact with team members from a range of specialist fields, including designers, developers, engineers, analysts and delivery managers to ensure the effective implementation of software solutions.

Typical job roles: Web Developer, Application Developer, Mobile App Developer, Games Developer, Software Developer.



Level 4 Software Developer – Assessment Components

Work-based Project with Questioning

Apprentices will conduct and submit a work-based project in the form of a project report. This will be followed by questioning from the IEPA. The project report is compiled and submitted **after** the apprentice has gone through the Gateway process.

The aim of the project is to research and develop a software solution to meet the requirements of a customer specification, which has the end-to-end software development lifecycle as its guiding principle.

The apprentice will scope out and produce a summary of what the project will cover at Gateway – 500 words.

A **maximum of 9 weeks** – typically 7 weeks compiling, 2 weeks write-up.

Questioning lasts a **minimum of 60 minutes**.

Professional Discussion underpinned by Portfolio

This assessment will take the form of a professional discussion to draw out the best of the apprentice's competence and cover the KSBs assigned to the assessment method. It gives the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the KSBs mapped to this method.

The Portfolio will be submitted at Gateway and will be used as the basis for the Professional Discussion.

The Portfolio of Evidence should contain **10 discrete pieces** of evidence.

Video clips can be included – up to a **maximum total duration of 20 minutes**.

The Professional Discussion must last for a **minimum of 60 minutes**.

ST0795 Level 3 Data Technician

9665-12

Level 3 Data Technician

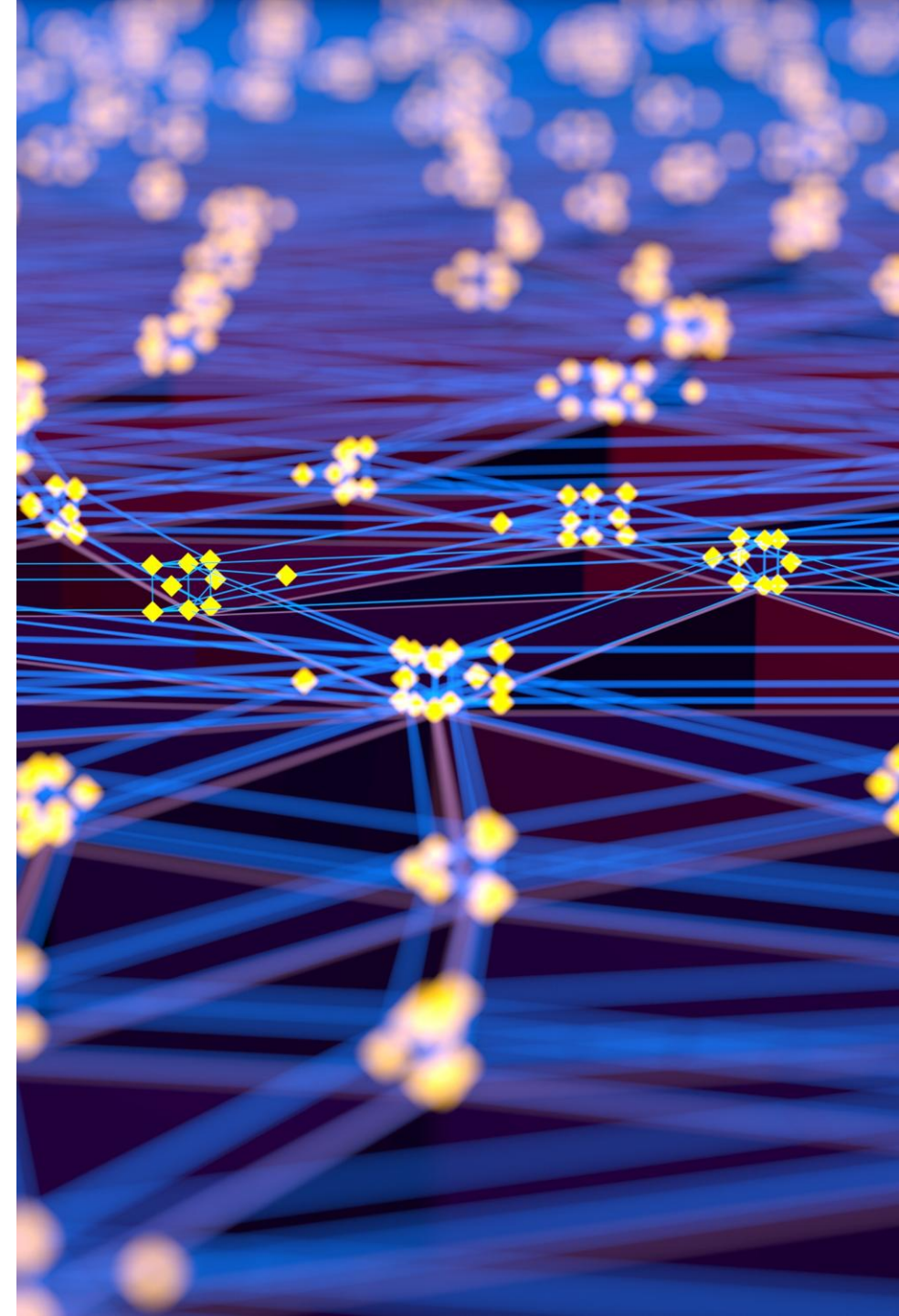
9665-12

Occupational profile

This occupation is found in all sectors where data is generated or processed including but not limited to finance, retail, education, health, media, manufacturing and hospitality. The broad purpose of the occupation is to source, format and present data securely in a relevant way for analysis using basic methods; to communicate outcomes appropriate to the audience; analyse structured and unstructured data to support business outcomes; blend data from multiple sources as directed and apply legal and ethical principles when manipulating data.

An employee in this occupation will be responsible for collecting and processing data under the guidance of a senior colleague or multiple colleagues across the business. This may vary by sector and size of the organisation.

