

# Painter & Decorator Apprenticeship, Level 2: End-point Assessment Plan

# Painter and Decorator Apprenticeship Level 2 End-point Assessment Plan

## Introduction & Overview

This document sets out the requirements for end-point assessment (EPA) for the Painter & Decorator apprenticeship standard. It is written for end-point assessment organisations who need to know how EPA for this apprenticeship must operate. It will also be of interest to Painter & Decorator apprentices, their employers and training providers.

Full time apprentices will typically spend 36 months on-programme working towards the apprenticeship standard, with a minimum of 20% off-the-job training.

The EPA should only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the standard, that the pre-requisite gateway requirements for EPA have been met and that they can be evidenced to an EPA organisation. As a gateway requirement, apprentices must complete a portfolio of work evidencing their knowledge, skills and behaviours in support of the Professional Discussion prior to taking their EPA. Painter and Decorator Apprentices without English and mathematics at level 2 must achieve level 1 English and mathematics and take the tests for level 2 prior to taking their EPA for Painting and Decorating Level 2 Apprenticeship.

The EPA must be completed over a maximum total assessment time of 4 weeks, within a 3-month period, after the apprentice has met the EPA gateway requirements. The skills test will consist of three consecutive days' assessment.

EPA must be conducted by an organisation approved to offer services against this standard, as selected by the employer, from the Education & Skills Funding Agency's Register of End-Point Assessment Organisations.

The EPA consists of 3 distinct assessment methods:

- Knowledge Test
- Skills Test
- Professional Discussion

Performance in the EPA will determine the apprenticeship grade of fail, pass or distinction.

### Summary of Assessment

The end-point assessment (EPA) will assess how an apprentice can apply their skills, knowledge and behaviours acquired in their apprenticeship, through the following three assessments carried out after the gateway point of the apprenticeship:

1. Knowledge test – this test will consist of multiple-choice questions on either a paper-based or computer-based platform.
2. Skills test – assessed over three consecutive days by an Independent Assessor, this assessment will holistically assess skills, knowledge and behaviours acquired throughout the apprenticeship.
3. Professional discussion – assessed by an Independent Assessor following the skills test, this discussion will consist of questions that clarify and probe the apprentice's knowledge and skills based on the portfolio of evidence developed by the apprentice.

The EPA can only be taken after the conditions of the Assessment Gateway have been successfully achieved.

<b>On-programme (typically 36 months)</b>	<b>End-Point Assessment Gateway</b>	<b>End-Point Assessment (maximum 4 weeks)</b>
Training to develop the occupation standard's knowledge, skills and behaviours	Achieved English and maths Level 1 & attempted Level 2 tests	Knowledge Test (multiple choice paper)
Development of portfolio of completed work	Completed portfolio submitted for use in professional discussion	Skills test Professional Discussion
Working towards English/maths Level 2 (if required)	Employer satisfied apprentice is consistently working at or above the level of the standard	Graded fail, pass or distinction

Diagram 1. Typical Painter & Decorator Apprenticeship Summary

<b>End-Point Assessment Overview</b>			
<b>Assessment Method</b>	<b>Area Assessed</b>	<b>Assessed by</b>	<b>Grading</b>
Knowledge test (multiple-choice questions)	Knowledge/Skills	EPAO	Distinction/ Pass / Fail
Skills test	Skills/ Knowledge/ Behaviour	Independent Assessor	Distinction/ Pass/ Fail
Professional discussion	Knowledge/ Behaviour	Independent Assessor (employer representative in attendance to offer clarification only)	Distinction/ Pass / Fail
<b>*Please see Grading section for more specific details including how the overall apprenticeship grade is calculated.</b>			
<b>End-Point Assessment Gateway</b>			
<p>The EPA should only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the standard, the pre-requisite gateway requirements for EPA have been met and that they can be evidenced to an EPA organisation. Employers may wish to take advice from their apprentice's training provider(s).</p> <p>Gateway requirements:</p> <ul style="list-style-type: none"> <li>• Achieved level 1 English and mathematics and have taken the tests for level 2</li> <li>• Completed portfolio of work and submitted to EPAO to support professional discussion.</li> </ul>			
<b>End-Point Assessment Methods, Timescales and Locations</b>			
<p>The EPA consists of the following three assessments:</p> <ul style="list-style-type: none"> <li>• knowledge test</li> <li>• skills test</li> <li>• professional discussion</li> </ul> <p>The end-point assessment must be completed over a maximum period of 3 months, after the apprentice has met the EPA gateway requirements.</p>			

