



ENERGY &
ENVIRONMENT
AWARDS

Skills for a greener world

EEA Level 2 End-point Assessment Apprentice Guide for

Groundworker

QAN 610/6026/4
ST0513 V1.2

EEA Level 3 End-point Assessment

Apprentice Guide for

Groundworker

QAN 610/6026/4

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Updates to this Guide

Since the first publication of the Energy & Environment Awards Groundworker (GW) Apprentice Guide, the following updates have been made.

Version	Date first published	Section updated	Page(s)
v1.0	May 2025	First published	All



At A Glance Component 1: Knowledge test

Date(s):	
Time:	
Location:	
Examination Conditions:	Controlled by an invigilator
Additional Requirements:	
Assessed and marked by:	Energy & Environment Awards



At A Glance Component 2: Skills test

Date(s):	
Time:	
Location:	
Examination Conditions:	Conducted in a simulated environment which reflects your natural work environment
Additional Requirements:	Due to the physical nature of the tasks requiring two persons to lift certain materials, a person not being assessed should be made available
Assessed and marked by:	1 independent assessor, approved by Energy & Environment Awards



At A Glance Component 3: Professional discussion based on an EPA portfolio

Date(s):	
Time:	
Location:	
Examination Conditions:	With an Energy & Environment Awards independent assessor, at your employer's premises or a suitable venue for example a training provider's premises
Additional Requirements:	EPA Portfolio to be completed and submitted at Gateway
Assessed and marked by:	1 independent assessor, approved by Energy & Environment Awards

Introduction



Energy & Environment Awards has been selected by your employer to carry out end-point assessment (EPA) and it is our job to ensure that you are assessed fairly.

How this apprentice guide is organised

✓ Section 1:

What is in the Apprentice Guide?

✓ Section 2:

An Apprentice's End-point Assessment Journey

✓ Section 3:

End-point Assessment Components

How to use this guide

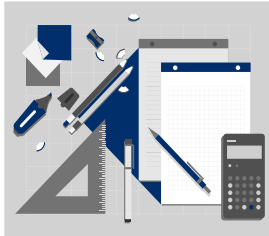


This guide has been split into 3 sections. You can dip into each section that you are working on where you will find useful information, practical advice, tips you need and useful dates to successfully complete your EPA.

Throughout we have used headings and cross referenced to our EPA Groundworker (GW) Specification which provides details of the EPA components.

Section 1: The Basics

What is an apprenticeship standard?



An apprenticeship standard is a description of your apprenticeship and it is based on the Groundworker standard, which was written by employers. It contains the Groundworker's job profile, and describes the knowledge, skills and behaviours (KSBs):

- Knowledge: (as part of KSBs) – specific information, technical detail, and 'know-how' identified as part of the apprenticeship standard that must be evidenced during your end-point assessment
- Skills: (as part of KSBs) – the practical application of knowledge identified as part of the apprenticeship standard that must be evidenced during end-point assessment
- Behaviours (as part of KSBs) – specific mindsets, attitudes or approaches identified as part of the apprenticeship standard that must be evidenced during end-point assessment

The standard can be accessed via the link below:

<https://skillsengland.education.gov.uk/apprenticeship-standards/st0513-v1-2>

What is an assessment plan?

An Assessment Plan is also written by employers and provides details of what is required for you to pass your end-point assessment. It includes details of what you will be assessed on, how each assessment will take place, what methods will be used and who will assess you.

Energy & Environment Awards designed the end-point assessment (EPA) to meet the requirements of the Assessment Plan. The Assessment Plan can be accessed via the link below:

https://skillsengland.education.gov.uk/media/hikfv5sx/st0513_groundworker_l2_v12.pdf

What is an end-point assessment (EPA)?

The end-point assessment is the assessments you take at the end of your apprenticeship. You will typically spend 18 months on-programme working towards your standard. You are required to spend a minimum of 12 months on-programme. After this you have a Gateway meeting with your employer or training provider to confirm you are ready for the end-point assessments. The words end-point means that you will be assessed at the end of your on-programme (training) to confirm you have met the standard. Your EPA period will typically last 3 months. The end-point assessments consist of 3 components:

- Knowledge test
- Skills test
- Professional discussion based on your EPA portfolio

Each component has a provisional grade, and each grade is carried forward to award a final grade. You must pass all 3 components to pass your apprenticeship.