Typical job titles include: Data Support Analyst, Data Technician, Junior Data Analyst, Junior Information Analyst



Level 3 Data Technician – Assessment Components

Scenario Demonstrations with Questioning

The apprentice will complete **2 simulated Scenario Demonstrations**. Scenario demonstrations must be carried out over a **total assessment time of 90 minutes**. The demonstrations may not be split, other than to allow comfort breaks as necessary.

The apprentice will be given one demonstration at a time by the independent assessor and they will complete the first scenario demonstration and questioning before going on to the second demonstration and questioning.

Scenario Demonstration 1 – Data Gathering

Scenario Demonstration 2 – Data Analysis and Validation

Total time permitted is **90 minutes**.

The IEPA must ask a **minimum of 10 questions**.

The Questioning session takes place during the scenario demonstration.

Professional Discussion underpinned by Portfolio

This assessment will take the form of a professional discussion to draw out the best of the apprentice's competence and cover the KSBs assigned to the assessment method. It gives the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the KSBs mapped to this method.

The Portfolio will be submitted at Gateway and will be used as the basis for the Professional Discussion.

There should be more than one piece of evidence relating to each of the KSB's.

The Portfolio will typically be **8 discrete pieces of evidence**.

Video clips can be included – up to a **maximum total duration of 5 minutes**.

The professional discussion must last for a **minimum of 60 minutes**.

The apprentice will be asked **at least 10 questions**.

ST0118 Level 4 Data Analyst

9770-12

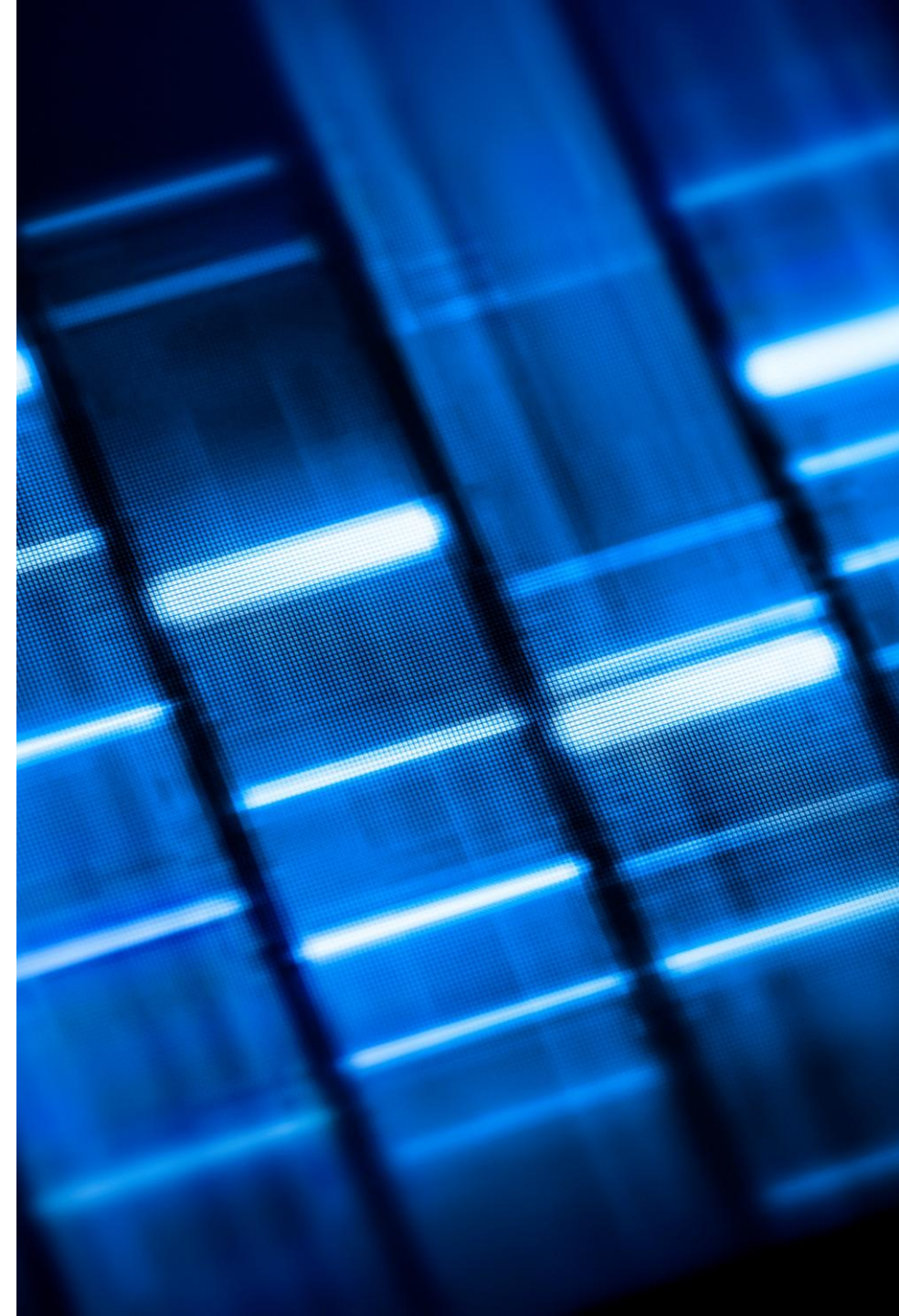
Level 4 Data Analyst

9770-12

Occupational profile

The broad purpose of the occupation is to ascertain how data can be used in order to answer questions and solve problems. Data analysis is a process of requirement-gathering, inspecting, cleansing, transforming and modelling data with the goal of discovering useful information, informing conclusions and supporting decision-making. Data analysis has multiple facets and approaches, encompassing diverse techniques under a variety of names. In today's world, data analysis plays a crucial role in making decisions more evidence-based and helping organisations operate more effectively.

Typical job titles include: Data Analyst, Departmental Analyst, Junior analyst, Energy Data Analyst, Problem Analyst, Marketing Data Analyst.



Level 4 Data Analyst – Assessment Components

Project with presentation and Questioning

Apprentices will conduct and submit a work-based project in the form of a project report. The project report is compiled and submitted **after** the apprentice has gone through the Gateway process. This will be followed by a presentation by the apprentice with questioning from an IEPA.

