

Level 2 Carpentry and Joinery and Level 3 Advanced Carpentry and Joinery EPAs

Update - February 2020

Upcoming changes to centre material

Following a review of our material and guidance for the Level 2 Carpentry and Joinery and Level 3 Advanced Carpentry and Joinery EPAs, we have made improvements to our requirements regarding the practical tasks. While our focus remains on the quality of the outcome for the apprentice, we have sought to allow greater flexibility in terms of how and where the EPAs are conducted.

Our revised documentation will be available to our customers in the coming weeks, but in the meantime, below is a **summary of the main changes**:

- **Drawings and resource lists** for each task will be included in the centre EPA Packs. These are intended for the centre only, to help ensure they have the requisite area and resources available for EPA. The IEPA will remain responsible for issuing the task brief, drawings and tolerances to the apprentice on the day of the assessment (see 'Task allocation' below).
- Our tasks will not specify workspace larger than **2.4m x 2.4m and 2.4 meters high**, with some tasks requiring less.

To provide flexibility in the set-up of assessment areas, specific **minimum space requirements for each task** will be included in the revised resource lists as well as any requirements for prefabricated walls/structures.

Further Clarifications

These clarifications are in response to questions we have received from customers. Our updated centre material will reflect these clarifications.

Allocation of Tasks

Each apprentice will be assessed on 1 of 2 practical tasks. The IEPA is responsible for choosing which task the apprentice will be assessed on (e.g. task A or task B).

Where there is an even number of apprentices ready for EPA, the centre will need to prepare for an equal number of tasks (e.g. 4 apprentices: prepare for 2 x task A and 2 x task B). The IEPA will then allocate the apprentices to a task on the day.

Where there is an odd number of tasks, then the EPA Booking Team will confirm with centres in advance (through the booking process) the split required between

task A and B (e.g. 3 apprentices: prepare for 2 x task A and 1 x task B). As before, the IEPA will then allocate the apprentice to the task on the day.

Role of the Technician

A technician will need to be available during the assessment. Their role is to provide support with the following:

- Lifting/manual handling.
- Taking timber off machines.
- Supervision and technical help in the use of machinery (e.g. changing bandsaw blades).
- Support with the sharing of equipment/ tools such as un-setting routers.
- Dealing with any defective materials, equipment or machinery.

Technicians should not be giving technical advice to apprentices during the EPA.

The technician must be occupationally competent and may or may not be a tutor.

There is a minimum requirement of one technician. Depending on the number of apprentices, centres may wish to provide more than one.

Bays and partitions

Centres must ensure that the apprentices' work area for a task is positioned and laid out to ensure the following requirements are met:

- Apprentices can work safely.
- Authenticity and independent working (e.g. multiple apprentices being assessed at the same time cannot easily see each other's work).
- There is clear access space for transportation of equipment and materials.
- The IEPA has easy access to view the apprentice's at work and is able to ask them questions of the apprentice in-situ.

While it is not mandated, it is good practice for centres to use bays and partitions to ensure these requirements are met.

Specific requirements for setting up an apprentices' work area

The individual resource lists for each task will detail any specific requirements, such as:

- Confirmation of whether prefabricated walls need to be constructed prior to assessment, and their dimensions.
- Provision of walls/floor for apprentices to fix structures and the nature of these structures and fixings (e.g. sacrificial boards are sufficient for floor fixings).

Sharing equipment

The revised resource lists for each task will include recommendations on equipment and tools that:

- Can be shared between apprentices.
- Should be allocated per apprentice.

The allocation of equipment and tools per apprentice is a recommendation.

IEPAs can discount the time an apprentice spends waiting for shared a tool from the overall assessment time. However, the IEPAs only have the discretion to extend the assessment time by 10%. Therefore, where tools are being shared, centres are advised to provide sufficient access to ensure that waiting for shared tools does not impact the time the apprentice has to demonstrate their skills, knowledge and behaviours to the best of their ability.

It is anticipated that apprentices are likely to share fixed machinery such as bandsaws and chop saws. Where equipment requires setting (e.g. routers), then this can also be shared provided it is unset by the technician between apprentices.

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