

City & Guilds Level 2 End- point Assessment for Carpentry and Joinery (9078-31)

EPA Pack for Providers & Employers

Standard: ST0264

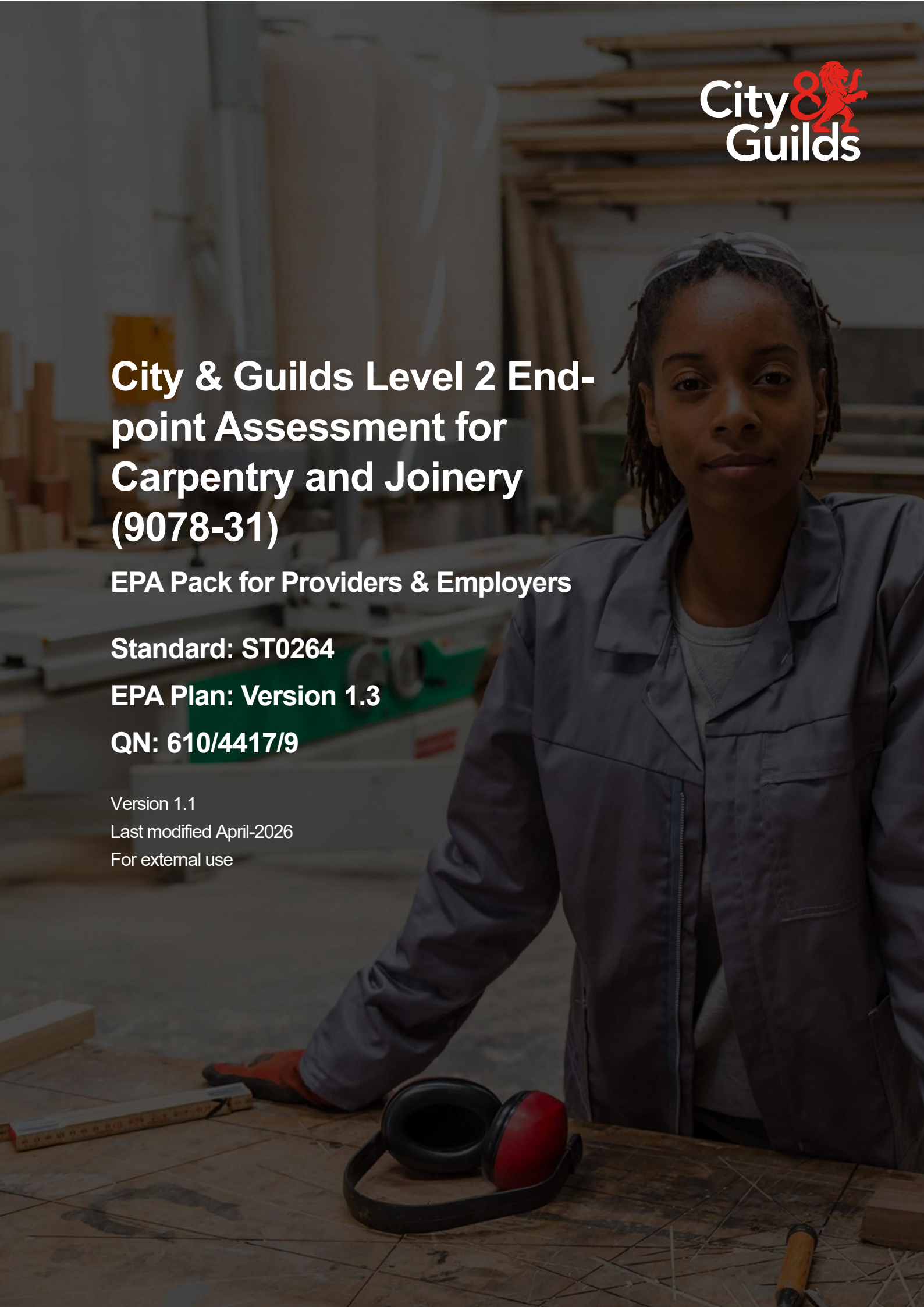
EPA Plan: Version 1.3

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Version 1.1

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For external use



Version	Summary of changes	Section
V1.0	Initial version	
V1.1	Amendment to the number of days' notice an EPAO must give an apprentice	Page 44
	Clarified which skills may be assessed in a simulated environment.	Section 8

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1. Apprenticeships

Introduction

This pack will help providers and employers prepare apprentices for the End-point Assessment (EPA) of their City & Guilds Level 2 End-point Assessment for Carpentry and Joinery (9078-31) Apprenticeship Standard v1.3. It explains how apprentices will demonstrate the knowledge, skills, and behaviours (KSBs) which they developed during their apprenticeship.

The following pathways are covered by this pack:

- Site Carpentry
- Architectural Joinery.

This pack must be used alongside the:

- [City & Guilds Manual for the End-point Assessment Service](#)
- 9078-31 Recording Forms for Providers and Employers
- 9078-31 Resource Pack for Practical Assessments for Providers and Employers
- 9078-31 EPA Knowledge Test Handbook
- 9078-31 Sample Knowledge Test
- [EPA Documents Library](#) including information about the EPA Service, policies about malpractice and appeals, FAQs, and a video about EPA which can be shared with apprentices.

The following documents will also be useful:

- 9078-31 Practical Guidance for Providers
- 9078-31 Interview Guidance for Providers
- 9078-31 Example Partial Portfolio
- 9078-31 Template Portfolio.

The City & Guilds Manual for the End-point Assessment Service includes information on:

- using the EPA Pro portal
- the process for booking EPA, including timescales

- acceptable qualifications and certificates at Gateway
- uploading files to the EPA Pro portal
- the use of electronic signatures
- knowledge tests on e-volve (where applicable)
- responsibilities of providers and employers
- the Quality Assurance process.

Full-time apprentices will typically spend 24 months on-programme working towards meeting the Standard, with a minimum of 20% off-the-job training. The employer should ensure that the apprentice has access to development opportunities to improve their knowledge, skills and behaviours, as outlined in the Standard, and hold regular reviews with the provider and apprentice to check how they are getting on.

Once the apprentice has completed their training, they should be ready to go through 'Gateway' to EPA. See the Gateway and Assessment Instructions sections within this pack to understand what happens.

The EPA for this apprenticeship includes the following assessments which can be taken in any order, as requested by the apprentice:

- Assessment method 1 – multiple-choice test
- Assessment method 2 – practical assessment with questions
- Assessment method 3 – interview underpinned by a portfolio of evidence.

Preparing for EPA

In preparation for EPA, providers and employers should:

- read the Assessment Instructions sections (sections 6, 7 and 8) before reaching Gateway – the EPA Partnership Managers can help with any queries
- review which completed **Recording Forms and evidence** must be submitted, and when
- use the Recording Forms provided in the format laid out, unless indicated otherwise
- plan the venue and resources required for EPA - make sure the assessment environment is secure and comfortable, without interruptions
- use the EPA Pro portal to help manage the apprentice's progress through EPA
- for on-site assessment: arrange for a designated contact to be available on the day to ensure the correct resources are available.

Some actions to help the apprentice prepare for EPA:

- explain the assessments and **Recording Forms** to the apprentice – refer to details in the Assessment Instructions sections of this pack (sections 6, 7 and 8)
- agree on a realistic timeframe for submission of evidence that meets the EPA deadlines – any delays in submission of evidence will delay the assessments
- make sure the apprentice has the resources and time to prepare for, and undertake EPA
- take the apprentice through some mock assessments
- share the EPA Preparation Guide with the apprentice. It includes information about system requirements for virtual meetings
- let City & Guilds know if reasonable adjustments are required to support an apprentice through EPA. The City & Guilds policy is on the City & Guilds website, under EPA Documents Library.

Authenticating the Apprentice's Work

The Independent End-point Assessor (IEPA) must ensure all decisions satisfy Validity, Authenticity, Currency and Sufficiency (VACS). For evidence produced outside controlled conditions, the apprentice will be required to:

- sign a declaration that the work is their own
- reference all sources.

The employer/provider should also aid authentication by:

- supplementary (oral) questioning to gauge familiarity with the topic
- looking out for any changes to the apprentice's usual writing style, unusual sources/examples or the use of US spellings or phrases that might indicate cutting and pasting from the internet
- requiring access to evidence of steps in the process, such as drafts, notes, planning etc.

City & Guilds have produced forms for use when reviewing evidence produced outside of controlled conditions. These forms include a Declaration of Authenticity Form which must be completed when submitting evidence. The forms can be found in the Recording Forms document.

Health and Safety and Codes of Practice

The importance of safe working practices, the demands of the Health and Safety at Work Act and any Codes of Practice associated with the industry **must** always be adhered to.

Following safe working practices is an integral part of all City & Guilds assessments, and it is the responsibility of the provider and employer to ensure that all the health and safety requirements are in place when apprentices are working on any projects or before apprentices begin any EPA.

Should an apprentice fail to follow correct health and safety practices and procedures during an EPA, the IEPA will consult with the EPA Team, and may advise the apprentice to stop and explain why.

Overall Grade

This End-point Assessment is graded Fail, Pass, Merit or Distinction. The EPA will be assessed and graded by the IEPA.

Information about how each assessment is graded can be found in the Assessment Instructions sections of this pack (sections 6, 7 and 8). The apprentice will fail an assessment method if they do not meet the pass criteria.

Grades from the individual assessments will be combined to determine the overall grade.

To achieve an overall Pass, the apprentice must achieve at least a Pass in all the assessment methods.

To achieve an overall EPA Merit, the apprentice must gain a Distinction in the practical assessment and one other of the assessment methods and a Pass in the other.

To achieve an overall EPA Distinction, the apprentice must gain a Distinction in all the assessment methods.

A Fail in any assessment method will result in an EPA Fail.

Grades from individual assessment methods must be combined in the following way to determine the grade of the EPA overall.

Assessment 1: Multiple-choice test	Assessment 2: Practical assessment with questions	Assessment 3: Interview underpinned by a portfolio of evidence	Overall Grading
Any grade	Any grade	Fail	Fail
Any grade	Fail	Any grade	Fail
Fail	Any grade	Any grade	Fail
Pass	Pass	Pass	Pass
Pass	Distinction	Pass	Pass
Distinction	Pass	Pass	Pass
Pass	Pass	Distinction	Pass
Distinction	Pass	Distinction	Pass
Distinction	Distinction	Pass	Merit
Pass	Distinction	Distinction	Merit
Distinction	Distinction	Distinction	Distinction

Results Submission and Feedback

The knowledge test component will be delivered using the e-volve onscreen test platform. Test results will be available on the Walled Garden within 24 hours following the test.

The IEPA will communicate the grade allocated for each assessment to the Lead Independent End-point Assessor (LIEPA) for quality assurance and sampling. The LIEPA will submit the results to the City & Guilds EPA Team.

If the apprentice has passed EPA, the City & Guilds EPA Team will issue the EPA Statement of Achievement to the Provider confirming the grade achieved and will notify the Institute for Apprenticeships and Technical Education (IfATE) who will issue the apprenticeship certificate.

The IEPA will **not** provide feedback to the apprentice during or immediately following the assessment process. The provider will be informed by the City & Guilds EPA Team of the assessment results. Summary feedback will be provided to all apprentices after any grade determination has been carried out. The feedback will cover the areas against which insufficient evidence has been provided, leading to a 'Fail'. Our 'End-point Assessment Feedback' will also cover the areas against which the apprentice's evidence has resulted in the award of a Pass, Merit or Distinction.

Statement of Achievement

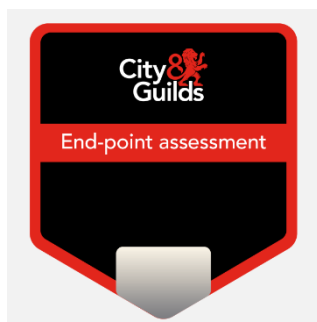
A printed EPA Statement of Achievement will be issued to each successful apprentice.

Providers and employers with access can view and download PDF copies of the Statement 24 hours after the results are published. A PDF copy supports more efficient processing of funding claims by providing evidence of learner certification before the apprentice's paper certificate arrives.

The overall apprenticeship certificate will be issued by the Institute for Apprenticeships and Technical Education (IfATE).