The apprentice will conduct their project and submit the electronic project report to City & Guilds after **a maximum of eight weeks** after the EPA start date. The project will typically take **six weeks to compile** and the report a further **two weeks to write**. The project presentation materials will also be completed and submitted after Gateway and **within eight weeks** of the EPA start date.

The Project Report has a **maximum word limit of 3,500 words**.

The questioning will last for a **minimum of 40 minutes**. The apprentice's presentation will typically last for **20 minutes** and the questions and answers will typically last for **20 minutes**. The questions will be held following the presentation. **At least eight questions** will be asked

Professional Discussion underpinned by Portfolio

This assessment will take the form of a professional discussion to draw out the best of the apprentice's competence and cover the KSBs assigned to the assessment method. It gives the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the KSBs mapped to this method.

The Portfolio will be submitted at Gateway and will be used as the basis for the Professional Discussion.

There should be at least one piece of evidence relating to each of the knowledge, skills and behaviours mapped to the professional discussion

The Portfolio will typically be **10 discrete pieces of evidence**.

The professional discussion must last for a **minimum of 60 minutes**.

ST0117 Level 4 Business Analyst

9609-12

Level 4 Business Analyst

9609-12

Occupational profile

The broad purpose of the occupation is to understand the needs of stakeholders and how these can be met through business change and digital solutions.

Business analysts are change professionals that help organisations deliver business and digital change successfully. Business analysts document business problems and user needs, and create solution requirements that align to best practice, and present them in a meaningful and logical way appropriate to the audience. Business analysts manage stakeholder relationships, ensuring collaboration between business and technical stakeholders. By focusing on benefits and outcomes they ensure the right problems are solved and the right products are developed.



Level 4 Business Analyst – Assessment Components

Project Proposal with Presentation and Questioning

Apprentices will produce a project proposal for a work-based project. The employer will ensure the project has a real business application and that the apprentice has sufficient time and the necessary resources to plan and undertake the project.

Prior to the project proposal, an intended title and **500-word summary** must first be **submitted at Gateway for approval**. It must outline the stages covered by the project proposal and an overview of tasks, responsibilities and duties assigned, planned and undertaken by the apprentice.

There will be **6 weeks** to complete Project Proposal with Presentation. The Project Proposal will be **5,000 words**.

The IEPA will ask a **minimum of 10 questions** based on the presentation and project proposal

Live Presentation – 15 minutes.

Questioning – 30 minutes.

Professional Discussion underpinned by Portfolio

This assessment will take the form of a professional discussion to draw out the best of the apprentice's competence and cover the KSBs assigned to the assessment method. It gives the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the KSBs mapped to this method.

The Portfolio will be submitted at Gateway and will be used as the basis for the Professional Discussion.

The Portfolio will typically be **10 discrete pieces of evidence**.

Video clips can be included – up to a **maximum total duration of 5 minutes**.

The professional discussion must last for a **minimum of 60 minutes**.

ST1031 Level 3 Multi-channel Marketer

9610-12

Level 3 Multi-channel Marketer

9610-12

Occupational profile

The broad purpose of the occupation is to support customer-focussed marketing activities that drive the demand for a product or service through awareness raising and/or perception building to generate results to the bottom line. The emerging green economy is creating increasing opportunities for new and complex services and products. This may require marketing activities to be focussed on raising awareness of the benefits of carrying out transactions, purchases or products within an environmentally sustainable model.

Typical job titles include: Digital Communications Assistant, Digital Marketing Assistant, Marketing Administrator, Marketing Assistant, Marketing Communications Assistant, Marketing Junior, Social Media Assistant.



Level 3 Multi-channel Marketer – Assessment Components

Project Report with Presentation and Questioning

The project should follow a multi-channel approach to the planning, delivery and evaluation of a marketing campaign and have a real business application and benefit. The project must meet the needs of the employer's business and be relevant to the apprentice's occupation and apprenticeship. The research and written project report **must start after the apprentice has gone through the Gateway.**

The apprentice must complete and submit the word-processed report to City & Guilds by the **end of week 12 of the EPA period.**

The written project report has a **maximum word count of 2,500 words.**

Presentation – 20 minutes

Questioning – 25 minutes

The IEPA must ask **at least 6 questions.**

Interview underpinned by Portfolio of Evidence

In the interview, the IEPA asks the apprentice questions. It gives the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method. The apprentice can refer to and illustrate their answers with evidence from their portfolio of evidence.

The Portfolio will be submitted at Gateway and will be used as the basis for the Interview.

The Portfolio will typically be **12 discrete pieces of evidence.**

Video clips can be included – up to a **maximum total duration of 5 minutes.**

The Interview must last for a **minimum of 60 minutes.**

The IEPA must ask **at least 6 questions.**

ST0127 Level 4 Network Engineer

9601-12

Level 4 Network Engineer

9601-12

Occupational profile

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

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

Typical job roles: Desk-based engineer, Dynamic network engineer, Field based engineer, Infrastructure engineer, Network administrator, Network architect, Systems Engineer, Network engineer.



Level 4 Network Engineer – Assessment Components

Simulation Assessment and Questioning

This assessment method is used to assess the apprentice in a consistent way, irrespective of their particular role in their organisation and to ensure that all KSBs mapped to this method can be demonstrated in a reasonable timeframe.

This assessment method has 2 components: **Simulation** – Network Installation and Network Optimisation. **Q&A session**.

The simulated assessment must take up to a **maximum of 4 hours**. The completed lab file, Test plans, Accompanying notes which explain why the apprentice chose a particular network engineering solution or to explain the approach they have taken during the simulation and Explanatory diagrams should be included.

The questioning must last for a **minimum of 30 minutes**.

Professional Discussion underpinned by Portfolio

This assessment will take the form of a professional discussion to draw out the best of the apprentice's competence and cover the KSBs assigned to the assessment method. It gives the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the KSBs mapped to this method.

The Portfolio will be submitted at Gateway and will be used as the basis for the Professional Discussion.

The Portfolio of Evidence will contain a **minimum of 5 discrete pieces** and a **maximum of 10 discrete pieces** of evidence.