**Method 1: Knowledge test**

- Apprentices must complete a knowledge test during the EPA period.
- The knowledge test must assess apprentices against the standard's knowledge and skills as shown in annex A.
- The knowledge test must consist of 50 multiple-choice knowledge based questions of which 10 must be scenario based.
- Each question must present the apprentice with 4 options, from which the apprentice must select one or multiple correct options.
- Each question answered correctly must be assigned 1 mark, any incorrect or missing answers must be assigned 0 marks.
- Apprentices must have a maximum of 90 minutes to complete the knowledge test.
- The knowledge test must be closed book i.e. the apprentice can't refer to reference books or materials.
- Knowledge tests can be either electronic or a paper-based.
- Apprentices must take the knowledge test in the presence of an EPAO administrator/invigilator.
- The maximum administrator/invigilator to apprentice ratio must be 1 to 15 if face-to-face; or 1 to 5 if remote.
- Knowledge tests must be marked by EPAO independent assessors or markers following a marking guide produced by the EPAO; electronic marking is permissible.
- Independent assessors must award a grade using the following grading boundaries.

<b>Grading boundaries</b>	<b>Fail</b>	<b>Pass</b>	<b>Distinction</b>
<b>Marks</b>	0-29	30-40	41-50

- EPAOs must develop the bank of questions. It is recommended that this is done in consultation with representative employers.
- EPAOs must ensure the knowledge test is available for apprentices within their 3 month EPA time period.
- EPAOs must develop and maintain a knowledge test question bank of sufficient size to prevent predictability and review them regularly (and at least once a year) to ensure they, and the specifications they contain, are fit for purpose. Knowledge test questions must be set so that a pass will represent competence in the knowledge and skills, and a distinction representing a deeper understanding of the knowledge and skills.
- EPAOs must ensure that apprentices have a different set of questions in the case of re-sits/re-takes.

**Method 2: Skills Test - Observation**

- Apprentices must be observed by an independent assessor completing one task providing the opportunity to holistically assess KSBs.
- The test must include tasks or scenarios which require them to select from a range of suitable and unsuitable tools, fillers, paints and papers.
- The tests must consist of apprentices being presented with a scenario or task and asked to complete it within the allocated time. Skills and knowledge tested will include:
  - Interpreting information
  - Planning and organising work (including materials and other resources)
  - Setting out/marketing out as appropriate
  - Tool skills (including hand and powered tools)
  - Producing work to specification in accordance with building requirements
  - Working to deadlines
  - Working safely
- During or after the task completion, the independent assessor must ask six set open questions to assess related underpinning knowledge. They may ask follow-up questions where clarification is required. Questioning must be completed within the total time allowed for the observation.
- KSBs observed and answers to questions must be documented by the independent assessor.
- Apprentices must be provided with both written and verbal instructions on the tasks they must complete including timescales.
- Observations must be carried out over a maximum total assessment time period of three days (18 hours excluding lunch breaks). There may be breaks during the observation to allow the apprentice to move from one location to another.
- Observations must be conducted in a realistic work situation simulated under normal conditions.
- Independent assessors may observe up to a maximum of three apprentices at any one time, to allow for cost effective use of resources while maintaining quality and rigour.
- Observation specifications must be determined and standardised by EPAOs. It is recommended that consultation with representative employers is carried out.
- EPAOs must develop practical specification banks of sufficient size to prevent predictability and review them regularly (and at least once a year) to ensure they, and the specifications they contain, are fit for purpose.