The final grade can be a Fail, Pass or Distinction.

What are the gateway requirements?

Gateway is a meeting where your employer, training provider and you ensure that you are confident that you can demonstrate all the KSBs defined in the apprenticeship standard and you are ready for EPA. After the meeting, your training provider will confirm the outcomes of the Gateway meeting by sending a signed document to Energy & Environment Awards. The document confirms that you have met the following Gateway requirements:

- achieved English and mathematics qualifications in line with the apprenticeship funding rules
- compiled an EPA portfolio, which will be the focus of the professional discussion based on an EPA portfolio

Your training provider will send copies of these documents to Energy & Environment Awards.

What is the EPA Specification?

EUIAS Level 2 End-point Assessment for Groundworker
Specification
QAN 610/5215/2
ST0513 V1.2

The end-point assessment specification provides details of:

- the assessment methods used in your EPA
- KSBs that are covered by each assessment
- KSBs amplification and guidance

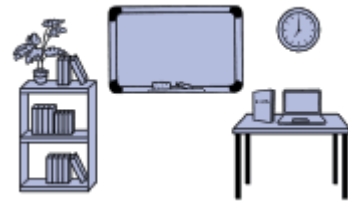
The Specification can be accessed via the link below:

<https://energyenvironmentawards.co.uk/epa/groundworker-level-2/>

Section 2: Apprentice EPA Journey

Let us begin your EPA journey.

Find a quiet place and read on....



Your EPA journey consists of 3 elements:

- A training programme with on the job, off the job elements, typically 18 months
- Gateway meeting window
- End-point Assessment (EPA) typically 3 months

Your journey begins with the training program. Your employer and training provider are responsible for this part. This is where you will gain the required Knowledge, Skills and Behaviours (KSBs).

How will you be assessed in the end-point assessment?

You will be assessed on the following components:

- 1. Knowledge test**
- 2. Skills test**
- 3. Professional discussion based on your EPA portfolio**

It is important for you to keep a record of when your 3 components are scheduled. We suggest you use the 'At a Glance' tables on page 5.

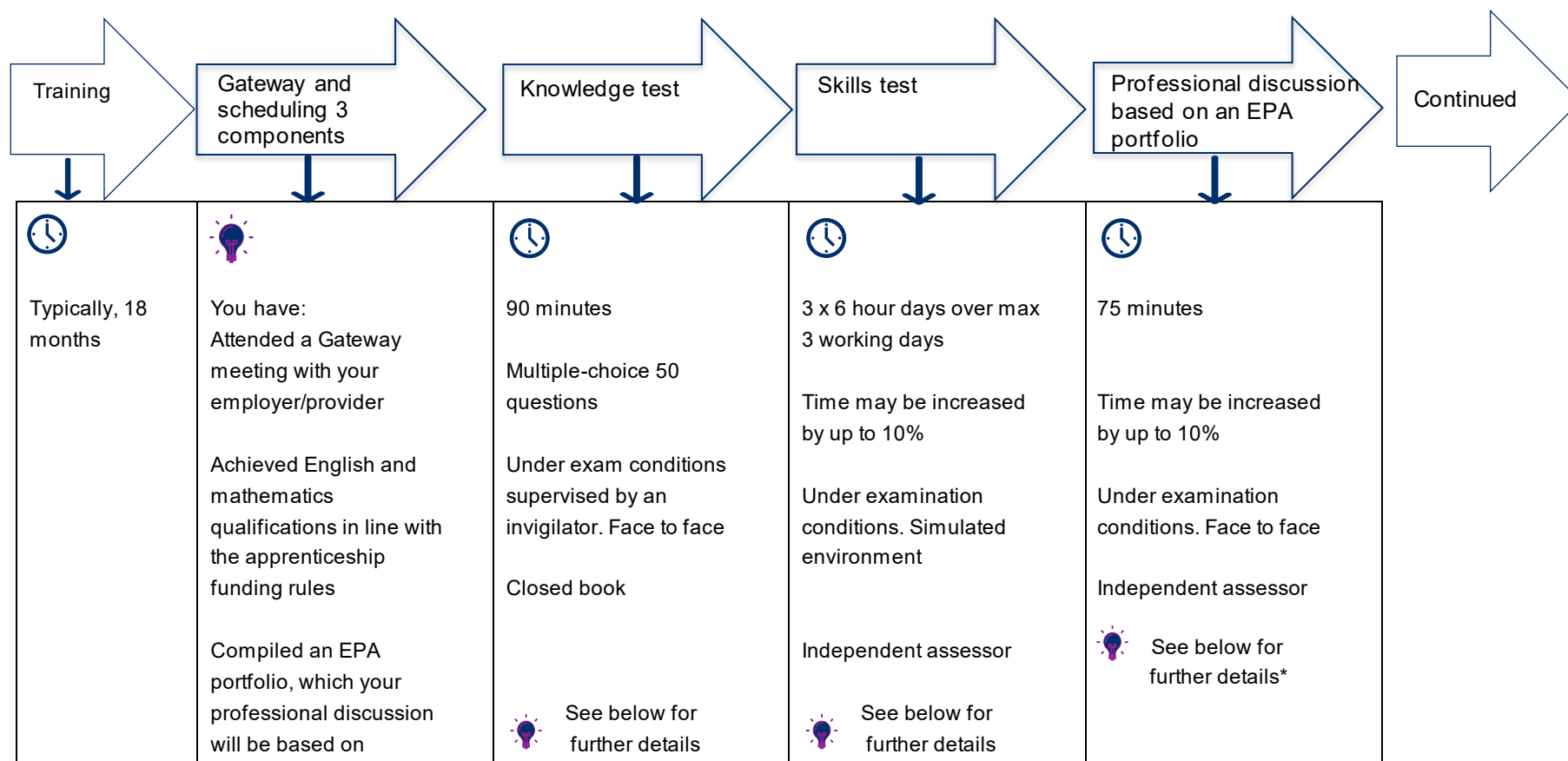
You must pass all 3 components to achieve this qualification. For further guidance refer to Section 3 End-point Assessment Components.

