

IET End Point Assessment EPA

Student Guide

Embedded Electronic Systems Design and Development Engineer (degree)

Issue 2

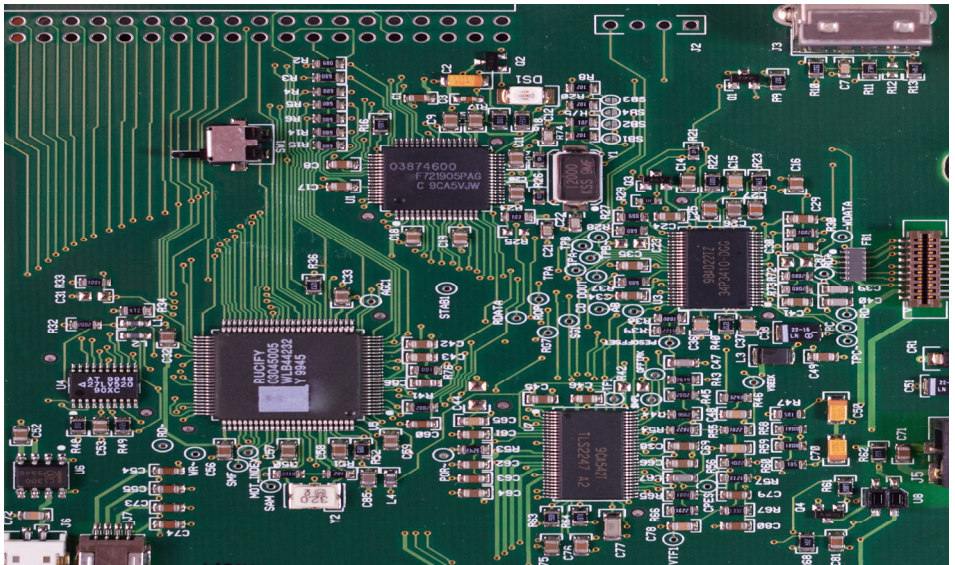




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What should I do if I need help?

First check out the IET website :-

www.theiet.org/epa

If you still have specific questions , your first request for help should be to your Apprenticeship Provider or Employer.

If you still have questions, please contact us via the email:

epa@theiet.org



Introduction

Your employer has chosen the IET to assess what you have learned during your apprenticeship.

This 'end point' assessment is now a compulsory part of all apprenticeships in England.

Successfully completing this assessment is required before you are awarded your completion certificate.

The IET wishes to support you alongside your employer and apprenticeship provider to ensure you are well prepared for this assessment.

This publication will describe the two stages of assessment, what is being assessed and how to prepare.

Please remember that your employer will not have put you forward for the End Point Assessment stage unless they consider you ready.

This is an assessment of your capability to carry out the job role effectively and safely.

About Your Apprenticeship

Your Apprenticeship is structured around the requirements of a new Apprenticeship Standard

Written by the Electronics sector

Covers key Knowledge Skills and Behaviours

Includes mandated qualifications

Includes the requirement to undergo a formal & independent assessment at the end of your Apprenticeship – The End Point Assessment (EPA)

