

Level 7 archaeological specialist

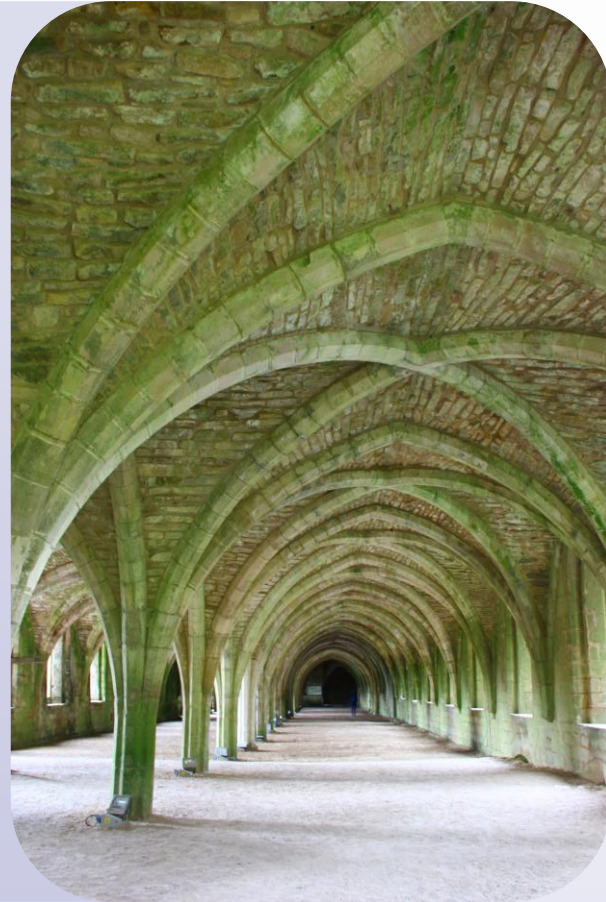
End-point assessment –
guidance for apprentices

Kate Geary (CIfA)

Amanda Wood (CIfA)



- Assessment process
(Amanda)
- Assessment guidance
(Kate)



Introductions 😊



Apprenticeship qualifications: background

Employer-led 'trailblazer' groups, government-funded.
Set the standards and rules for assessment.

Standards – what the apprentice is assessed on.
Assessment plans – rules for delivering assessment.

End-point assessment organisations (EPAOs) have to abide by the
rules in assessment plans.

Regulated by Ofqual, the qualifications regulator.
System of recognition for EPAOs.

Apprenticeship qualifications: background

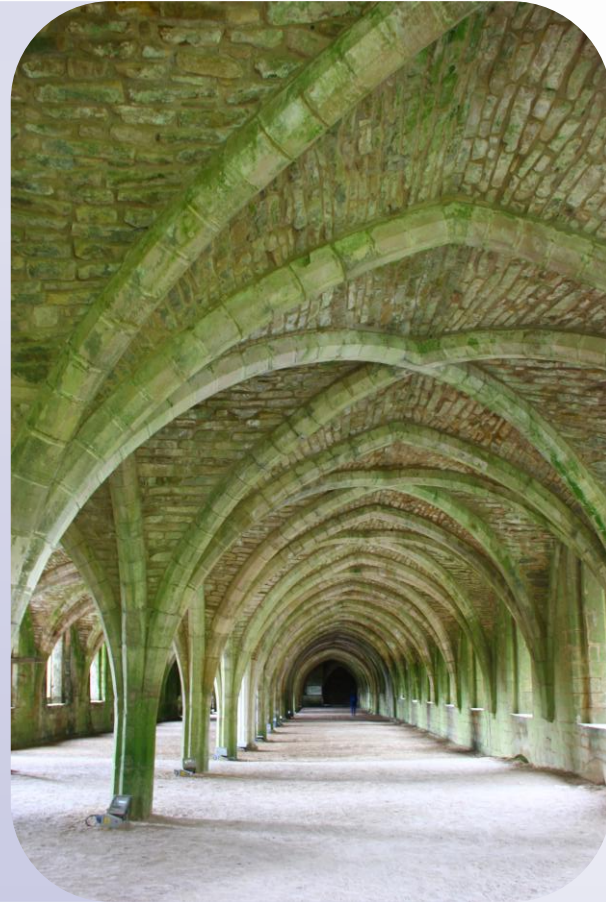
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- Assessment process
(Amanda)



