



# Construction EPA Webinar- Painting & Decorating

Thank you for attending our  
webinar.

We will begin soon.

# Construction & the Built Environment Team

City & Guilds provide unrivalled support to our customers. To the right is a small selection of the support on offer to providers, employers and stakeholders.

The Construction team continue to go from strength to strength including our developing offer.



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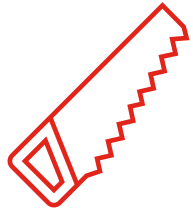
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# Support, Social Media and platforms

The Construction Team is operational over a number of social media, platforms, channels and are contactable by a central email address.



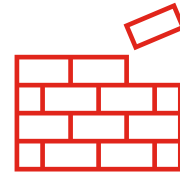
## SmartScreen Resources

City & Guilds have a range of supportive delivery resources that teachers and students can use to enhance their learning. This is a paid for resource that you can speak to your dedicated business manager



## LinkedIn

As well as each Construction Team member being on LinkedIn, the Construction Team have their own LinkedIn Construction group that has over 380 members. TO join the group search City & Guilds Construction or follow this link-  
<https://www.linkedin.com/groups/13628606/>



## Construction Email

Construction has a central email address that links to the Technical Advisors and Industry Manager. The email address is  
[construction@cityandguilds.com](mailto:construction@cityandguilds.com)



## Eventbrite page

Construction has its own Eventbrite page. Our regional networks are shared via the page. Here is a link to the page-  
<https://www.eventbrite.co.uk/o/city-and-guilds-construction-team-17717289917>



## Go to Webinar Channel

Construction have our very own Go to Webinar Channel. All our webinars, excluding Wales are stored on the channel. Here is a link to the GtW channel-  
<https://www.gotostage.com/channel/construction>

# Website

The screenshot displays the City & Guilds website interface. At the top left is the City & Guilds logo. To the right is a search bar with three tabs: 'SEARCH EVERYTHING', 'FIND COURSE / QUALIFICATION', and 'FIND CENTRE'. Below the search bar is a navigation menu with links for 'ABOUT', 'OUR OFFER', 'QUALIFICATIONS' (highlighted), 'APPRENTICESHIPS', 'TECHNICALS', 'T LEVELS', 'RECOGNITION', 'QUALIFICATION DELIVERY', and 'INTERNATIONAL'. The main heading is 'QUALIFICATIONS EXPLAINED'. Below this is a breadcrumb trail: 'Home > Qualifications > Construction'. The main content area features a 'Construction' section with a paragraph describing the organization's offerings. A list of links is provided, including 'Employer & Industry Board', 'Construction qualification consultations', 'Latest news in Construction', 'Performance points', 'Key documents', 'The approval process', and 'eLearning Bricklaying and Carpentry SmartScreen Modules (PDF)'. A filter section at the bottom left allows users to select 'Available in UK' (checked) or 'Available internationally', and 'Technical Qualifications' or 'T Level Qualifications'. On the right side, there are two call-to-action boxes: one for 'Help your learners celebrate their success' with a link to 'View our range of digital credentials for the Construction sector', and another for 'Employer Industry Board' asking if the user is an employer.

**City & Guilds**

SEARCH EVERYTHING FIND COURSE / QUALIFICATION FIND CENTRE

Search the site: Enter search term **SEARCH**

ABOUT OUR OFFER **QUALIFICATIONS** APPRENTICESHIPS TECHNICALS T LEVELS RECOGNITION QUALIFICATION DELIVERY INTERNATIONAL

QUALIFICATIONS EXPLAINED

Home > Qualifications > Construction

## Construction

City & Guilds is the leading brand for construction training and courses in the UK and one of the few brands known throughout the rest of the world. We offer qualifications in construction at entry level through to Level 6. This covers everything from basic hand skills, specialist trade occupations and site supervisory and management skills. Delivered by colleges and training providers throughout the UK, our NVQ qualifications are recognised by the CSCS card scheme and our Level 2 and Level 3 qualifications are recognised in national Apprenticeship Frameworks.

- [Employer & Industry Board](#)
- [Construction qualification consultations](#)
- [Latest news in Construction](#)
- [Performance points](#)
- [Key documents](#)
- [The approval process](#)
- [eLearning Bricklaying and Carpentry SmartScreen Modules \(PDF\)](#)

**QUALIFICATIONS** APPRENTICESHIPS

Available in UK  Available internationally

Technical Qualifications  T Level Qualifications

**Help your learners celebrate their success**

A digital credential will be issued to learners who have completed their programme and where a valid email address has been provided.

**View our range of digital credentials for the Construction sector**

**Employer Industry Board**

Are you an employer?

We're currently looking for new members to join and support the following industry boards:

Construction, Building Services  
Engineering, Management and Engineering

# EPA Pro

EPA Pro is our one stop shop for all our EPA documents and support materials.

Selection of materials on EPA Pro:

- Gateway support
- EPA Guidance Packs
- EPA Resource Packs
- Matrix recording forms
- Sample Tests
- LIEPA Reports
- Exemplar Portfolios
- Top Tips for EPA, Apprentices and Tutors
- Professional Discussion Overviews
- Summary Documents
- Transcripts
- Synoptic project packs

Please access EPA Pro for all EPA documents.  
Documents on EPA Pro are not password protected.