Embedded electronic systems design and development engineer (degree) Standard

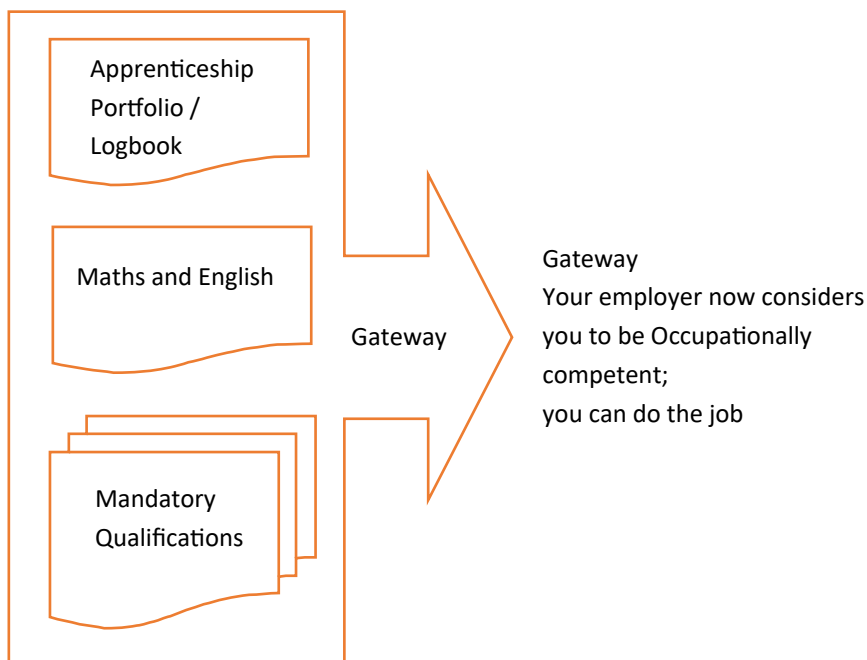


Extract from the Apprenticeship Standard:

‘The role of the Embedded Electronic Systems Design and Development Engineer is to apply their knowledge of electronics and of embedded software to the design of circuits or devices that provide a useful function, that are capable of being manufactured at a competitive cost, and that are reliable and safe in use. This involves the use of the engineer’s knowledge of electronics and electronic principles, married to an expertise in the end use of the final product. In electronics this end use can cover a wide spectrum.’

Before End Point Assessment

During your apprenticeship you will have completed the university degree course and on the job learning lasting. Before you can be assessed by the IET, your employer will check if you have met the requirements of the apprenticeship. This check is called the “Gateway”.



EPA Gateway Checklist – your employer will check that you have completed:-

- ◇ Maths and English L2
- ◇ Mandatory Qualifications
- ◇ On-Programme Portfolio / Logbook
- ◇ Apprentice Assessment Consent
- ◇ Employer Confirmation of Occupational Competence

What Will EPA Assess?

There are two stages to the EPA, each assessing something different:-

1. Viva (Professional Discussion)

Assesses Occupational Knowledge, Skills and Behaviours

2. Written Submission

Assesses Professional Engineering Competence from information recorded on the UK-SPEC IEng Competence Indicator Form (This will be covered later)

1. Viva

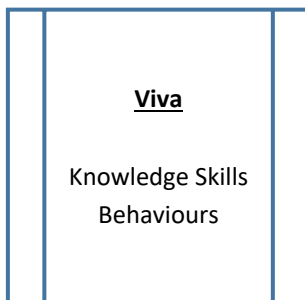
From the Latin viva voce meaning living voice, is an assessment by means of a discussion with two assessors about the work you have carried out during your apprenticeship.

The outcome of this is to confirm that you have the knowledge, Skills and Behaviours that are stated in the Apprenticeship Standard as being essential to be able to carry out the role.

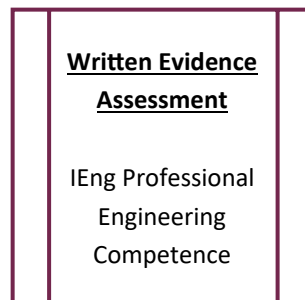
2. Written Submission

This will assess written evidence of work you have carried out against the UK-SPEC, Incorporated Engineer Standard.

Stage 1



Stage 2



EPA Preparation – Viva

Knowledge Skills & Behaviours (KSBs) —To be tested by viva

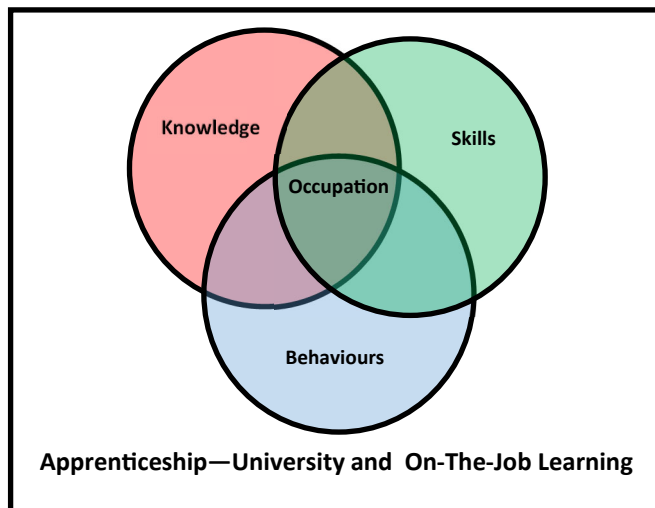
Although this assessment is by discussion you will have to support what you are saying with evidence:

reports you have written,
drawings you have created or worked from,
job sheets,
risk assessments
etc

Identify suitable evidence for each KSB statement. You can use your apprenticeship portfolio as a source for this but any relevant material will be welcome.