### Method 3: Professional Discussion

- This will consist of fifteen questions posed by the Independent Assessor that confirm knowledge and behaviours as shown in appendix A.
- The assessor will ask questions that refer to different areas of a work site as evidenced in the portfolio of completed work developed during the apprenticeship in real work environments (e.g. photographs of pre, mid and post project and written description of task) and in line with Appendix A.
- The portfolio as a minimum must include evidence of projects that have required the apprentice to demonstrate the full range of knowledge and skills listed in appendix A relevant to the professional discussion. This should include photographic evidence, witness testimonies and a written report on each project undertaken.
- There will be a bank of questions for the oral questioning which will allow the Independent Assessor to tailor the questioning to individual apprentice's portfolio.
- The oral questioning will be completed in 60 minutes (+/- 10%) at an employer work site. The room must be in a quiet location and free from distraction.
- The employer representative may attend. Employers should only participate in the EPA to provide context and clarity for the independent assessor regarding the employer and industrial sector. Employers must not lead the Apprentice during a professional discussion and they must not influence grading decisions.
- The apprentice may refer to their on-programme portfolio during the discussion.

The way in which these assessments will cover the content of the apprenticeship standard is outlined in appendix A.

### Apprenticeship Grading

The apprenticeship will be graded distinction, pass or fail. The final grade will be determined by collective performance in the three assessment elements in the end-point assessment.

<b>Overall Distinction:</b>	Distinction in all 3 methods
<b>Overall Pass:</b>	Pass in at least all 3 methods
<b>Overall Fail:</b>	Fail in 1 or more methods

**Apprentices must achieve a minimum of a Pass in all three of the above assessments to achieve the Apprenticeship.**

Table 1 below outlines the scoring criteria that will be applied for each assessment method.

In order to achieve the End-Point Assessment and complete the apprenticeship, all pass criteria must be evidenced. Distinction criteria build on the knowledge, skills and behaviour demonstrated to reach the pass criteria.

Table 1

End-Point Assessment Element	Fail	Pass Criteria	Distinction Criteria
Knowledge Test	Score <60%	Score 60-80%	Score <u>&gt;</u> 80%
Skills Test	An apprentice that fails does not provide sufficient evidence to meet skill and behavioural requirements listed in the pass criteria or works in an unsafe manner.	<p>A 'pass apprentice':</p> <ul style="list-style-type: none"> <li>• is capable of completing the work within the time provided to specification (K14, K15, K17, K18, S4, S5, S10, B2).</li> <li>• works safely at all times in accordance with health and safety procedures (K4, K5, S6, S18, B1)</li> <li>• plans the set task correctly, selecting the correct materials, paint colour and tools prior to commencement. (K1, K2, K3, K6, K16, K22, S19)</li> <li>• maintains a safe and clean working environment for the duration of the task. (S1)</li> <li>• can competently use a range of techniques, methods and tools to achieve accuracy of the finished work. (K23, K24, K25, S3, S22, S23, S24, S25, B3)</li> <li>• prepares the work area safely and provided full protection of surfaces and furniture (S1, S2)</li> <li>• prepares work surfaces correctly to allow correct application of materials (K19, K20, K21, S20, S21)</li> </ul>	<p>The apprentice has met all the pass criteria and has:</p> <ul style="list-style-type: none"> <li>• completed the task in at least 10% less time than the allowed timeframe</li> <li>• produced the work with 80% of the work completed to within the tolerances defined in the given work specification</li> </ul>