Reasonable adjustments

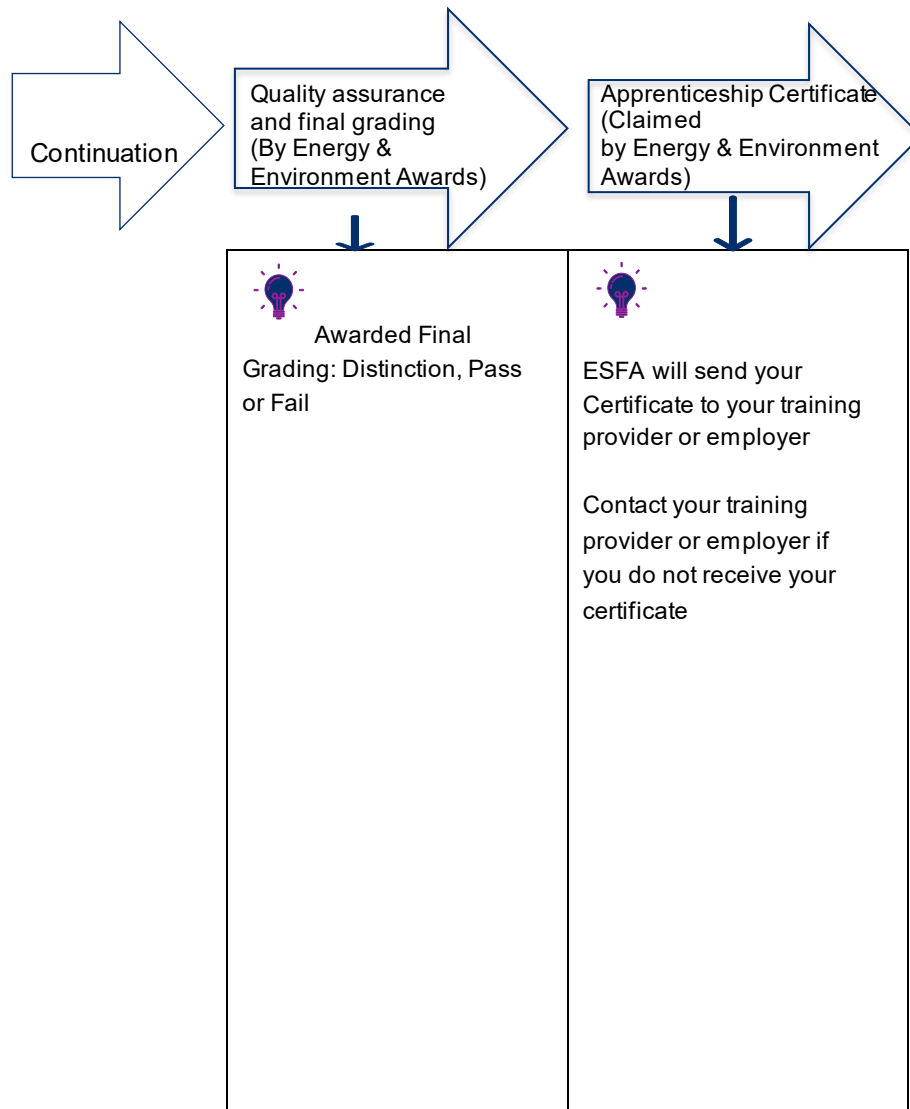
A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places you at a substantial disadvantage during assessments. If this applies to you make sure you tell your training provider who can make an application for a reasonable adjustment to Energy & Environment Awards on your behalf.

