

Level 2 End-point Assessment for Rail Engineering Operative (9303-12)

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End-Point Assessment Pack

For End-point Assessment Customers/employers

Version	Change detail	Section
May 2018	Initial creation	Document
Sep 2020	Gateway information updated	1. Introduction 5. EPA Timeline
Nov 2021	Amended 9303-12 and Unit 700 to Track pathway	Throughout
	Amended portfolio submission to take place at least 10 days before Viva	Pages 14, 17
	Removed reference to unit code 750 (re-sits/re-takes are recorded under unit 700)	Throughout
	Removed Gateway Declaration form (Now completed on EPA Pro)	Appendix 6
June 2025 3.1	Title amended	Cover
	English and mathematics gateway requirements amended	Page 5
	Security, confidentiality and copyright wording replaced	Page 5
	Discussion areas for the Viva added	Page 20

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1 Introduction

About this Apprenticeship Occupation

Rail Engineering Operatives provide support to Rail Technicians and Engineers.

The engineering disciplines cover the following areas of “The Railway” (infrastructure and trains); track (including minor works), electrification, overhead line, signalling, telecommunications and traction & rolling stock. Apprentices will undertake the core learning and also specialise in one particular discipline.

Those working within the occupation of Rail Engineering are responsible for the safe construction, installation, maintenance and renewal of The Railway to provide a safe and reliable Railway for customers. The Rail Industry has a high level of safety critical work activities requiring a disciplined and responsible approach.

Job titles include: Track Operative, Overhead Line Operative, Electrification Operative, Traction & Rolling Stock Operative, Signalling Operative, Telecoms Operative.

A Rail Engineering Operative may work on site or in a depot or in a technical office. Their work could involve:

- Assisting in the construction, installation, renewal, enhancement and modification of The Railway.
- Assisting with fault finding and diagnosis to prevent or address equipment failures.
- Maintenance and replacement of components.
- Assisting in functional and operational testing and inspection of The Railway using specialist equipment.

For those Rail Engineering Operatives who have the ability and drive there is a wide range of further development and career progression opportunities within Rail Engineering.

What is in this document

- The apprenticeship standard.
- Resource requirements for end-point assessment.
- Timeline for end-point assessment.
- End-point assessment tasks and guidance on grading.

The document must be used alongside the Assessment pack recording forms document which contains all of the recording forms that must be completed during end-point assessment. The term training provider/employer is interchangeable and can mean that either party can take responsibility or it can also refer to a centre employer

End-point assessments

The focus of the end-point assessment is for the candidate to fully demonstrate the values, knowledge, skills and behaviours set out in the apprenticeship standard and to be able to demonstrate this level of professional competence in authentic workplace contexts.

Candidates will be asked to complete an end-point assessment to conclude their apprenticeship. The end assessment is formal summative assessment that concludes the apprenticeship programme and is assessed in a number of ways to provide a clear indication of the candidate’s knowledge and skills. This method of end assessment will be:

- Occupational Competence Validation Interview (Viva) drawing on the Portfolio.

Grading

Only Viva will be individually assessed and graded by a City & Guilds Independent End Assessor. This apprenticeship is graded as Pass/Fail.

Entry requirements for end-point Assessment

To be eligible for end-point assessment the apprentice must have successfully achieved the following:

- On programme for a least 12 months.
- The Level 2 Rail Engineering Technical Knowledge qualification which is approved for the apprenticeship specialism.
- The Level 2 Rail Engineering Competence qualification which is approved for the apprenticeship specialism.
- Achieved English and Maths qualifications in line with apprenticeship funding rules

Gateway – prior to end-point assessment

The Gateway process is designed to provide an opportunity for the employer/tutor to review progress of the apprentice and confirm that they are eligible for carrying out End-point assessment. The employer/tutor will review the apprentice's achievements to date, ensuring that all entry requirements have been met and that the apprentice is proficient in all areas of the standard.

On completion of the Gateway process, the apprentice will be required to sign an **Apprentice Gateway Declaration Form**. This form should be submitted as part of the Gateway process in EPA Pro. A copy of this form can be found in the Support Resources section on EPA Pro. The provider will be required to make a declaration and electronic signature on behalf of the employer and provider/tutor in EPA Pro.