Video clips can be included – up to a **maximum total duration of 20 minutes**.

The Professional Discussion must last for a **minimum of 60 minutes**.

ST0120 Level 3 Digital Support Technician

9703-12

9703-13

Level 3 Digital Support Technician

9703-12

Occupational profile

The broad purpose of a Digital Support Technician is to maximise the effective use of digital office technologies, productivity software and digital communications. These will include collaborative technologies, and digital information systems.

A **Digital Applications Technician** (DAT) helps their organisation and its internal users to maximise the use of digital technologies. They help organisations adapt to and exploit changes in technology to meet objectives and maximise efficiency. They ensure effective use of digital office technologies, productivity software, digital communications, including collaborative technologies, and digital information systems.

Typical job titles include: Applications and On-line Service Executive, Digital Applications Specialist, Technical Support Professional, Digital Support Professional



Level 3 Digital Support Technician

9703-13

Occupational profile

The broad purpose of a Digital Support Technician is to maximise the effective use of digital office technologies, productivity software and digital communications. These will include collaborative technologies, and digital information systems.

A **Digital Service Technician** (DST) supports external customers and clients through a wide variety of digital channels. A DST helps them access and receive services and provides coaching and support to them in their use of the digital systems. A DST will support external customers and clients to complete and submit data remotely. They will help them to diagnose and resolve problems with their access to and use of digital tools.

Typical job titles include: Digital Service Advisor, Digital Service Agent, Digital Service Support, Digital Support Professional, Technical Support Professional.



Level 3 Digital Support Technician – Assessment Components

Professional Discussion underpinned by Portfolio

This assessment will take the form of a professional discussion to draw out the best of the apprentice's competence and cover the KSBs assigned to the assessment method. It gives the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the KSBs mapped to this method.

The Portfolio will be submitted at Gateway and will be used as the basis for the Professional Discussion.

The Portfolio will typically be **5 discrete pieces of evidence**.

Video clips can be included – **up to 5** multimedia clips, **individual duration of 5 minutes maximum**.

The professional discussion must last for a **minimum of 60 minutes**.

The apprentice will be asked **a minimum of 12 questions**.

Project Report with Presentation and Q&A

The apprentice will conduct and submit a project in the form of a project report. The project report must be completed **after** the apprentice has gone through the Gateway process and submitted to City & Guilds at the **end of week 4 of the EPA period**. The project report has a word count of **1,500 words (including headings)**.

The aim of this project is to show evidence of digital application/service work that reflects relevant working practices for this role, meets the requirements of the employer organisation and allows the relevant KSBs to be demonstrated for this method of assessment

The presentation and questions **must last 45 minutes**. This will typically include a presentation of **15 minutes** and questioning lasting **30 minutes**.

The IEPA **must ask at least 8 questions** after the presentation.

ST0973 Level 3 Information Communication Technician

9602-12

9602-13

9602-14

Level 3 Information Communication Technician 9602-12

Occupational profile

The role of the Information Communication Technician (ICT) is essential in ensuring the optimal performance and maintenance of systems in organisations of all sizes and within a variety of sectors and contexts.

An **IT support technician** role involves resolving system user queries and resolving faults in a helpdesk environment. Support technicians need to be able to understand the nature and significance of problems reported by users and rectify them in a timely manner or escalate them to an engineer in line with the employer's organisational policies and Service Level Agreements. In their daily work, support technicians must often act rapidly in relation to faults or problems in order to reduce the potential disruption and damage caused by IT system faults and failures.

Typical job titles include: First line support, Helpdesk support, IT support officer.



Level 3 Information Communication Technician 9602-13

Occupational profile

The role of the Information Communication Technician (ICT) is essential in ensuring the optimal performance and maintenance of systems in organisations of all sizes and within a variety of sectors and contexts.

A **network technician** role may involve a variety of aspects of an organisation's network infrastructure. Their role is key to the optimal, secure functioning of computer systems and networks and encompasses activities such as implementation, maintenance and troubleshooting. In addition to network software, they will have responsibility for hardware and cabling. A network technician role is often desk based but may involve visits to customer premises to resolve issues. In their daily work, a network technician typically works as part of an IT team and may interact with internal and/or external stakeholders.

Typical job titles include: Network support technician, Network administrator, Network field operative



Level 3 Information Communication Technician 9602-14

Occupational profile

The role of the Information Communication Technician (ICT) is essential in ensuring the optimal performance and maintenance of systems in organisations of all sizes and within a variety of sectors and contexts.

The role of a **digital communications technician** involves the building, installation, testing and maintenance of communications systems. A digital communications technician may be desk or field based. Their role is vital to resolving faults and issues with communications systems. In their daily activities, a digital communications technician may work with external and/or internal customers, developing an in-depth understanding of customer needs in order to provide optimum solutions.

Typical job titles include: telecommunications technician, communications technician.



Level 3 Information Communication Technician – Assessment Components

Project Report with Questioning

Apprentices will conduct and submit a work-based project in the form of a project report. The project report is compiled and submitted **after the apprentice has gone through the Gateway process**. This will be followed by questioning from an IEPA. Since the project is work-based, the employer will provide an appropriate customer or other stakeholder specification from their day-to-day business activities. The employer will ensure the project has a real business application and has suitable coverage of the knowledge, skills and behaviours assigned to this assessment method.

The project report has a **maximum word limit of 1,500**.

The apprentice will conduct their project and submit the electronic project report to City & Guilds after a **maximum of four weeks** after the EPA start date.

The questioning will last for a **minimum of 30 minutes**. **At least five questions** will be asked.

Professional Discussion underpinned by Portfolio

This assessment will take the form of a professional discussion to draw out the best of the apprentice's competence and cover the KSBs assigned to the assessment method. It gives the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the KSBs mapped to this method.

The Portfolio will be submitted at Gateway and will be used as the basis for the Professional Discussion.

The Portfolio will typically be **5 discrete pieces of evidence**.

Video clips can be included – up to a **maximum total duration of 10 minutes**.

The professional discussion must last for a **minimum of 60 minutes**.