Apprentice guide



End-point assessment for historic environment
apprenticeships

Guidance for apprentices

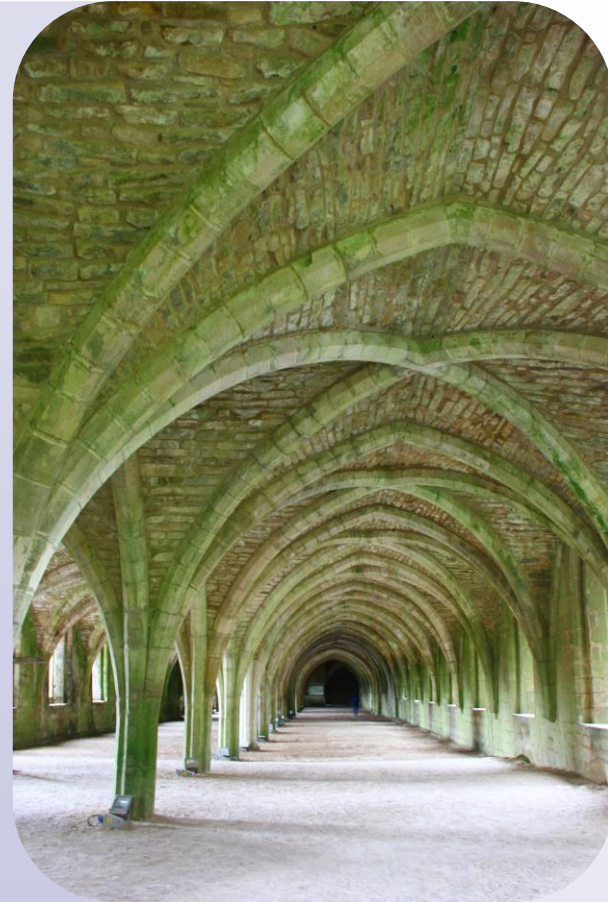
Archaeological Specialist level 7



First point of contact:
assessment@archaeologists.net



Introductory meeting with
assessor – not part of the
assessment!