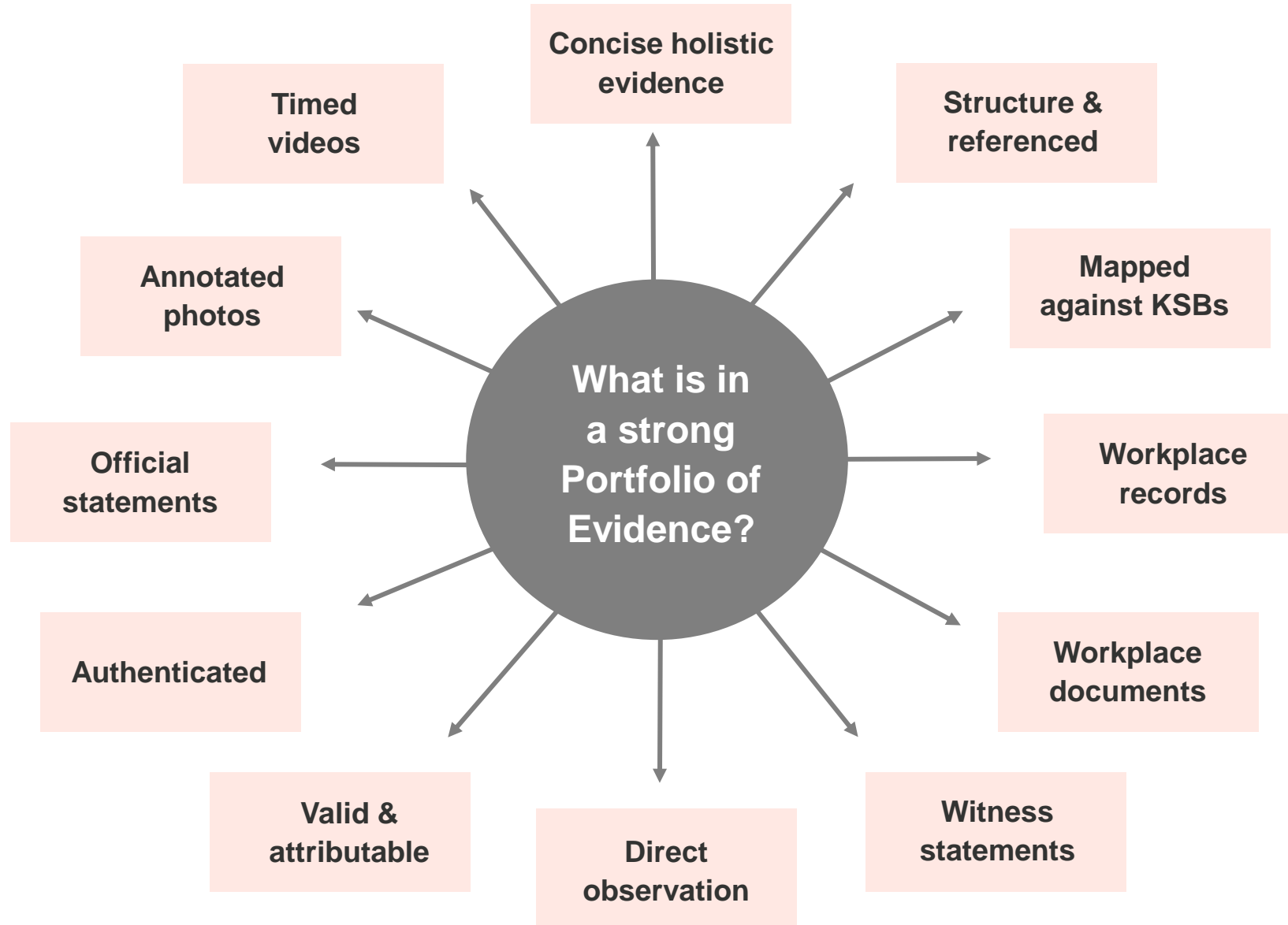


# EPA Codes- Latest versions



EPA Code	EPA Title	Dates	IfATE Version num
9077-22	Bricklayer – Level 2	07.08.2023 - present	V1.2
9177-12	Craft Bricklayer – Level 3	08.06.2023 - present	V1.0
9078-31	Carpentry & Joinery – Level 2	19.08.2023 - present	V1.3
9079-31	Craft Carpentry & Joinery – Level 3	21.08.2023 - present	V1.2
9080-21	Painter & Decorator – Level 2	19.08.2023 - present	V1.2
TBC	Craft Painter & Decorator – Level 3	17.07.2024 - present	V1.0
9086-21	Plasterer – Level 2	18.01.2024 - present	V2.1
TBC	Craft Plasterer – Level 3	17.07.2024 - present	V1.0
9076-12	Groundworker – Level 2	14.03.2024 - present	V1.2
9673-22	Property Maintenance Operative – Level 2	03.01.2023 – present	V1.1

# Portfolio of Evidence



# How do I set out a portfolio?

Refer to the Standard in question as this states both the number of pieces of evidence required and what KSBs this should cover. For this Standard typically 13 pieces of evidence

## Evidence structure

There is no set format for evidence; however, the apprentice should make sure that the evidence is easy to follow, free from spelling and grammar mistakes, and contains all the relevant information.

The recommendation would be that each piece of evidence has a title page, clearly identifies the apprentice, the organisation and the task undertaken, identified KSB, dated and signed off by the employer or work-based recorder- a competent person.

Effective portfolios are usually between 15 and 30 pages long and accurately indexed

[Visit Bricklayer webpage >](#)

[Visit Craft Bricklayer webpage >](#)





# Mapping a portfolio?

With every portfolio an evidence referencing form/checklist must be completed.

*Found in the Recording Forms pack* →

- Map the evidence on the referencing form
- State the type of evidence, e.g. Witness Testimony (WT)
- In turn, each piece of evidence must be clearly referenced and labelled. Connecting it back to the recording form.
- Quality check/IV the evidence AND the recording form prior to submission.

## Contents

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Highly recommended Portfolios be in a single PDF document and not numerous individual PDFs



# Referencing pieces of evidence

- Large pieces of evidence e.g. multi-page documents should be clearly referenced
- An IEPA should be able to locate the evidence quickly via the referencing
  - Good practice has seen apprentices also reference in the margin
- If referencing is not clear the portfolio should be returned to the apprentice

Where necessary, confidentiality and data protection requirements must be adhered to e.g. permissions for use of video / images containing identifiable 3rd parties, (e.g. customers), anonymisation of documentation and permissions from customers when submitting documents relating to them.



# Portfolio of Evidence - Exemplar

**1 9078-709 Declaration of Authenticity Form: Portfolio of Evidence (Site Carpenter)**

The Declaration of Authenticity must be completed as appropriate and submitted to City & Guilds with the apprentice's evidence for End-point Assessment.

Apprentice name	Mark Anon	Enrolment number	BP84884
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**Apprentice declaration:**  
I confirm that all work submitted is my own, and that I have acknowledged any sources I have used.

Apprentice	M. Anon	Date	23/6/2025
Place of work name and address	No-such Construction Ltd, Bakewell, BN20 HNC		

**Employer representative declaration:**  
I confirm that all work was conducted under conditions designed to assure the authenticity of the apprentice's work, and I am satisfied that, to the best of my knowledge, the work produced is solely that of the apprentice.  
I confirm that the evidence presented by the apprentice is ready for End-point Assessment. It is valid, authentic, reliable, and current and sufficient to meet the requirements of the relevant standard.

Employer representative	Chris Millar C. Millar	Date	23/6/2025
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**Provider declaration (if appropriate):**  
I confirm that the evidence presented by the apprentice is ready for End-point Assessment. It is valid, authentic, reliable, and current and sufficient to meet the requirements of the relevant standard.

Provider	RAY BURNS R. Burns	Date	23/6/2025
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City & Guilds Level 2 End-point Assessment for ST02641.3 Carpentry and Joinery (9078-31) Version 1.0

**5 Apprentice Portfolio of Evidence Checklist**

City & Guilds have created a 'portfolio checklist' to help apprentices and providers/employers ensure that all relevant information is accounted for.