Remote Assessment

Remote assessment is live assessment that is supported by technology where the end-point assessor and the apprentice are not in the same physical location when the assessment takes place

The following assessments can be conducted remotely:

- Viva

For more detailed information around the conditions and requirements that must be met for remote assessment please refer to the City & Guilds guide to End Assessment Service

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 - 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;
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- 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 Apprenticeship Occupational Standard

Core Knowledge		
Safe and Professional working practices;	1.1	including legislation, regulation, industry procedures and safety requirements.
The general engineering techniques;	2.1	required to support the maintenance, renewal and construction of The Railway.
How to work effectively and contribute to engineering solutions;	3.1	including awareness of the importance of 3 rd party requirement and the need to understand and adhere to corporate policies on ethics, equality and diversity.
Awareness of commercial principles;	4.1	applicable to The Railway, and the implications of these.
Core Skills		
Keep themselves and others safe by adhering to safe working practices.	5.1	Understand and comply with statutory regulations and organisational safety requirements, including safe access to work locations.
Prepare for a high standard of technical work.	6.1	Gathering and interpreting information including drawings, plans and schedules needed for rail engineering activities and prepare the work location.
Deliver a high standard of technical work.	7.1	Undertake engineering activities in relation to maintenance, construction/installation and or renewal of assets.
	7.2	Take responsibility for their own work on completing relevant integrity and compliance checks.
	7.3	Reinstate the work area after engineering activities.
Identify and report problems.	8.1	Identify, recognise and escalate appropriately common problems.
Use resources;	9.1	including the correct utilisation and storage of tools, materials and equipment, and the lifting and moving of materials, components and equipment.
Communicate effectively.	10.1	Use oral, written, electronic and IT based methods and systems for the accurate communication and reporting & recording of technical and other information, using correct terms, standards, templates and certifications.
Behaviours		
Act professionally;	11.1	demonstrating dependability, determination, honesty and integrity. Respect others, act professionally and contribute to sustainable development.
Be risk aware;	12.1	so as to help reduce risks by checking of information, concentration on the task, and awareness of changing circumstances on activity.
Display a self-disciplined, self-	13.1	able to make independent decisions whilst knowing one's limitation and when to ask for help or to escalate.

motivated, proactive approach to work,		
Work reliably and safely,	14.1	occasionally without close supervision, to approved industry standards and safe working practices.
Work effectively and efficiently, individually and as part of a team,	15.1	maintaining effective relationships with colleagues, clients, suppliers and the public.
Receptive to feedback,	16.1	willing to learn new skills and adjust to change. Carrying out and record CPD necessary to maintain and enhance competence.
Prepared to make a personal commitment;	17.1	to their employer, the industry and it's professional standards.
Specific Knowledge and Skills		
Track (9303-12, 9303-700 Viva)	1.1	Understand the relevant tolerances for track installation, specific methods and techniques for track inspection, maintenance and replacement, what constitutes a track defect or variation, track work instructions, hot weather restrictions and extreme weather plans.
	1.2	Able to restore track geometry faults by manual repair of assets as part of a team.
	1.3	Under direction: restore plain line track geometry, rail switches and crossings, and where appropriate conductor rail systems, to operational condition and maintain the track and its environment including vegetation and drainage.
Electrification	1.1	Understand electrical and electronic principles.
	1.2	Under direction: assist in isolation and earthing of electrical systems at different voltages and frequencies, working on live battery and inverter systems and maintaining substation plant.
Overhead Lines	1.1	Understand mechanical principles and construction design.
	1.2	Follow instructions to assemble overhead line components in line with detailed specification, using lifting and access equipment while working at heights.
Signalling	1.1	Understand function and characteristics of railway signalling systems, including electrical, electronic and mechanical principles.
	1.2	Under direction: install and wire signalling or control systems; install position and label equipment & components & cables correctly; undertake installation integrity checks; assist in testing of components and equipment in accordance with test specifications and plans; maintain and rectify signal and control systems equipment.
Telecoms	1.1	Understand principles of electronic devices, circuits, data and communications equipment.
	1.2	Under direction: undertake the activities of installation, planned preventative maintenance and maintenance testing activities on operational railway telecoms systems and establish compliance with drawings and specifications.
	1.3	Understand the types of operational constraints when carrying out telecoms installation and maintenance activities.
Traction and Rolling Stock (T&RS)	1.1	Understand vehicle design, construction, maintenance and operation.

	1.2	Under direction: carry out preventative and scheduled maintenance activities and follow vehicle maintenance instructions on T&RS mechanical, electrical, fluid power and electronic communication equipment ensuring vehicle trim, ancillary equipment and fittings are secured and in good order, check subsystems are operating correctly.
	1.3	Assist with the installation of T&RS equipment.

3 End-point assessment guidance for training providers/employers

Introducing the tasks to the apprentice

The employer/training provider should have made the apprentice aware of the different assessment methods that make up the end-point assessment of the apprenticeship prior to the gateway process.