Assessment methods

Professional
discussion

Supported by portfolio
2 hours

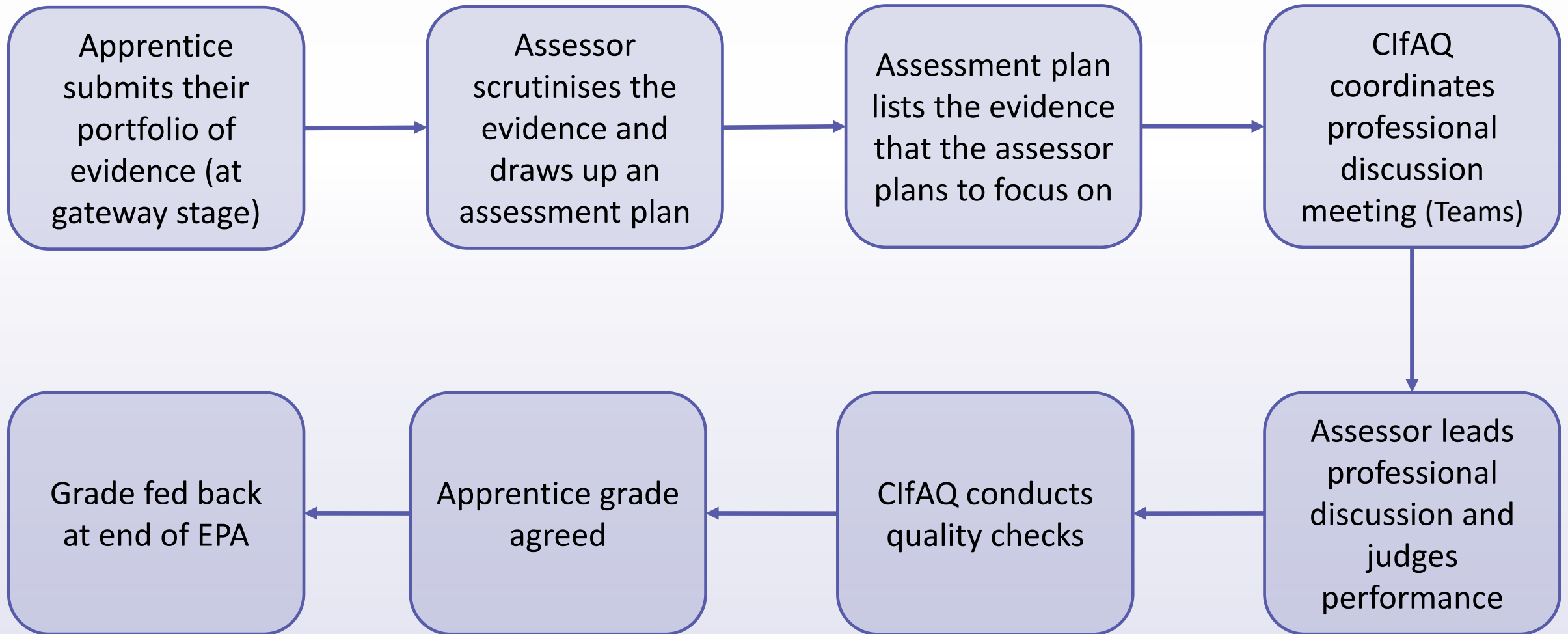
Project and
Q&A

5000 word report, not including appendices
30 minute Q&A