Go through your log book or work diary and reference suitable work that demonstrates the KSBs

The following pages list the KSBs.



Knowledge Skills and Behaviours (KSBs)

Knowledge

K1 Electrical circuit theory

Understanding of basic electrical theory.

K2 Electronic components

Knowledge of the method of operation of basic semiconductors and passive components including their most common uses.

K3 Also the basic formulas used in their application.

K4 Analogue and digital design techniques

Understanding of design of both analogue and digital circuits and the basic design rules for mixed analogue and digital circuit boards.

K5 Structured software

Comprehension of the fundamentals of structured software design.

K6 Company Specifics

Understanding key aspects of the employer's business and product applications against a template to be generated by the employer.

Skills

S1 Circuit design

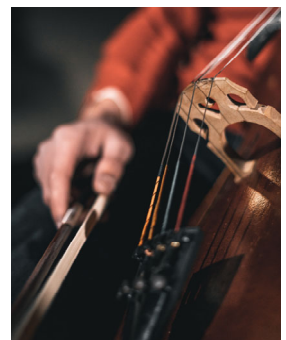
Design functional electronic systems and circuits from component level.

S2 Circuit layout

Utilise modern CAD technology to implement circuit design with understanding of considerations for heat dissipation, electrical interference and other industry specific considerations affecting layout.

S3 Structured programming for embedded software

Write and document structured code to comply with industry norms and to allow others to understand and subsequently maintain/modify the code.



S4 Mathematical modelling

Utilise modelling techniques for circuit design, embedded software development and thermal management.

S5 Design for purpose

Ability to demonstrate an understanding of the principles and practice of design for market, design for manufacturability, design for testability and design for maintainability.

S6 Testing methodology

Ability to develop a test plan for a product that they have developed.

S7 Product transition into production

Ability to explain the process by which a product is introduced into production, including what aspects are discussed at what stage and with whom and how development gateways work.

S8 Project Management

Ability to develop a basic project plan including resource planning, time planning, use of contingencies etc.

S9 Also techniques for predicting pinch points and strategies for timescale recovery

S10 Compliance

Awareness of international standards and compliance requirements for the products designed by the employer.

S11 Also ability to discuss the differences between legislative and non-legislative requirements.

S12 Commercial awareness

Ability to demonstrate knowledge of basic business fundamentals including costs, overheads, gross margin, net margin, profit, and cash.

S13 Health and Safety

Ability to demonstrate awareness and understanding of basic health and safety principles both in the general workplace and specific to electronic circuit design.

Behaviours

B1 Motivation

Self-starter, organised thinker.

B2 Also works safely and effectively without close supervision.

B3 Communication

Confident in oral, written and electronic methods.

B4 Also ability to communicate effectively with all levels of stakeholder.

B5 Team ethos and leadership

Exhibits leadership behaviour and qualities.

B6 Also demonstrable ability to work as a member of a team.

B7 Continuous development

Committed to personal learning and development.

B8 Problem solving/practicality

Enjoys problem solving.

B9 Also able to demonstrate practical capabilities in their professional role.

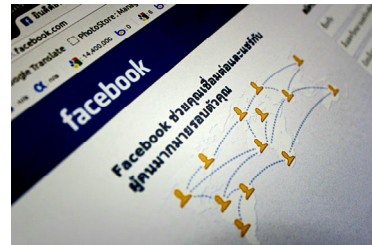
B10 Responsibility

Accepts responsibility for own work and that of others.

B11 Ethics and professional standards

Exercises responsibilities in an ethical manner and respects and complies with company rules and guidelines.

B12 Also able to commit to beliefs, goals, and standards of their employer and the wider industry and its professional standards.



Viva—What happens on the day?

You will be invited in advance to a location and a time slot

The VIVA is likely to last two hours in a relaxed environment and atmosphere.

There will be two Assessors; one representative of your employer and one representative of the IET. There may be one other person present, but they may not take part in the discussion; they will be there to monitor the standard and quality of the assessment.

Bring your supporting evidence and other material with you. (Don't forget your work diary / logbook)

Prior preparation & practice are essential.