ST1021 Level 4 Cyber Security Technologist

9661-12

9661-13

9661-14

Level 4 Cyber Security Technologist

9661-12

Occupational profile

The role of the cyber security technologist is essential in protecting organisations, systems, information, personal data and people from attacks and unauthorised access.

The primary role of the cyber security technologist is to use their knowledge of information security to deliver required cyber security outcomes that are effective and legally compliant. Cyber security technologists work in a variety of sectors and contexts.

A **cyber security engineer** role is strongly technology focused. In their daily work, cyber security engineers will typically design, build and test secure networks or security products or systems with a particular focus on the security aspects of the design.

Typical job titles include: Cyber Security Engineer, Cyber Security Consultant, Cyber Security Architect, Cyber Security Analyst, Cyber Security Specialist, IT Security Technician, Embedded Engineer.



Level 4 Cyber Security Technologist

9661-13

Occupational profile

The role of the cyber security technologist is essential in protecting organisations, systems, information, personal data and people from attacks and unauthorised access.

The primary role of the cyber security technologist is to use their knowledge of information security to deliver required cyber security outcomes that are effective and legally compliant. Cyber security technologists work in a variety of sectors and contexts.

A **cyber risk analyst** focuses on risk assessment, analysis and providing advice on risk mitigations. Their role will also support formal security governance, regulatory & compliance (GRC).

Typical job titles include: Cyber Security Consultant, Cyber Security Analyst, Cyber Risk Analyst, Intelligence Researcher, Cyber Security Specialist, Information Security Analyst, Governance & Compliance Analyst, Systems Accreditation Analyst, Information Security Auditor.



Level 4 Cyber Security Technologist

9661-14

Occupational profile

The role of the cyber security technologist is essential in protecting organisations, systems, information, personal data and people from attacks and unauthorised access.

The primary role of the cyber security technologist is to use their knowledge of information security to deliver required cyber security outcomes that are effective and legally compliant. Cyber security technologists work in a variety of sectors and contexts.

A **cyber defender and responder** role is operationally focused. In their daily activities, a cyber defender and responder will typically configure and operate secure systems to prevent security breaches or monitor systems to detect and respond to security breaches.

Typical job titles include: Forensics & Incident Response Analyst, Cyber Security Administrator, Information Security Officer, Secure Operations Centre (SOC) Analyst, Network Intrusion Analyst, Incident Response Centre (IRC) Analyst, Network Operations Centre (NOC) Security Analyst.



Level 4 Cyber Security Technologist – Assessment Components

Professional Discussion underpinned by Portfolio

This assessment will take the form of a professional discussion to draw out the best of the apprentice's competence and cover the KSBs assigned to the assessment method. It gives the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the KSBs mapped to this method.

The Portfolio will be submitted at Gateway and will be used as the basis for the Professional Discussion.

There should be more than one piece of evidence relating to each of the KSB's.

The Portfolio will typically be **5 discrete pieces of evidence**.

Video clips can be included – up to a **maximum total duration of 5 minutes**.

The professional discussion must last for a **minimum of 90 minutes**.

Scenario Demonstrations with Questioning

The apprentice will complete **4 simulated Scenario Demonstrations** provided online by City & Guilds. The Scenario Demonstrations will be followed by a Questioning session.

Once confirmed through Gateway the apprentice will gain access to **Familiarisation, Sample** and will have a link for their **Live assessment**.

Each of the 4 scenario demonstrations may not be split, other than to allow comfort breaks as necessary.

Attack and Threat Research scenario – 1 hour 45 minutes

Risk Assessment scenario – 2 hours

Set up and configure a system with security features scenario – 3 hours

Computer programme/script writing scenario – 1 hour.

The Questioning session **must last for 45 minutes** – the IEPA must ask a **minimum of 9 questions**.

Level 4 Cyber Security Technologist – Assessment Components

Project Report

The apprentice will conduct and submit a work-based project in the form of a Project Report. The submitted project brief is agreed immediately after Gateway and the Project Report is compiled and submitted **after the apprentice has gone through Gateway**. The Project Report will be marked and graded by the IEPA.

Prior to compiling the Project Report, the apprentice will scope out and deliver a **project brief** to City & Guilds at Gateway – **500 words**.

The apprentice will conduct their project and submit their Project Report within a **maximum of 6 weeks** after the EPA start date.

The Project Report has a **maximum word limit of 2,000**.

Knowledge Test

This assessment will take the form of an online multiple choice test. The test is '**closed book**' which means that the apprentice cannot refer to reference books or materials during the assessment.

Time allowed: 60 minutes

Number of questions: 40

Marks available: 40

Grading: To achieve a Pass, the apprentice must achieve a minimum of 25 marks.

Structure of test: 20 questions based on K1, 20 questions based on K13.

Encouraging the apprentice to sit the City & Guilds sample knowledge tests under exam conditions is advised.

Resources

Support per Standard

Support Resources

- EPA Handbook
- Recording Forms
- Guidance Documents
 - per Assessment Method
 - separate Apprentice and Tutor versions
- LIEPA Report
- Sample Knowledge Tests
- Sample Scenario Demonstration Tasks
- Sample Scenario Demonstration Completed Appendix
- Apprentice CloudShare User Guide
- Planning for EPA – Learner Support Video