Apprentice Portfolio of Evidence Checklist	Tick when confirmed
1. Is all evidence signed by the apprentice and dated? * E-signatures are also acceptable	<input checked="" type="checkbox"/>
2. Is all evidence valid, authentic, current and sufficient (VACS)?	<input checked="" type="checkbox"/>
3. Does evidence clearly show it is the apprentice's individual work (and if involved in teamwork, is it clear what specific contribution the apprentice made)?	<input checked="" type="checkbox"/>
4. Does the evidence clearly demonstrate the apprentice's relevant knowledge?	<input checked="" type="checkbox"/>
5. Has the apprentice used the evidence reference matrix form? Has all evidence been referenced?	<input checked="" type="checkbox"/>
6. Does it showcase the apprentice's best pieces of work?	<input checked="" type="checkbox"/>
7. Have duplicate and irrelevant pieces of evidence been removed?	<input checked="" type="checkbox"/>
8. Is the majority of the evidence holistic in its nature?	<input checked="" type="checkbox"/>
9. Is there sufficient evidence to cover the whole of the KSBs and grading descriptors that are referenced?	<input checked="" type="checkbox"/>
10. Are any witness testimonies or employer references tailored to the apprentice?	<input checked="" type="checkbox"/>
11. Has any client/customer reference information been anonymised?	<input checked="" type="checkbox"/>
12. Are all external sources of information appropriately documented and referenced to the original source, showing clear understanding of how they relate to the criteria?	<input checked="" type="checkbox"/>

Date - 03/03/ 24 FLOOR JOISTS  
Project Address – Mickleover, Derby  
Knowledge, Skills & Behaviours you have covered: – K27 S14

**Description of Work Carried Out: Floor Joists**

On this job in Derby, I worked with my colleagues to fit floor joists and hangers while working at height. Before we arrived on the job, we had to collect all the materials and components from our depot in Matlock and load them into the van. This included some M12 x 160 bolts with hex nuts and washers, joists hangers and twist screws as well as some tubes of epoxy resin to secure the bolts through the joists and into the masonry wall. On arrival we loaded out the materials safely and set up our workbenches and power tools. We then consulted the drawings that were provided (see photos above) and checked we had the exact lengths and thickness and numbers of joists provided for the job. I checked the drawings while my colleague went through

**Witness Statement**

Activity	Installing stairs, handrail and spindles		
Date:	12/5/24	Candidate's Name:	ME Anon
Assessors Name	Ray Burns	Assessor Signature	R Burns
KSBs covered	K7 K12 S7, B1 B2		

On this job Mark assisted me in fitting a straight flight staircase. Below is what I witnessed Mark do. Firstly, we marked and cut floorboards on the landing to the required distance to form the top tread. Then Mark marked out top newel post from top of finished floor to underside of trimmer joist to depth required. Mark then notched it and glued and fixed top riser with newel post. After that Mark marked out and cut stringer seat cut. We then lifted the staircase into position fixed down top tread and bolted the stringer to the wall. Mark made sure to fix under the treads, so the fixings were not seen. Next, we fit extra newel post to joist and half newel to the wall. Then I showed Mark how to mark out for the mortice and tenon for the handrail. Mark was able to chop these out by hand. The handrail was then fixed into position. Mark then fixed down the base rail and marked out the spindles keeping them to 80mm spacings as requested. Mark was able to cut and fit these level and plumb keeping all gaps equal. I am now confident that Mark can complete the fitting of a staircase with handrails & spindles, due to the involvement in this project Mark would be able to select the resources needed for the task and complete with minimal instruction.

Witnesses position in company	Site Foreman/Joiner	Date	27/04/2022
Witness Name	Chris Millar	Contact No:	0880 888000
Witness signature	C Millar		

**3 9078-709 Evidence Reference Matrix: Portfolio of Evidence (Site Carpenter)**

Standard reference	Evidence type Apprentice	Evidence reference Apprentice	Confirmation of evidence Employer/Trainee Provider only
<b>Provide examples of work undertaken for the skills, knowledge, and behaviours in the rows below:</b>			
<b>Core K4</b>	<b>Environment and sustainability K4, S3, B2</b>		
	Understands the impact of the sector on the environment:		
	- Efficient use of resources	Annotated photographs	Page 12 <input checked="" type="checkbox"/>
	- Recycling, reuse, safe disposal of waste and sustainable forestry.	Annotated photographs	Page 12 <input checked="" type="checkbox"/>
<b>S3</b>	Complies with environmental and sustainability regulations, standards, and guidance.	Annotated photographs	Page 12 <input checked="" type="checkbox"/>
<b>B2</b>	Segregates resources for reuse, recycling, and disposal.	Annotated photographs	Page 12 <input checked="" type="checkbox"/>
<b>B2</b>	Considers the environment when using resources and carrying out processes.	Annotated photographs	Page 12 <input checked="" type="checkbox"/>
<b>Core K7, S4</b>	<b>Carpentry and joinery techniques K7, K16, S4, S12</b>		
	Knows and complies with industry regulations, standards and guidance associated with carpentry activities:		
	- British standards	Witness Statement	Page 14 <input checked="" type="checkbox"/>
	- Building regulations	Witness Statement	Page 14 <input checked="" type="checkbox"/>
	- Warranty provider standards.	Witness Statement	Page 14 <input checked="" type="checkbox"/>
<b>K16, S12</b>	Knows jig production techniques and produces jigs.	Annotated photographs	Page 15 <input checked="" type="checkbox"/>

# Construction EPA – Practical

## Role of the technician

The provider must ensure that a technician is available for the entire duration of the EPA. The technician does not need to be physically present in the assessment area at all times and may attend to other duties but must be immediately contactable by the IEPA and close enough to meet the following requirements:

- ✓ The technician should be available to provide technical support (tools, equipment, materials, assistance with lifting, etc.) whenever required.
- ✓ The technician should be ready at all times to deal with accidents, evacuation, etc.
- ✓ The technician must not teach or coach the apprentice in any way.

The technician must be occupationally competent and, as far as practically possible, independent from the teaching and learning of apprentices being assessed.



# EPA considerations and tips

**Preparation for EPA is as important as preparing your learners for the EPA.**



- ✓ Gateway Portfolio submission must include the actual portfolio as well as the signed declaration form.
- ✓ Ensure evidence in the portfolio is health and safety compliant
- ✓ Ensure Apprentices are familiar with their own portfolio contents
- ✓ Consider the area for IEPA to deliver skills test briefing.
- ✓ Brief Technicians on their role (support, H&S) and be available at all times.
- ✓ Ensure learners and employers know EPA day/timings.
- ✓ Allow time after the assessment for the IEPA to mark and complete paperwork
- ✓ Think about lunch and refreshment arrangements.
- ✓ Think about storage for candidates and assessor.
- ✓ Display signage informing other learners and staff that an EPA is taking place and is a restricted area.
- ✓ Set up tool kits/boxes for each learner, in line with City & Guilds EPA resource packs: consider having replacement tools - just in case.

# EPA considerations and tips - continued

**Preparation for EPA is as important as preparing your learners for the EPA.**



- ✓ Prior to the EPA taking place- check all tools, equipment, materials and the EPA assessment area is in line with the resource pack (with additional materials available if required).
- ✓ Ensure the material specified are provided as per the actual materials specification.
- ✓ Inform candidates that some materials maybe left over.
- ✓ Set up work area as illustrated within the resource pack to industrial standards and surfaces prepared as stated.
- ✓ Main assessment should be in one area to support assessor observation.
- ✓ Centre assessment set up is confidential so apprentices do not know which task they will be completing until the day.
- ✓ Dismantle assessment tasks ASAP after the event.
- ✓ Practice planning sequence of work on a variety of tasks to help prepare for the actual EPA.

**Is the Apprentice ready?**

# EPA Checklists



## End-point assessment

### A checklist for apprentices

We want you to be successful in your apprenticeship so we've put together a handy checklist to help stay on top of the steps in getting to, and passing, your end-point assessment (EPA).