Digital Credentials

A digital credential is a verified, visual representation of knowledge and skills earned in various learning environments. Please see an example below*:



Level 2 End-point Assessment for ST0264/1.3 Carpentry and Joinery (9078-31)

[SHARE](#) [BADGE](#) [EMAIL](#) [EMBED](#) [HELP](#) [MORE](#)

*Badge text will be populated with the EPA title upon issuing of the credential to the learner.

Digital credentials are issued and verified online, making it easy for individuals to demonstrate their competencies to employers, clients, and peers online. Each digital credential has a unique URL that can be shared electronically via social media, in an email signature, and on a CV. This is a complimentary service in addition to the paper certificate.

For further information, please visit the City & Guilds EPA Digital Credentials webpage and the general terms in respect of our privacy policy or contact digitalsupport@cityandguilds.com.

Security, Confidentiality and Copyright of End-point Assessment Materials

The following Terms of Use apply to the use of any City & Guilds EPA Assessment Materials (“EPA Assessment Materials”), included with the EPA Pack or otherwise provided by City & Guilds to the Customer from time to time under City & Guilds’ EPA Service, by Customers. They form part of the Agreement between City & Guilds and the Customer for provision of City & Guilds’ EPA Service in accordance with the Manual for the End-point Assessment Service (hereafter the Manual).

EPA Assessment Materials include, but are not restricted to, venue and resources list, the Handbook, EPA Pack, EPA Recording Forms, sample papers, assessment tasks, questions or marked scripts.

Customers are obliged to comply with these Terms of Use when using any EPA Assessment Materials from time to time, in addition to:

- the terms of the licence for use of City & Guilds Materials set out under the Manual;
- (where any EPA Assessment Materials are dated examinations), the City & Guilds invigilation instructions; and
- any conditions contained in a document itself.

Defined terms in these Terms of Use shall have the meaning given to them in the Manual.

Terms of Use

The Customer shall, and procure that the Customer's staff shall:

- **only** use any EPA Assessment Materials for the purpose of formal, summative EPA assessment in connection with the Agreement and not for any other purpose (including, but not restricted to, teaching, revision, as practice assessments or for commercial purposes);
- **not** make copies of any EPA Assessment Materials, whether in whole or in part, at any time;
- handle and store any EPA Assessment Materials securely at all times;
- ensure that:
 - any EPA Assessment Materials are made accessible to Apprentices only during formal EPA assessment as governed by the assessment conditions specified for the individual Apprenticeship Standard;
 - whilst the portfolio of an Apprentice may contain EPA assessment results referenced to the EPA assessment taken from time to time, they do not at any time contain the EPA Assessment Materials, unless otherwise stated in the individual Apprenticeship Standard; and
 - the content of any EPA Assessment Materials is not made public in any format, whether in part or in full, at any time;
- **under no circumstances** share any EPA Assessment Materials with any third-party organisation or individual;
- seek written permission from City & Guilds if they wish to convert any EPA Assessment Materials for storage, retrieval and delivery in electronic form (i.e., using some form of e-assessment or e-learning system) from time to time; and
- provide access, on request, to City & Guilds to any system(s) on which any EPA Assessment Materials appear, are stored or delivered from time to time.

2. The Apprenticeship Standard

The Occupational Role

This occupation is found in both the new build and refurbishment construction sector. The construction industry is central to creating the homes, schools, hospitals, energy and transport infrastructure society needs. There is growing demand for carpenters and joiners to help meet the need for the transition to modern methods of construction and sustainability.

The broad purpose of the occupation is working with wood-based materials and associated products to create and install building components. This typically involves shaping and cutting materials, installing finished materials like partitions, doors, staircases, window frames, mouldings, timber floor coverings and erecting structural components such as floor joists and roofs. All work needs to be carried out safely, using the appropriate tools and to the quality specified.

This occupation includes two different options and people will either work on a construction site as a Site Carpenter or in a workshop as an Architectural Joiner.

Pathway 1: A **Site Carpenter** will prepare and install basic building components e.g. doors, straight staircases, wall and floor units and erecting structural carpentry and roof structures on a building site or in domestic and commercial premises.

Pathway 2: An **Architectural Joiner** will create building components by setting out, marking out and manufacturing basic architectural products, including doors, windows, straight staircases and associated ironmongery.

In their daily work, an employee in this occupation interacts with other construction roles such as bricklayers, plasterers, plumbers, supervisors, site management, architects, designers, contractors and customers.

An employee in this occupation will be responsible for using machinery and tools under supervision to create structures or components from the designs, plans and specifications of architects and designers that meet the clients' expectations. On site these could include roof structures, floors, partitions and second fix work such as door frames and skirting. As an architectural joiner, these could include doors, windows and stairs, including ironmongery.



The Occupational Standard

This apprenticeship Standard has a number of duties which someone working in the role would typically be able to undertake. These duties are underpinned by a range of knowledge, skills, and behaviours (KSBs) which a successful apprentice will be able to demonstrate:

Ref.	Core Occupational Duties	KSBs
Duty 1	Work in compliance with occupational health, safety and environmental requirements to ensure the health, safety and wellbeing of self and others at all times. Report in a timely manner any non-compliances against the construction programme to the appropriate person.	K1, K2, K3, K7, K14, K15, K17, K19, K20 S1, S2, S3, S4, S5, S9, S10, S11, S13 B1, B2, B3
Duty 2	Work to the construction programme, adapting to changes in schedule and requirements where necessary.	K5, K8 S1, S6 B1, B5
Duty 3	Prepare the work site or workshop ready for the work and select materials and tools appropriate to the project.	K1, K2, K3, K5, K6, K8, K9, K10, K11, K12, K14, K16 S1, S2, S3, S7, S9, S12 B1
Duty 4	Use and maintain hand tools and power tools and associated equipment to complete task to industry standards.	K14, K15, K16, K17 S1, S2, S9, S11, S12 B1
Duty 5	Collaborate with stakeholders including clients and other construction roles.	K3, K5, K9, K13, K18, K19, K20 S8, S13 B1, B3, B5
Duty 6	Receive, unload, move and lift materials to site for installation following good handling practices preventing injury or damage.	K1, K2 S1, S2 B1

Ref.	Core Occupational Duties	KSBs
Duty 7	Maintain a clear and safe worksite at all times, disposing of waste appropriately and sustainably.	K1, K4, K5 S1, S3, S5 B1, B2
Duty 8	Carry out continuous professional development to maintain knowledge of current and future developments affecting the role.	K12, K19, K20, K40 B1, B4

Ref.	Site Carpenter Duties	KSBs
Duty 9	Use the appropriate tools, materials and equipment to carry out first and second fix site carpenter tasks including roofs.	K9, K11, K14, K15, K17, K21, K22, K23, K24, K25, K26, K27, K28, K29 S2, S10, S12, S14, S15, S16, S17, S18, S19, S20, S21, S22
Duty 10	Carry out minor repairs or modifications.	K17, K21, K27 S17, S20, S21, S22
Duty 11	Carry out their work conforming to all current and relevant building regulations, quality standards and work instructions.	K1, K2, K3, K7, K12, K21, K22, K23, K25, K26, K27, K28 S14, S15, S16, S17, S18

Ref.	Architectural Joiner Duties	KSBs
Duty 12	Use the appropriate fixed workshop machinery, tools, materials and equipment to carry out architectural joinery tasks including setting, marking out and manufacturing timber products.	K12, K15, K17, K31, K32, K33, K34, K35, K36, K37, K38 S24, S25, S26, S27, S28, S30
Duty 13	Assemble and fit components to timber products.	K9, K10, K11, K17, K30,

Ref.	Architectural Joiner Duties	KSBs
		K32, K33, K34, K35, K36, K37, K38, K39 S23, S24, S26, S27, S28, S29
Duty 14	Carry out their work conforming to all current and relevant building regulations, quality standards and work instructions.	K1, K2, K3, K7, K30, K31, K32, K33, K34, K35, K36, K38 S26, S27, S28, S29, S30

Knowledge, Skills and Behaviours

Ref.	Knowledge	Assessment Method
K1 Core	Awareness of health and safety regulations, standards, and guidance and impact on role. Control of Substances Hazardous to Health (CoSHH). Fire safety. Health and Safety at Work Act. Asbestos awareness. Manual handling. Signage. Fire extinguishers. Safety signage. Situational awareness. Slips, trips, and falls. Working in confined spaces. Working at height. Provision and use of work equipment regulations (PUWER) and Electrical safety.	Multiple-choice test
K2 Core	Safety control equipment and how to use personal protective equipment (PPE), Respiratory protective equipment (RPE) and Local exhaust ventilation (LEV).	Practical assessment with questions
K3 Core	Safe systems of work: Site inductions, tool box talks, risk assessments, method statements and hazard identification in the work area.	Multiple-choice test
K4 Core	Impact of the sector on the environment: Efficient use of resources. Recycling, reuse, safe disposal of waste and sustainable forestry.	Interview underpinned

Ref.	Knowledge	Assessment Method
		by a portfolio of evidence
K5 Core	Principles of building and modern methods of construction: Foundations, roofs, walls, damp proof courses, floors, timber frame, structurally insulated panels (SIPS) utilities and services, internal plaster finishes, insulation, fire protection, moisture and air protection and quality of materials.	Multiple-choice test
K6 Core	Basic principles of digital design and modelling systems.	Multiple-choice test
K7 Core	Standards and regulations associated with carpentry activities: British standards, building regulations and warranty provider standards.	Interview underpinned by a portfolio of evidence
K8 Core	Methods of interpreting and extracting relevant information from drawings and specifications.	Practical assessment with questions
K9 Core	Materials and their characteristics of home grown and imported timber and timber-based products. Natural timber products: hardwood and softwood. Manufactured timber products: board, laminated timber and carcassing.	Multiple-choice test
K10 Core	Timber decay and repair methods: Timber moisture content parameters for a range of timber and timber-based materials, wet rot and dry rot, and insect attack.	Multiple-choice test
K11 Core	Carpentry and joinery products and purpose: mastics, preservatives, wood fillers, plastics and ironmongery.	Multiple-choice test
K12 Core	Basic material estimation techniques, calculating lengths of timber, fixing requirements and a cutting list production methods.	Practical assessment with questions

Ref.	Knowledge	Assessment Method
K13 Core	Verbal communication techniques and construction terminology.	Interview underpinned by a portfolio of evidence
K14 Core	Hand tool use and storage methods and techniques: Chisels, planes, hand saws, hammers, squares, tri-square, bevels, marking and mortise gauges, spirit levels.	Multiple-choice test
K15 Core	Hand tool maintenance and sharpening techniques.	Practical assessment with questions
K16 Core	Jig production techniques.	Interview underpinned by a portfolio of evidence
K17 Core	Power tools use and storage methods and techniques: Portable circular saws, drills, saws, planers, routers, sanders, multi-functional tools and nail guns.	Multiple-choice test
K18 Core	Principles of good team working.	Interview underpinned by a portfolio of evidence
K19 Core	Inclusion, equity and diversity in the workplace.	Interview underpinned by a portfolio of evidence
K20 Core	Well-being: mental and physical health considerations in self and others and how to access support.	Interview underpinned by a portfolio of evidence

Ref.	Knowledge	Assessment Method
K21 Site Carpenter	Site carpentry techniques: measuring, marking out, fitting, cutting (straight and angled) and mitring.	Practical assessment with questions
K22 Site Carpenter	Site carpentry: Structural fixtures and timber sizing in site carpentry, how to use sizing tables.	Practical assessment with questions
K23 Site Carpenter	Site Carpenter: Timber sizing tables purpose and use.	Practical assessment with questions
K24 Site Carpenter	Site carpentry: Timber splicing and scribing techniques.	Interview underpinned by a portfolio of evidence
K25 Site Carpenter	Site carpentry: Straight roof installation techniques: basic rafter trussed (prefabricated) and traditional cut roof (built on site).	Practical assessment with questions
K26 Site Carpenter	Site carpentry: Flat roofs: warm and cold flat roofs including firings and coverings.	Multiple-choice test
K27 Site Carpenter	Site carpentry: First fixing installation techniques: structural carcassing, floor joists and coverings, straight flights of stairs, metal and timber stud partitions.	Interview underpinned by a portfolio of evidence
K28 Site Carpenter	Site carpentry: Second fix installation techniques: service encasement, cladding, wall and floor units and fitments, window boards, handrails and spindles to straight flights of stairs, doors and mouldings (architrave and skirting board).	Interview underpinned by a portfolio of evidence
K29 Site Carpenter	Site carpentry: Types, use, calibration and storage of laser levels.	Interview underpinned by a portfolio of evidence