For this apprenticeship the following assessment methods will be introduced to the apprentice by the employer/training provider:

- Portfolio.
- Occupational Competence Validation Interview (Viva).

The specific details around what the employer/training provider will share with the apprentice and the timelines can be found in the **Instructions for Training Providers/Employers** sections within this document. When introducing any assessments, it is expected that employer/training providers set a realistic timeframe for completion of each task, and that this should align with any timeline agreed with City & Guilds when booking end-point assessment. If tasks are not completed within the agreed timeframe without the apprentice having a good reason, the timeline for any independent end-point assessment visit may be reviewed. City & Guilds End-Point Assessment team would liaise with you directly around this.

For any assessments that occur over a longer duration employers/training providers are expected to work with apprentices to develop a submission schedule that aligns with the overall timeline for assessments and with any timelines agreed with City & Guilds when booking end-point assessment.

Health and safety / 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.

The requirement to follow safe working practices is an integral part of all City & Guilds assessments, and it is the responsibility of the training provider/employer to ensure that all relevant health and safety requirements are in place when working on any projects or before apprentices begin any practical assessment.

Should you identify something, when assessing evidence submitted for the apprenticeship or pick up on something during an oral assessment that indicates that health and safety practices and procedures may not have been adhered to, you should feed this back to the City & Guilds end-point assessment team.

Authenticating the candidates work

When making judgements on evidence of unobserved tasks, the assessor must ensure all decision satisfy VACS – that the evidence is Valid, Authentic, Current and Sufficient.

For evidence produced outside controlled conditions the candidate will be required to:

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

The training provider/employer should also aid authentication by:

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

For further information on authenticating work, see: www.ofqual.gov.uk/plagiarism-teachers

City & Guilds have produced evidence reference forms for both apprentices and IEPAs to use when reviewing evidence produced outside of controlled conditions. These forms, include a declaration of authenticity form, and must be completed when submitting evidence. These forms can be found in the **EPA recording forms for end-point assessment customers/employers/training provider's document**. These should be completed and signed by both the tutor/employer and the apprentice.

Recording forms

City & Guilds have designed specific recording forms for centres/employers/training providers/apprentices to use for this apprenticeship.

These can be found in **End-Point Assessment Recording Forms for Centres / End-Point Assessment Customers / Employers / Training Providers** document

Centres must use the forms provided by City & Guilds in the format laid out in this document.

Notes on the grading criteria

Only the Viva assessment will be individually assessed and graded by a City & Guilds Independent End Assessor. The grade will be determined using the grading criteria detailed in this document.

Determining the apprenticeship grade

The IEPA will be responsible for completing grading for all tasks, and in communicating these outcomes to City & Guilds for overall grading of the apprenticeship.

The overall grade will be based on the grades achieved in the Rail Engineering Operative end-point assessment method:

- To achieve a pass an apprentice must achieve a pass in the Occupational Competence Validation Interview (Viva). If the end-point assessment is not achieved, the apprentice would not achieve the Apprenticeship overall.

Feedback

The independent end-point assessor will not provide any feedback to the apprentice during or immediately following the end assessment process. Feedback (if given) will only be provided to fail apprentices, following submission of evidence to City & Guilds and after any grade determination has been carried out.

Results submission and Certification

You are responsible for submitting apprentice's results to City & Guilds. City & Guilds will issue an end-point assessment record of achievement confirming the grade achieved and will notify the appropriate body who will issue the Apprenticeship certificate.

Opportunities to retake/resit or improve results for end-point assessments

If an apprentice fails the end-point assessment they should not retake the end-point assessment until they have completed a period of further learning or training and the employer and training provider (if applicable) is confident the apprentice is competent. A separate end-point assessment resit booking will need with City & Guilds for the relevant assessment.

If an apprentice fails any part of the end-point assessment for reasons out of their control, a resit can be booked at the earliest opportunity.

4 End-Point Assessment Resources list

Resource required
Room suitable for professional discussion where the apprentice feels comfortable, is free from intrusion, intimidation or interference.
Refer also to the IEPA manual for guidance around remote assessment.