The list isn't *everything* you need to do and it's not specific to your apprenticeship so we've left some empty rows for you to add in your own ideas. This is an aid and doesn't replace the advice and instruction from your employers and your tutors and providers.

Find out more about EPA on our YouTube channel [youtube.com/cityandguildsvideo](https://www.youtube.com/c/cityandguildsvideo) – especially [What is end-point assessment \(EPA\)?](#) and [Get to know our EPA preparation tool.](#)

Before EPA	✓	Comments
During your on-programme training, you may have to complete tasks, projects and coursework – make sure you meet the deadline(s) and deliver at the right quality	<input type="checkbox"/>	
You must log all your 20% off-the-job training. Your tutor or your employer has to authorise your records	<input type="checkbox"/>	
Make sure you're registered for our online EPA preparation tool if you're taking your EPA with City & Guilds. It helps build your confidence for assessment. Your provider will register you, so you'll get an email asking you to sign up – <i>this will come about three months before your EPA</i>	<input type="checkbox"/>	



## End-point assessment

### Checklist for employers

Use our handy checklist for each apprentice or cohort to tick off some of the key steps – and some of the easily overlooked tasks – to keep you on track to helping your apprentice through to successful completion of their end-point assessment (EPA).

This list is not exhaustive. Feel free to adapt it or send us your comments on how we can make it more useful for you: [apprenticeships@cityandguilds.com](mailto:apprenticeships@cityandguilds.com).

Before gateway	✓	Comments
The apprentice meets the requirements of the assessment plan and confirm with your provider that you believe the apprentice to be competent	<input type="checkbox"/>	
The apprentice has clear evidence they have completed their mandatory 20% off-the-job training (or are on track to)	<input type="checkbox"/>	
An assessment window is set with your provider when you'll agree the apprentice is ready to be booked in for EPA	<input type="checkbox"/>	



## End-point assessment

### Checklist for providers

Use our handy checklist for each apprentice or cohort to tick off some of the key steps – and some of the easily overlooked tasks – to keep you on track to helping your apprentice through to successful completion of their end-point assessment (EPA).

Remember, while employers should choose which EPA organisation to use, you will do most of the liaison with the assessment organisation.

This list is not exhaustive. Feel free to adapt it or send us your comments on how we can make it more useful for you: [apprenticeships@cityandguilds.com](mailto:apprenticeships@cityandguilds.com).

Before gateway	✓	Comments
Register each apprentice for EPA, with your employer's chosen EPA organisation	<input type="checkbox"/>	
Identify any special access requirements the apprentice needs and, if necessary, get the EPA organisation's authorisation for this, such as time extensions	<input type="checkbox"/>	
Provide appropriate on-programme training/assessment (including maths and English) to ensure each apprentice meets the required skills and knowledge of their apprenticeship	<input type="checkbox"/>	

[View the Checklists >](#)

# Some Frequently Asked Questions

Question	Answer
Can apprentices use their own portfolio index/mapping?	No. These are provided in the EPA recording form document, they must be used i.e. the Referencing Form and Checklist. How the evidence is compiled to demonstrate competence is for apprentice/centre to decide
Should I include everything the apprentice has done in the portfolio submitted for EPA?	No. We want to see just the best the apprentice has per outcome.
Should I include some early work and then their improved work for the portfolio?	No. We want to see what they have become and not the journey.
Does the portfolio have to be submitted in a word-processed document?	No, but best practice would recommend this as the assessor needs to read the portfolio content.
Should we still review and IQA work in the portfolio?	<p>Yes. While you are not making judgements, you still need to ensure your apprentices have covered all KSBs in the Standard.</p> <ul style="list-style-type: none"><li>• Allows for gap analysis before submission of evidence.</li><li>• Check work has been signed to state it is their own work.</li><li>• Check no unnecessary duplication is being submitted or work that has no relevance to any Outcome.</li></ul> <p><b>It is “I” and not “we”.</b></p>



# Hints and tips for the Apprentice –

## Oral Questioning during the Practical task

Do	Don't
Think before answering the questions	Answer with negative comments such as 'I don't know' or 'we don't do that where I work'
Ask for the question to be rephrased if you are uncertain what has been asked	Waffle on, giving information that isn't part of the question
If possible, give specific examples	Tell the assessor what you think he/she wants to hear
Give as much detail as possible	Give one word or very brief answers
Practise questions and answers with your tutor prior to the assessment	Give conflicting information

# Hints and tips for the Apprentices –

## Oral questioning assessment

Do	Don't
Speak clearly and concisely	Don't mumble
Talk about what you have done, e.g. "I did..."	Say 'we', unless you qualify it
Use examples in answers	Be vague
Think about your answers before you give them	Make assumptions
Stay calm – listen to the questions being asked	Ignore what you think may be obvious
Ask for any questions to be repeated or re-phrased	Assume you have understood if you are at all unsure
Tell the interviewer further information, or ask to talk about tasks that you feel are your best work	Be scared to also lead on the discussion
Try and put answers into context of your workplace	Assume the interviewer knows all about your company and how they work

# Painting & Decorating Apprenticeship Standard (L2) 9080-21

Version 1.2

21.08.2023 – Present

# Key differences between v1.1 and v1.2

Topic	Version 1.1 (9080-12)	Version 1.2 (9080-21)
Dates	27.07.2022 - 18.08.2023	21.08.2023 - present
Duration	36 months	24 months
Funding	£9,000	£10,000
Gateway	Portfolio of evidence	Portfolio of evidence
Duties	n/a	10
Knowledge	25	31
Skills	23	23
Behaviours	6	6
Grading	F,P,D	F,P,M,D
Assessment days (1:4)	3 days (without interview)	2 days (without interview)
Practical duration	18 hours + 6 questions	14 hours + 6 questions
Interview duration	60 mins (+10%) 15 questions	60 mins (+10%) (6 questions)



# V 1.2 Level 2 Painting & Decorating assessment overview

## 9080-21

# 1

### On-programme

*Typically 24 months before gateway*  
assessment approach

**Generic/technical knowledge and skills**  
**Off the job training**  
**English and maths**  
*(Level 1 & L2 taken)*

**Application of knowledge, skills and behaviours**  
**On the job training and assessment**  
**Development of portfolio of evidence** to demonstrate the KSBs that will be assessed by oral questioning.  
*(typically, 10 pieces of discrete pieces of evidence)*

Complete typically in last 10 months of apprenticeship

**NEW version went live 19<sup>th</sup> August 2023**

# 2

### Assessment gateway

**Gateway sign off from employer and provider.**  
**Gateway sign off from employer and provider:** Trainee demonstrating competency consistently at or above the occupational standard.  
**Portfolio of evidence complete**  
**English and Maths certificate**

### Apprenticeship completion

Grades = P/M/D

Resit available to pass grade only and must be taken within a six- month period - if not retake all

# 3

### End-point assessment

*Fully coordinated and delivered by an independent end-point assessment organisation*

**Knowledge test (eVolve)**  
40 m/c questions (60 mins)  
Maximum 30 candidates  
Remote Invigilation available  
Min marks- Pass 25 Distinction 33

**Practical skills test**  
12 hours (+10% per task, if needed) over two days. Six oral questions. Pass/Distinction  
*Assessor ratio 1:3*