Ref.	Knowledge	Assessment Method
K30 Architectural Joiner	Architectural joiner: Requirements of fire door assemblies.	Multiple-choice test
K31 Architectural Joiner	Architectural joiner: Safe use of fixed machinery, inspection, preparation and operation techniques: crosscut saw, band saw, planer and thicknesser and mortiser.	Multiple-choice test
K32 Architectural Joiner	Architectural joiner: Setting out and marking out techniques for joinery product manufacture and potential effects of marking out errors.	Practical assessment with questions
K33 Architectural Joiner	Architectural joiner: Timber joints, types and production techniques: Dovetails, mortise and tenon, bridals and halvings.	Interview underpinned by a portfolio of evidence
K34 Architectural Joiner	Architectural joiner: Production and assembly techniques for standard right angled timber windows.	Practical assessment with questions
K35 Architectural Joiner	Architectural joiner: Connection methods in joinery: Dowels, biscuit, staples and adhesives.	Interview underpinned by a portfolio of evidence
K36 Architectural Joiner	Architectural joiner: Production and assembly techniques for timber first fix products 1. straight staircases 2. Doorframes and linings.	Interview underpinned by a portfolio of evidence
K37 Architectural Joiner	Architectural joiner: Production and assembly techniques for second fix timber products 1. Timber wall and floor units 2. Timber doors 3. Timber mouldings.	Interview underpinned by a portfolio of evidence

Ref.	Knowledge	Assessment Method
K38 Architectural Joiner	Architectural joiner: Finishing techniques for manufactured timber products: Sanding, painting, waxing, polishing, oiling and applying preservative.	Multiple-choice test
K39 Architectural Joiner	Architectural joiner: Ironmongery installation techniques.	Interview underpinned by a portfolio of evidence
K40 Core	Employment types (self-employed and employed), small business start-up principles and tax.	Multiple-choice test

Ref.	Skill	Assessment Method
S1 Core	Comply with health and safety regulations, standards, and guidance.	Practical assessment with questions
S2 Core	Identify and use safety control equipment, for example, RPE, dust suppression, PPE and LEV.	Practical assessment with questions
S3 Core	Comply with environmental and sustainability regulations, standards, and guidance. Segregate resources for reuse, recycling and disposal.	Interview underpinned by a portfolio of evidence
S4 Core	Comply with industry regulations, standards, and guidance.	Interview underpinned by a portfolio of evidence
S5 Core	Prepare and maintain a safe working area.	Practical assessment with questions

Ref.	Skill	Assessment Method
S6 Core	Interpret and use information from drawings and specifications.	Practical assessment with questions
S7 Core	Estimate required materials and produce a cutting list.	Practical assessment with questions
S8 Core	Verbally communicate with others, applying construction terminology.	Interview underpinned by a portfolio of evidence
S9 Core	Select, use and store hand tools.	Practical assessment with questions
S10 Core	Select, use and store power tools.	Practical assessment with questions
S11 Core	Maintain and sharpen hand tools.	Practical assessment with questions
S12 Core	Produce jigs.	Interview underpinned by a portfolio of evidence
S13 Core	Identifies well-being support available to self and others.	Interview underpinned by a portfolio of evidence
S14 Site Carpenter	Site carpenter: Apply first fix techniques and practices for: 1. structural carcassing, 2. straight timber or metal partition walls, 3. floor joists 4. floor joist coverings and 5. straight flights of stairs.	Interview underpinned by a portfolio of evidence

Ref.	Skill	Assessment Method
S15 Site Carpenter	Site carpenter: Install structural fixings.	Practical assessment with questions
S16 Site Carpenter	Site carpenter: Size timber from sizing tables.	Practical assessment with questions
S17 Site Carpenter	Site carpenter: Apply site second fix techniques and practices for: 1. service encasement, 2. cladding 3. wall and floor units and fittings, 4. handrails and spindles to straight flights of stairs, 5. internal and external doors, 6. Skirting boards and architrave, 7. window boards.	Interview underpinned by a portfolio of evidence
S18 Site Carpenter	Site carpenter: Apply site carpenter techniques and practices to construction of rafter roofs, including trussed(prefabricated) and traditional (built on site) including the construction of verge, eaves and fitting loft access.	Practical assessment with questions
S19 Site Carpenter	Site carpenter: Use and store laser levels for example cross line laser.	Interview underpinned by a portfolio of evidence
S20 Site Carpenter	Site carpenter: Form connections, for example, using joints, nails, screws, bolts and adhesive.	Practical assessment with questions
S21 Site Carpenter	Site carpenter: Apply measuring, marking out, cutting (square and angled), mitring, hinging and recessing techniques.	Practical assessment with questions
S22 Site Carpenter	Site carpenter: carrying out splicing and scribing techniques.	Interview underpinned by a portfolio of evidence

Ref.	Skill	Assessment Method
S23 Architectural Joiner	Architectural joiner: Produce setting out details, including setting rods, and mark out for timber products.	Practical assessment with questions
S24 Architectural Joiner	Architectural joiner: Produce basic woodworking joints including dovetail, bridal, mortise and tenon and halving.	Interview underpinned by a portfolio of evidence
S25 Architectural Joiner	Architectural joiner: Form connections using dowels, biscuit, staples and adhesives.	Interview underpinned by a portfolio of evidence
S26 Architectural Joiner	Architectural joiner: Apply techniques and practices to the manufacture and assembly of timber window with casement including glazing rebates and associated ironmongery.	Practical assessment with questions
S27 Architectural Joiner	Architectural joiner: Apply first fix techniques and practices for: 1. Straight staircases, 2. door frames and linings.	Interview underpinned by a portfolio of evidence
S28 Architectural Joiner	Architectural joiner: Apply second fix techniques and practices for: 1. timber doors, 2. wall and floor units, 3. timber mouldings, 4. staircase spindles and balustrades.	Interview underpinned by a portfolio of evidence
S29 Architectural Joiner	Architectural joiner: Fit ironmongery including door locks, door handles, door hinges, latches and drawer runners.	Interview underpinned by a portfolio of evidence
S30 Architectural Joiner	Architectural joiner: Inspect, prepare and operate fixed machinery.	Practical assessment with questions

Ref.	Behaviour	Assessment Method
B1 Core	Put health, safety and wellbeing first.	Practical assessment with questions
B2 Core	Consider the environment when using resources and carrying out processes.	Interview underpinned by a portfolio of evidence
B3 Core	Contribute to an inclusive and diverse culture.	Interview underpinned by a portfolio of evidence
B4 Core	Seek learning and development opportunities.	Interview underpinned by a portfolio of evidence
B5 Core	Team-focus to meet team goals including, considering the wider build team.	Interview underpinned by a portfolio of evidence

Mapping of KSBs to grade themes

Practical assessment with questions

KSBS grouped by theme	Knowledge	Skills	Behaviour
(Core) Health and safety K2 S1, S2, S5 B1	Safety control equipment and how to use personal protective equipment (PPE), Respiratory protective equipment (RPE) and Local exhaust ventilation (LEV). (K2)	Comply with health and safety regulations, standards, and guidance. (S1) Identify and use safety control equipment, for example, RPE, dust suppression, PPE and LEV. (S2) Prepare and maintain a safe working area. (S5)	Put health, safety and wellbeing first. (B1)

KSBS grouped by theme	Knowledge	Skills	Behaviour
(Core) Planning K8 K12 S6 S7	Methods of interpreting and extracting relevant information from drawings and specifications. (K8) Basic material estimation techniques, calculating lengths of timber, fixing requirements and a cutting list production methods. (K12)	Interpret and use information from drawings and specifications. (S6) Estimate required materials and produce a cutting list. (S7)	None
(Core) Tools and equipment K15 S9 S10 S11	Hand tool maintenance and sharpening techniques. (K15)	Select, use and store hand tools. (S9) Select, use and store power tools. (S10) Maintain and sharpen hand tools. (S11)	None
(Site Carpenter) Roof installation K21 K22 K23 K25 S15 S16 S18 S20 S21	Site carpentry techniques: measuring, marking out, fitting, cutting (straight and angled) and mitring. (K21) Site carpentry: Structural fixtures and timber sizing in site carpentry, how to use sizing tables. (K22) Site Carpenter: Timber sizing tables purpose and use. (K23) Site carpentry: Straight roof installation techniques: basic rafter trussed (prefabricated) and traditional cut roof (built on site). (K25)	Site carpenter: Install structural fixings. (S15) Site carpenter: Size timber from sizing tables. (S16) Site carpenter: Apply site carpenter techniques and practices to construction of rafter roofs, including trussed (prefabricated) and traditional (built on site) including the construction of verge, eaves and fitting loft access. (S18) Site carpenter: Form connections, for example, using joints, nails, screws, bolts and adhesive. (S20)	None

KSBS grouped by theme	Knowledge	Skills	Behaviour
		<p>Site carpenter: Apply measuring, marking out, cutting (square and angled), mitring, hinging and recessing techniques. (S21)</p>	
<p>(Architectural Joiner) Window production K32 K34 S23 S26 S30</p>	<p>Architectural joiner: Setting out and marking out techniques for joinery product manufacture and potential effects of marking out errors. (K32)</p> <p>Architectural joiner: Production and assembly techniques for standard right angled timber windows. (K34)</p>	<p>Architectural joiner: Produce setting out details, including setting rods, and mark out for timber products. (S23)</p> <p>Architectural joiner: Apply techniques and practices to the manufacture and assembly of timber window with casement including glazing rebates and associated ironmongery. (S26)</p> <p>Architectural joiner: Inspect, prepare and operate fixed machinery. (S30)</p>	<p>None</p>

Interview underpinned by a portfolio of evidence

KSBS grouped by theme	Knowledge	Skills	Behaviour
(Core) Environment and sustainability K4 S3 B2	Impact of the sector on the environment: Efficient use of resources. Recycling, reuse, safe disposal of waste and sustainable forestry. (K4)	Comply with environmental and sustainability regulations, standards, and guidance. Segregate resources for reuse, recycling and disposal. (S3)	Consider the environment when using resources and carrying out processes. (B2)
(Core) Carpentry and joinery techniques K7 K16 S4 S12	Standards and regulations associated with carpentry activities: British standards, building regulations and warranty provider standards. (K7) Jig production techniques. (K16)	Comply with industry regulations, standards, and guidance. (S4) Produce jigs. (S12)	None
(Site Carpenter) Site carpentry techniques K24 K27 K28 K29 S14 S17 S19 S22	Site carpentry: Timber splicing and scribing techniques. (K24) Site carpentry: First fixing installation techniques: structural carcassing, floor joists and coverings, straight flights of stairs, metal and timber stud partitions. (K27) Site carpentry: Second fix installation techniques: service encasement, cladding, wall and floor units and	Site carpenter: Apply first fix techniques and practices for: 1.structural carcassing, 2.straight timber or metal partition walls, 3.floor joists, 4. floor joist coverings and 5. straight flights of stairs. (S14) Site carpenter: Apply site second fix techniques and practices for: 1.service encasement, 2.cladding, 3.wall and floor units and fitments,	None

KSBS grouped by theme	Knowledge	Skills	Behaviour
	<p>fitments, window boards, handrails and spindles to straight flights of stairs, doors and mouldings (architrave and skirting board). (K28)</p> <p>Site carpentry: Types, use, calibration and storage of laser levels. (K29)</p>	<p>4.handrails and spindles to straight flights of stairs, 5.internal and external doors, 6.skirting boards and architrave, 7.window boards. (S17)</p> <p>Site carpenter: Use and store laser levels for example cross line laser. (S19)</p> <p>Site carpenter: Carrying out splicing and scribing techniques. (S22)</p>	
<p>(Architectural Joiner) Architectural joinery techniques K33 K35 K36 K37 K39 S24 S25 S27 S28 S29</p>	<p>Architectural joiner: Timber joints, types and production techniques: Dovetails, mortise and tenon, bridals and halvings. (K33)</p> <p>Architectural joiner: Connection methods in joinery: Dowels, biscuit, staples and adhesives. (K35)</p> <p>Architectural joiner: Production and assembly techniques for timber first fix products 1.straight staircases, 2.door frames and linings. (K36)</p> <p>Architectural joiner: Production and assembly techniques for</p>	<p>Architectural joiner: Produce basic woodworking joints including dovetail, bridal, mortise and tenon and halving. (S24)</p> <p>Architectural joiner: Form connections using dowels, biscuit, staples and adhesives. (S25)</p> <p>Architectural joiner: Apply first fix techniques and practices for: 1.straight staircases, 2.door frames and linings. (S27)</p> <p>Architectural joiner: Apply second fix techniques and practices for: 1.timber</p>	None

