



Level 5 Data Engineer

EPA Overview

July 2024



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1. EPA headlines

- Must be on programme at least 366 days before entering gateway
- EPA window 4 months – 6 months if re-sit require
- Must provide gateway requirements according to EPAO listed below
- Must have ID, a computer and audio-visual presentation equipment for EPA
- Must have flip chart and writing and drawing materials for presentation component
- 2 Assessment methods at EPA

Project Evaluation Report, Presentation and Questions

- Project is undertaken and completed on programme, pre-gateway to the EPA window and is not part of the EPA
- EPAO should sign-off the Project Evaluation Report's title and scope at gateway to confirm it is suitable
- Project Evaluation Report must be started after gateway
- Project Evaluation Report and Presentation must be submitted after a Maximum of 10 weeks from EPA start date
- Project Evaluation Report has a maximum word limit of 3,500 words +- 10% tolerance
- Project Presentation file to be delivered with the Project Evaluation Report
- Project Presentation to be presented to Assessor in first 20 minutes of Questions Session
- Independent Assessor must ask a minimum of 6 questions
- Session is 50 mins + discretionary 10%

Professional Discussion

- Session is 80 mins + discretionary 10%
- Independent Assessor must ask a minimum of 10 questions

2. Gateway

Gateway is the point that the employer is satisfied that the apprentice is consistently working at or above the level of competency 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, complete all of their learning requirements, and must also meet the following gateway requirements for the Level 5 Data Engineer programme:

- Completed Project
- EPAO Signed-off Project Evaluation Report's title and scope
- EPA gateway form
- Portfolio of evidence mapped against KSB's
- 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 5 Data Engineer is typically 4 months but may be extended to a maximum of 6 months if an apprentice is required to resit or retake any assessment(s).

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

- Assessment method 1: Project Evaluation Report, Presentation and Questions
- Assessment method 2: Professional Discussion

Assessment Method 1: Project Evaluation Report, Presentation and Questions

The Project Evaluation Report, Presentation and Questions assessment is graded Pass, Distinction or Fail. This assessment has 2 components.

Component 1: Project Evaluation Report

The project Evaluation Report is compiled after the apprentice has gone through the gateway process. Apprentices will conduct a project and deliver the outcome in the form of an electronic based report. Apprentices will also prepare a presentation to be delivered to an Independent Assessor. The Project Evaluation Report and Presentation must be submitted to the EPAO after a maximum of 10 weeks of the EPA start date.

The employer should ensure the apprentice has the time and resources, within this period, to plan and complete their Project Evaluation Report. The apprentice must complete their Project Evaluation Report and the production of its components unaided.

The project must allow the apprentice to meet the KSBs mapped to this assessment method to the highest available grade. The EPAO should sign-off the Project Evaluation Report's title and scope at the gateway to confirm it is suitable.

As a minimum all Project Evaluation Reports must include:

- An executive summary (or abstract)
- An introduction
- The scope of the project (including key performance indicators, aims and objectives)
- A project plan
- Research outcomes
- Data product outcomes
- Project outcomes
- Discussion of findings
- Recommendations and conclusions
- References
- Appendix containing mapping of KSBs to the report.

The apprentice may work as part of a team to complete the project which could include technical internal or external support. However, the Project Evaluation Report must be the apprentice's own work and reflective of their own role and contribution. The apprentice and their employer must confirm that the Project Evaluation Report is the apprentice's own work when it is submitted.

The Project Evaluation Report has a maximum word limit of 3,500. A tolerance of plus or minus 10% is allowed. Appendices, references, diagrams will not be included in this total. The report



must include a mapping in an appendix, showing how the report evidences the KSBs mapped to this assessment method.

Component 2: Presentation with Questions

The project presentation with questions is carried out with an Independent Assessor sourced by the EPAO. The questioning will last 50 minutes, with a discretionary 10% additional time to allow the apprentice to complete their last answer. The presentation will typically last 20 minutes, and the questioning will follow. The apprentice will be asked a minimum of 6 questions based on the knowledge, skills, and behaviours identified for this assessment method.

The presentation will be based on the project and will cover:

- An overview of the project
- The project scope (including key performance indicators)
- Summary of actions undertaken by the apprentice
- Project outcomes and how these were achieved

During the presentation, the apprentice must have access to:

- Audio-visual presentation equipment
- Flip chart and writing and drawing materials
- Computer

The Independent Assessor will have a minimum of two weeks to review the Project Evaluation Report and any presentation material ahead of the questions. The apprentice must be given at least 2 weeks’ notice of the presentation with questions.

Assessment Method 2: Professional Discussion

The Professional Discussion 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 80 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 questions, two from each theme below:

- Data quality and performance
- Problem solving
- Regulatory Compliance
- Continuous Improvement
- Continuous professional development

The apprentice must be given at least 2 weeks’ notice of the professional discussion.

4. Grading

Project Evaluation Report with Presentation and Questions	Professional Discussion	Final Grade
Fail	Any grade	Fail
Any grade	Fail	Fail
Pass	Pass	Pass
Pass	Distinction	Merit
Distinction	Pass	Merit

Distinction	Distinction	Distinction
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5. Resit and Retakes

Apprentices who fail one or more assessment methods 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.

Apprentices who fail the Project Evaluation Report with presentation and questions assessment method, must amend the project outputs in line with the Independent Assessor’s feedback and submit these within 4 weeks.

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

Further information on the Level 5 Data Engineer 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](#).