Your EPA journey in a diagram

The diagram below illustrates the order of your EPA **journey** from the day you register to your final certification:



*For further details refer to Section 3 in this Apprentice Guide or Section 2 of the Specification.



Section 3: End-point Assessment Components

Now let us continue your journey through EPA. There are 3 components that you must pass to be awarded a certificate.

Component 1: Knowledge test

Overview

The multiple-choice test is computer or paper based.. You will have 90 minutes to complete the test. The test consists of 50 questions.

The multiple-choice questions will have four possible answers of which one will be correct.



The following table outlines the procedure for conducting the knowledge test:


Who will start and finish my knowledge test?	You will sit your knowledge test in the presence of an invigilator.
What format will my test take?	<p>The test may be paper-based or taken online. Your training provider will let you know what the format of your test is.</p> <p>All other aspects of the test are exactly the same, including:</p> <ul style="list-style-type: none"> • content • timings • question types • scoring

How will
the
question
appear in a
paper-
based test?

Here is an example of how the question will appear:

Question 1	
In a workplace, who is responsible for maintaining health and safety?	
Possible answers	
a)	Employers
b)	Safety managers
c)	Most senior person on-site
d)	Everyone

You must **select one answer** that you think is correct. You will be provided with an answer sheet where you will be expected to shade in the answer you have selected. Here is an example:


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INDEPENDENT
ASSESSMENT SERVICE**

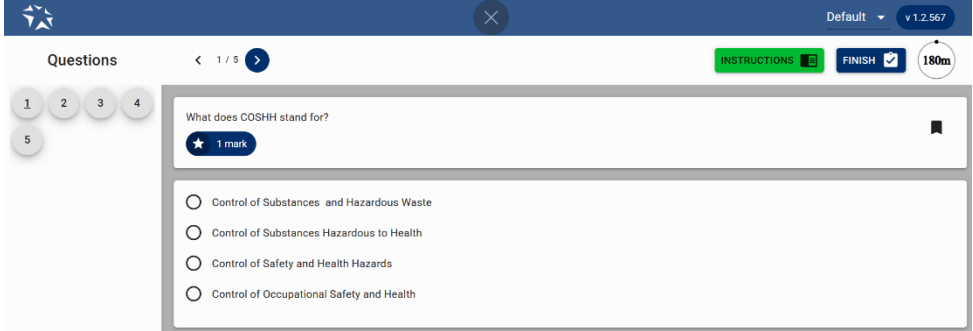
Candidate ID	Attempt
Last Name	
First Name	
Exam Date	Paper
Centre Name	
Centre Number	

MARKING INSTRUCTIONS
☐ ☐ ☐ ☒ **ANSWER COMPLETED CORRECTLY**
 Examples of how NOT to mark your examination sheet. **These will not be recorded**
☐ ☐ ☐ ☐ **DO NOT** partially shade the answer circle.
☐ ☐ ☒ ☐ **DO NOT** use ticks or crosses.
☐ ☐ ☐ ☐ **DO NOT** use circles.
☐ ☐ ☒ ☒ **DO NOT** shade over more than one circle.



1 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	21 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	41 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	22 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	42 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
3 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	23 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	43 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>



Always have a go even if you are not sure that it is the correct answer.