Professional discussion	An apprentice that fails does not provide sufficient evidence to meet the knowledge, skills and behavioural requirements of the apprenticeship listed in the pass criteria.	<p>To achieve a Pass, the apprentice must:</p> <ul style="list-style-type: none"> <li>• be able to describe their working processes in full from preparation of surface, selection of tools and materials and application of materials (K2, K14, K15, K19, K20, K21, K22, S1, S20, S21);</li> <li>• Demonstrate successful completion of tasks using a wide range of materials by showing how each met the job specification (K23, K24, K25, S4, S5, S10, S22, S23, B2, B3);</li> <li>• Describe the building types in each task and the effect on the selection of processes, tools and materials (K12, K13)</li> <li>• Describe the health and safety procedures followed and why (K17, K18, B1);</li> <li>• Describe steps taken to meet customer requirements (B5)</li> <li>• Be able to demonstrate an understanding of the business mission, aims, markets and services (B4).</li> <li>• communicate material in a literate, articulate and appropriate way (K8, B6).</li> </ul>	<p>To achieve a Distinction, in addition to the pass criteria the apprentice must be able to:</p> <ul style="list-style-type: none"> <li>• give fully detailed descriptions of their working processes including rationale for their order of work, materials and equipment chosen</li> <li>• demonstrate a thorough consideration of the implications of their actions and explain contingency and problems solving steps taken.</li> <li>• able to provide alternative suggestions for how to achieve the end results given alternative job parameters such as time and cost.</li> </ul>
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**Re-sit and Re-take information**

Apprentices who fail one or more EPA method will be offered the opportunity to take a re-sit/retake. Re-sits/re-takes must not be offered to apprentices wishing to move from pass to distinction. A re-sit does not require further learning, whereas a re-take does.

The apprentice's employer will need to agree that a re-sit/re-take is an appropriate course of action. Apprentices should have a supportive action plan to prepare for the re-sit/re-take.

An individual EPA method re-sit/re-take must be taken during the maximum EPA period i.e. 3 months/within 1 month of the original test, otherwise the entire EPA must be retaken.

The maximum grade awarded to a re-sit/re-take will be pass, unless the EPAO identifies exceptional circumstances accounting for the original fail.

EPAOs must ensure that apprentices complete a different knowledge test and/or skills test when taking a re-sit/re-take.

For the knowledge test, apprentices will need to retake the full set of questions again and different questions must be used. For the skills test, apprentices will need to retake the full test and a different version of the skills test must be used.

If an apprentice fails the professional discussion, they can retake/resit it.

**End-point Assessment Organisations**

Employers must choose an independent EPAO approved to deliver the EPA for this apprenticeship from the Education & Skills Funding Agency's (ESFA's) Register of End Point Assessment Organisations (RoEPAO).

**Requirements for Independent Assessors, Invigilators and Markers**

EPAOs must appoint:

- administrators/invigilators and markers to administer/invigilate and mark the knowledge test
- independent assessors to grade the knowledge test
- quality assurance staff to undertake moderation of EPA

Independent Assessors should be qualified and experienced Painters and Decorators and have proven experience in the field of Painting & Decorating training and educational assessment. The minimum mandatory requirements for approval as a Painting & Decorating Independent Assessor are to -

Be independent of the apprentice, their employer and training provider(s) i.e. there must be no conflict of interest

Be occupationally competent with a minimum of 5 years' relevant industrial experience, with a minimum of 2 years in the last 5 years working in the Painting & Decorating Industry
Hold Level 3 Certificate in Assessing Vocational Achievement (or equivalent qualification)
Be qualified in Painting and Decorating / Decorative Occupations at Level 3 or equivalent
Have a minimum of 3 years' experience delivering Painting & Decorating training qualifications to a minimum of Level 2
Undertake a minimum of 1-day's EPAO standardisation training per year

EPAOs must appoint administrators/invigilators and markers to administer/invigilate and mark the knowledge test. They must have no direct connection with the apprentice, their employer or training provider i.e. there must be no conflict of interest. There are no specific qualification or experience requirements for administrators/invigilators/markers. They must be trained in the task(s) by their EPAO and operate according to their guidance.