Updates and Webinars



Coming Soon

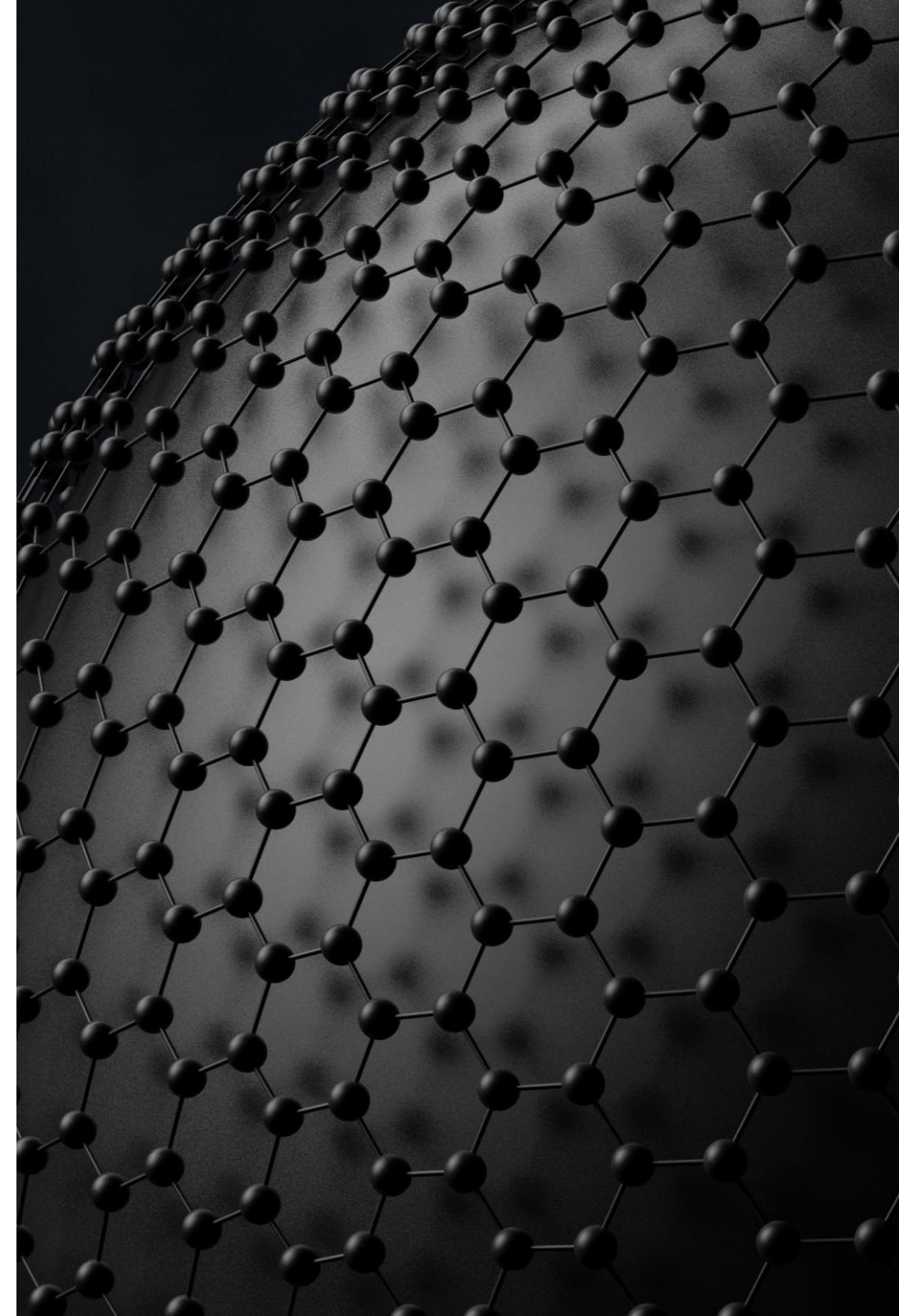
New Standards and Reforms

Level 4 AI and Automation Practitioner

Occupational profile

The broad purpose of the occupation is to enhance productivity, streamline processes, and support continuous improvement through the safe and responsible use of automation, integration, and AI tools. They understand, select, and implement digital solutions to address inefficiencies in existing systems. Their work is focused on solving real-world challenges that slow down business operations such as manual tasks, duplicated data entry, unintegrated tools, and inefficient workflows. They play a key role in unlocking time and cost savings supporting organisations to realise the potential for AI, automation and digital solutions to improve efficiency, accuracy or productivity.

Typical job titles include: AI Integration Officer, Automation Enablement Consultant, Digital Automation Specialist, Digital Productivity Consultant, Process Automation Analyst, Workflow Solutions Assistant.



Approved

City & Guilds Level 4 Apprenticeship Assessment for ST1512 Artificial Intelligence (AI) and Automation Practitioner

Qualification summary	
Qualification type	Apprenticeship Assessment Qualification
Qualification level	Level 4
Qualification number	610/7387/8
Assessment methods	Professional Discussion, Project
Specification	View this qualification's specification
Sector subject area	Digital technology (practitioners)
Grading scale	Pass/Distinction
End-point assessment standard	Artificial intelligence (AI) and automation practitioner (ST1512)

Additional information	
Regulation start date	20 April 2026
Operational start date	03 August 2026
European qualification level	Level 5

Opportunities

Upcoming Works



Apprenticeship Reforms

As we progress through Apprenticeship Reforms, we are seeking insights on Reformed Assessment Plans to inform our developments.

Typically, we have run group or 1:1 sessions covering:

- Assessment Methods
- Assessment Timing
- Resource Requirements
- Concerns or Barriers
- Support Expectations

As each draft plan is released, we are scheduling meetings specific to that standard. If you wish to be included for specific, or all standards, register interest with the Technical Advisor.