<p>How will the question appear in an online test?</p>	<p>Here is an example of how the question will appear in an online version of the test:</p>  <p>You must select one answer that you think is correct.</p>
<p>Can I take any resources into the exam room?</p>	<p>The test is closed book which means that you cannot refer to reference books or any other materials. You will be provided with appropriate stationery on the day.</p>
<p>Can I have internet access?</p>	<p>No access to the internet is allowed and this means you must not take your SMART watch into the exam room.</p>
<p>How will the knowledge test be organised for me?</p>	<p>Locations: Your knowledge test will take place at your employer's or training provider's premises or a suitable venue.</p> <ul style="list-style-type: none"> • You will take the test in a quiet space and in the presence of an invigilator • Your test will be scheduled by your employer or training provider with the Energy & Environment Awards • If you fail the knowledge test, you can re-sit or re-take the failed test at your employer's discretion. There are no limits to the number of re-sits or re-takes you can take but it is important to revise and ensure that you are confident with the knowledge you are being tested on
<p>What criteria will I</p>	<p>The knowledge test questions are based on the core knowledge criteria for this component. Below is a list of the knowledge criteria, assessed in the knowledge test along with an indication of the</p>

<p>have to learn?</p> <p>AND</p> <p>How many questions will be asked on each criteria?</p>	number of questions, targeting each criterion, that will be asked in a knowledge test paper:	
	Number of Questions	Knowledge
	Core	
	4 - 6	K1: The principles of health, safety, welfare and environmentally responsible work practices and how they must be applied in relation to the work, self and to others including understanding the principles of risk assessments
	5 - 7	K2: Basic awareness of environmental and health hazards e.g. Japanese knotweed, asbestos. How to identify contaminated ground conditions and the procedures for working safely on it
	2 - 4	K3: Basic principles of Building Information Modelling(BIM), drawings, method statements, manufacturers' information, work schedules and specifications
	1 - 3	K4: Technology including key factors and systems of work appropriate to different work environments and industry sectors
	5 - 7	K5: The differences between modern and traditional construction methods and the physical and environmental factors when undertaking construction work and their potential impacts
	3 - 5	K8: The principles and methods of working within confined space work
	3 - 5	K9: Erecting and dismantling access/working platforms
	3 - 5	K11: Locating and excavating to expose buried utility services
	4 - 5	K12: Providing temporary works including excavation support
	4 - 6	K13: The basic principles of internal/external drainage and ducting systems

	1 - 3	K14: Measuring, marking, cutting and installing geo membranes to stabilise soil
	1 - 3	K15: Gauging, mixing, placing, compacting and finishing mortars and concrete by hand and by mixer
	1 - 3	K16: Reinstating excavations and ground surface finishes including installing street ironworks
	1 - 3	S19: Prepare to, then direct and guide the movement of vehicles, plant or machinery (types of vehicles, plant & machinery only)
		Remember the questions have been written to reflect the Groundworker role as a whole and are not focussed on specific plant, machinery, or employer-specific processes. For amplification and guidance refer to Section 3 of the GW Specification (see link page 10)
What should I do to prepare for the knowledge test?	<p>You should be prepared to:</p> <ul style="list-style-type: none"> • revise the core knowledge criteria (K1, K2, K3, K4, K5, K8, K9, K11, K12, K13, K14, K15 AND K16) and core skills criterion (S19) listed above • ask your employer or training provider for additional questions that they have prepared to support you • attend the knowledge test which will last 90 minutes <p> While on-programme, the employer or training provider must ensure you are:</p> <ul style="list-style-type: none"> • familiar with all areas assessed by the knowledge test as listed above • supported in completing a practice test and provide you with constructive feedback to enable you to identify areas you need to carry out further revision in 	

Practice Component 1: Knowledge test



You should have an opportunity to have a practice knowledge test which mirrors the type of questions in the real assessment. The practice knowledge test would be set up by your employer or training provider using the structure in the table above. The feedback provided will assist you with preparing for the actual knowledge test.


Component 2: Skills test

Overview

A skills test involves an independent assessor, approved by Energy & Environment Awards observing and questioning you undertaking tasks in a simulated/realistic working environment. The task(s) must be capable of being completed by a competent groundworker.



