



City & Guilds Level 3 Data Technician v1.1

Information Update

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.



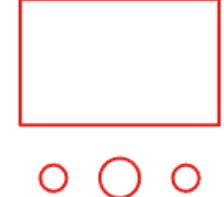
Slides

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

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Occupational Summary

Where do Data Technicians work and what do they do?

Occupational Summary



**Collect and prepare
data**



**Analyse and interpret
information**



**Present findings to
support decisions**



**Combine data from
multiple sources**



**Work securely, legally
and ethically**



**Collaborate with
colleagues and
stakeholders**

Gateway

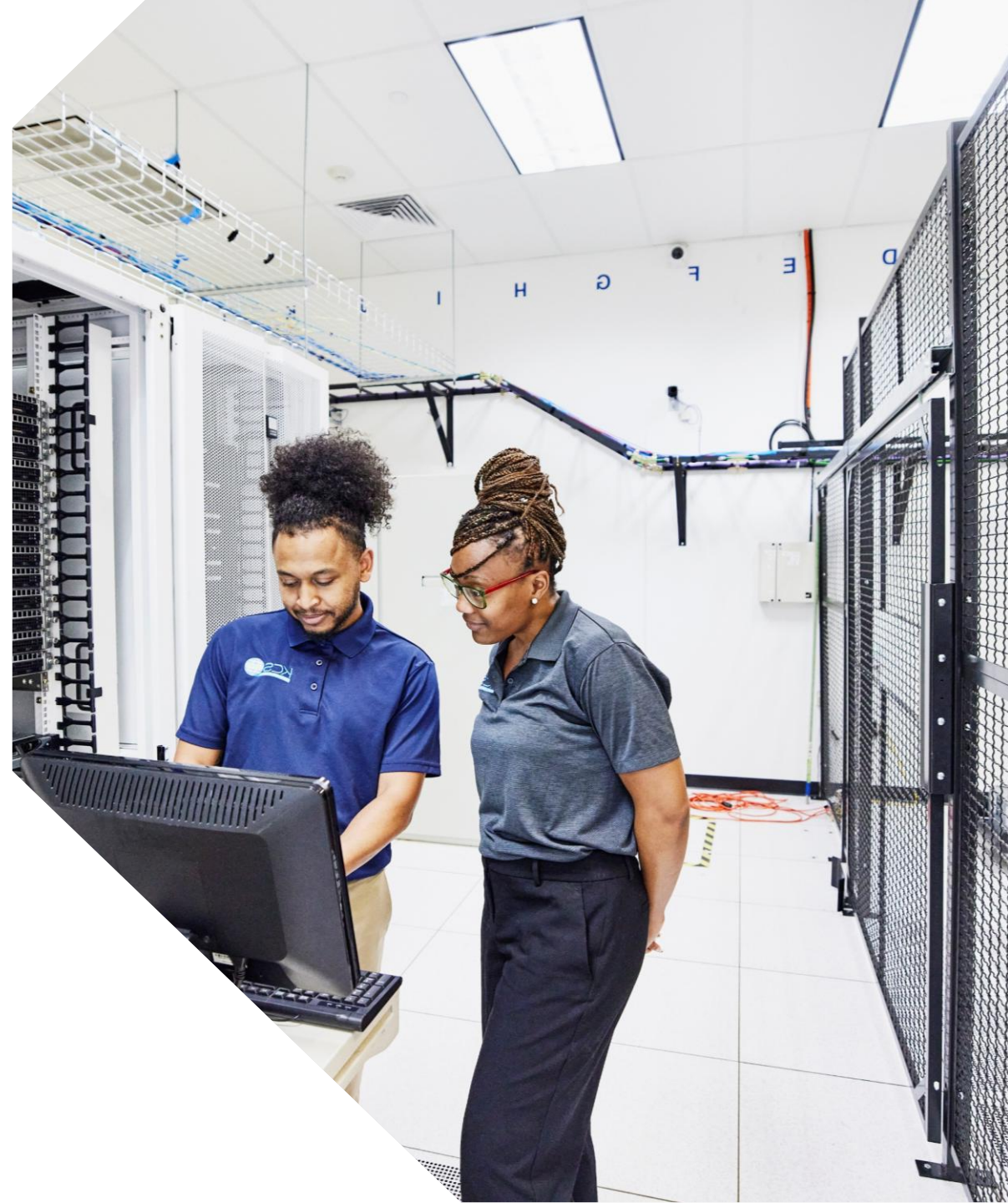
Requirements, Evidence and Declarations

Gateway Requirements

Before EPA can begin:

- Employer confirms apprentice is working at or above the occupational standard
- Apprentice demonstrates occupational competence in the workplace
- English and maths requirements met (where applicable)
- Required Gateway evidence submitted