Examples of viva discussion points

Lead Questions:

- Describe a recent example of work activities you have carried out or been involved in during your time on your apprenticeship?
- Give an example of a work task that hasn't gone as planned and how you've dealt with it?

Supplementary areas of questioning if required:

- What safety precautions/systems of working did you adhere to and why?
- How did you obtain and implement the correct procedures for a particular work activity / task? Why was this important? What are the implications if they are not adhered to?
- How did you ensure your work was completed on time and to the correct quality requirements?

EPA Preparation—Written Evidence

Professional Engineering Competence—To be tested by a written evidence review of the UK-SPEC Indicator Form.

You will be given the UK-SPEC IEng Indicator form or you may download it from :-

Aim for about 400 to 500 words for each of the five main sections:- A to E (see next page)

This must be submitted at least a week before your viva is scheduled.



UK-SPEC— IEng

(UK Standard for Professional Engineering Competence—Incorporated Engineer —A standard regulated by the Engineering Council

Requires evidence in five areas

A. Knowledge and understanding

B. Design and development of processes, systems, services and products

C. Responsibility, management or leadership

D. Communication and inter-personal skills

E. Professional commitment

You need to provide written examples of work that you have carried out to demonstrate the five main areas of Professional Engineering Competence.

You can download the UK Standard for Professional Engineering Competence (UK-SPEC) using this link.

This provides a detailed description of the competences.



Incorporated Engineer Indicator Evidence

A Use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology.

A1 Maintain and extend a sound theoretical approach to the application of technology in engineering practice.

This could include an ability to:

- Identify the limits of own personal knowledge and skills
- Strive to extend own technological capability
- Broaden and deepen own knowledge base through new applications and techniques.

A2 Use a sound evidence-based approach to problem-solving and contribute to continuous improvement.

This could include an ability to:

- Use market intelligence and knowledge of technological developments to promote and improve the effectiveness of engineering products, systems and services
- Contribute to the evaluation and development of continuous improvement systems
- Apply knowledge and experience to investigate and solve problems arising during engineering tasks and implement corrective action.

400 to 500 words total, covering both
A1 and A2

Incorporated Engineer Indicator Evidence

Example for A

The Electronic and Mechanical Foundation degree and Embedded Electronics degree courses enabled me to learn about VHSIC Hardware Description Language (VHDL) and Digital Signal Processing (DSP) amongst other things that I can apply in the workplace. When developing firmware or VHDL code I now use finite state machines to document designs as it visually displays complex logic.

When developing an optical modem I read academic papers on new light sensor technologies and wave form modulation. This knowledge enabled me to make informed decisions about the product development.

I read the book “Total Design” to learn about the best practice for product development. Reading PRINCE 2 enabled me to understand the purpose and content of a business case.

At the start of the Foundation degree course I had no programming language experience. Through tasks at work and the degree course I can now program effectively in C++, C# and VHDL.

When developing a business case for a low-cost optical modem I worked with the marketing and business development teams to collect market data, so I could estimate the size of the market. This enabled me to estimate the market growth based on the past trends and the size of the oil market. I also identified the competitors’ products in the market and compared them based on key metrics that are of value to the target market. This enabled me to spot a gap in the market for a product with specific performance metrics.

The XXXXXXXX modem market is currently using the following light sensor technology: Avalanche Photodiodes, Photo Multiplier Tubes (PMTs) and PIN diodes. With this market knowledge, I led a project to evaluate a new sensor technology. This new technology needed to be tested because it had a low component cost that could lower the barrier to entry to the market. XXXXXXXX is currently implementing a new project management process and I provided feedback relating to the Project Justification Document (PJD) and specification stages.

I have also been documenting the flow diagrams in more detail and capturing how the new process will be implemented. In addition, I have gathered requirements from end users for a new project server tool which will be used to improve resource management across the company. The project server will help improve processes and project

Incorporated Engineer Indicator Evidence

management within XXXXXXXX and provide useful data to the board of directors. I have contributed to XXXXXXXX new project process by detailing the tools used to carry out each stage in the process.

I managed project risks during the manufacture of a prototype Printed Circuit Board (PCB). During the manufacture of the PCB, I used my electrical engineering experience to identify critical circuitry on the board. I could then make decisions to reduce manufacture lead times to meet deadlines. I was tasked with project managing an unsuccessful legacy project within the company.

Before pushing the project any further forward I conducted a review where I gathered input from all relevant parties. The purpose of this was to identify why the previous project had failed and then to identify the critical success factors, as well as the project risks. From here I was then able to create a new plan of action.