**Interview questioning underpinned by portfolio**  
Min 6 oral questions covering knowledge, skills and behaviours (60 mins) +10% if needed. P/D  
*(Remote video conferencing)*

Complete within 6 months of reaching gateway

# Painting & Decorating- 9080-21 EPA Grading

MCQ Test	Practical w/Questions	Interview w/portfolio	Overall
Any grade	Any grade	Fail	Fail
Any grade	Fail	Any grade	Fail
Fail	Any grade	Any grade	Fail
Pass	Pass	Pass	Pass
Pass	Distinction	Pass	Pass
Distinction	Pass	Pass	Pass
Distinction	Pass	Distinction	Pass
Pass	Pass	Distinction	Pass
Pass	Distinction	Distinction	Merit
Distinction	Distinction	Pass	Merit
Distinction	Distinction	Distinction	Distinction



# Requirements and set-up of apprentice work area v1.2

The practical work area must include the following:

- A four-walled area and ceiling with a plaster skimmed finish. Area to be a minimum of 2.5m width x 2.5m depth x 2.4m height – a maximum of 3m width x 3m depth x 2.4m height.
- Chimney breast to one wall, minimum size 1.2m width and 0.35m depth (unpainted or previously painted)
- Wall with chimney breast may be unpainted or previously painted, ceiling and remaining walls to be previously painted
- One outward opening timber casement window, minimum width 0.9m and height 0.9m (previously painted)
- Gap or damage to allow for caulking, e.g. in between wall and skirting board or window frame and wall (minimum length of caulking required 0.75m)
- One door frame with architrave (previously painted)

# Requirements and set-up of apprentice work area v1.2

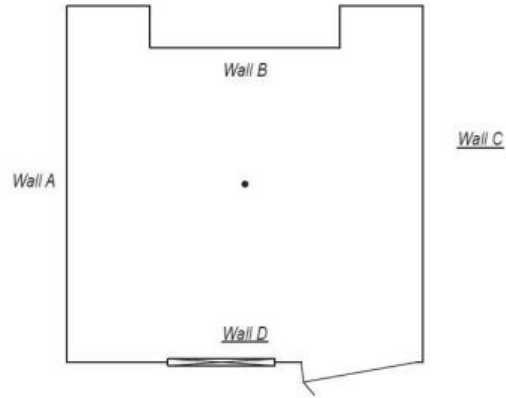
The practical work area must include the following (continued):

- Skirting boards to all four walls (previously painted)
- One hung four-panelled door for the apprentice to prepare and apply solvent-borne coating system (previously painted)
- One additional hung or free-standing flush door for the apprentice to prepare and apply a water-borne coating system (previously painted)
- One ceiling light rose and pendant (not live)
- A total of three switches or sockets, one of which to be in a recess of the chimney breast wall and the other two surface mounted on a painted wall. The fixtures must be real but not live
- One free-standing plasterboard panel 1sqm<sup>2</sup> (1 metre squared) with defects consisting of gouges, indents and scores (defects should not be through holes).



# 9080-12 EPA set up

## Assessment 1



### Room Wall A

- Prepare and paint metal surface (fixed to wall).

### Room Wall B

Chimney breast face, both returns and left-hand and right-hand recessed wall areas:

- Prepare and make good surface, hang wide-width wallpaper.

### Room Wall C

- Prepare and paint wall.

### Room Wall D

- Prepare and paint wall using HVLP spray equipment. Apply decorative finishes.

### Room ceiling

- Prepare surface and paint.

### Coving

- Prepare surface and paint.

### Room linear work, opening window and panelled door

- Prepare and make good surfaces and apply coatings.

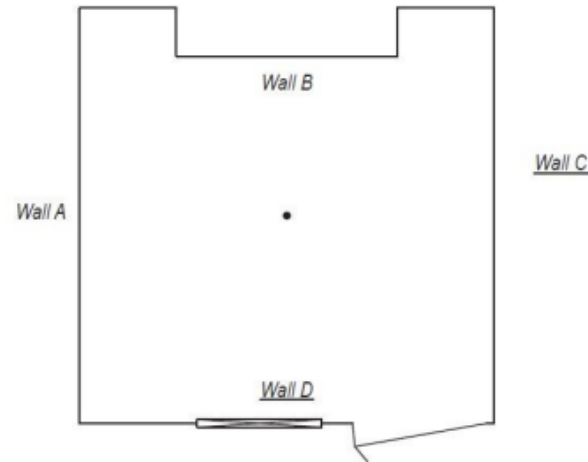


# EPA Practical- sample 9080-21

## Task

You are to prepare and decorate a room using various painting and decorating techniques. During this task you are required to show your ability of cutting in using different colours and paint finishes. You are also required to show your ability to hang papers around external and internal corners.

**The specification is NOT a sequence of working. You should spend some time planning the work to be done, to ensure that it will be completed within the allocated time of 12 hours.**



## Wall A

- Prepare and make good surface.
- Apply two coats of 10B15 Vinyl Silk emulsion paint by brush and roller to wall area.

## Wall B

Chimney breast face, both returns and left-hand and right-hand recessed wall areas:

- Prepare surface ready to receive the paper.
- Hang 1000 grade lining paper either vertically or horizontally to wall areas, with internal angle being treated as per trade practice.
- Hang standard width, free match vinyl finishing paper, with internal angles cut and overlap 5mm and external angles cut and overlap 10mm.
- A recess wall to have a real but not live socket, installed to dimensions of current standards.

## Wall C

- Prepare and make good surface.
- Apply two coats of 10B15 Vinyl Silk emulsion paint by brush and roller to wall area.

## Wall D

- Prepare and make good surface.
- Repair gap/damage area between wall and windowsill with caulk 1m length.
- Apply two coats of 16 C 33 Soft Sheen emulsion paint by brush and roller to wall area.

## Ceiling (including coving if previously installed)

- Prepare and make good surface.
- Apply two coats of 00A01 Vinyl Matt emulsion by brush and roller to ceiling area.

## Free-standing plasterboard panel 1 metre squared

- Identify the correct materials and abrasives required to make the repairs.
- Prepare and make good defects consisting of gouges, indents and scores using appropriate fillers.
- Apply 2 coats of 00A01 vinyl matt emulsion using brush and roller.

## Linear work, opening window, panelled door and flush door

- Prepare and make good surfaces.

## All linear work

- Apply one coat of 00E55 water-borne undercoat.
- Apply one coat of 00E55 water-borne / hybrid gloss.

## Window

- Apply one coat of 00E55 water-borne undercoat.
- Apply one coat of 00A01 acrylic eggshell or low sheen finish.

## Panelled door

- Apply one coat of suitable solvent-borne undercoat for the colour 00E55 by brush.
- Apply one coat of 00A01 solvent-borne gloss by brush.

## Flush door

- Apply one coat of 00E55 water-borne undercoat to one side and one edge by brush and roller.
- Apply one coat of 00A01 acrylic eggshell or low sheen finish to one side and one edge by brush and roller.