The following table outlines the procedure for conducting the skills test:

Structure of your practical assessment	 The total assessment time is 3 x 6 hours The skills test may take place in parts but must be completed over 3 working days. A working day is typically considered to be 8 hours long. The days may be consecutive or non-consecutive. The reason for this split is that you will need to complete three tasks, which will require work on different equipment.
Where will the assessment take place?	<ul style="list-style-type: none"> • In a simulated environment which closely relates to your natural work environment

What knowledge, skills and behaviours (KSBs) do I have to demonstrate during the practical assessment?

K10: Establishing work area protection

S1: Work safely and securely in compliance with given information, organisational policies and procedures, and current health, safety and welfare legislation including following the procedures for working in contaminated ground

S3: Interpret and follow verbal and written work instructions from supervisors and site managers

S4: Access, interpret and use drawings and specifications

S5: Select the required resources including tools and fixtures

S6: Move, handle and store resources complying with relevant legislation & guidance

S7: Use and maintain power tools and equipment (including: compactor plates, boning rods, portable power tools, levels, straight edges, lines, pins and laser equipment)

S8: Gauge and mix mortars and concrete by hand and by mixer

S9: Select and use basic setting out equipment including tape measures, levels, straight edges, lines and pins, boning rods and laser equipment under guidance of the supervisor

S11: Install and test basic drainage and ducting

S13: Transport and place, then compact and finish concrete to slabs/bases, footing oversites, paths, form slab edgings including positioning reinforcement and kerbs

S14: Set out and lay flags, pavements and edging to paths, driveways and other areas

S15: Install ironworks relating to access covers and frames, and gully grates and frames including preparatory brickwork

S16: Locate and excavate to expose buried utility services using electronic location instruments

	B5: Independent working
	B6: Logical thinking
	B7: Working effectively
	B8: Time management
	<p>For amplification and guidance refer to the GW Specification on pages 23-28:</p> <p>https://energyenvironmentawards.co.uk/epa/groundworker-level-2/</p>
What tasks will I have to cover?	<p>The three tasks that you will complete are concreting, slabbing and drainage/installing ironworks.</p> <p>The task(s) will allow you to undertake the activities required for the skills test. For further details refer to ‘Knowledge, Skills and Behaviours (KSBs) Coverage’ in Section 2 of the GW Specification. Refer to link above.</p>
What resources can I use?	<p>Equipment and resources needed for the practical assessment will be:</p> <ul style="list-style-type: none"> • provided by your employer • the tools, equipment and PPE required for the job • in good and safe working condition <p>Relevant work instructions/manuals must be available in hard copy or electronically.</p>
How many questions will I be asked?	<p>The independent assessor:</p> <ul style="list-style-type: none"> • will ask 6 standardised open questions to assess related underpinning knowledge • may ask follow-up questions in order to seek clarification from you
Who will assess me?	An independent assessor, approved by Energy & Environment Awards.
Provisional Grading	<p>The independent assessor will award a provisional grade.</p> <p>You must pass ALL the pass criteria in order to achieve a pass.</p>
Overall grading for this component	Fail or Pass

Practice Component 2: Skills test

You should have an opportunity to have a practice skills test which mirrors the real assessment. A practice skills test would be set up for you by your employer or training provider using the structure in the table above.


Component 3: Professional discussion based on an EPA portfolio

Overview

The professional discussion is based on your EPA portfolio. It is to allow you to demonstrate how you have met the KSBs in order to carry out your occupational role as a Groundworker effectively and safely. The professional discussion allows for testing of responses where there are a range of potential answers.



The following table outlines the procedure for conducting the professional discussion:

Who will assess me?	1 independent assessor, appointed by Energy & Environment Awards will assess you under examination conditions.
How will the professional discussion be organised?	<p>Locations: Your professional discussion will take place at your employer's premises or a suitable venue.</p> <p> Time: Your professional discussion will be 75 minutes – however, the independent assessor has the option to increase the time of your professional discussion by up to 10%, to allow you to complete your last answer.</p> <p>Your professional discussion will be:</p> <ul style="list-style-type: none"> • a discussion between you and the independent assessor • face to face • assessed and outcomes will be recorded by the assessor on official Energy & Environment Awards professional discussion documents • recorded using the relevant technology such as Microsoft Teams or an audio recording device <p>You will have access to your EPA portfolio throughout the professional discussion.</p>

