



Level 4 Data Analyst EPA Overview



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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

Project Presentation and Questioning

- Project must start within the EPA window
- Project Report and Presentation must be submitted after a Maximum 8 weeks of EPA start date
- Project Report has a maximum word limit of 3,500 words =- 10% tolerance
- Project Presentation file to be delivered with the Project Report
- Project Presentation to be presented to Assessor in first 20 minutes of Questioning Session
- Minimum of 8 questions
- Session is 40 mins +- discretionary 10%

Professional Discussion underpinned by the 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 4 Data Analyst programme:

- Portfolio of evidence
- Portfolio checklist
- Project proposal
- 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 4 Data Analyst is typically 3 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 with Presentation and Questioning
- Assessment method 2: Professional Discussion underpinned by Portfolio

Assessment Method 1: Project with Presentation and Questioning

The Project with Presentation and Questioning assessment is graded Pass, Distinction or Fail. This assessment has 2 components.

Component 1: Project

The project 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 proposal and presentation must be submitted to the EPAO after a maximum of 8 weeks of the EPA start date.

The employer must ensure the apprentice has sufficient time and the necessary resources, within this period, to plan and undertake the project and write the report and presentation. Whilst completing the project, the apprentice should be subject to normal workplace supervision.

The work-based project should be designed to ensure that the apprentice's work meets the needs of the business, is relevant to their role, and allows the relevant KSBs to be demonstrated for the EPA.

As a minimum all project reports must include:

- An introduction
- The scope of the project (including key performance indicators)
- Project outcomes and how the outcomes were achieved
- A project plan
- Consideration of legislation, regulation, industry and organisational policies, procedures, and requirements
- Analysis
- Research and findings
- Recommendations and conclusions

The project report has a maximum word limit of 3,500. A tolerance of plus or minus 10% is allowed. Appendices, references, diagrams etc will not be included in this total. The project must map, in an appendix, how it evidences the relevant KSBs for this assessment method.

Component 2: Presentation with Questioning

The project presentation with questioning is carried out with an Independent Assessor sourced by the EPAO. The questioning will last 40 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 8 questions based on the knowledge, skills, and behaviours identified for this assessment method.



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

- A summary of the main aspects of the project
- Context/ implications/recommendations from the project
- Practical application of knowledge, skills and behaviours
- Business recommendations/ outcomes of the project, including visualisations
- Any follow-on outcomes
- Actions and next steps

The Independent Assessor will have a minimum of one week to review the project report and presentation ahead of the questioning. The project report and presentation must be available to the apprentice during the questioning assessment.

Assessment Method 2: Professional Discussion underpinned by Portfolio

The Professional Discussion underpinned by 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

| Project with Presentation and Questioning | Professional Discussion underpinned by Portfolio | Final Grade |
|---|--|-------------|
| Fail | Any grade | Fail |
| Any grade | Fail | Fail |
| Pass | Pass | Pass |
| Pass | Distinction | Merit |
| Distinction | Pass | Merit |
| Distinction | Distinction | Distinction |



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.

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 4 Data Analyst 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](#).