KSBS grouped by theme	Knowledge	Skills	Behaviour
	<p>second fix timber products 1.timber wall and floor units, 2.timber doors, 3.timber mouldings. (K37)</p> <p>Architectural joiner: Ironmongery installation techniques. (K39)</p>	<p>doors, 2.wall and floor units, 3.timber mouldings, 4.staircase spindles and balustrades. (S28)</p> <p>Architectural joiner: Fit ironmongery including door locks, door handles, door hinges, latches and drawer runners. (S29)</p>	
<p>(Core) Communication</p> <p>K13</p> <p>S8</p>	<p>Verbal communication techniques and construction terminology. (K13)</p>	<p>Verbally communicate with others, applying construction terminology. (S8)</p>	<p>None</p>
<p>(Core) Team working and equity, diversity and inclusion</p> <p>K18 K19</p> <p>B3 B5</p>	<p>Principles of good team working. (K18)</p> <p>Inclusion, equity and diversity in the workplace. (K19)</p>	<p>None</p>	<p>Contribute to an inclusive and diverse culture. (B3)</p> <p>Team-focus to meet team goals including, considering the wider build team. (B5)</p>
<p>(Core) Continuing professional development and well-being</p> <p>K20</p> <p>S13</p> <p>B4</p>	<p>Well-being: mental and physical health considerations in self and others and how to access support. (K20)</p>	<p>Identifies well-being support available to self and others. (S13)</p>	<p>Seek learning and development opportunities. (B4)</p>

Grades and Grading Descriptors

Practical assessment with questions

Fail - does not meet pass criteria

Theme KSBs	Pass Apprentices must demonstrate all the pass descriptors	Distinction Apprentices must demonstrate all the pass descriptors and all of the distinction descriptors
(Core) Health and safety K2 S1, S2, S5 B1	<p>Prioritises health and safety and complies with health and safety regulations, standards and guidance. (S1, B1)</p> <p>Selects and uses safety control equipment, throughout the practical assessment in line with task requirements, organisational procedures and statutory regulations. (K2, S2)</p> <p>Prepares the work area in line with industry guidance and maintains a safe work area throughout the practical assessment. (S5)</p>	Explains why it is important to comply with and prioritise health and safety regulations, standards and guidance. (S1)
(Core) Planning K8, K12 S6, S7	<p>Interprets drawings and specifications as required to support completion of the practical assessment. (K8, S6)</p> <p>Estimates the required materials for the practical assessment and produces a cutting list, in line with task requirements. (K12, S7)</p>	None
(Core) Tools and equipment K15 S9, S10, S11	<p>Selects and safely uses hand tools, in line with task requirements.</p> <p>Stores hand tools, in line with organisational requirements. (S9)</p>	Explains why hand tools should be correctly sharpened and maintained. (S11)

Theme KSBs	Pass Apprentices must demonstrate all the pass descriptors	Distinction Apprentices must demonstrate all the pass descriptors and all of the distinction descriptors
	<p>Selects and safely uses power tools, in line with task requirements. Stores power tools, in line with manufacturers' guidance and organisational requirements. (S10)</p> <p>Applies techniques to sharpen cutting tools and maintains tools, in line with organisational requirement and industry guidance. (K15, S11)</p>	
<p>(Site Carpenter) Roof Installation</p> <p>K21, K22, K23, K25</p> <p>S15, S16, S18, S20, S21</p>	<p>Applying site carpentry techniques constructs a traditional and trussed roof structure with loft access and timber connections. Completes the task in line with task requirements, and all 17 specification pass tolerances. (K21, K25, S18, S20, S21)</p> <p>Specification tolerances</p> <p>Traditional roof:</p> <p>length of timbers: ±2mm</p> <p>saw-cuts: correct angle and clean: ±2mm</p> <p>rafter position (setting out and spacing): ±3mm</p> <p>Joints:</p> <p>position: ±2mm</p> <p>fit: ±2mm</p> <p>flush: ±2mm</p>	<p>Optimises the quality of the traditional and trussed roof structure by achieving 14 out of 17 specification distinction tolerances, with a minimum of 2 from each area (traditional roof, joints, trussed roof and loft hatch). (K21, K25, S18, S20, S21)</p> <p>Specification tolerances</p> <p>Traditional roof:</p> <p>length of timbers: ±1mm</p> <p>saw-cuts: correct angle and clean: ±1mm</p> <p>rafter position (setting out and spacing): ±2mm</p> <p>Joints:</p> <p>position: ±1mm</p> <p>fit: ±1mm</p> <p>flush: ±1mm</p>

Theme KSBs	Pass Apprentices must demonstrate all the pass descriptors	Distinction Apprentices must demonstrate all the pass descriptors and all of the distinction descriptors
	<p>Trussed roof:</p> <p>truss position (setting out and spacing): ±3mm</p> <p>diagonal bracing angle and positioning: ±4 degrees</p> <p>longitudinal bracing positioning: ±4mm</p> <p>bracing saw-cuts: correct angle and clean: ±2mm</p> <p>Loft hatch:</p> <p>hatch to lining gap: 2mm + 2mm</p> <p>hinge recessed flush: ±2 mm</p> <p>hinge positioning: ±2mm</p> <p>hatch overall position: ±4mm</p> <p>lining mitre joints: ±2mm</p> <p>latch position: ±2mm</p> <p>hatch overall size and position: ±2mm</p> <p>Applies techniques to size timber components from timber sizing tables, in line with task requirements. (K23, S16)</p> <p>Installs structural fixings to the roof structure in line with task requirements and building regulations. (K22, S15)</p>	<p>Trussed roof:</p> <p>truss position (setting out and spacing): ±2mm</p> <p>diagonal bracing angle and positioning: ±2 degrees</p> <p>longitudinal bracing positioning: ±2mm</p> <p>bracing saw-cuts: correct angle and clean: ±1mm</p> <p>Loft hatch:</p> <p>hatch to lining gap: 2mm + 1mm</p> <p>hinge recessed flush: ±1mm</p> <p>hinge positioning: ±1mm</p> <p>hatch overall position: ±2mm</p> <p>lining mitre joints: ±1mm</p> <p>latch position: ±1mm</p> <p>hatch overall size and position: ±1mm</p>

Theme KSBs	Pass Apprentices must demonstrate all the pass descriptors	Distinction Apprentices must demonstrate all the pass descriptors and all of the distinction descriptors
(Architectural Joiner) Window production K32, K34 S23, S26, S30	<p>Produces setting out details and a setting out rod. Uses setting out details and rod to mark out timber in line with the task requirements. Explains the effects marking out errors can have on the production process of timber products. (K32, S23)</p> <p>Applying production and assembly techniques, manufactures and assembles a timber window frame and casement including glazing rebates and ironmongery in line with task requirements and all 15 specification pass tolerances. (K34, S26)</p> <p>Specification Tolerances</p> <p>Frame:</p> <p>overall length (finish and setting out): ±2mm</p> <p>overall width (finish and setting out): ±2mm</p> <p>overall thickness: ±2mm</p> <p>Casement:</p> <p>overall length (finish and setting out): ±2mm</p> <p>overall width (finish and setting out): ±2mm</p> <p>overall thickness: ±2mm</p>	<p>Optimises the quality of the window frame and casement production by achieving 13 out of 15 specification distinction tolerances, with a minimum of two from each area (Frame, casement, joints and general). (K34, S23, S26)</p> <p>Specification Tolerances</p> <p>Frame:</p> <p>overall length (finish and setting out): ±1mm</p> <p>overall width (finish and setting out): ±1mm</p> <p>overall thickness: ±1mm</p> <p>Casement:</p> <p>overall length (finish and setting out): ±1mm</p> <p>overall width (finish and setting out): ±1mm</p> <p>overall thickness: ±1mm</p> <p>glazing rebate size: ±1mm</p> <p>glazing rebate position: ±1mm</p> <p>hinge recessed flush: ±1mm</p> <p>hinge positioning: ±1mm</p>

Theme KSBs	Pass Apprentices must demonstrate all the pass descriptors	Distinction Apprentices must demonstrate all the pass descriptors and all of the distinction descriptors
	<p>glazing rebate size: ±2mm</p> <p>glazing rebate position: ±2mm</p> <p>hinge recessed flush: ±2mm</p> <p>hinge positioning: ±2 mm</p> <p>Joints:</p> <p>position: ±2mm</p> <p>fit: ±2mm</p> <p>flush: ±2mm</p> <p>General:</p> <p>security latch flush: ±2 mm</p> <p>security latch: positioning: ±2mm</p> <p>Inspects, prepares and operates fixed machinery as required for task completion, in line with industry guidance, organisational requirements and manufacturer's instructions. (S30)</p>	<p>Joints:</p> <p>position: ±1mm</p> <p>fit: ±1mm</p> <p>flush: ±1mm</p> <p>General:</p> <p>security latch flush: ±1mm</p> <p>security latch: positioning: ±1mm</p>

Interview underpinned by a portfolio of evidence

Fail - does not meet pass criteria

Theme KSBs	Pass Apprentices must demonstrate all the pass descriptors	Distinction Apprentices must demonstrate all the pass descriptors and all of the distinction descriptors
(Core) Environment and sustainability K4 S3 B2	Describes how they comply with environmental and sustainability legislation and guidance, sort resources for re-use, recycling and disposal. Explains impact of the construction industry on the environment and how this can be reduced when carrying out processes and by efficient use of resources. (K4, S3, B2)	Explains how following sustainability regulations standards, and guidelines reduces the impact on the wider environment. (K4, S3)
(Core) Carpentry and joinery techniques K7, K16 S4, S12	Explains how they produce jigs in line with task requirements. (K16, S12) Explains how they comply with industry regulations, standards, and guidance during the manufacture or installation of carpentry and joinery products. (K7, S4)	None
(Site Carpenter) Site carpentry techniques K24, K27, K28, K29 S14, S17, S19, S22	Describes how they install first fix site work in line with drawings, specifications and building regulations including: <ul style="list-style-type: none"> • structural carcassing • straight timber or metal partition walls • floor joists • floor joist coverings • straight flights of stairs 	Explains how their choice of first and second fix installation techniques minimises waste and maximises efficiency. (K27, K28, S14, S17)

Theme KSBs	Pass Apprentices must demonstrate all the pass descriptors	Distinction Apprentices must demonstrate all the pass descriptors and all of the distinction descriptors
	<p>(K27, S14)</p> <p>Describes how they install second fix site work in line with drawings and specifications or clients' requirements including:</p> <ul style="list-style-type: none"> • service encasement • cladding • wall and floor units and fitments • handrails and spindles to straight flights of stairs • internal and external doors • mouldings (skirting boards and architrave) • window boards <p>(K28, S17)</p> <p>Describes how they carry out timber splicing and scribing in line with task requirements. (K24, S22)</p> <p>Describes how they use and store laser tools in line with manufacturers' instructions and task requirements. (K29, S19)</p>	
<p>(Architectural Joiner) Architectural joinery techniques</p> <p>K33, K35, K36, K37, K39</p>	<p>Describes how they manufacture and assemble, first fix joinery products in line with drawings, specification's and building regulations, including:</p> <ul style="list-style-type: none"> • straight staircases • door frames and linings <p>(K36, S27)</p>	<p>Explains how their choice of manufacturing and assembly techniques minimises waste and maximises efficiency. (K36, K37, S27, S28)</p>

Theme KSBs	Pass Apprentices must demonstrate all the pass descriptors	Distinction Apprentices must demonstrate all the pass descriptors and all of the distinction descriptors
S24, S25, S27, S28, S29	<p>Describes how they manufacture and assemble, second fix joinery products in line with drawings and specifications or clients' requirements, including:</p> <ul style="list-style-type: none"> • timber doors • wall and floor units • timber mouldings • staircase spindles and balustrades <p>(K37, S28)</p> <p>Describes how they form connections using dowels, biscuit, staples and adhesives in line with manufacturer's instructions and specification. (K35, S25)</p> <p>Describes how they produce basic woodworking joints including dovetail, bridal, mortise and tenon and halving joints in line with task requirements. (K33, S24)</p> <p>Describes how they install ironmongery including door locks, door handles, door hinges, and drawer runners in line with drawings and specifications or clients' requirements. (K39, S29)</p>	
(Core) Communication K13 S8	Describes how they use verbal communication techniques and construction terminology which reflects the audience. (K13, S8)	None

Theme KSBs	Pass Apprentices must demonstrate all the pass descriptors	Distinction Apprentices must demonstrate all the pass descriptors and all of the distinction descriptors
(Core) Team working and equity, diversity and inclusion K18, K19 B3, B5	Describes how they apply team working principles to achieve their own teams' goals and contribute to the wider team's project goals. (K18, B5) Describes how they take account of individual needs and follow guidance in relation to equity, diversity, and inclusion in line with regulations. (K19, B3)	Explains why equity, diversity and inclusivity legislation is important in the construction industry. (K19)
(Core) Continuing professional development and well-being K20 S13 B4	Outlines learning and development they complete and record to support competence in their role. (B4) Describes mental and physical health considerations of themselves and others and identifies sources of support available for themselves and others. (K20, S13)	None

Multiple-choice test

Grade	Minimum marks	Maximum marks
Fail	0	24
Pass	25	32
Distinction	33	40

3. Gateway

The EPA period will only start when the **employer** is satisfied that the apprentice is consistently working at, or above the level of, the Standard. The apprentice must be able to provide evidence that they fully demonstrate the Occupational Standard and required level of professional competence in an authentic workplace context. In making this decision, the employer could take advice from the provider, but the ultimate decision is made solely by the employer.



