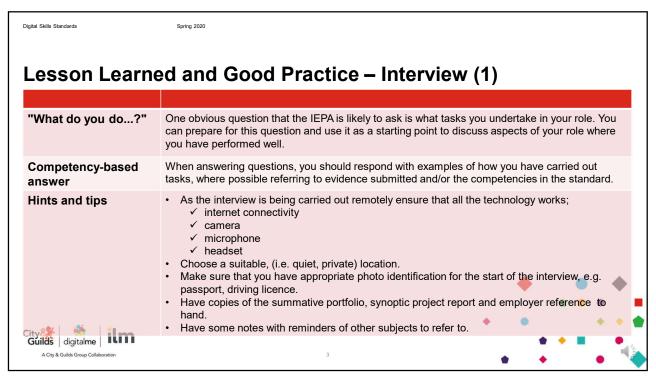


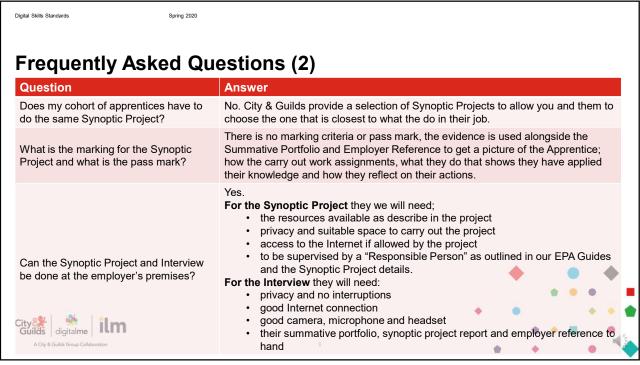
**Lesson Learned and Good Practice – Synoptic Project Good Practice** Read the project Understand the Scenario presented and the tasks that need to be carried out. What is required for evidence? what needs to be saved? How do the tasks relate? Check the tasks The number of tasks will vary according to the synoptic project selected, typically they will involve; planning a the work and resources to be used design and carry our the actions proposed evaluation and testing of the product produced · a report of recommendations, findings, etc. There may be a requirement to produce specific types of evidence such as a presentation depending on the scenario contained within the synoptic project. Make sure you fully understand the tasks and required outputs. Hints and tips Approach the project in the same way you would approach a work task. Keep an on-going record of how the project is being carried out, collecting evidence as appropriate. Take your time, it's better to complete some of the tasks fully but not all of them than to complete all If the project goes wrong do not worry, but document why it went wrong and what you would do differently. You should document how you have carried out the tasks in the project in the same way you would Guilds digitalme present evidence for the summative portfolio, ensuring that decisions and choices are justified and that actions are recorded appropriately?



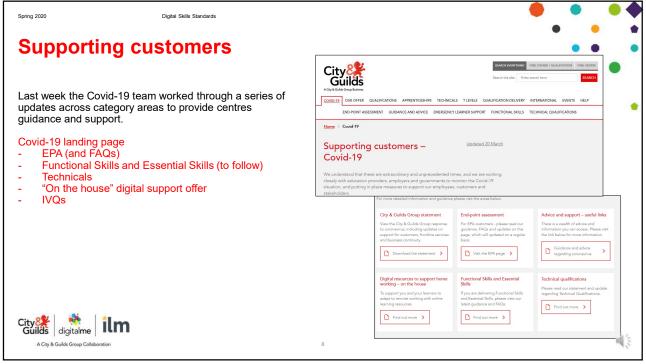
**Lesson Learned and Good Practice – Interview (2)** Speak clearly and concisely Search Google during the interview for answers Talk about what you have done, e.g. "I did......" Say "we", unless you qualify it Use examples in your answers Be vague Think about your answers before you give them Make assumptions Stay calm Ignore what you think may be obvious Ask for any question to be repeated or re-phrased Assume you have understood if you are not at all sure Tell the interviewer further information or ask to talk Be scared to also lead on the discussion about tasks that you feel are your best work Assume the interviewer knows all about your Try and put answers into the context of your workplace organisation and how they work uilds digitalme A City & Guilds Group Collaboration

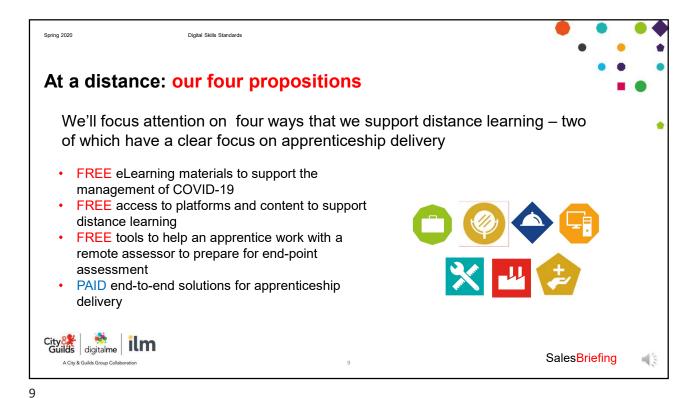
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Frequently Asked Questions (1)	
Question	Answer
Are the Knowledge qualification certificates enough for the Outcomes in the Summative Portfolio?	No. These only prove the could pass a test on a given day. We need to see how they link what they have learned to what they do.
Are there set questions that the apprentice can prepare for in the Interview?	No. Though one question is consistent, "what do you do"
Should I include everything the apprentice has done in the portfolio submitted for EPA?	No. It is meant to be Summative, so the best they have per Outcome.
Should I include some early work and then their improved work for the portfolio?	No. We want to see what they have become and not the journey, unless it is to show why they make a specific decision, carry out a task or act in a particular way.
Can I just do Vendor/Professional qualifications for the on- programme element?	Only for Infrastructure Technician. All other Standards (where defined) allow only one to be funded and used as an exemption.  The apprentice may do more than one Vendor/Professional products as the employer may demand, but these will not be accepted as exemptions or be funded by ESFA



Digital Skills Standards Spring 2020	
Frequently Asked Questions (3)	
Question What sort of things can lead to an apprentice failing?	Answer  Not meeting all the Outcomes in the Summative Portfolio – even if weakly in some cases
	Providing an Employer Reference that talks about what the company does or what the team does that the apprentice works in and has nothing specific to what they have contributed.
	Providing evidence – including witness testimonies – that have had a grading decision made by the tutor assessor as part of the submission.
Consistent versus Consistently	While to some extent the two may be interchangeable, <b>Consistently</b> denotes that they should have more than one example of how or what they have done. <b>Consistent</b> is often used to denote that it is expected that the apprentice will have a single style of submitting work, i.e. when creating a report they use a <i>consistent</i> layout across all those submitted.
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**EPA Process Support EPA Customer Success Team** Provide support and offer guidance to customers who are new or unfamiliar with the EPA journey Ask your Business Account Manager or Technical Adviser to have them contact you **EPA Partnership Managers** Supporting providers and employers to work together and understand the City & Guilds End Point Assessment Service Martin Newman For the South martin.newman@cityandguilds.com Rebecca Hollamby for the Midlands rebecca.Hollamby@cityandguilds.com Charlotte (Charlie) Freeman charlotte.freeman@cityandguilds.com Janice Collins for the North janice.Collins@cityandguilds.com Guilds digitalme Ilm A City & Guilds Group Collaboration