Incorporated Engineer Indicator Evidence

B Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and re-cycle engineering processes, systems, services and products.

B1 Identify, review and select techniques, procedures and methods to undertake engineering tasks.

This could include an ability to:

- Establish users' requirements for improvement
- Select a review methodology
- Fully exploit and implement current technology
- Review the potential for enhancing engineering practices, products, processes, systems and services, using evidence from best practice
- Establish an action plan to implement the results of the review.

B2 Contribute to the design and development of engineering solutions.

This could include an ability to:

- Contribute to the identification and specification of design and development requirements for engineering products, processes, systems and services
- Identify operational risks and evaluate possible engineering solutions, taking account of cost, quality, safety, reliability, appearance, fitness for purpose, security, intellectual property (IP) constraints and opportunities, and environmental impact
- Collect and analyse results
- Carry out necessary tests.

400 to 500 words total, covering both
B1 and B2



Incorporated Engineer Indicator Evidence

B3 Implement design solutions and contribute to their evaluation.

This could include an ability to:

- Secure the resources required for implementation
- Implement design solutions, taking account of critical constraints, including due concern for safety and sustainability
- Identify problems during implementation and take corrective action
- Contribute to recommendations for improvement and actively learn from feedback on results.

Incorporated Engineer Indicator Evidence

Example for B

I have used product-based planning techniques to plan projects. Examples of this include the Low-Cost Optical Modem Development and the 6G Modem Family Development. I used Milestones to help drive projects forward as they allow a complex project plan to be simplified for team members. I have also identified risks and assumptions made in the project plan and added contingency into the plan to help minimize these risks.

I have created and reached agreement on product and project specifications. I did this by holding a review meeting, recording minutes and then agreeing on actions required to reach a sign off.

I have gathered requirements in order to get a PJD signed off; I did this by meeting with different stakeholders and discussing their needs.

I have also created and reviewed test procedures used by production for optical products.

I ensure agreement is reached by getting a formal document signed off before continuing in the project. This prevents time and resource being wasted due to re-work.

I use XXXXXX internal ISO9001 approved process to manage projects. This process includes creating a master test plan before deliverables are created. The test plan maps the deliverable requirements to test requirements; this ensures that the deliverables will have all the agreed functionality tested.

Different types of reviews happen throughout the project depending on the work. This can vary from peer reviews on documents to testing product functionality that is tracked using software that links code changes with test issues.

I have identified and documented lessons learnt at the end of the project.

I have conducted research into new sensor technology. Based on this research I have then made informed design decisions that allowed me to correctly implement the new sensor technology onto a prototype PCB.

I have collected feedback from different managers regarding issues with the current project server at work. I have then relayed this into a requirements document that will be presented to the external project server supplier. This will allow the project team to set up the new project server based on end user requirements.

I use the internal project server to assign actions to projects to track progress.

I have created project and product specifications by talking to business managers and lead engineers in the project.

Incorporated Engineer Indicator Evidence

I have monitored costs and managed risks throughout the projects I have run. The risks have been rated both on impact and likelihood to give an overall risk value. An example of this is the risk that the new sensor technology on the prototype PCB wouldn't work. To minimize this risk the PCB had 3 review lifecycles prior to manufacture. Additional contingency circuitry was added onto the PCB to further minimize risk. These precautions were taken because of the expensive cost of the new sensor technology and assembled PCB costs.

Basic continuity tests were carried out on the PCBs to check they were manufactured correctly. The test circuitry was then isolated and tested.

During the project justification stage of the project where funding is granted to a project, I have identified critical resources (staff and physical assets). I have then secured these resources by submitting stock requests or by checking team member's availability.

When testing an optical modem product, I created a custom jig to prevent other people in production from being exposed to the distracting light source.

During the manufacture of the prototype PCB I noticed that a component footprint was incorrectly orientated. This was critical as it was a Ball Grid Array (BGA) part that was being assembled externally. To resolve this issue I contacted the manufacturer and sent updated documentation.

I have provided feedback on the performance of apprentices and prospective employees for the company. I identified where the individual would need further training and skills for the proposed job role. I also discussed their performance with other people they have worked with to get a more accurate review.

When I have managed work experience students I have asked them for feedback about how their time at the company could have been improved.