If there is a **provider** working alongside the employer, they should support the apprentice's preparation for Gateway.

The apprentice must provide the following at Gateway:

- Apprentices must have achieved English and mathematics qualifications in line with apprenticeship funding rules
- For the interview underpinned by portfolio of evidence the apprentice must submit a portfolio of evidence and a signed and dated evidence matrix.

The following should be completed on the EPA Pro platform:

- Gateway Declaration Form signed by the apprentice
- Gateway Declaration by the provider, on behalf of the employer and tutor – confirming that the apprentice has completed at least 12 months on-programme.

City & Guilds will confirm when all the Gateway requirements have been met.

The Assessment Instructions sections (sections 6, 7 and 8) provide detail about the evidence which must be submitted at Gateway.

4. Timetable for End-point Assessment

The EPA period is typically completed within three months of the EPA Gateway, starting when City & Guilds has confirmed that all Gateway requirements have been met.

Further information about the booking process and timelines can be found in the [City & Guilds Manual for the End-point Assessment Service](#).

On-going during on-programme	Evidence & Forms
<p>Provider and Employer</p> <ul style="list-style-type: none"> Reviews progress as part of their regular performance management process and ensures apprentice's performance is on track Identifies any gaps and creates a plan with the apprentice Enrols apprentice on EPA Pro and provides 'Expected Date Ready for EPA' 	<ul style="list-style-type: none"> n/a
<p>Apprentice</p> <ul style="list-style-type: none"> Completes the English and maths components of the apprenticeship Compiles a portfolio of evidence to underpin the interview 	<p>Start to collate:</p> <ul style="list-style-type: none"> Portfolio of evidence typically during the last 10 months of the apprenticeship

Gateway Process	Evidence & Forms
<p>Employer</p> <ul style="list-style-type: none"> Reviews progress and ensures the apprentice is ready for EPA Reviews evidence to confirm that it is appropriate and sufficient to meet the Standard Attends the optional EPA planning meeting 	<p>Signs and dates:</p> <ul style="list-style-type: none"> Declaration of Authenticity
<p>Apprentice</p> <ul style="list-style-type: none"> Must have been on programme for a minimum of 12 months and one day Completes and submits evidence and forms 	<p>Signs and dates:</p> <ul style="list-style-type: none"> Apprentice Gateway Declaration Declaration of

Gateway Process	Evidence & Forms
<ul style="list-style-type: none"> Attends the optional EPA planning meeting 	<p>Authenticity</p> <p>Submits to provider:</p> <ul style="list-style-type: none"> Apprentice Gateway Declaration Declaration of Authenticity Completed portfolio of evidence with completed Evidence Reference Matrix
<p>Provider – on EPA Pro</p> <ul style="list-style-type: none"> Books EPA on the EPA Pro portal, in line with City & Guilds booking timelines in the EPA Manual Makes City & Guilds aware of any additional needs of the apprentice so that they can review reasonable adjustments – see the current policy on the City & Guilds website, under EPA Documents Library Completes Provider Gateway Declaration on behalf of the employer and tutor Attends the optional EPA Planning Meeting Uploads evidence and forms onto EPA Pro 	<p>Completes on EPA Pro:</p> <ul style="list-style-type: none"> Provider Gateway Declaration Preferred Planning Meeting Date form (on behalf of the employer) <p>Signs and dates:</p> <ul style="list-style-type: none"> Declaration of Authenticity <p>Uploads onto EPA Pro:</p> <ul style="list-style-type: none"> Apprentice Gateway Declaration Completed Portfolio of Evidence including completed Evidence Reference Matrix
<p>IEPA</p> <ul style="list-style-type: none"> Attends the optional EPA Planning Meeting 	<ul style="list-style-type: none"> n/a
<p>City & Guilds EPA Gateway Team</p> <ul style="list-style-type: none"> Formally confirms when all the Gateway requirements have been met 	<ul style="list-style-type: none"> n/a
<p>City & Guilds EPA Team</p>	<ul style="list-style-type: none"> n/a

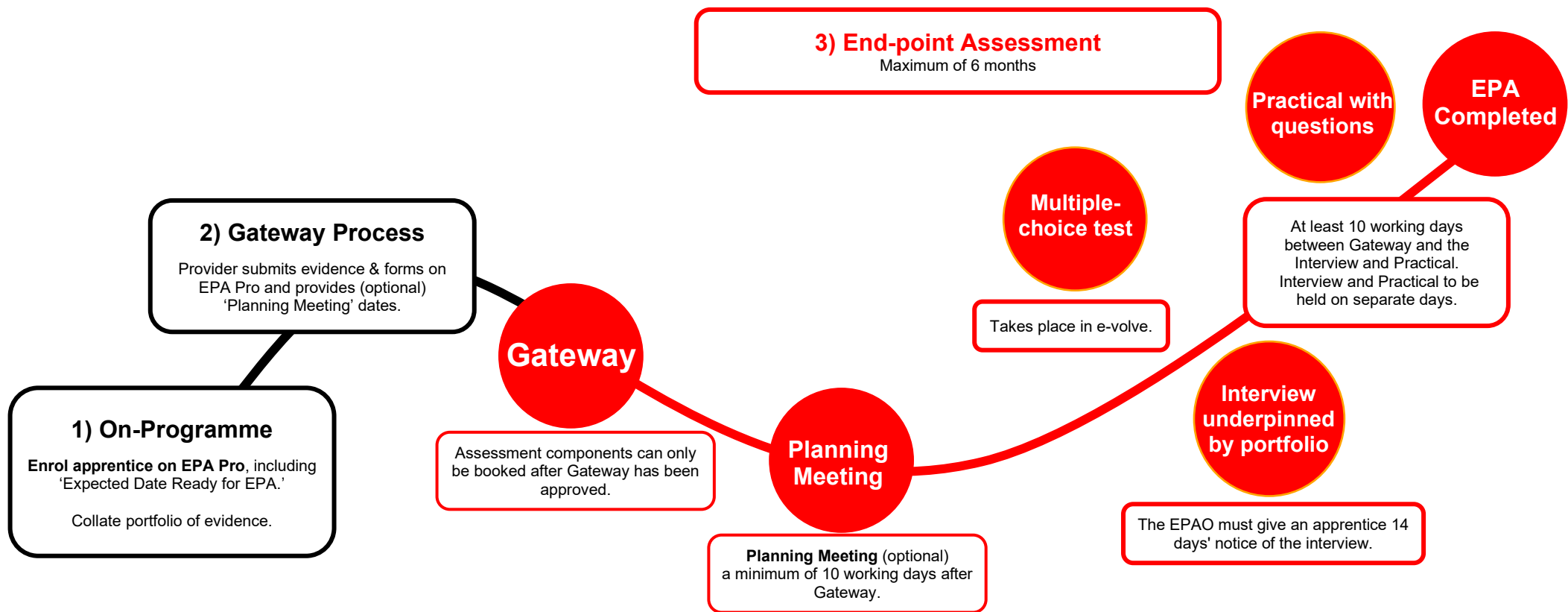
Gateway Process	Evidence & Forms
<ul style="list-style-type: none"> • Agrees with the provider and IEPA a mutually convenient date for the optional EPA Planning Meeting • Agrees with the provider and IEPA a mutually convenient date for the EPA Events 	

End-point Assessment	Evidence & Forms
<p>Apprentice</p> <ul style="list-style-type: none"> • Completes end-point assessments • The assessment methods can be delivered in any order - the result of one assessment does not have to be known before an apprentice starts the next one 	<p>Submits to provider:</p> <ul style="list-style-type: none"> • Declaration of Authenticity
<p>Employer</p> <p>Ensures the apprentice has access to the resources required for the assessments (see the End-Point Assessment Resources section of this document and, for the practical assessment, please refer to separate document, 9078-31 Resource Pack for Practical Assessments, available on EPA Pro)</p>	<p>Submits to provider:</p> <ul style="list-style-type: none"> • Declaration of Authenticity
<p>Provider</p> <ul style="list-style-type: none"> • Submits evidence and forms 	<p>Uploads onto EPA Pro:</p> <ul style="list-style-type: none"> • Declaration of Authenticity
<p>IEPA</p> <ul style="list-style-type: none"> • Reviews the apprentice's completed portfolio of evidence prior to EPA • Carries out end-point assessments • Marks each assessment and communicates the results to the LIEPA • Provides feedback for assessments in EPA Pro 	<p>Completes:</p> <ul style="list-style-type: none"> • Practical Recording Forms • Interview Recording Forms • Overall grade/feedback forms

End-point Assessment	Evidence & Forms
<p>LIEPA</p> <ul style="list-style-type: none"> • Samples and quality assures assessments • Confirms overall grade to EPA Team 	<p>Reviews:</p> <ul style="list-style-type: none"> • Overall grade/feedback forms
<p>City & Guilds EPA Team</p> <ul style="list-style-type: none"> • Communicates the results to the provider via EPA Pro • Processes the overall result if the apprentice has passed all the assessments and advises IfATE who issue the certificate. The data will be provided to IfATE once a month, on the fourth working day of the month. 	<ul style="list-style-type: none"> • n/a

Summary Timescales

Readers should check the above Timetable for End-point Assessment and the Assessment Instruction sections of this document (sections 6, 7 and 8) for the detailed requirements for each stage. Further information on EPA Service Timelines can be found on www.cityandguilds.com



5. End-Point Assessment Resources

Assessment Method	Resources Required
Multiple-choice test (both pathways)	<p>Suitable IT systems for e-volve as outlined in the City & Guilds Manual for the End-point Assessment Service</p> <p>An invigilator</p> <p>A quiet room with adequate lighting, space and privacy. It must be away from the pressure of work activities, in a controlled environment. This may be on or off the employer's premises</p>
Practical assessment with questions (Site Carpenter)	<p>Please refer to the 9078-31 Resource Pack for Practical Assessments for specific resource lists</p>
Practical assessment with questions (Architectural Joiner)	<p>Please refer to the 9078-31 Resource Pack for Practical Assessments for specific resource lists</p>
Interview underpinned by a portfolio of evidence	<p>Access to apprentices completed Portfolio of Evidence and Evidence Reference Matrix: Portfolio of Evidence</p> <p>Access to a computer with video-conferencing software which is tested prior to the assessment starting</p> <p>A quiet room, free from distractions and interruptions</p>



6. Assessment Instructions: 205/206 Multiple-choice test (Site Carpenter/Architectural Joiner)

Assessment Specification

Description	Coverage	Grade
Knowledge based questions delivered online through the e-volve platform	Knowledge: (Core) K1, K3, K5, K6, K9, K10, K11, K14, K17, K40 (Site Carpenter) K26 (Architectural Joiner) K30, K31, K38	X/P/D

Generic Specification

Apprentices must complete a multiple-choice test. It will be closed book, meaning apprentices will **not** have access to any books or reference materials.

The test contains 40 multiple-choice questions and is 60 minutes in duration.