# 9080-21 EPA Practical- resource list

## Resources

### Coatings/materials

#### Sample Assessment and Assessment 2

- Range of fillers: powder, fine surface, stopper, two-pack, caulk
- BS 4800 (08 C 31) vinyl silk emulsion
- BS 4800 (10 B 15) vinyl silk emulsion
- BS 4800 (16 C 33) soft sheen emulsion
- BS 4800 (14 C 35) soft sheen emulsion
- BS 4800 (00 A 01) vinyl matt emulsion
- BS 4800 (00 E 55) water-borne undercoat
- BS 4800 (00 E 55) water-borne / hybrid gloss
- BS 4800 (00 A 01) acrylic eggshell or low sheen finish
- BS 4800 (00 E 55) solvent borne undercoat
- BS 4800 (00 A 01) solvent borne gloss
- White spirit
- Multi-purpose flake type paste
- Pre-mixed tub adhesive

#### Assessment 1 and Assessment 3

- Range of fillers: powder, fine surface, stopper, two-pack, caulk
- BS 4800 (00 E 55) matt emulsion
- BS 4800 (00 A 09) soft sheen emulsion
- BS 4800 (02 C 37) vinyl silk emulsion
- BS4800 (22 B 15) soft sheen emulsion
- BS4800 (20 C 37) vinyl silk emulsion
- BS 4800 (00 E 55) water-borne undercoat
- BS 4800 (00 E 55) water-borne / hybrid gloss
- BS 4800 (00 A 01) acrylic eggshell or low sheen finish
- BS 4800 (00 E 55) solvent borne undercoat
- BS 4800 (00 A 01) solvent borne gloss
- White spirit
- Multi-purpose flake type paste
- Pre-mixed tub adhesive

### Wallcoverings

- Two rolls of 1000 grade lining paper
- Three rolls of standard width heavyweight textured vinyl free match paper
- Three rolls of standard width non-woven paste the wall random match paper
- Three rolls of standard width paste the paper pulp free match paper
- Three rolls of standard width vinyl free match wallpaper

### Sundries

- Dust sheets
- Filling board

- Range of abrasives and grades: aluminium oxide, silicon carbide
- Cellulose sponges, rag/cloth
- Sharps box
- Masking tapes: range of standard, low tack
- Barrier cream/nitrile gloves
- Paint stirrers
- Paint strainer/fine mesh stocking
- Tack rag
- BS 4800 colour chart

### Tools

- Scraper, filling knife
- Spatula
- Range of brushes for paint, varnish, wallpaper paste/adhesive, smoothing/synthetic filament/natural bristle
- Roller sleeves with range of sizes, pile types and lengths, including mohair
- Tape measure/folding rule
- Spirit level
- Chalk line and chalk
- Plumb bobs
- Protective strip
- Straight edge
- Shears, craft knife and spare blades
- Lint-free cloth

### Equipment

- Range of access equipment and working platforms: stepladders, hop-ups, boards/staging etc.
- Selection of power tools with dust collector
- Minimum two buckets
- Roller trays/scuttles
- Paint pots/kettles: plastic and galvanised
- Roller frames/cages
- Caulking gun
- Extension pole
- Rubbing blocks
- Paste table

### Personal Protective Equipment (PPE)

- Apprentices must attend the assessment with safety footwear and appropriate workwear, in line with mandatory assessment centre requirements.
- Venues/centres must ensure there is sufficient eye, hand and general respiratory PPE.

# New Painting & Decorating EPA – Practical- Typical

## Day 1

7 hours (8am start)

- Briefing: 30mins
- Session 1: 1hr
- Break: 15mins
- Session 2: 1hr 45mins
- Break: 30mins
- Session 3: 1hr 45mins
- Break: 15mins
- Session 4: 1hr 30mins

## Day 2

7 hours (8am start)

- Briefing: 30mins
- Session 1: 1hr 45mins
- Break: 15mins
- Session 2: 1hr 45mins
- Break: 30mins
- Session 3: 1hr 30mins
- Break: 15mins
- Session 4: 1hr

*These timings exclude the additional 10% (72 minutes) over two days.*

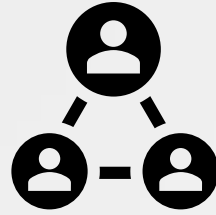
# Support and Resources



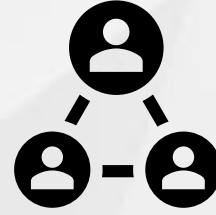


# Unrivalled Support

Industry Managers



Dedicated Business Managers



Technical Advisers

Newsletters



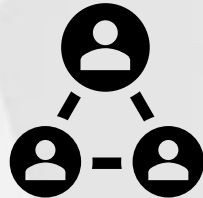
LinkedIn

Webinars



E-Mail Alerts

EPA Partnership Managers



Customer Support Advisers

**SmartScreen**  
Digital content

**WWW**  
Website



# EPA support teams

Our End-point assessment Partnership Managers are on-hand to support you at every stage of EPA



**Rebecca Hollamby**  
Region: Midlands  
M: 07876 448 147  
Rebecca.Hollamby  
@cityandguilds.com



**Janice Collins**  
Region: North  
M: 07872 463170  
Janice.collins  
@cityandguilds.com



**Morice Hole**  
Region: Southwest  
M: 07718 092138  
Morice.hole  
@cityandguilds.com



All assessments booked via EPA Pro, except P&D KQ via Walled Garden

# Approval Process

## Existing Customers

- ✓ **Complete EPA application form in walled garden**

*Quality section > forms > epa application form*

## New Customers

- ✓ **Complete EPA enquiry form on website**

*[Link to form: EPA Only Centre Enquiry Form | City & Guilds \(cityandguilds.com\)](#)*

- ✓ **Complete EPA application form on walled garden**

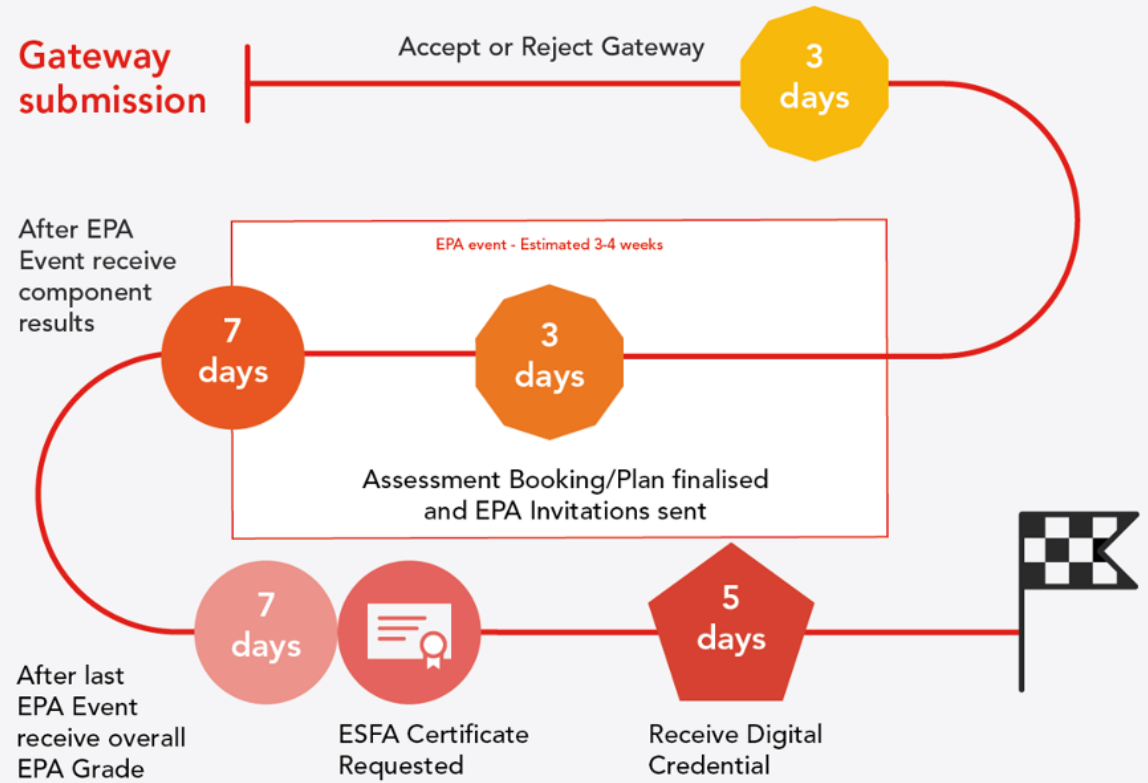
*Quality section > forms > epa application form*