I have also taken part in the appraisal process, where I provided feedback on other employees.

Incorporated Engineer Indicator Evidence

C Provide technical and commercial management.

C1 Plan for effective project implementation.

This could include an ability to:

- Identify factors affecting the project implementation
- Carry out holistic and systematic risk identification, assessment and management
- Prepare and agree implementation plans and method statements
- Secure the necessary resources and confirm roles in project team
- Apply the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc).

C2 Manage tasks, people and resources to plan and budget.

This could include an ability to:

- Operate appropriate management systems
- Work to the agreed quality standards, programme and budget, within legal and statutory requirements
- Manage work teams, coordinating project activities
- Identify variations from quality standards, programme and budgets, and take corrective action
- Evaluate performance and recommend improvements.

400 to 500 words total, covering both
C1, C2 and C3

Incorporated Engineer Indicator Evidence

C3 Manage teams and develop staff to meet changing technical and managerial needs.

This could include an ability to:

- Agree objectives and work plans with teams and individuals
- Identify team and individual needs, and plan for their development
- Reinforce team commitment to professional standards
- Manage and support team and individual development
- Assess team and individual performance, and provide feedback.

C4 Manage continuous quality improvement.

This could include an ability to:

- Ensure the application of quality management principles by team members and colleagues
- Manage operations to maintain quality standards
- Evaluate projects and make recommendations for improvement.

400 to 500 words total, covering both
D1 and D2

Incorporated Engineer Indicator Evidence

D Demonstrate effective interpersonal skills.

D1 Communicate in English with others at all levels.

This could include an ability to:

- Contribute to, chair and record meetings and discussions
- Prepare communications, documents and reports on technical matters
- Exchange information and provide advice to technical and non-technical colleagues.

D2 Present and discuss proposals.

This could include an ability to:

- Prepare and deliver appropriate presentations
- Manage debates with audiences
- Feed the results back to improve the proposals
- Contribute to the awareness of risk.

D3 Demonstrate personal and social skills.

This could include an ability to:

- Know and manage own emotions, strengths and weaknesses
- Be aware of the needs and concerns of others, especially where related to diversity and equality
- Be confident and flexible in dealing with new and changing interpersonal situations
- Identify, agree and work towards collective goals
- Create, maintain and enhance productive working relationships, and resolve conflicts.

400 to 500 words total, covering both
D1 and D2

Incorporated Engineer Indicator Evidence

E Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment.

E1 Comply with relevant codes of conduct.

This includes an ability to:

- Comply with the rules of professional conduct of own professional institution

Manage work within all relevant legislation and regulatory frameworks, including social and employment legislation.

E2 Manage and apply safe systems of work.

This could include an ability to:

- Identify and take responsibility for own obligations for health, safety and welfare issues
- Manage systems that satisfy health, safety and welfare requirements
- Develop and implement appropriate hazard identification and risk management systems and culture
- Manage, evaluate and improve these systems
- Apply a sound knowledge of health and safety legislation.

E3 Undertake engineering activities in a way that contributes to sustainable development.

This could include an ability to:

- Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously
- Provide products and services which maintain and enhance the quality

400 to 500 words total, covering both
E1, E2, E3, E4 and E5

Incorporated Engineer Indicator Evidence

of the environment and community, and meet financial objectives

- Understand and encourage stakeholder involvement in sustainable development
- Use resources efficiently and effectively.

E4 Carry out and record CPD necessary to maintain and enhance competence in own area of practice including:

- Undertake reviews of own development needs
- Plan how to meet personal and organisational objectives
- Carry out planned (and unplanned) CPD activities
- Maintain evidence of competence development
- Evaluate CPD outcomes against any plans made
- Assist others with their own CPD.

E5 Exercise responsibilities in an ethical manner.

400 to 500 words total, covering both
E1, E2, E3, E4 and E5

General Considerations about the E statements

1. Honesty and Integrity

Engineering professionals have a duty to uphold the highest standards of professional conduct including openness, fairness, honesty and integrity.

They should:

- act in a reliable and trustworthy manner
- be alert to the ways in which their work and behaviour might affect others and respect the privacy, rights and reputations of other parties and individuals
- respect confidentiality
- declare conflicts of interest
- avoid deception and take steps to prevent or report corrupt practices or professional misconduct
- reject bribery and improper influence

General Considerations about the E statements

Ethical Principles

The Royal Academy of Engineering and the Engineering Council jointly created a statement of ethical principles to guide engineering practice and behaviour.