205 Multiple-choice Test – Site Carpenter

Coverage	Questions	%
K1 Awareness of health and safety regulations, standards, and guidance and impact on role. Control of Substances Hazardous to Health (CoSHH). Fire safety. Health and Safety at Work Act. Asbestos awareness. Manual handling. Signage. Fire extinguishers. Safety signage. Situational awareness. Slips, trips, and falls. Working in confined spaces. Working at height. Provision and use of work equipment regulations (PUWER) and Electrical safety.	6	15
K3 Safe systems of work: Site inductions, toolbox talks, risk assessments, method statements and hazard identification in the work area.	2	5
K5 Principles of building and modern methods of construction: Foundations, roofs, walls, damp proof courses, floors, timber frame, structurally insulated panels (SIPS) utilities and services, internal plaster finishes, insulation, fire protection, moisture and air protection and quality of materials.	6	15
K6 Basic principles of digital design and modelling systems.	1	2.5
K9 Materials and their characteristics of home grown and imported timber and timber-based products. Natural timber products: hardwood and softwood. Manufactured timber products: board, laminated timber and carcassing.	4	10
K10 Timber decay and repair methods: Timber moisture content parameters for a range of timber and timber-based materials, wet rot and dry rot, and insect attack.	1	2.5
K11 Carpentry and joinery products and purpose: mastics, preservatives, wood fillers, plastics and ironmongery.	4	10

Coverage	Questions	%
K14 Hand tool use and storage methods and techniques: Chisels, planes, hand saws, hammers, squares, tri-square, bevels, marking and mortise gauges, spirit levels.	3	7.5
K17 Power tools use and storage methods and techniques: Portable circular saws, drills, saws, planers, routers, sanders, multi-functional tools and nail guns.	3	7.5
K26 Site carpentry: Flat roofs: warm and cold flat roofs including firings and coverings.	9	22.5
K40 Employment types (self-employed and employed), small business start-up principles and tax.	1	2.5
Total	40	100%

Grading

Number of questions	40
Marks available	40
Grading	<p>P/D/X</p> <p>To achieve a PASS the apprentice must achieve a minimum of 25 marks.</p> <p>To achieve a DISTINCTION the apprentice must achieve a minimum of 33 marks.</p>
Type of questions	Multiple-choice
Time allowed	60 minutes
Marking	The test will be carried out online and marked electronically

Booking information

Entry for the online exams can be made through City & Guilds Walled Garden.

These exams are sat under invigilated exam conditions, as defined by the JCQ: [‘ICE’ – Instructions for conducting examinations - JCQ Joint Council for Qualifications](#)

206 Multiple-choice Test – Architectural Joiner

Coverage	Questions	%
K1 Awareness of health and safety regulations, standards, and guidance and impact on role. Control of Substances Hazardous to Health (CoSHH). Fire safety. Health and Safety at Work Act. Asbestos awareness. Manual handling. Signage. Fire extinguishers. Safety signage. Situational awareness. Slips, trips, and falls. Working in confined spaces. Working at height. Provision and use of work equipment regulations (PUWER) and Electrical safety.	6	15
K3 Safe systems of work: Site inductions, tool box talks, risk assessments, method statements and hazard identification in the work area.	2	5
K5 Principles of building and modern methods of construction: Foundations, roofs, walls, damp proof courses, floors, timber frame, structurally insulated panels (SIPS) utilities and services, internal plaster finishes, insulation, fire protection, moisture and air protection and quality of materials.	6	15
K6 Basic principles of digital design and modelling systems.	1	2.5
K9 Materials and their characteristics of home grown and imported timber and timber-based products. Natural timber products: hardwood and softwood. Manufactured timber products: board, laminated timber and carcassing.	4	10
K10 Timber decay and repair methods: Timber moisture content parameters for a range of timber and timber-based materials, wet rot and dry rot, and insect attack.	1	2.5
K11 Carpentry and joinery products and purpose: mastics, preservatives, wood fillers, plastics and ironmongery.	4	10
K14 Hand tool use and storage methods and techniques: Chisels, planes, hand saws, hammers, squares, tri-square, bevels, marking and mortise gauges, spirit levels.	3	7.5
K17 Power tools use and storage methods and techniques: Portable circular saws, drills, saws, planers, routers, sanders, multi-functional tools and nail guns.	3	7.5

Coverage	Questions	%
K30 Architectural joiner: Requirements of fire door assemblies.	1	2.5
K31 Architectural joiner: Safe use of fixed machinery, inspection, preparation and operation techniques: crosscut saw, band saw, planer and thicknesser and mortiser.	6	15
K38 Architectural joiner: Finishing techniques for manufactured timber products: Sanding, painting, waxing, polishing, oiling and applying preservative.	2	5
K40 Employment types (self-employed and employed), small business start-up principles and tax.	1	2.5
Total	40	100%

Grading

Number of questions	40
Marks available	40
Grading	<p>P/D/X</p> <p>To achieve a PASS the apprentice must achieve a minimum of 25 marks.</p> <p>To achieve a DISTINCTION the apprentice must achieve a minimum of 33 marks.</p>
Type of questions	Multiple-choice
Time allowed	60 minutes
Marking	The test will be carried out online and marked electronically

Booking information

Entry for the online exams can be made through City & Guilds Walled Garden.

These exams are sat under invigilated exam conditions, as defined by the JCQ: [‘ICE’ – Instructions for conducting examinations - JCQ Joint Council for Qualifications](#)

Provider and Employer Instructions

Providers and employers are advised to prepare the apprentice for the test by:

- sharing the 9078-205/206 assessment specification as well as the Carpentry and Joinery standard (see Section 2 of this document) and the EPA Knowledge Test Handbook (available on the 9078 webpages at www.cityandguilds.com and on EPA Pro)
- encouraging apprentices to sit the sample multiple-choice question paper under invigilated exam conditions (available on the 9078 webpage at www.cityandguilds.com and on EPA Pro)
- familiarising apprentices with techniques for answering multiple-choice questions
- drawing apprentices' attention to the use of bold in some of the multiple-choice questions, which is designed to highlight the focus of question, eg. main, most.

Apprentice Instructions - 205/206 Multiple-choice test (Site Carpenter/Architectural Joinery)

You will need to complete a multiple-choice test. It will be closed book, meaning you will **not** have access to any books or reference materials.

The test will have **40 multiple-choice questions** and will last for **60 minutes**.

Preparing for the multiple-choice test

You should prepare for the test by:

- familiarising yourself with the assessment specifications, as well as the Carpentry and Joinery EPA Knowledge Test Handbook
- sitting the sample multiple-choice question paper under invigilated exam conditions
- familiarising yourself with techniques for answering multiple-choice questions.

Grading

The multiple-choice test will be graded Fail, Pass or Distinction.

Fail 0-24 marks

Pass 25-32 marks

Distinction 33-40 marks

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7. Assessment Instructions: 707/708 Practical assessment with questions (Site Carpenter/Architectural Joiner)

Assessment Specification

Description	Coverage	Grade
Assessment of practical skills with questions	<p>Knowledge: (Core) K2, K8, K12, K15 (Site Carpenter) K21, K22, K23, K25 (Architectural Joiner) K32, K34</p> <p>Skills: (Core) S1, S2, S5, S6, S7, S9, S10, S11 (Site Carpenter) S15, S16, S18, S20, S21 (Architectural Joiner) S23, S26, S30</p> <p>Behaviours: (Core) B1</p>	X/P/D

Generic Specification

The 12-hour EPA gives the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method in a setting closely related to their natural working environment.

Each assessment will include the following themes:¹

- (Core) Health and safety K2 S1 S2 S5 B1
- (Core) Planning K8 K12 S6 S7
- (Core) Tools and equipment K15 S9 S10 S11
- (Site Carpenter) Roof installation K21 K22 K23 K25 S15 S16 S18 S20 S21
- (Architectural Joiner) Window production K32 K34 S23 S26 S30

An independent assessor (IEPA) will conduct and assess the practical assessment with questions. City & Guilds will give the apprentice 14 days' notice of the practical assessment with questions.

The IEPA will be able to observe a maximum of four apprentices at a time to ensure quality and rigour.

The practical assessment with questions must take 12 hours. The IEPA can increase the time of the practical assessment with questions by up to 10%. This time is to allow the apprentice to complete a task or respond to a question if necessary.

The practical assessment with questions may take place in parts but must be completed over two working days. A working day is typically considered to be 7.5 hours long. The reason for this split is that there is insufficient time to complete the practical task in one working day.

The IEPA will manage invigilation of the apprentice during the assessment, to maintain security of the EPA, in line with their malpractice policy. This includes breaks and moving between locations.

The IEPA will explain to the apprentice the format and timescales of the practical assessment with questions before it starts. This does not count towards the assessment time.

Useful resources

The 9078-31 Practical Guidance for Providers document is available to help providers prepare for this assessment. This can be found on EPA Pro under Support materials: Exemplar materials, or EPA preparation resources.

¹ Please refer to the current IfATE End-point Assessment Plan for details

Provider and Employer Instructions

Documentation required

In preparation for the assessment, the provider and employer/venue should be familiar with:

- the current IfATE EPA Assessment Plan for this assessment:
<https://www.instituteforapprenticeships.org/apprenticeship-standards/carpentry-and-joinery-v1-3>
- the current version of 9078-31 Resource Pack for Practical Assessments, which can be found on EPA Pro
- the current versions of the 9078-31 Practical Guidance for Providers, which can be found on EPA Pro
- annual customer reports
- the Occupational Standard and Grading Descriptors – [section 2](#) of this pack.

Preparation and set-up

Documents

It is the responsibility of the provider and employer/venue to set up the assessment area for the assessment using the resources listed above. Contents **must not** be shared with apprentices.

- Please read the documents noted above carefully and watch any accompanying videos.
- If you have any questions, please contact your City & Guilds representative well in advance of the planned EPA, [Contact Us](#).

Versions

At the time of publication, three versions of each practical assessment are being used (this may change over the life of the assessment). Preparation, and resources are the same regardless of the version to be used. The Independent End Point Assessor (IEPA) is responsible for selecting the version to be used and will inform participants on the day of the assessment.

Planning meetings

A planning meeting may be requested. This is strongly recommended before a provider's first EPA on 9078-31 for any pathway. As providers become familiar with the 9078-31 EPA process, planning meetings may not be required.

Assessment area

The workshops used for practical assessment must be clean and tidy and should meet the standards expected in industry.

All mandatory requirements for safe working must be met, e.g., work areas must be secure and adequately provisioned with signage, PPE, adequate lighting and ventilation, etc.

Apprentices must be inducted to the venue, machinery and equipment in advance of the assessment.

The assessment area should be divided into individual candidate work areas, as shown in the 9078-31 Resource Pack for Practical Assessments and the 9078-31 Practical Guidance for Providers.

Candidate work areas must be positioned and laid out to ensure that:

- apprentices can work safely
- the line of sight between apprentices is kept to a minimum, as far as practically possible
- there is clear access space for transportation of equipment and materials.

A small table and chair should be provided for the IEPA with clear line of sight to apprentice working areas, a 240 v power supply, internet access and Wi-Fi codes.

Role of the technician

The provider must ensure that a technician is available for the entire duration of the EPA. The technician does not need to be physically present in the assessment area at all times and may attend to other duties but must be immediately contactable by the IEPA and close enough to meet the following requirements:

- The technician should be available to provide technical support (tools, equipment, materials, assistance with lifting, etc.) whenever required.
- The technician should be ready at all times to deal with accidents, evacuation, etc.
- The technician **must not** teach or coach the apprentice in any way.

The technician must be occupationally competent and, as far as practically possible, independent from the teaching and learning of apprentices being assessed.

Materials

- Materials must be in good condition and meet industry norms.
- Storage should take atmospheric conditions into account.
- Materials should be easily accessible and labelled as appropriate.

- Materials and equipment must be checked immediately before the EPA by the provider to eliminate the risk of disadvantage to the apprentice from inadequate resources.
- Exact quantities of materials have been given per apprentice. Apprentices may request additional materials throughout the assessment and so a suitable allowance for wastage must be provided as indicated in the 9078-31 Resource Pack for Practical Assessments.

Equipment

All machinery, tools, equipment and resources must be in excellent working order and must meet current health and safety standards, as would be expected in an industrial setting. Apprentices may use their own hand tools and portable power tools provided these meet the standards outlined in this document and the 9078-31 Resource Pack for Practical Assessments.