What topics will I have to cover?	<p>The professional discussion focuses on the three tasks in your EPA portfolio:</p> <ol style="list-style-type: none"> 1. Communication and working with others 2. Health and safety 3. Carrying out work <p>For further details refer to 'Knowledge, Skills and Behaviours (KSBs)' coverage in the GW Specification on pages 33-37. A link to the GW Specification is available on page 10.</p>
How many questions will I be asked?	<ul style="list-style-type: none"> • A minimum of 15 questions • Set questions which will be contextualised to the contents of your portfolio • Follow-up questions in order to seek clarification
Provisional Grading	<p>The independent assessor will award a provisional grade. You must pass ALL the pass criteria in order to achieve a pass.</p> <p>To achieve a Distinction you must successfully achieve ALL the Pass criteria and ALL of the Distinction criteria.</p>
Overall grading for this component	Fail, Pass or Distinction.

EPA Portfolio Requirements

The requirements are as follows:

EPA Portfolio Template

Throughout the on-programme part of your apprenticeship you must compile an EPA portfolio to support you in your professional discussion. During the professional discussion the independent assessor will ask questions based on the evidence contained in your EPA portfolio.

For further guidance refer to:

- Section below 'How do I organise my portfolio of evidence?'
- GW Specification Section 5: Guidance on EPA portfolio

How do I organise my EPA portfolio?

You must complete an EPA Portfolio Template. You should request the EPA Portfolio Template from your provider

The EPA portfolio template comprises three tasks to support the compilation of the portfolio. Each task should help you focus on the specific knowledge, skills and behaviours that will be assessed in the professional discussion.

For each task there is:

- a series of questions to be answered
- a text box following each question for you to provide your response. These boxes will expand to take more text; however, quality of answer is more important than quantity. You will be able to use your answers as prompts in the professional discussion
- tables for you to record evidence that supports the examples provided in response to the questions. A copy of the tables can be found in Appendix B

Your EPA portfolio is **not assessed**. It serves the following purposes:

- A carefully prepared EPA portfolio will support you during the professional discussion
- Your organised EPA portfolio will allow you to refer to examples and discuss the evidence with the independent assessor
- It allows the assessor to review it before the professional discussion to help focus and contextualise the questions that you will be asked.



What should I include in my EPA portfolio?

Quality vs quantity

You should be supported in selecting evidence for your EPA portfolio by your employer or training provider.

We would advise you to choose the best pieces of evidence to support the answer to each question in the EPA portfolio template. The completed EPA portfolio should contain the three tasks with your responses and at least one piece of evidence backing up each of the questions. A piece of evidence may cover more than one question. No other evidence should be included.

Examples of acceptable evidence:

- workplace documentation/records, for example job task sheets/job card/times sheets, equipment maintenance /service records related to the apprentice
- witness statements signed and dated by coaches/trainers

- employer contributions that focus only on direct observation of evidence (for example witness statements) rather than opinions
- annotated photographs/video clips with a maximum total duration of 10 minutes showing the apprentice carrying out tasks
- diagrams

The above is not a definitive list. You can include other relevant evidence sources.



You **must not** include in your portfolio any methods of self-assessment.

Evidence must be:

- produced by you (authentic)
- relevant to the task
- cross referenced and easily accessible in the portfolio
- produced during the time you were carrying out your on-programme training

What can I do to prepare for the professional discussion ?

You should:

- ensure there is quality evidence to cover the answer to each question in the EPA portfolio template
- be familiar with the structure of your EPA portfolio
- know the tasks/KSBs covered by the professional discussion
- know where you have referenced your evidence by referring to your EPA Portfolio Evidence Log. A copy is included in Appendix B
- know how you will be graded

The role of your employer or training provider

Employers or training providers are expected to support you in preparing your portfolio by:

- providing clear instruction and deadlines to allow you to plan and compile your portfolio in preparation for the Gateway meeting
- advising on which pieces of evidence to select
- authenticating evidence as valid
- signing off the EPA portfolio

- submitting the portfolio to Energy & Environment Awards as part of Gateway requirements.

Practice Component 3: Professional discussion based on an EPA Portfolio

You should have an opportunity to have a practice professional discussion which mirrors the real assessment. The practice professional discussion would be set up by your employer or training provider using the structure in the table above.