The statement is underpinned by four fundamental principles:-

1. Honesty and integrity.
2. Respect for life, law, the environment and public good.
3. Accuracy and rigour.
4. Leadership and communication.



General Considerations about the E statements

2. Respect for life, law, the environment and public good.

Engineering professionals have a duty to obey all applicable laws and regulations and give due weight to facts, published standards and guidance and the wider public interest.

They should:

- hold paramount the health and safety of others and draw attention to hazards
- ensure their work is lawful and justified
- recognise the importance of physical and cyber security and data protection
- respect and protect personal information and intellectual property
- protect, and where possible improve, the quality of built and natural environments
- maximise the public good and minimise both actual and potential adverse effects for their own and succeeding generations
- take due account of the limited availability of natural resources
- uphold the reputation and standing of the profession
- declare conflicts of interest
- avoid deception and take steps to prevent or report corrupt practices or professional misconduct
- reject bribery and improper influence

General Considerations about the E statements

3. Accuracy and rigour.

Engineering professionals have a duty to acquire and use wisely the understanding, knowledge and skills needed to perform their role.

They should:

- always act with care, perform services only in areas in which they are currently competent or under competent supervision
- keep their knowledge and skills up to date
- assist the development of engineering knowledge and skills in others
- present and review theory, evidence and interpretation honestly, accurately, objectively and without bias, while respecting reasoned alternative views
- identify, evaluate, quantify, mitigate and manage risks
- not knowingly mislead or allow others to be misled

General Considerations about the E statements

4. Leadership and communication.

Engineering professionals have a duty to abide by and promote high standards of leadership and communication.

They should:

- be aware of the issues that engineering and technology raise for society, and listen to the aspirations and concerns of others
- promote equality, diversity and inclusion
- promote public awareness and understanding of the impact
- benefits of engineering achievements
- be objective and truthful in any statement made in their professional capacity
- challenge statements or policies that cause them professional concern

Tips For Writing Evidence

Tip	Example
First Person Singular	I identified an alternative approach to solving the problem. My role on the team was to calculate the expected loads and thus specify the rating of the cable harness.
Don't use acronyms (or define at least once)	Whilst designing the AHB (Automatic Half Barrier) crossing, I
Reflection on your performance (Even if things went wrong)	My design was easily installed apart from an unforeseen issue with access. This was overcome and a check was documented to avoid future occurrences.* I was pleased with the outcome of the project and welcomed the opportunity to learn about BIM (Building Information Modelling). * Don't forget to provide more details about the issue.
Be concise and not too 'wordy'.	
Remember that the Assessors do not work for your company so do not assume they know about internal procedures.	After completing the design I submitted it to the Chief Engineer for checking and final sign-off.

Assessment of Written Submission

IET assessment review:

- Review of Interview Report
- Assessment of UK-SPEC indicator evidence
- Assessment to the requirements of the apprenticeship Standard
- Assesses Professional Engineering Competence

The assessment of the written information serves two purposes:

Confirmation that the apprentice is professionally competent; that they have demonstrated all the KSBs required by the Standard

And

A review against the competence requirements for Incorporated Engineer.

The Results:

The output of the assessment will:

- State if the apprentice has passed or failed the apprenticeship
- State if the apprentice is ready to apply for IEng or, if not, which areas will have to be developed before an application is likely to be successful.

The apprentice must pass the former to pass the apprenticeship but may not necessarily pass the latter.

EPA Policies

Appeals

An apprentice or their employer wanting to appeal is advised to email the EPA inbox (epa@theiet.org) and request an appeal application form.

In all cases the Appeal must be raised within three months of the Apprentice being notified of the outcome of the EPA and this must be done using the IET EPA Appeal Application Form which identifies:

Serious or exceptional personal, unanticipated mitigating circumstances that caused the Apprentice to under-perform at interview (perhaps as the result of a family or travel problem);

or;

A significant fault within the IET's processes or mishandling of the application, which interfered with the Apprentice's ability to present their case.

The process proceeds as follows:-

The Apprentice submits the appeal application form by emailing it to the EPA inbox (epa@theiet.org).

The IET will acknowledge the appeal and request the fee.

The current fee is available on request.

IET Finance will inform the EPA Team via email when the fee has been paid.

The appeal process cannot start until the appeal fee has been paid.