- Hand tools must be sharpened and ready for use.
- Good quality sharpening equipment suitable for hand planes and chisels must be provided.
- Machinery and portable power tools must be in good order and meet current guidelines. This includes all guards, tooling, fences, adjustment, etc.
- Suitable dust control measures must be in place.
- Tooling for machinery and power tools should be sharp and in good condition with no damage to cutting edges, resin build up or similar defects.

The expected ratio of equipment to apprentice is shown in the 9078-31 Resource Pack for Practical Assessments.

Architectural Joinery: It is expected that fixed machinery will be shared which may limit the number of apprentices that can be assessed during one assessment. Before planning an Architectural Joinery EPA:

- Make a thorough evaluation of your workshop space and equipment.
- Compare guidance from the 9078-31 Resource Pack for Practical Assessments.
- If you have any questions, please contact your City & Guilds representative well in advance of the planned EPA, [Contact Us](#).

Other requirements

- Apprentices must have up-to-date photo ID. This will be checked before the assessment begins.
- Evacuation and emergency procedures must be in place. The technician must inform the IEPA of these, as they will be mentioned during the pre-assessment briefing.

- Suitable arrangements for food, water and welfare must be in place. The provider should advise apprentices of these arrangements before the assessment date.

The assessment

It is suggested that 9078-31 practical assessments start at 9.00am. This requires that all parties arrive at the venue at 8.00 am and that the pre-assessment briefing begins no later than 8.30am.

The IEPA will arrive at least one hour before the agreed practical assessment start time and will report to main reception.

A member of staff should meet the IEPA at reception at 8.00am to complete any signing in and to escort the IEPA to the assessment area.

Please note, to avoid unnecessary delays and potential disadvantage to the apprentice:

- Arrangements for parking should be confirmed with the City & Guilds EPA Team before the day of the assessment.
- Any likely issues with traffic, access, etc. should be forwarded to the City & Guilds EPA Team who will inform the IEPA.
- No direct contact should be made between the IEPA and the provider, employer or apprentice before or after the assessment.

On arrival at the assessment area, the IEPA will check that the provider has prepared resources, tools and equipment according to current guidelines:

- The IEPA is not expected to carry out a detailed inspection; a brief verbal and visual confirmation should be sufficient.
- If resources do not meet the stated requirements, the IEPA may need to contact the City & Guilds EPA Team for guidance.

Timing and breaks

- The practical assessment with questions will take place over two working days with no more than 7.5 working hours per day.
- The apprentice has up to 12 hours to complete the assessment. This is total work time; briefings, breaks and delays fall outside of this allotted time.
- The IEPA may increase the assessment by up to 10% to allow the apprentice to complete a task or answer a question, or to compensate for time lost due to factors outside of the apprentice's control.
- Breaks must meet current guidelines with a minimum of 30 minutes lunch break and two x 15-minute breaks in the morning and afternoon of each day. Specific times should be agreed upon to minimise disruption.
- A wall clock should be provided.

Exam conditions

The apprentice must take the assessment in a suitably controlled and invigilated environment - that is, a quiet room, free from distractions and influence.

- Signs must be posted to prevent unauthorised access to the assessment area.
- Unauthorised personnel should be asked to leave.
- Communication between apprentices should be kept to the minimum required for safe working in a shared workspace.
- Mobile phones must be switched off.
- A large wall clock should be provided.

Safe working practices

If unsafe working practice is observed, the IEPA will stop the apprentice immediately.

At the end of the assessment

- All documents must be returned to the IEPA and removed from the venue.
- The technician should dismantle all physical products of the assessment at the earliest opportunity. Other staff and students **must not** be permitted to view completed or partially completed assessment products.
- Feedback on performance **must not** be shared with apprentices or staff.

Grading

The IEPA is fully responsible for making the grading decision. The results will **not** be shared with the apprentice on the day of the assessment. Throughout the observation, the apprentice will demonstrate their degree of overall achievement of the defined grading descriptors.

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8. Assessment Instructions: 709/710 Interview underpinned by a portfolio of evidence (Site Carpenter/Architectural Joiner)

Assessment Specification

Description	Coverage	Grade
Interview underpinned by the apprentice's portfolio of evidence.	<p>Knowledge: (Core) K4, K7, K13, K16, K18, K19, K20 (Site Carpenter) K24, K27, K28, K29 (Architectural Joiner) K33, K35, K36, K37, K39</p> <p>Skills: (Core) S3, S4, S8, S12, S13 (Site Carpenter) S14, S17, S19, S22 (Architectural Joiner) S24, S25, S27, S28, S29</p> <p>Behaviours: (Core) B2, B3, B4, B5</p>	X/P/D

Generic Specification

Overview

Apprentices will have an interview with an independent assessor. The interview can be conducted in person or remotely and is underpinned by the apprentice's portfolio of evidence.

This enables the apprentice to demonstrate the application of knowledge, skills and behaviours (KSBs) that do not lend themselves to direct observation or are not likely to occur on a daily basis.

The portfolio of evidence is **not** assessed. The apprentice is assessed on their responses to the questions and how they illustrate these with examples from their portfolio.

The apprentice must compile a portfolio of evidence **before** the EPA gateway which will be used to help answer the questions.

Assessment location

The interview must take place in a suitable venue for example, the employer's premises or may be conducted remotely. The interview must take place in appropriate surroundings which are free from distractions and interruptions.

Grading

Apprentices can be graded fail, pass or distinction.

Useful resources

City & Guilds have provided the following materials to help providers prepare for this assessment:

- 9078-31 Interview Guidance for Providers
- 9078-31 Example Partial Portfolio
- 9078-31 Template Portfolio.

You will find the above on EPA Pro under Support materials: Exemplar materials, or EPA preparation resources.

Provider and Employer Instructions

Documentation required

In preparation for the assessment the centre **must** be familiar with the:

- Knowledge, skills and behaviours listed in the assessment specification (at the start of this section) and in [section 2](#) (KSBs)
- IfATE Assessment Plan, <https://www.instituteforapprenticeships.org/apprenticeship-standards/carpentry-and-joinery-v1-3>
- The grading criteria, [section 2](#)
- The apprentice instructions for [compiling a portfolio](#) and for the [interview](#)
- The following documents from the 9078-31 End-point Assessment Recording Forms for Providers and Employers:
 - Evidence Reference Matrix: Portfolio of Evidence
 - Apprentice Portfolio of Evidence Checklist
 - Declaration of Authenticity Form.

City & Guilds have provided the following support materials to help providers prepare for this assessment:

- 9078-31 Interview Guidance for Providers
- 9078-31 Example Partial Portfolio
- 9078-31 Template Portfolio.

You will find the above on EPA Pro under Support materials: Exemplar materials, or EPA preparation resources.

Portfolio requirements

Submission of portfolio

The completed portfolio of evidence must be submitted at Gateway. Details of what must be submitted are set out in the Confirming the Evidence Selection section below. The interview can take place a minimum of 10 working days from Gateway.

Requirements

The apprentice will complete a mandatory portfolio of evidence throughout the on-programme element of the apprenticeship.

The portfolio should be a showcase of the apprentice's best pieces of evidence. Typically, it will contain 10 discrete pieces of evidence covering the knowledge, skills and behaviours listed in the apprentice's Evidence Reference Matrix (9078-31 End-point Assessment Recording Forms for Providers and Employers).

Evidence may be used to demonstrate more than one KSB; a qualitative as opposed to quantitative approach is suggested.

The independent assessor will review the portfolio of evidence to prepare questions for the interview. They are **not** required to provide feedback after this review.

Simulated environments

It is understood that some skills in this apprenticeship are used less often but are still required for overall occupational competence. Some apprentices may not get sufficient opportunity to apply the full range of required skills in the workplace during the on-programme period of the apprenticeship. Therefore, flexibility has been included in the EPA plan, allowing certain skills-based evidence to be captured in a simulated environment, for example, at the employer's or training provider's premises.

Allowing evidence from a simulated environment ensures that there is a fair opportunity for apprentices to gather skills-based evidence for the portfolio of evidence. This is where opportunities to collect evidence in the workplace are not available.

Any simulated evidence must reflect the apprentice's usual work and be fully transferable to the workplace. The portfolio **must** include a statement from the employer or training provider confirming that the evidence provided from a simulated environment is entirely attributable to the apprentice.

If authentic workplace opportunities are not available for all the numbered elements or products from the skills outlined below, some of the numbered elements or products may be captured in a simulated environment, in line with the numbers noted below for each skill. Every effort should be made for the apprentice to access workplace evidence for all elements or products in the skills below before this flexibility is applied.

The skills in line for this flexibility are:

Site carpenter S14:

Site carpenter: Apply first fix techniques and practices for: 1. structural carcassing (load bearing studwork), 2. straight timber or metal partition walls, 3. floor joists 4. floor joist coverings, 5. straight flights of stairs.

The apprentice is required to provide workplace evidence for a minimum of any 4 numbered elements from the above list. The remaining numbered element may be provided via simulated evidence.

Site carpenter S17:

Site carpenter: Apply site second fix techniques and practices for: 1. service encasement, 2. cladding 3. wall and floor units and fitments, 4. handrails and spindles to straight flights of stairs, 5. internal and external doors, 6. skirting boards and architrave, 7. window boards.

The apprentice is required to provide workplace evidence for a minimum of any 5 numbered elements from the above list. The remaining 2 numbered elements may be provided via simulated evidence.

Architectural Joiner S28:

Architectural joiner: Apply manufacture and assembly techniques for second fix products: 1. timber doors, 2. wall and floor units, 3. timber mouldings, 4. staircase spindles and balustrades.

The apprentice is required to provide workplace evidence for a minimum of any 3 numbered products from the above list. The remaining numbered product may be provided via simulated evidence.

Simulated environments must:

- afford the apprentice the opportunity to capture sufficient evidence to underpin the grading descriptors for the specific skill being targeted
- have a specification of defined tasks for the apprentice to complete (or an equivalent structure or format)
- replicate normal working conditions and the naturally occurring activities the apprentice would have likely undertaken in the workplace, as far as practicable (including time pressures, considerations, resources, materials, tools, information, interactions, communication media, lighting, noise and hazards they would reasonably encounter in employer or customer premises)
- allow each apprentice to demonstrate their competence on an individual basis

As detailed in sections 3 and 4, the apprentice must submit the gateway evidence to City & Guilds, including any organisation specific policies and procedures requested by City & Guilds.

Types of evidence

Evidence may include:

- Annotated photographs (photographs with wording giving an explanation and commentary to what is happening within the photograph).
- Workplace documentation e.g., job cards/job sheets, workplace policies and procedures, check sheets/quality check records, accident records, equipment check/maintenance records.
- Annotated specifications, e.g., drawings, cutting lists, work instructions.
- Employer/expert witness statements/observations of competence. Any employer contributions must focus on direct observation of performance (for example, witness statements) rather than opinions.
- Video clips (maximum total duration of 10 minutes) supported by clear time stamps detailing when key evidence occurs, and the apprentice must be in view and identifiable.

The above list is not definitive; other evidence sources can be included.

Note: The portfolio **must not** include reflective accounts or any methods of self-assessment (the purpose of the portfolio is for apprentices to demonstrate application of skills, behaviours and knowledge). For any teamwork, the portfolio must clarify and focus on the apprentice's contribution.

Selecting evidence

The portfolio should be a concise collection of evidence showcasing the apprentice's highest quality work selected from the breadth of available evidence.

The portfolio should contain a selection of different types of evidence, usually demonstrating work carried out towards the end of the apprenticeship. This evidence must be:

- Valid – relating to the areas of the Occupational Standard
- Authentic – signed declaration of authenticity

Before selecting the evidence to form the portfolio, the apprentice should review:

- the criteria to be covered by the portfolio
- the type of evidence that can be presented
- the amount of evidence that should be presented (typically 10 pieces of evidence).

To assemble the portfolio, the apprentice should consider all the evidence they have available that shows they have met the requirements being assessed. Evidence collected towards the end of their apprenticeship programme, as they become independent in their work, is likely to provide the most holistic evidence – i.e., covering a number of criteria at once. From this, they should select evidence that **most efficiently** meets all the relevant criteria and that demonstrated their **best performance**. Whereas there may be some overlap

between the evidence collected, it is best to avoid submitting multiple pieces of evidence showing coverage of the same criteria.

Preparing evidence for selection

The front of each portfolio **must** include an evidence reference matrix which directs the IEPA and customer to where in the portfolio they can find the apprentice's work against the knowledge, skills and behaviours.