5 End-point assessment timeline

The process of setting up the end-point assessment, will begin six months before the completion of the apprenticeship as shown in this table:

Time line	Activity
On-going prior to completion (minimum of 12 months on-programme)	<p>Line manager/Tutor:</p> <ul style="list-style-type: none"> reviews progress and ensures apprentice's performance is on track as part of the regular performance management system identifies any gaps and creates a plan for the end assessment with the apprentice apprentice completes on-programme qualifications and if applicable, the required English and Maths qualifications.
Gateway Process	<p>The Apprentice and line manager/tutor review progress and confirm that the apprentice is ready for end-point assessment.</p> <ul style="list-style-type: none"> All supporting evidence is uploaded into the EPA Pro platform through the Gateway process. The Apprentice signs the completed Apprentice Gateway Declaration Form and this is uploaded by the provider in the EPA Pro Gateway process. The provider completes a declaration and e-signature on behalf of the provider and employer in the EPA Pro platform.
Completion of portfolio of evidence	<p>Apprentice:</p> <ul style="list-style-type: none"> Submits portfolio in time for Training Provider/Employer to meet the agreed submission deadlines with City & Guilds – <u>at least 10 working days</u> prior to the Viva.
Booking of End-point Assessment (a minimum of 90 days prior to the viva)	<p>Training Provider/Employer:</p> <ul style="list-style-type: none"> makes end-point assessment booking with City & Guilds submits completed Gateway form agrees dates with City & Guilds on when to submit the portfolio
End Assessment visit	<p>IEPA:</p> <ul style="list-style-type: none"> Carries out Viva interview.

Assessment End-point Assessment - Viva

Assessment specification - 9303-12 Track Pathway

Component	Coverage	Grading
Viva interview (9303-700)	Core Knowledge: 1.1, 2.1, 3.1, 4.1 Core Skills: 5.1, 6.1, 7.1, 7.2,7.3,8.1, 9.1,10.1 Behaviours: 11.1, 12.1, 13.1, 14.1, 15.1, 16.1, 17.1 Specific Knowledge and Skills: Track 1.1, 1.2, 1.3	P/F

End-point Assessment - Portfolio

Instructions for training providers/employers

The end-point assessment only consists of Occupational Competence Validation Interview (Viva) which will be based on portfolio of evidence of occupational competence. The portfolio must be completed prior to end-point assessment as the Viva will consist of questions pertaining to the evidence within the portfolio against the Apprenticeship Standard.

Portfolio of Evidence

On entry to the End Point Assessment phase, each apprentice will complete and submit a supporting Portfolio of Evidence to the employer/training provider. The evidence in this portfolio is likely to be collected in the latter part of the on programme phase. It will showcase the depth and breadth of the apprentice's skills, knowledge and behaviours and provide for synoptic assessment of competence. The Portfolio of Evidence will:

- Enable the apprentice to demonstrate to the employer the specific work related tasks that they have completed in order to show how they have achieved occupational competence as set out in the standard.
- Give the apprentice the opportunity to demonstrate to the employer that they understand the company in terms of their products, processes, procedures, tools, equipment, materials, documentation and information systems by showcasing what they have done, what they have learnt and how they have applied this knowledge and skill to real work tasks including solving engineering related problems.

The Portfolio of Evidence will include as a minimum three different examples of competent performance against all the criteria of the standard, evidence that must include:

- products of the apprentice's work, such as items that have been produced or worked on, drawings, plans, production and/or quality records, reports, documents produced as part of a work activity, records or photographs of the completed activity, together with
- evidence of the way the apprentice carried out the activities to meet the requirements of the standard, such as assessor observations, supervisor/mentor references/ witness testimonies or authenticated apprentice reports of the activities undertaken.

Employer assessors/mentors and/or their nominated training provider/assessor should assist the apprentice in planning, creating and recording evidence to create the portfolio to ensure opportunities to obtain all the necessary competencies (skills, knowledge and behaviours) are identified.

How will the Portfolio of Evidence be assessed?

The compiled portfolio of evidence will be reviewed internally by the employer assessors/mentor to ensure it meets the required standard for occupational and professional competence.

If the review and assessment of the portfolio of evidence, in its entirety does not contain sufficient evidence to meet the standard then it will be deemed not yet ready to submit for Viva. The apprentice will be advised about the shortfalls in evidence and how this can be addressed.

When agreed it does contain sufficient evidence, the portfolio will be submitted to the independent end-point assessor undertaking the Viva.

Submission to City & Guilds

The Apprentice is required to complete the relevant sections in the Portfolio Header and Declaration Sheet.

The training provider/employer will review the report once completed to ensure it meets the requirements, as set out in the instructions for apprentices. The centre/training provider will then sign the Portfolio Header and Declaration Sheet. It is recommended that the employer reads the report prior to centre sign off and submission.

Once the Portfolio Header and Declaration Sheet has been signed by the centre, the following documents must be uploaded to the City & Guilds EPA Portal at least 10 working days before the booked Viva. The portfolio will then be reviewed by the IEPA to inform the contents of the viva interview.