# Flexible and timely service for EPA

- 24-hour gateway review
- 10-day average for ESFA certificate claims
- 7 working days for results issuing, after completion of the final assessment component.
- Meaningful apprentice feedback for all grading outcomes
- Clearly communicated lead times to support EPA date planning and bookings.
- Managers on hand to support with the process

## Timelines for End-Point Assessment\*



\*Optional planning meetings only. Indicative timelines. All timings are working days and exact timings may vary due to provider requests for specific dates.

# Pre Gateway booking

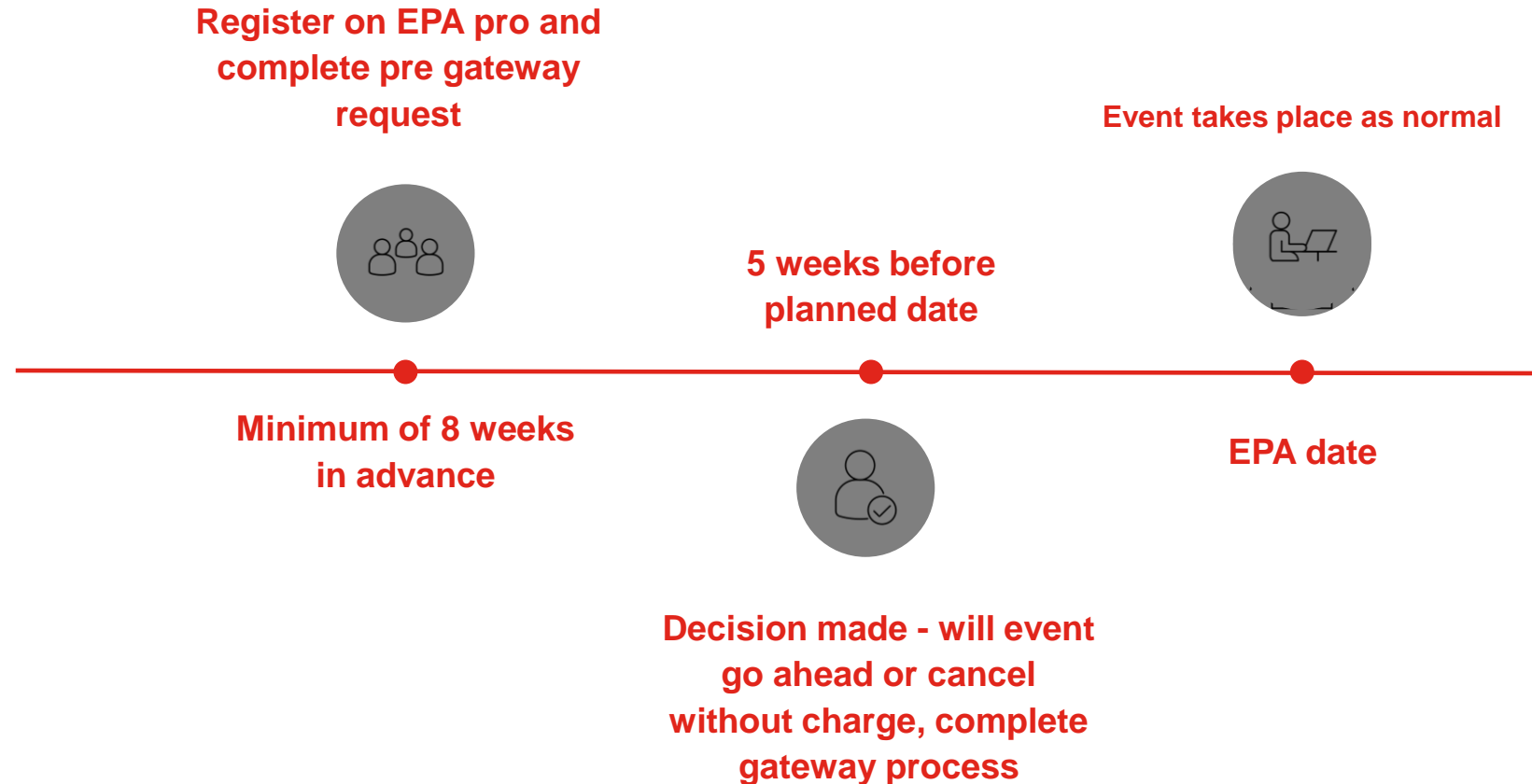
Alternative booking process to allow you to plan EPA in advance of the gateway process.

For further information and for access to the pre booking spreadsheet reach out to the EPA Partnership Managers.