Overall grading

All assessment components contribute equally to your overall EPA grade.

Grades from individual assessment components will be combined in the following way to determine your overall EPA grade as a whole.

Knowledge test	Skills test	Professional discussion	Overall grading
Fail in any component			Fail
Pass	Pass	Pass	Pass
Pass	Pass	Distinction	Pass
Distinction	Pass	Pass	Pass
Distinction	Pass	Distinction	Distinction

Section 4: Resits and retakes

If you fail one or more EPA components you can re-sit or a re-take the failed component at your employer's discretion. Your employer needs to agree that a re-sit or re-take is appropriate. A re-sit does not need further learning, but a re-take does. You should have a supportive action plan to prepare for your re-sit or re-take.

Your employer and Energy & Environment Awards will agree the timescale for your re-sit or re-take. An individual EPA method re-sit or re-take must be taken during the maximum EPA period of 3 months/within 1 month of the notification of a fail, otherwise the entire EPA will need to be re-sat or re-taken in full, unless in the opinion of the Energy & Environment Awards exceptional circumstances apply outside the control of you or your employer.

Where any assessment method has to be re-sat or re-taken, you will be awarded a maximum EPA grade of pass, unless Energy & Environment Awards determines there are exceptional circumstances which required a re-sit or re-take.

Re-sits and re-takes will not be offered to you if you wish to move from pass to a higher grade.

The Energy & Environment Awards resit and re-take policy can be found at:
<https://energyenvironmentawards.co.uk/policies-and-fees/>

Section 5: Appendices

Appendix A: Glossary

Amplification – provides more detail on how individual knowledge, skills or behaviours statements should be interpreted. Where the KSB statements, themselves are deemed self-explanatory, no amplification is provided. Assessment may include questions on anything identified in the amplification

Behaviours – mindsets, attitudes or approaches needed for competence. Whilst these can be innate or instinctive, they can also be learnt. Behaviours tend to be very transferable. They may be more similar across occupations than knowledge and skills. For example, team worker, adaptable and professional

Elements – are the knowledge, skills and behaviours and what is needed to competently undertake the duties required for an occupational standard

Guidance – is only provided where it is required to support interpretation of the KSB statements

Gateway – the stage of the apprenticeship where the apprentice, employer and trainer determine whether the apprentice is ready to undertake the End-Point Assessment

Independent Assessor – will holistically assess the knowledge, skills and behaviours (KSBs) that you have been taught throughout the apprenticeship. Their role as an Independent Assessor would involve assessing component 3 (professional discussion based on your EPA portfolio)

Knowledge – the information, technical detail, and ‘know-how’ that someone needs to have and understand to successfully carry out the duties. Some knowledge will be occupation-specific, whereas some may be more generic

Options / Pathways – a specialist route within an occupational standard that builds on the occupational competence for a new entrant to the occupation

Skills – the practical application of knowledge needed to successfully undertake the duties. They are learnt through on and/or off-the-job training or experience

Standard – An occupational standard is a description of an occupation. It contains occupational profile, and describes KSBs needed for someone to be competent in the occupation's duties. The occupational standards are developed by employers for occupations that meet the Institute for Apprenticeships & Technical Education current criteria. For further details refer to:

<https://skillsengland.education.gov.uk/apprenticeship-standards/st0513-v1-2>

Topic - is a collection of elements grouped into a theme e.g., Health and Safety

Appendix B: EPA Portfolio Evidence Log

Employer Name	
---------------	--

Full Name of Apprentice	
The work submitted in this EPA portfolio is my own	<input type="checkbox"/>
Date	

Supervisor/Mentor Name	
The work submitted in this EPA portfolio is the apprentice's own	<input type="checkbox"/>
Date	

Task 1: Communication and working with others		
Task 1 supporting evidence provided (please check box)		<input type="checkbox"/>
Date of activity	Description of evidence	Reference

Please add additional lines if needed

Task 2: Health and safety		
Task 2 supporting evidence provided (please check box)		<input type="checkbox"/>
Date of activity	Description of evidence	Reference

Please add additional lines if needed

Task 3: Carrying out work		
Task 3 supporting evidence provided (please check box)		<input type="checkbox"/>
Date of activity	Description of evidence	Reference

Please add additional lines if needed

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