The employer makes the final Gateway decision



Gateway Evidence

Apprentice submits:

- Portfolio of Evidence
- Evidence Reference Matrix
- Declaration of Authenticity

Completed on Proficient:

- Apprentice Gateway Declaration
- Provider Gateway Declaration

City & Guilds confirms Gateway once all requirements have been met



Scenario Demonstration with Questioning

Format, Delivery, Environment and Outcomes

Scenario Demonstration

Purpose

- Demonstrate practical data skills in a controlled environment

Assessment Coverage

- Data Gathering
- Data Analysis
- Data Validation

Assessment Details

- 90 minutes (+10% where applicable)
- Face-to-face or remote delivery



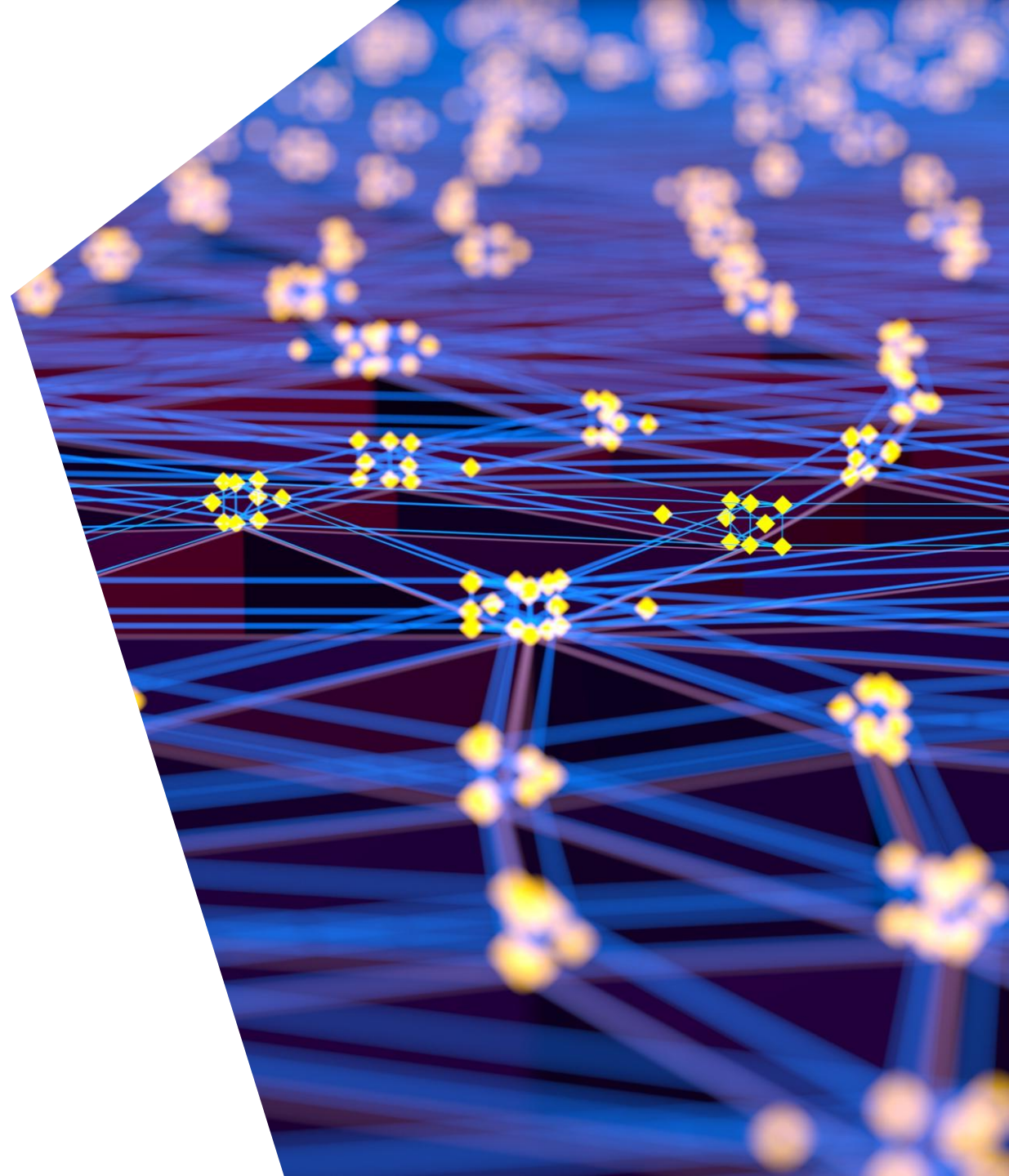
Assessment Format

What happens during the Assessment?