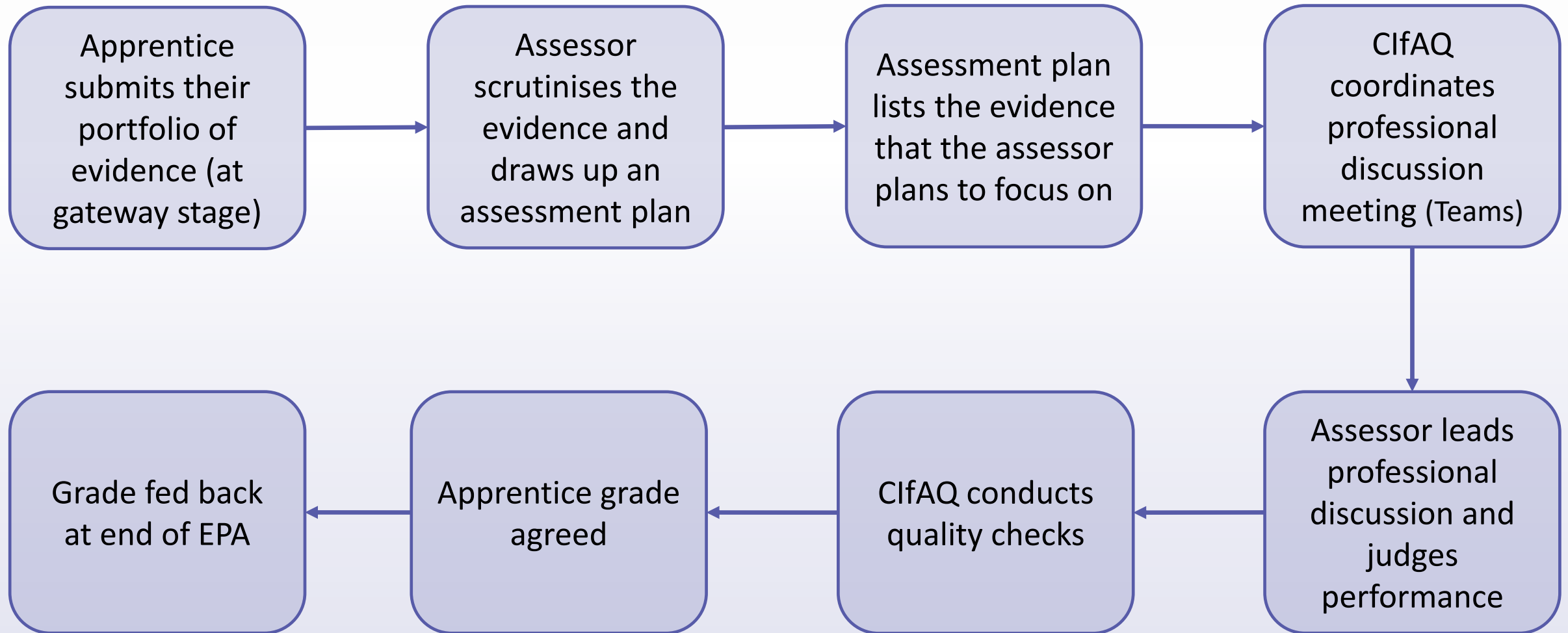
The professional discussion



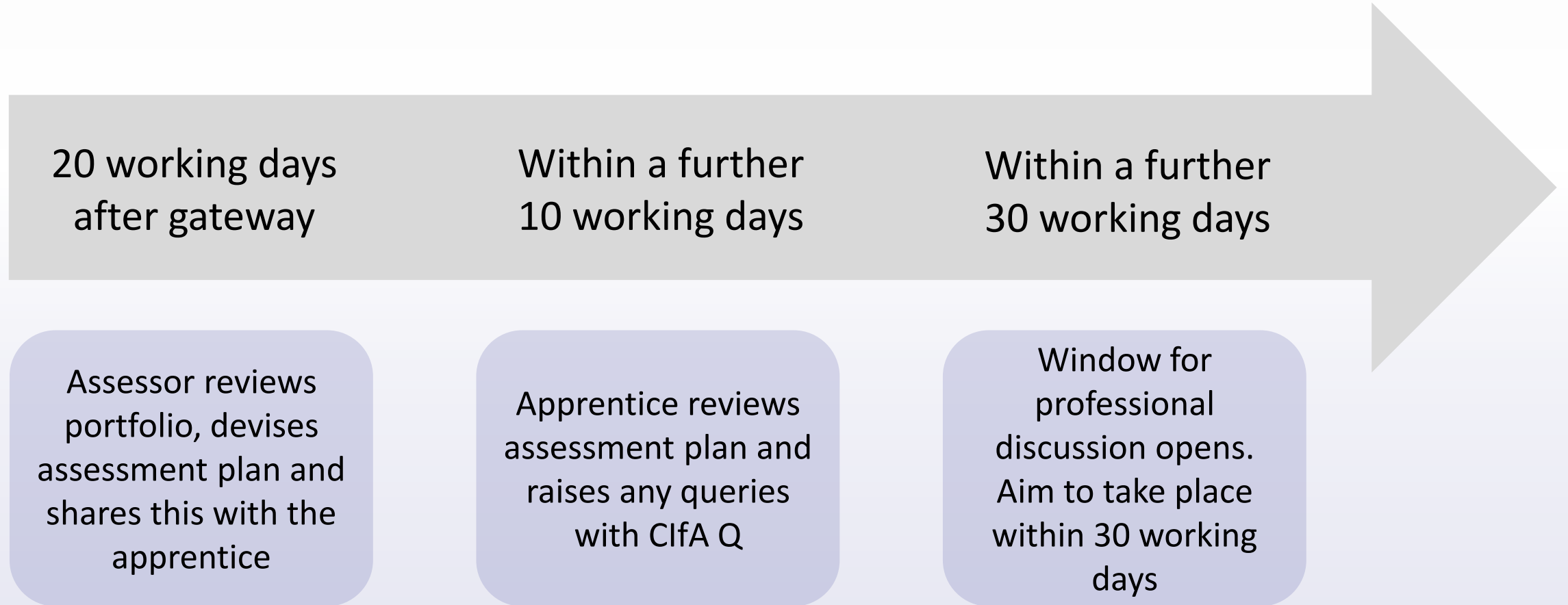
Professional discussion: process



Professional discussion: process



Professional discussion: timeline