IET staff selects two available EPA Appeal Reviewers and an Adjudicator.

The following criteria applies when choosing Reviewers and Adjudicator:

None will have taken part in the original assessment.

None will know the candidate.



The appeal decision is the responsibility of the Appeal Adjudicator alone, taking into consideration all the facts of the case. The Adjudicator will review the Reviewers' responses and make a recommendation either noting the consensus, modifying the recommendation (in light of comments) or confirming the decision despite continuing non consensus.

The decision will be one of the following:

Uphold Appeal - Grounds Valid – re-assess appropriate stages of EPA.

Decline Appeal - Grounds are not valid – original outcome confirmed.

Refer to the Appellant or Assessors for further information. Upon receipt of the information it will need to be forwarded to the Reviewers and Adjudicators for further consideration prior to making a further recommendation.

Please note that if the above recommendation (Appeal Upheld) is made the appellant is eligible to have their appeal fee refunded, regardless of the final

Reasonable Adjustments

Please let the IET know if there is a requirement for any additional arrangements and/or adjustments to be made in order to fully take part in any part of the assessment process.

Examples of the reasons for such requests include :-

Allowing extra time or carrying out the viva at a particular time of day.

Providing an interpreter (for people who are, for example, deaf or who have a speech impairment).

Any request that reasonable adjustments be taken into consideration in part of the end point assessment process should be communication to the IET as early as possible and at least 2 months before the Viva.

You can contact the IET at epa@theiet.org with your request. Please quote your Unique Learner Number.

Your Provider may also let the IET know separately of your request.

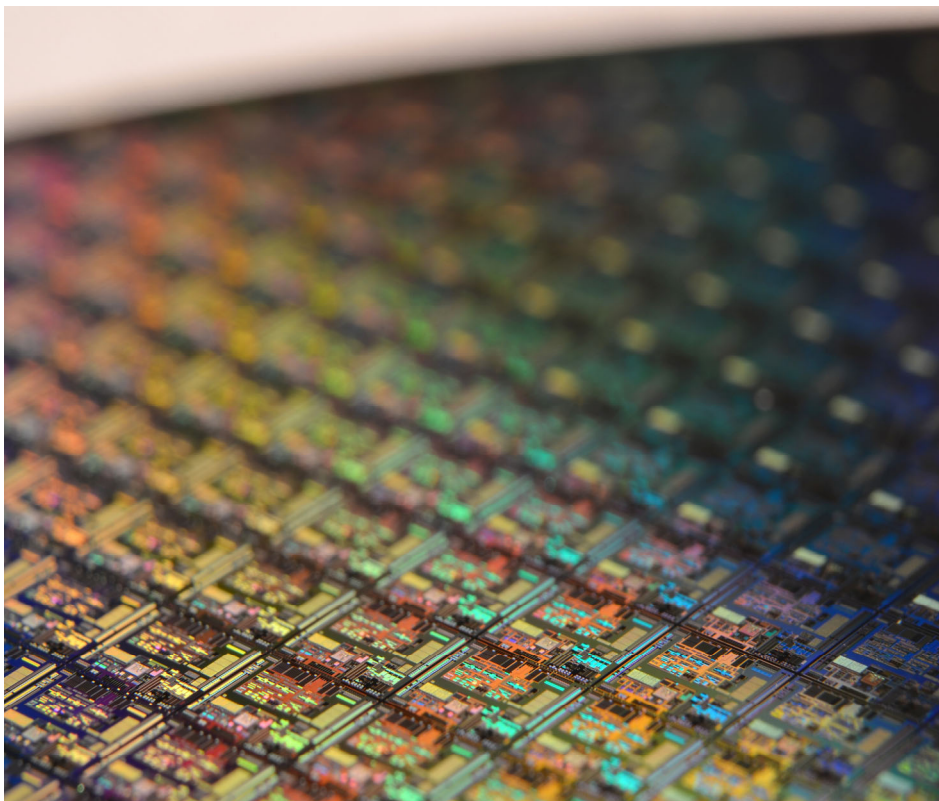
Feedback and Complaints

The IET welcomes feedback on the EPA process from anyone involved in this end point assessment.

A feedback form is available at :-

Completed forms and complaints should be sent to epa@theiet.org





For more information on IET End Point Assessment (EPA)

E epa@theiet.org

T +44 (0) 1438 767669

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