The documents that must be sent are:

1. The completed portfolio.
2. The completed Portfolio Header and Declaration Sheet.

The purpose of signing off the Portfolio Header Form is to authenticate the apprentice's work and verify that it is representative to their workplace. Training providers/employers are not expected to provide feedback or support.

Refer the **End-point Assessment Recording forms for centres/End-point Assessment Customers/Employers** for guidance on how to complete these forms.

End-point Assessment - Portfolio

Portfolio introduction for apprentices

You are required to produce a portfolio based around your experience and activities undertaken during your apprenticeship. You will work with your training provider and employer to select appropriate evidence.

You will be assessed on how you apply and integrate knowledge, skills and behaviours of the apprenticeship standard in your role as a Rail Engineering Operative.

Your completed portfolio will be submitted to an independent end-point assessor. Following this you will be invited to attend an Occupational Competence Validation Interview (Viva) to answer questions about your portfolio as well as to talk about your performance during your apprenticeship.

Your portfolio of evidence will include as a minimum three different examples of competent performance for all assessment criteria in the standard. Evidence that must include:

- products of your work, such as items that have been produced or worked on, drawings, plans, production and/or quality records, reports, documents produced as part of a work activity, records or photographs of the completed activity, together with
- evidence of the way you carried out the activities to meet the requirements of the standard, such as assessor observations, supervisor/mentor references/ witness testimonies or authenticated apprentice reports of the activities undertaken.

Assessment

End-point Assessment - Viva

Recording forms

All recording forms can be found in Assessment pack recording form document that is available in a word format. Please see below summary of the recording forms that are available

For Centres

Recording form	Purpose	Who should complete	Where can it be found
Portfolio Header and Declaration Sheet	Apprentice and Centre completes this before submitting to show mapping of the portfolio to the standard. It is also used by the IEPA to note potential themes or questions to explore in the Viva.	Apprentice / IEPA / Training Provider	End-point assessment recording forms for centres / end-point assessment customers / employers / training providers

Assessment End-point Assessment – Viva

Instructions for training providers/employers

The Viva discussion will be carried out by the IEPA. The purpose is to:

- 1) authenticate and validate portfolio
- 2) probe anything that is unclear from portfolio
- 3) sample across all parts of the standard.

The Viva will ascertain apprentice's understanding of how the apprenticeship standard applies to aspects of their job roles. It is not the remit of the IEPA to reassess the license to practice already achieved.

Therefore, the assessor will ask questions that are designed to elicit evidence of skills knowledge and behaviours. Questions are likely to ask for:

- examples from their working practice,
- correct actions to be taken,
- explanations and reasoning for day to day activities.

Discussions during the Viva must look to ascertain the level of attainment in the following six areas:

1. Understanding and the ability to apply safe working practice and follow appropriate legislation and policies
2. Ability to perform engineering tasks (general and pathway specific)
3. Ability to plan, execute and make good work sites, tools and resources
4. Recognition of and ability to perform common and specialist maintenance and repair, maintenance, renewal and construction tasks
5. Understanding of the commercial pressures on this part of the rail sector
6. Ability to communicate effectively and in a timely fashion, and work as part of a team

Key considerations

- The Viva will be 50-60 minutes long.
- The Viva must be conducted in an environment where the apprentice feels comfortable, is free from intrusion, intimidation or interference.
- The employer can also attend but the decision to allow the employer to attend should be based on whether this is likely to have a positive influence on the apprentice's comfort level.
- On completion of the Occupational Competence Validation Interview (Viva) the apprentice will be awarded a grade of Pass or Fail for the whole apprenticeship.

Centre/ employer book apprentice for the professional discussion prior to the submission of portfolio.

The IEPA is responsible for planning the content and conducting the discussion. Training providers/employers can support apprentices in their preparation by referring them to the standard and their completed Portfolio Header Form. The training provider/employer should ensure that the apprentice has access to copies of their header form and reports that were submitted to the IEPA.

Apprentices are permitted to take in any additional notes and copies of their header form. Although this is not compulsory and the Viva can still go ahead if the apprentices fail to bring these on the day of the assessment.

IEPA is responsible for confirmation that apprentice is ready to sit the Viva. Apprentice will **not** be put forward for the Viva if their portfolio is incomplete.

Assessment End-point Assessment – Viva

Grading criteria:

Descriptors	
Fail The apprentice has	Pass The apprentice has
Left the assessor uncertain whether they have understood, demonstrated or performed in a way that is commensurate with the expectations set out in the standard. Or Left the assessor certain that they have not understood, demonstrated or performed in a way that is commensurate with the expectations set out in the standard.	Reassured the assessor that they understand or are demonstrating the required level of knowledge, ability and/or performance.

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