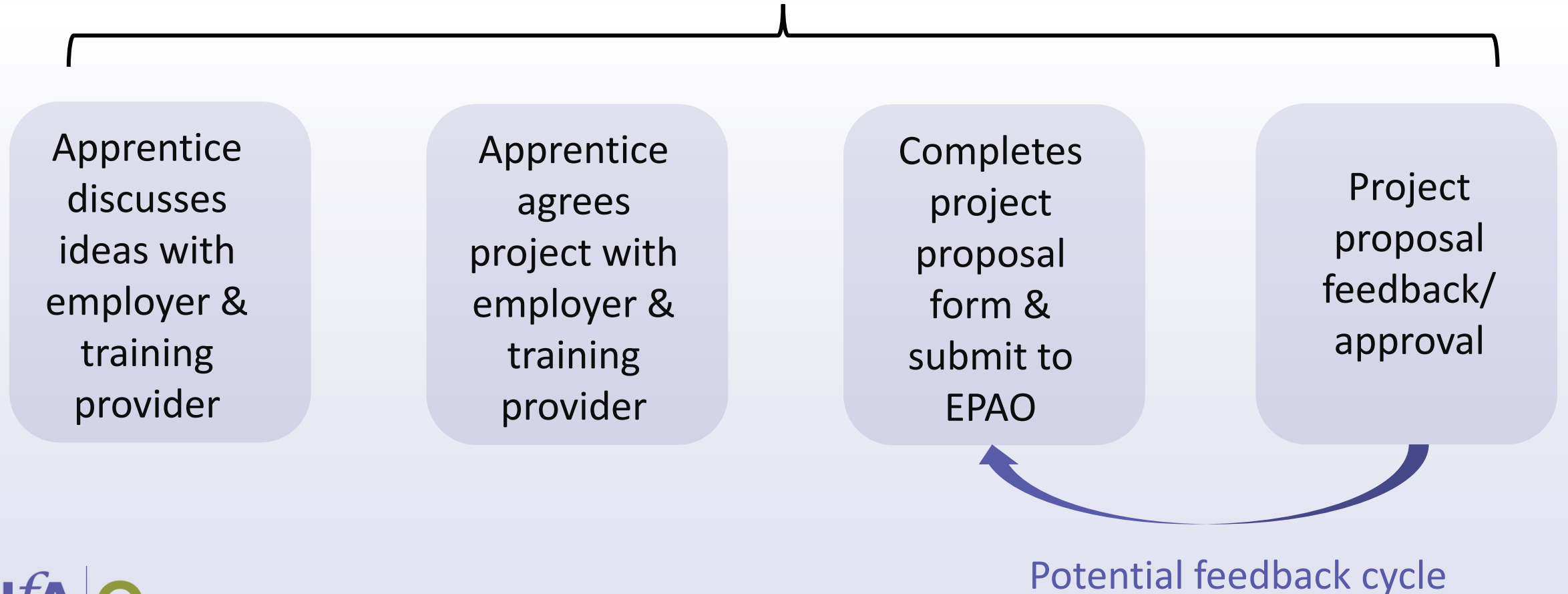


The project

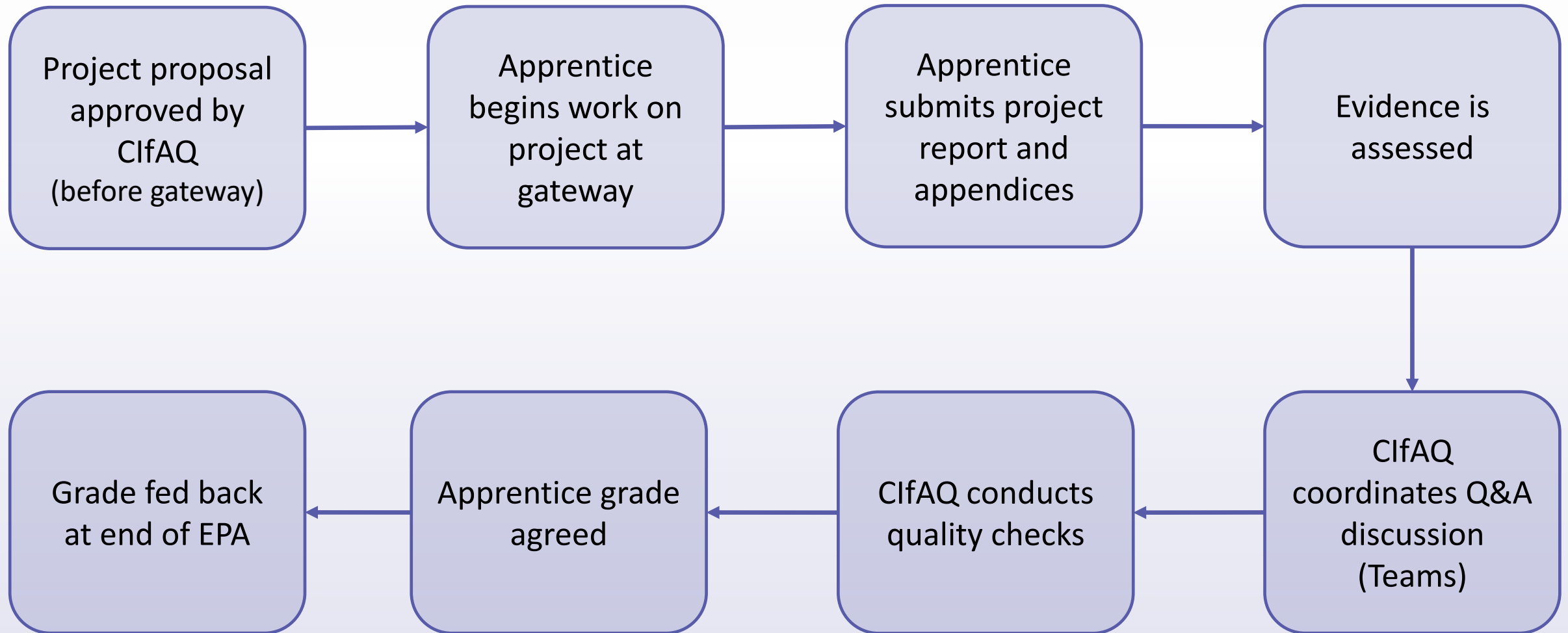


Project: the project proposal

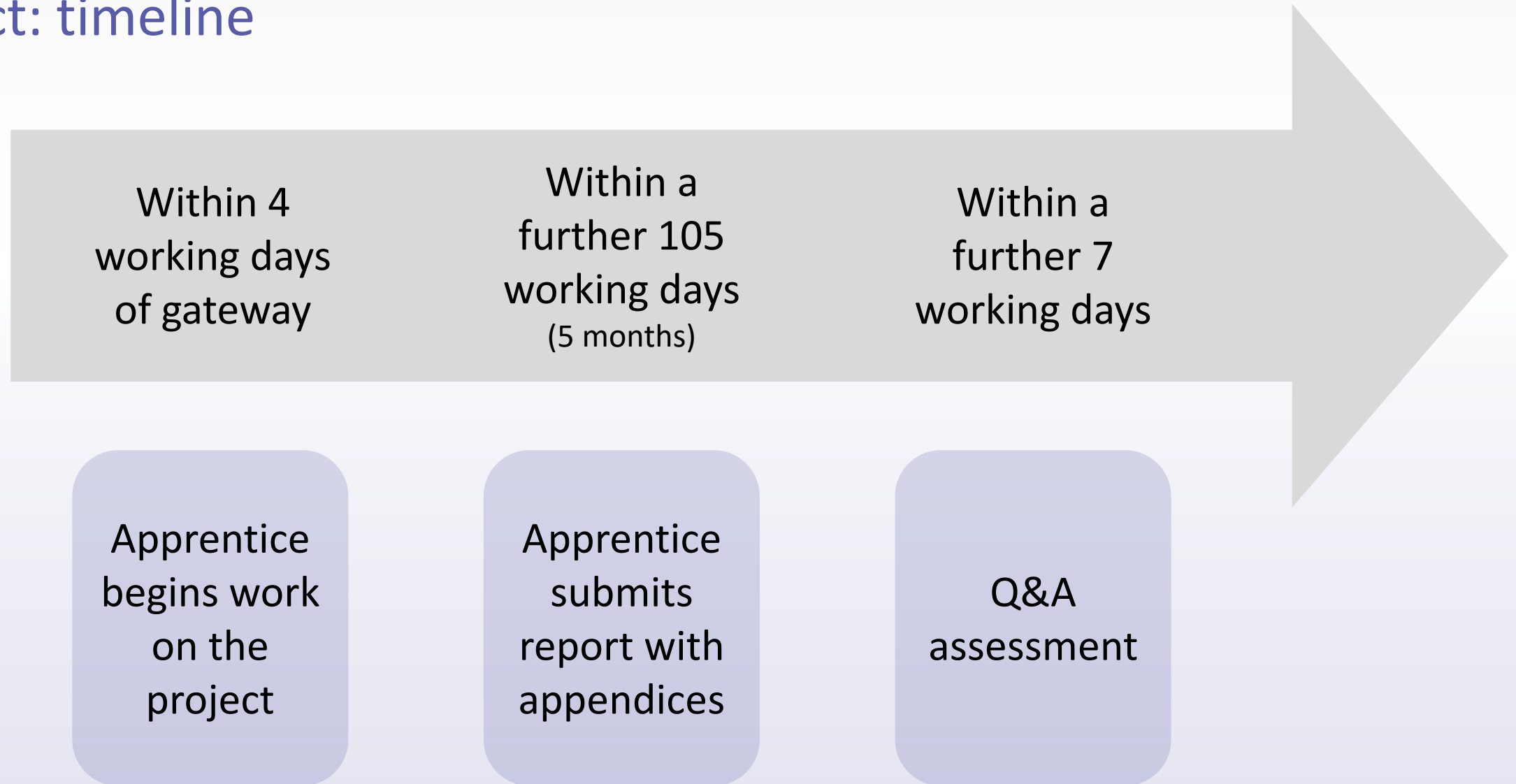
Consult with EPAO