Additional Information

Closing Slides

Associate Vacancies

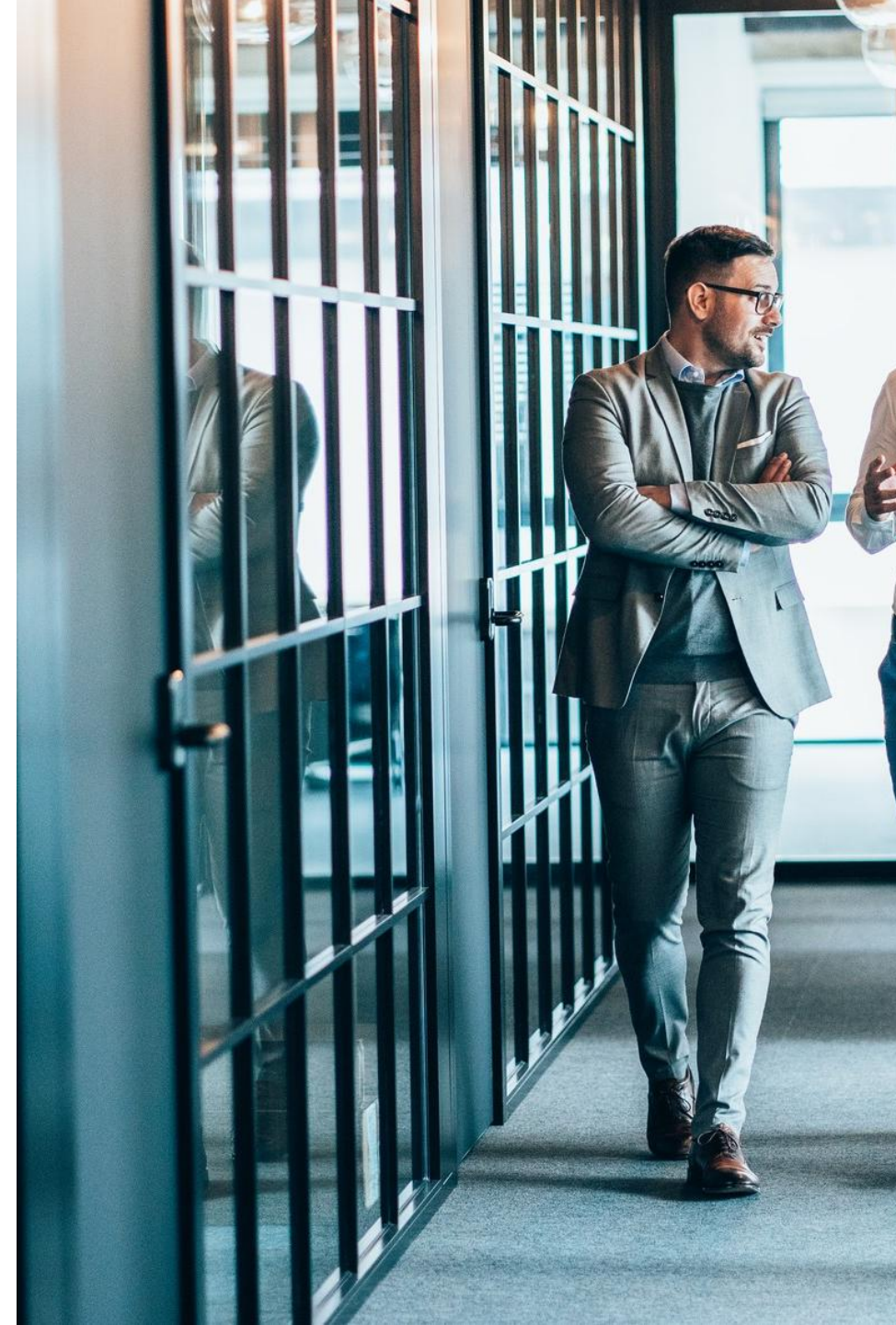
We are looking for occupationally competent Independent End-point Assessors (IEPAs) and Lead Independent End-point Assessors (LIEPAs) to conduct End-point Assessments, as the apprentice completes their training.

Areas include (but not limited to):

- Information Communications Technician
- Cyber Security Technologist
- Data Technician
- Digital Support Technician
- Network Engineer
- Software Developer / Software Development Technician
- Multi-channel Marketer

Check out our Associate Vacancies site for Person Specifications, Task Profiles and How To Apply.

Home | City & Guilds Associate Vacancies (cityandguilds.com)



LinkedIn Group

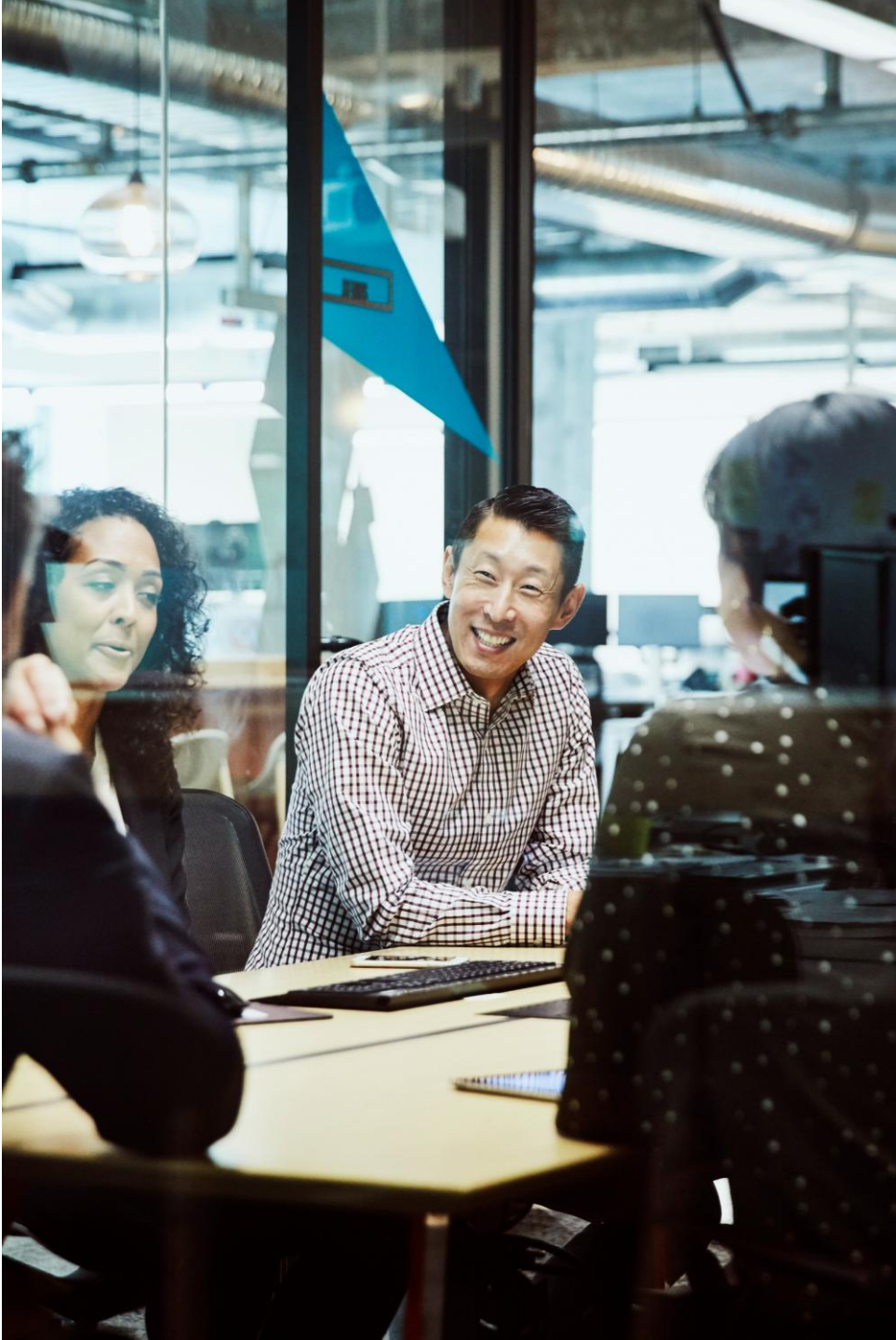
We have a LinkedIn Group for all things Digital End-Point Assessment and Qualifications here at City & Guilds. We hope to continue to create a strong, supportive network with members from across centres, training providers and employers of all sizes. Asking questions and sharing of best practice is encouraged. The group will focus on information, resources and support for Qualifications and End-point Assessments.