Quality assurance staff must hold or be working towards quality assurance qualifications. They must be independent of the apprentice, their employer and training provider i.e. there must be no conflict of interest.

### **Quality Assurance – internal**

Internal quality assurance refers to the requirements that EPAO must have in place to ensure consistent (reliable) and accurate (valid) assessment decisions. EPAOs for this EPA must undertake the following:

- appoint independent assessors that meet the requirements as detailed in this plan – see independent assessor requirements above
- provide training for independent assessors in terms of good assessment practice, operating the assessment tools and grading
- have quality assurance systems and procedures that support fair, reliable and consistent assessment across organisation and over time
- operate regular standardisation events that enable assessors to attend a minimum of one event per year
- operate moderation of assessment activity and decisions, through examination of documentation and observation of activity, with a minimum of 15% of each independent assessors' assessments moderated

### **Assessment tools and materials**

EPAOs must produce assessment tools and supporting materials for the EPA, as follows:

- Knowledge test question bank
- Sample questions for professional discussion
- Bank of practical specifications for the skills test

- Documentation for recording assessment evidence and decisions
- Guidance for independent assessors on conducting the EPA
- Guidance for apprentices, their employers and training providers on the EPA

## **Quality Assurance – external**

External quality assurance for this apprenticeship standard will be undertaken by the Institute for Apprenticeships.

## **Implementation**

### **Affordability**

The following factors should ensure the EPA is affordable:

- Employer's premises should be used for EPA venues where possible
- Remote assessment is permissible, reducing travel costs
- The professional discussion is based on real work completed for the apprentice's employer (evidenced by portfolio), adding value to the employer

### **Volumes**

It is anticipated that there will be 200-300 starts per year on this apprenticeship and 600 per year once established.

## Annex A: Knowledge, Skills and Behaviours to be assessed by each method.

	Knowledge test	Skills test	Professional discussion
<b>Knowledge</b>			
Health and safety including working at height and hazards K4, K5	✓	✓	
Company knowledge including services and IT systems K7, K9	✓		
Communication K8	✓		✓
Buildings including different construction methods K12, K13	✓		✓
The appropriate use of colour K6, K16	✓	✓	
Tools and Equipment : use, storage, maintenance, movement and protection K1, K3	✓	✓	
Preparation of surfaces K19, K20, K21	✓	✓	✓
Application methods K22, K23, K24, K25	✓	✓	✓
Materials: Characteristics, preparation, application & removal methods for all materials K2	✓	✓	✓
Costing and Pricing Principles including budgeting, time	✓		

management and scheduling K10, K11			
Systems and product specification K14, K15, K17, K18	✓	✓	✓
<b>Skills</b>			
Prepare the work area safely S1	✓	✓	✓
Identify hazards and risks in the workplace, health and safety documents and reporting incidents correctly S2, S6, S18	✓	✓	
Identify requirements of different buildings and sectors S11, S12	✓		
Follow work procedures and method statements to make effective use of resources, materials and time S4, S5, S10		✓	✓
Identify and respond to customer need, using appropriate tools, terminology and techniques S7, S8, S9	✓		
Select, use, maintain and store, paint, tools, wallcoverings, spray equipment, steps, ladders and towers safely. S3	✓	✓	
Identify substrates S19	✓	✓	
Prepare and strip surfaces S20	✓	✓	✓
Pre-decoration repairs S21	✓	✓	✓

Apply coatings with different methods of application S22	✓	✓	✓
Wallpaper S23	✓	✓	✓
<b>Behaviours</b>			
Strong work ethic B2		✓	✓
Awareness of safety B1		✓	✓
Customer focus B5		✓	
Quality B3		✓	✓
Effective communication B6		✓	✓
Awareness of business mission, products and services B4		✓	