Project and Q&A: process



Project: timeline



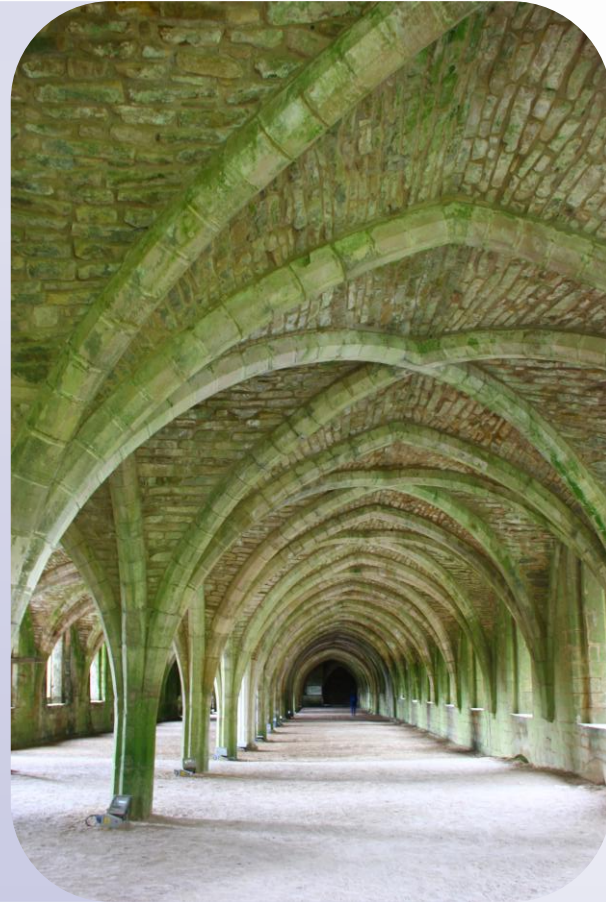
Grading



Grading

- three grades: distinction, pass, fail
- pay attention to the grading criteria (in apprentice guide)
- both assessment methods – equal weighting
- distinction requires award at distinction for both assessment methods
- fail at one assessment method – fail overall (can appeal)