Apprentices may choose how they reference their evidence; typically, the reference should include the document and the page, or time if it's recorded evidence.

Apprentices must reference the individual pieces of evidence against the KSBs clearly, for example by identifying the evidence number, page number, file name or time stamp where appropriate.

To facilitate comprehensive, consistent mapping of the evidence requirements, use of the City & Guilds supplied 'Evidence Reference Matrix' form is strongly recommended.

The apprentice and/or provider may choose to use their own version of the evidence reference form, but the form must:

- clearly map evidence to the KSBs
- be confirmed as suitable by City & Guilds before it is used.

Each piece of evidence must have a header/reference containing:

- the name of the apprentice
- the date the evidence was produced
- the KSB it relates to.

To facilitate comprehensive, consistent mapping of the evidence requirements, use of the City & Guilds supplied 'Template Portfolio' is strongly recommended.

Where necessary, confidentiality and data protection requirements must be adhered to, e.g., permission for use of video/images containing identifiable third parties (e.g., clients), anonymising of documentation and permission obtained from clients when submitting documents relating to them.

The evidence reference matrix and the completed portfolio of evidence **must** be uploaded to EPA Pro as a single PDF document.

Authenticity

The portfolio of evidence must be valid and attributable to the apprentice. When the portfolio of evidence is submitted, the apprentice and employer must confirm at Gateway that the submission is the apprentice's own work.

Confirming the evidence selection

Prior to submitting, the provider and employer **must review** the portfolio to ensure there is sufficient evidence to meet all the relevant knowledge, skills and behaviours; this involves:

- Completing the final column on the completed Evidence Reference Matrix: Portfolio of Evidence form by adding signature and date.
- Confirming the information in the Apprentice Portfolio of Evidence Checklist.
- Making sure the employer signs and completes the Declaration of Authenticity.

Supporting the apprentice on-programme

The customer is responsible for providing the apprentice with information that will support the compilation of the portfolio. This is:

- Apprentice instructions for compiling a portfolio
- 9078-31 Template Portfolio
- Evidence Reference Matrix: Portfolio of Evidence (portfolio reference form) for which an exemplar is provided in 9078-31 Recording Forms for Providers and Employers
- Access to the occupational standard and grading descriptors.

In addition to supporting portfolio building it is important that the apprentice is provided with suitable work opportunities to enable the appropriate collection of evidence.

Interview requirements

Overview

An independent assessor will conduct and assess the interview. The purpose of the independent assessor's questions will be to assess the following themes:

- environment and sustainability
- carpentry and joinery techniques
- option: site carpentry techniques
- option: architectural joinery techniques
- communication
- teamworking and equity, diversity and inclusion
- continuing professional development and well being

City & Guilds will give the apprentice at least 14 days' notice of the interview. The independent assessor must have at least two weeks to review the supporting documentation.

The apprentice **must** have access to their portfolio of evidence during the interview. The apprentice can refer to and illustrate their answers with evidence from their portfolio, however the portfolio of evidence is **not** directly assessed.

The interview will last for around 60 minutes. The independent assessor can increase the time of the interview by up to 10%. This time is to allow the apprentice to respond to a question if necessary.

The independent assessor will ask at least 10 questions from City & Guilds question bank and they will make the grading decision.

The independent assessor will keep accurate records of the assessment. They will record:

- the apprentice's answers to questions
- the KSBs demonstrated in answers to questions
- the grade achieved.

Preparing for the interview

The assessment can be conducted in person or remotely. The date and time of the assessment should be planned in advance to ensure that the apprentice has sufficient time to prepare.

The following should be issued to apprentices to support their preparation:

- The task instructions for the interview
- The grading criteria for the assessment.

Apprentices should also have access to their portfolio. **It is strongly recommended that this is in paper format.** After it has been submitted to City & Guilds, apprentices **must not** add additional information.

During the assessment

The apprentice **must** have access to their portfolio during the assessment.

The assessment is typically 60 minutes and conducted by the IEPA. The IEPA will use questions from a City & Guilds question bank, so the order and actual questions will vary from apprentice to apprentice.

Whenever possible, the apprentice is expected to support answers with examples from their portfolio. Apprentices are expected to understand and use relevant occupational language. Apprentices can use a portfolio example for more than one question, as long as it is relevant to the KSBs being assessed. They can write notes. They can ask the IEPA to repeat questions and ask for clarification.

Grading

The IEPA is fully responsible for making the grading decision. The results will **not** be shared with the apprentice on the day of the assessment.

To achieve a **pass**, the apprentice must achieve **all** the grading criteria for a pass as set out in the assessment plan.

To achieve a **distinction**, the apprentice must achieve **all** the grading criteria for a pass **and** for a distinction as set out in the assessment plan.

Useful references

EPA Plan ST0264 Version 1.3

<https://www.instituteforapprenticeships.org/apprenticeship-standards/carpentry-and-joinery-v1-3>

Health and Safety Executive website

[HSE.gov.uk](https://www.hse.gov.uk)

Approved Documents - GOV.UK

<https://www.gov.uk/government/collections/approved-documents>

NHBC Standards 2024

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The City & Guilds Textbook: Site Carpentry and Architectural Joinery, Stephen Jones, Stephen Redfern, et al.; Hodder 2019.

Carpentry and Joinery (practical activities), 3rd edition, Peter Brett, Oxford University Press, 2012

Carpentry and Joinery Level 2, 2nd edition., Kevin Jarvis, Heinemann, 2008

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Apprentice Instructions - 709/710 Interview underpinned by a portfolio of evidence (Site Carpenter/Architectural Joiner)

Compiling a Portfolio of Evidence

Introduction

As part of your end-point assessment you will be invited to attend an interview with an Independent End-point Assessor (IEPA).

In preparation for this you will need to compile a portfolio of evidence of your performance within the workplace. This will be completed during the on-programme part of your apprenticeship. The evidence in the portfolio will not be judged by the IEPA. It will be used as a resource to support **your responses** to questions giving examples from your own practice.

Portfolio requirements

- The evidence reference matrix and the completed portfolio of evidence **must** be uploaded to EPA Pro as a single PDF document.
- It will consist of evidence typically from the **last 10 months of the on-programme** part of your apprenticeship.
- It will provide evidence of specific knowledge, skills and behaviours. These are listed in the evidence reference matrix (which you will be provided with).
- It will have around **10 pieces of evidence** across the specified knowledge, skills and behaviours.

Below is a list of the types of evidence you might want to include. This list is not limited, as you may agree with your provider/employer to submit additional types of evidence.

Examples of types of evidence

- Annotated photographs (photographs with wording giving an explanation and commentary to what is happening within the photograph).
- Workplace documentation e.g., job cards/job sheets, workplace policies and procedures, check sheets/quality check records, accident records, equipment check/maintenance records.

- Annotated specifications, e.g., drawings, cutting lists, work instructions.
- Employer/expert witness statements/observations of competence. Any employer contributions must focus on direct observation of performance (for example, witness statements) rather than opinions.
- Video clips (maximum total duration of 10 minutes) supported by clear time stamps detailing when key evidence occurs and the apprentice must be in view and identifiable.
- The above list is not definitive; other evidence sources can be included.

The portfolio **must not** include any methods of self-reflection or self-assessment.

All evidence **must** be your own work. For any teamwork you **must** clarify your own contribution.

Where necessary, confidentiality and data protection requirements must be followed, e.g., permission for use of video/images containing identifiable third parties (e.g., clients), anonymising of documentation and permission obtained from clients when submitting documents relating to them.

In the front of your portfolio, you will need to complete and include an **Evidence Reference Matrix** (portfolio evidence reference form) which maps and references your evidence to the knowledge, skills and behaviours. You will also need to complete and include **Declaration of Authenticity Form** which confirms that the evidence submitted is your own. Your provider/employer will provide you with copies of these forms.

Selecting evidence

The portfolio should be concise and showcase your best pieces of evidence to demonstrate your performance in relation to the knowledge, skills and behaviours.

Before selecting the evidence to form the portfolio, you should:

- Review the grading criteria to be covered by the portfolio (your provider/employer can provide you with this)
- Try and use a range of different types of evidence
- Consider the amount of evidence that should be presented (typically 10 pieces of evidence).

To assemble the portfolio, you should consider all the evidence you have available that shows you have met the requirements being assessed. Evidence collected toward the end of your apprenticeship, as you become independent in your work, is likely to cover more than one knowledge, skill or behaviour. From this, you should select evidence that:

- **most efficiently** meets all the relevant criteria

- demonstrates your **best performance**.

Preparing evidence for submission

When you have selected the evidence to form your portfolio, this will be reviewed by your provider/employer to ensure that it is suitable. Each piece of evidence must have a header containing:

- your name
- the date the evidence was produced
- the skills and behaviours it relates to.

City & Guilds have provided a template portfolio which we strongly encourage you to use.

Once the provider/employer is satisfied that all requirements have been met, they will sign the authenticity statement as well as sign and complete the confirmation section of the evidence reference matrix.

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Apprentice Instructions - 709/710 Interview underpinned by a portfolio of evidence (Site Carpenter/Architectural Joiner)

Interview

Introduction

Towards the end of your apprenticeship, you will be invited to attend an interview assessment where you will bring your completed portfolio of evidence. This will be with a City & Guilds Independent End-point Assessor (IEPA).

The IEPA will ask you at least 10 questions about how you have applied the knowledge, skills and behaviours from the apprenticeship standard to your job role. In your responses you will be expected to refer to specific examples in your portfolio.

The IEPA is assessing your responses to their questions rather than the portfolio, therefore it is important to make sure you answer their questions fully. You can use a notebook and pen to take any notes.

Prior to the assessment

Your provider/employer will provide you with the date and time the assessment will take place.

To prepare for the assessment you may want to review your portfolio contents as well as the grading criteria; your provider or employer can provide you with this.

During the assessment

For the assessment you will be required to bring:

- your portfolio of evidence
- photo ID (unless you have already provided photo ID during the practical assessment)
- paper and pen for any note-taking.

No other documentation or resources are permitted in the assessment unless agreed by the end-point assessment organisation.

The IEPA will have their own copy of the portfolio. You can ask the IEPA to repeat questions or ask for any clarification if you are not sure what they are asking.

At the end of the assessment the IEPA will thank you for attending. They will **not** provide you with the result. This will follow at a later date.

Timings

The interview will be approximately 60 minutes in duration.

Conditions of assessment

You must answer the questions independently, without support, and comply with the relevant conditions if the assessment is being conducted remotely.

You can take notes if this is helpful.

9. Re-sits and Re-takes

Apprentices who fail one or more assessments will be offered the opportunity to take a re-sit or re-take:

- A re-sit is where the apprentice takes the assessment again without the need for new learning
- A re-take is where the employer determines new learning is needed first.

If the apprentice fails one assessment method or more, they can take a re-sit or a re-take at their employer's discretion. The apprentice's employer needs to agree that a re-sit or re-take is appropriate. A re-sit does not require further learning, whereas a re-take does. The apprentice should have a supportive action plan to prepare for a re-sit or a re-take.

The employer should agree the timescale for a re-sit or re-take with City & Guilds. A re-sit is typically taken within three months of the EPA outcome notification.

The timescale for a re-take is dependent on how much re-training is required and is typically taken within six months of the EPA outcome notification.

Failed assessment methods will typically be re-sat or re-taken within a six-month period from the EPA outcome notification.

Re-sits and re-takes are not offered to an apprentice wishing to move from pass to a higher grade.

The apprentice will get a maximum EPA grade of Pass for a re-sit or re-take.

205/206 Multiple-choice test

Provider and Employer Instructions

Ensure the apprentice undertakes any further training as necessary.

Follow the same booking process as first sitting.

707/708 Practical assessment with questions

Provider and Employer Instructions

Ensure the apprentice undertakes any further training as necessary.

Book re-sit/re-take following the same process as the first sitting.

The apprentice will be taking a different version from the previous sitting.



709/710 Interview underpinned by a portfolio of evidence

Provider and Employer Instructions

Ensure the apprentice undertakes any further training as necessary. As a result, it may be necessary to re-submit the portfolio and evidence reference matrix.

The same requirements as set out in the assessment instructions will still apply e.g., number of pieces of evidence.

Book the re-sit/re-take following the same process as the first sitting.

The IEPA will ask the apprentice different questions.

Contact Us

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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.

City & Guilds

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