- Apprentice receives a scenario and supporting data sets
- Tasks provided in written and verbal format
- Demonstrates practical data skills using appropriate software
- Minimum of 5 assessor questions
- Questioning may take place during and/or after the demonstration

Key Rule

- Internet access permitted for guidance and reference only.
- AI tools cannot be used to complete assessment tasks.



Assessment Environment and Outcomes

Location

- Employer premises, training provider or approved venue
- Can be delivered remotely via live streaming

Resources Required

- Computer workstation
- Data sources
- Internet access
- Suitable data manipulation software
- Screen sharing/observation capability

Evidence & Grading

- Assessor observation
- Question responses recorded
- Graded: Fail | Pass | Distinction



Professional Discussion underpinned by a Portfolio

Themes, Format, Evidence and Grading

Professional Discussion

Assessment Details

- 60 minutes (+10% where applicable)
- Usually delivered remotely via video conferencing

Purpose

- Explore competence across the occupational standard
- Draw on workplace experience and portfolio evidence



Assessment Themes



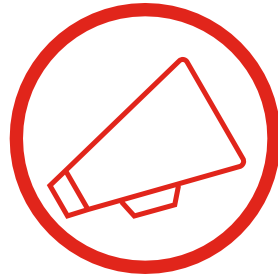
Data Gathering



Data Analysis



Data Validation



**Distribution &
Dissemination**



Approaches to Work

Portfolio evidence can be referenced throughout the discussion

Format, Evidence & Grading

Before the Discussion

- Portfolio submitted at Gateway
- Assessor reviews evidence and prepares questions

During the Discussion

- Independent End-point Assessor leads questioning
- Apprentice may refer to portfolio evidence
- Responses must demonstrate occupational competence

Outcome

- Graded: Fail | Pass | Distinction
- Results released following assessment decisions



Grading

Including re-sits and re-takes

Grading

- Two assessment methods contribute to the final EPA grade
- Both assessments must be passed to achieve an overall pass
 - Re-sits/re-takes are capped at Merit

Assessment 1: Scenario demonstration with questioning	Assessment 2: Professional discussion underpinned by a portfolio of evidence	Overall grading
Fail	Any grade	Fail
Any grade	Fail	Fail
Pass	Pass	Pass
Distinction	Pass	Merit
Pass	Distinction	Merit
Distinction	Distinction	Distinction

Digital Credentials

Showcase Skills.

Share Achievement.

Verify Success.

- Verified digital credential
- Unique online verification link
- Easy to share with employers and networks
- Complements the formal apprenticeship certificate

Additional Information

[Digital Credentials](#)

digitalsupport@cityandguilds.com



Re-sits & Re-takes

Re-sit

- Assessment repeated without additional learning

Re-take

- Additional learning required before re-assessment

Key Points

- ✓ Employer agrees the appropriate route
- ✓ Only failed assessment methods are repeated
- ✓ Re-sits and re-takes must be completed within **24 weeks**
- ✓ Re-sits and re-takes are normally capped at **Merit**
- ✗ Cannot be used to improve a passing grade



Re-sits & Re-takes

Assessment-specific requirements

Scenario Demonstration

- New scenario tasks provided
- Different assessment questions used

Professional Discussion

- Same subject areas may be explored
- Different discussion questions used
- Portfolio may be reviewed again by the assessor

Documentation

- New assessment recording forms submitted
- Linked to the original assessment records



Questions & Discussion

We encourage you to ask questions, share experiences and discuss any aspect of the apprenticeship and end-point assessment journey.

Support

Additional Support and Oppotunities

Upcoming Events

Supporting Your EPA Journey

Webinars

- Structured sessions focused on specific areas of the EPA process, including assessment methods, Gateway requirements and preparation guidance.

Drop-in Sessions

- Informal open sessions where you can join, ask questions, discuss individual queries and leave when you have the information you need.

Launching Level 4 AI & Automation Practitioner Apprenticeship

September Drop-in





Join Our Digital EPA & Qualifications LinkedIn Group

Connect with providers, employers and industry professionals to:

- Stay informed on EPA and qualification updates
- Access resources, guidance and support
- Share best practice and ask questions
- Build your professional network

[Join our group](#)



Join our Digital EPA and Qualifications
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JOIN OUR GROUP

Support and Contact Information

We're here to support providers, employers and apprentices with guidance, resources and expert advice every step of the way.

We're Here to Support You

City & Guilds supports providers through:

- Account Managers
- EPA Partnership Managers
- Customer Support Teams
- Digital Sector Team

General Support

Centre Support:
centresupport@cityandguilds.com

General Enquiries:
general.enquiries@cityandguilds.com

Centre Support: 01924 930800

Learner Support: 01924 930801

Digital Sector Contact

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david.mccallig@cityandguilds.com

Bookings

[Book time with me](#)

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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.

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