Reasonable
adjustments



Reasonable adjustments

For example:

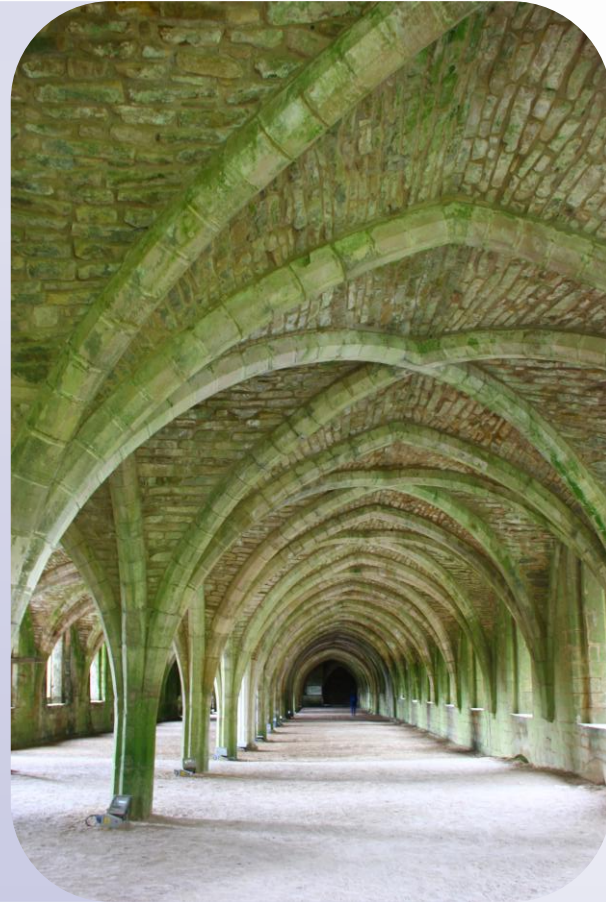
- cognitive processing
- communication need
- long standing illness
- physical need

<https://www.archaeologists.net/cifaqualifications/policies>
assessment@archaeologists.net

Results: within 20
working days EPA
window closing



- Assessment guidance
(Kate)



The professional discussion



The portfolio

- not formally assessed, but key!
- at least 2 contrasting projects –
variation in site type, period,
area, material type or
preservation state studied

The portfolio: specific requirements

- **KSB mapping**
- product evidence –
project/assessment reports,
surveys, drawings, results of analysis
- witness testimonies
- comms evidence
- images/videos
- case studies (which include
critical evaluation)

The portfolio: format

- digital (prefer google drive)
- authenticity – signed statement (own work/identify collaborative work)
- clear KSB mapping doc.
- quality rather than quantity!

Questioning

- duties
- knowledge, skills and behaviours (KSBs) and grading criteria
- primary and secondary questions

Questioning

- cover all KSBs
- ten, open, competency-based questions
- five (minimum) further questions
- follow up questions if necessary to clarify responses

Competency-based and factual questions

- tell me about a time where you had to...
- tell me about x/y

Competency-based question

In planning your approach to a project or piece of work, how do you go about selecting the most appropriate methodology or approach? What frameworks or strategies are available to guide you?

Factual question

Who sets the standards for the work that you do, and what are they?

The project and Q&A



Project: key features

Application of
principles and skills

New, live piece of
work

Not assessed
elsewhere

Report's assessed,
then Q&A

5000 word report,
plus appendices

Five months to
complete

Project: key features

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Five months to
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Project proposal

- approved before gateway
- covers KSBs
- can complete within 5 months
- meets needs of business
- relevant to your role
- genuine piece of work

Project proposal: form fields

- project name
- start date
- driver
- purpose
- project lead
- end users
- stakeholders
- project description
- project impact
- declaration (solely EPA assessed)

Project: report format



1. mapping document
2. summary
3. introduction
4. aims
5. methods
6. results
7. discussion
8. conclusion
9. evaluation
10. signed statement

Employer's
house style

Project Q&A

- follows report submission
- 30 minutes
- clarify aspects of report
- planning and management
- your approach
- problem solving
- any unexpected results!

Any questions?