To join, go to: <https://lnkd.in/e94Dy3uP> or scan the QR code below.



**Join our Digital EPA and Qualifications
LinkedIn Group**

JOIN OUR GROUP



Events

Webinars

[General EPA Update – Wednesday 3rd June – 14:00 – 15:00](#)

[General EPA Update – Thursday 9th July – 14:00 – 15:00](#)

Drop-ins

[Tuesday 12th May – 09:00 – 12:00](#)

[Tuesday 16th June – 09:00 – 12:00](#)

[Tuesday 7th July – 09:00 – 12:00](#)

Our [Updates and Webinars](#) page will update over time with additional events and all recordings and Slide Decks will be on this page.

Contacts

City & Guilds supports providers through their Account Manager, EPA Partnership Managers, Customer Support and the Digital Sector team.



centresupport@cityandguilds.com

OR

general.enquiries@cityandguilds.com

Centre Support Number:

01924 930800

Learner Support Number:

01924 930801

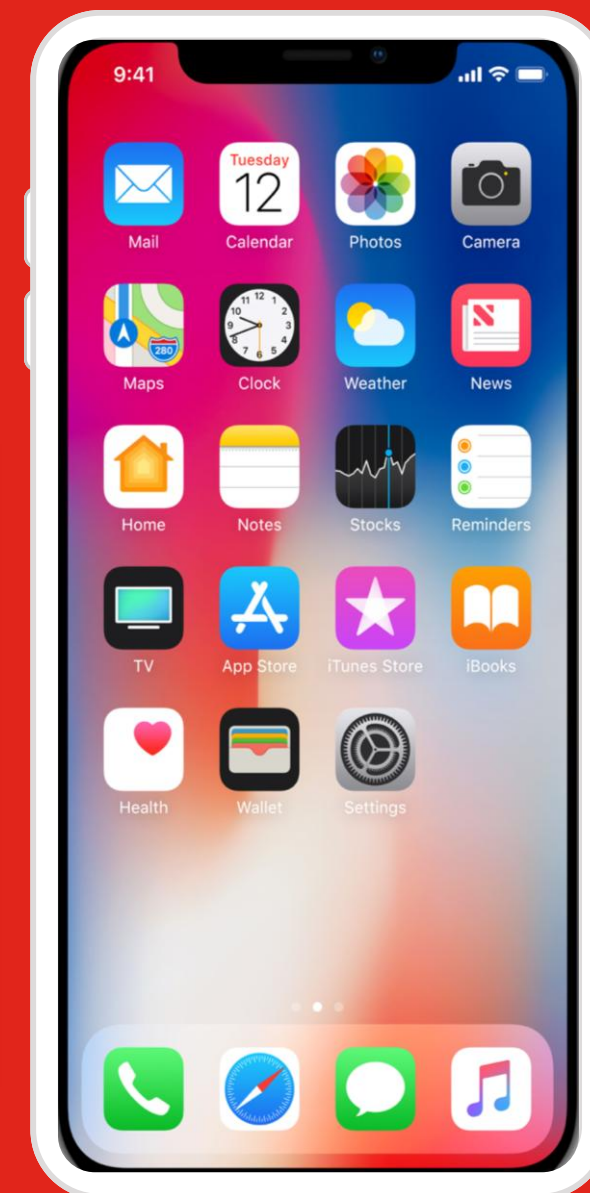


Technical Advisor – Digital

david.mccallig@cityandguilds.com

Book time with me

[Book Time](#)



Keep up to date – register for email updates:

<https://www.cityandguilds.com/what-we-offer/centres/email-updates>

About City & Guilds

City & Guilds is the global skills partner, empowering people, organisations and economies to develop the skills they need for growth. With almost 150 years of trusted expertise, we support people into work, help them develop on the job and move into the next job.

We work with Governments, employers, training providers, colleges and industry stakeholders to design and deliver high-quality training, qualifications, assessments and credentials that lead to meaningful career progression. We understand the life changing link between skills development, social mobility and success. Our solutions span critical sectors including construction, engineering, transport, energy and electrical, serving over 1 million learners annually.

Through our comprehensive portfolio of brands and trusted global network, we set industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We believe you can achieve your potential - and we're here to help make it happen.

Contact us

Giltspur House
5-6 Giltspur Street
London, EC1A 9DE

customersupport@cityandguilds.com

+44 (0) 1924 930 800

[cityandguilds.com](https://www.cityandguilds.com)

Every effort has been made to ensure that the information contained in this publication is true and correct at time of publication. However, City & Guilds products and services are subject to continuous development and improvement, and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

©2025 City & Guilds Limited (Reg No 16513878). All rights reserved. City & Guilds is a trademark of City & Guilds Limited.

