



# **Level 3 Data Essentials**

EPA Overview

July 2024



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## 1. EPA headlines

- Must be on programme at least 366 days before entering gateway
- EPA window 3 months – 6 months if re-sit require
- Must provide gateway requirements according to EPAO listed below
- Must have Id and Webcam for EPA
- 2 Assessment methods at EPA

### Scenario Demonstrations with Questioning

- 2 sessions for a total of 90 mins +- discretionary 10%
- Such as Data Gathering and Data Analysis & Validation provided to the learner as a 250-word description

### Professional Discussion underpinned by a Portfolio

- Session is 60 mins +- discretionary 10%
- Minimum of 10 open questions

## 2. Gateway

Gateway is the point that the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard. In making this decision, the employer may take advice from the training provider, but the decision must ultimately be made by the employer.

Apprentices must be on programme for at least 366 days prior to entering gateway, and must also meet the following gateway requirements for Level 3 Data Essentials programme:

- Portfolio of evidence
- Portfolio checklist
- EPA gateway form
- Employer declaration
- Level 2 English and Maths evidence

The EPAO determines when all gateway requirements have been met, and the EPA period will only commence once the EPAO has confirmed this

## 3. End Point Assessment

The EPA window for Level 3 Data Essentials is a maximum of 3 months.

For the End Point Assessment, the learner must complete the following assessments:

- Assessment method 1: Scenario Demonstrations with Questioning
- Assessment method 2: Professional Discussion underpinned by a Portfolio

### Assessment Method 1: Scenario Demonstrations with Questioning

The Scenario Demonstrations with Questioning assessment is graded Pass, Distinction or Fail.

Apprentices will be observed by an Independent Assessor completing 2 scenario demonstrations in which they will demonstrate the knowledge, skills, and behaviours assigned to this assessment method. This assessment will be carried out over a total of 90 minutes. Each scenario demonstration with questioning will take 45 minutes.



Prior to the assessment, the apprentice will be provided with a 250-word summary of the scenario and data sets to work on for both demonstrations.

The following activities must be observed during the scenario demonstrations:

- Access multiple different data sources
- Examine data retrieved from sources using appropriate tools
- Make adjustments to a data set, for example to correct obvious errors or to filter a data set to a required subset of records and/or fields
- Save a data set to a required location in a specified format
- Make notes on observations and actions taken
- Identify and explain key characteristics of a data set, relevant to the stated purpose

## Assessment Method 2: Professional Discussion underpinned by a Portfolio

The Professional Discussion underpinned by a Portfolio assessment is graded Pass, Distinction or Fail.

The professional discussion is carried out with an Independent Assessor sourced by the EPAO. The professional discussion will last 60 minutes, with a discretionary 10% additional time to allow the apprentice to complete their last answer. The apprentice will be asked a minimum of 10 open questions based on the knowledge, skills, and behaviours identified for this assessment method.

The portfolio will be compiled by the learner whilst on programme and should relate to the KSBs for this assessment. The portfolio underpins the professional discussion but is not directly assessed and therefore will not be marked. A copy of the portfolio must be available to the apprentice during the professional discussion.

## 4. Grading

Scenario Demonstrations with Questioning	Professional Discussion underpinned by Portfolio	Final Grade
Fail	Any grade	<b>Fail</b>
Any grade	Fail	<b>Fail</b>
Pass	Pass	<b>Pass</b>
Pass	Distinction	<b>Merit</b>
Distinction	Pass	<b>Merit</b>
Distinction	Distinction	<b>Distinction</b>

## 5. Resit and Retakes

Apprentices who fail one or more assessment method will be offered the opportunity to take a resit or a retake at the employer's discretion. The employer will need to agree that either a resit or retake is an appropriate course of action. A resit does not require further learning, whereas a retake does.

Apprentices will have a supportive action plan to prepare for a resit or a retake of any failed assessment. All assessments must be successfully completed within the maximum EPA window, otherwise the full EPA will need to be resat or retaken.



Where any assessment method must be resat or retaken, the apprentice will be awarded a maximum EPA grade of Distinction.

Further information on the Level 3 Data Essentials EPA can be found in the [assessment plan](#). A full list of the Knowledge, Skills and Behaviours (KSBs) can be found on the Institute for Apprenticeships website [here](#).