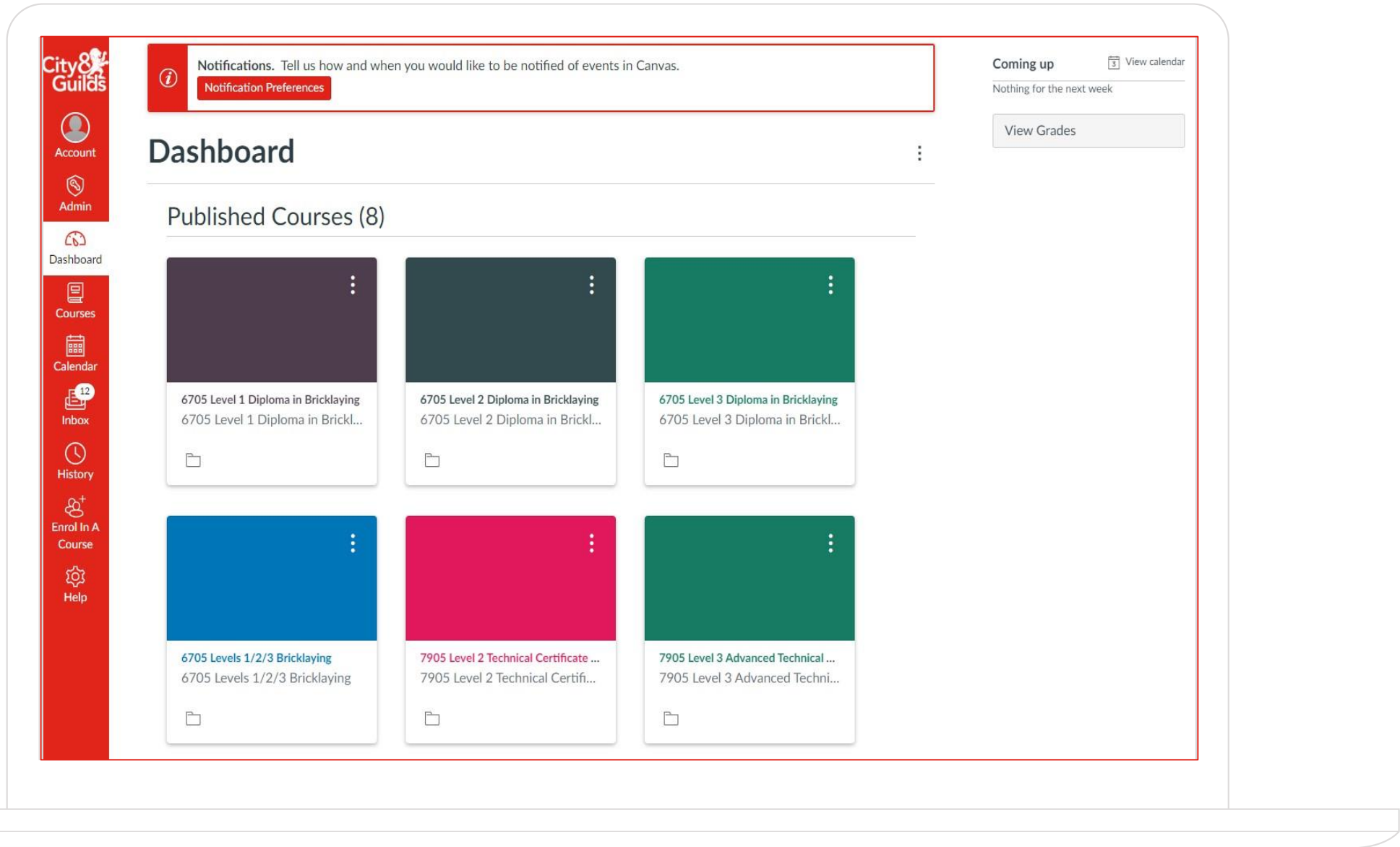
## EPA Venues

Pre gateway will allow planning with external venues.

*Coming soon: EPA venue web page*



# SmartScreen



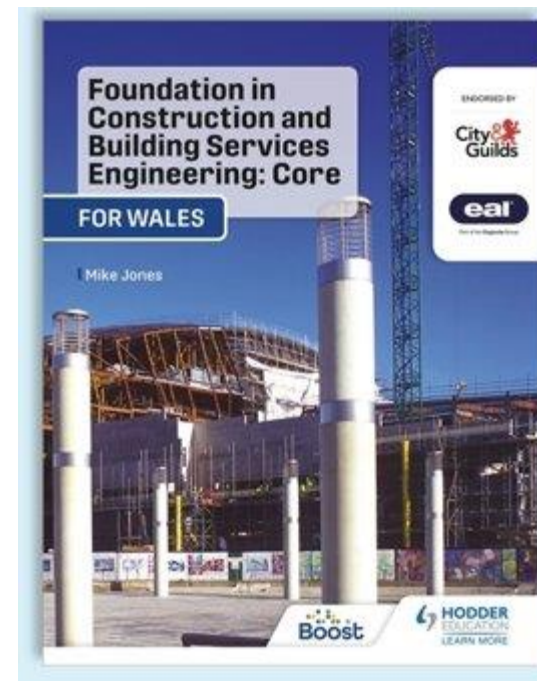
# Hodder Education Text Books

Colleagues at Hodder Education produce a wide range of suitable textbooks that supports the delivery of our qualifications and apprenticeships. Coverage in these textbooks cover:

- QCF VRQ Awards, Certificates, Diplomas
- Technicals
- Apprenticeships and EPAs
- Technicals
- T Levels
- Skills for Wales Qualifications

Our Hodder contact is Gemma Simpson

[Gemma.Simpson@Hoddereducation.co.uk](mailto:Gemma.Simpson@Hoddereducation.co.uk)



# Getting Involved

Would you like to make a difference?

You can get involved in the development of future Green and Construction qualifications, assessments and support resources, working with us at City & Guilds as an Associate and Development Consultant.

You can scan the QR code or click [here](#) to submit and declare your interest.



# Associate vacancies

[Home](#)[Associate Vacancies](#)[Apply](#)[Contact us](#)

## Associate Vacancies

There are a variety of contracted associate roles you may wish to apply for, such as Examiners, Moderators, Independent End-Point Assessors, External Quality Assurers and External Assessors.

New roles are added to this site, therefore do visit regularly to see new opportunities as they become available. Find out more about the current opportunities and how to apply. The roles are very different, therefore do read the guidance for each to support your application.

We believe that diversity and inclusion strengthens and enriches us, and that it is the responsibility of everyone at City & Guilds to drive this value. We work hard to be inclusive in our approach to recruitment and associate opportunities, whilst still ensuring we meet our regulatory requirements. We strongly encourage and welcome applications from diverse and underrepresented communities.

For more information get in touch with our team at [associate.recruitment@cityandguilds.com](mailto:associate.recruitment@cityandguilds.com).



[Access Here](#)

# Associate vacancies

## EQA Roles

### Bricklaying EQA

We are currently recruiting External Quality Assurer to carry out and document quality assurance activities in line with City & Guilds and regulatory arrangements.

**Territories:** North West , London      **Industry Area:** Construction

**Associate Type:**  
External Quality Assurer/External Assessor      **Sub-market:** Construction

**Ref No:** 10901

### Carpentry EQA

We are currently recruiting External Quality Assurer to carry out and document quality assurance activities in line with City & Guilds and regulatory arrangements.

**Territories:**  
London, South West, West Midlands, Yorkshire  
and the Humber      **Industry Area:** Construction

**Associate Type:**  
External Quality Assurer/External Assessor      **Sub-market:** Construction

**Ref No:** 10903

### Construction Skills EQA

We are currently recruiting External Quality Assurer to carry out and document quality assurance activities in line with City & Guilds and regulatory arrangements.

**Territories:** London, West Midlands      **Industry Area:** Construction

**Associate Type:**  
External Quality Assurer/External Assessor      **Sub-market:** Construction

**Ref No:** 10904

[Access Here](#)

## T Levels Moderator - Bricklaying

Would you like to be involved with the quality assurance of our T Level qualifications? We are looking for occupational experts to be involved in QA and moderation of these qualifications. We are looking for T Levels Moderators to join us for this qualification area for the next academic year. Your application will be considered for training and recruitment October – November 2024.

**Territories:** National      **Industry Area:** Construction  
**Associate Type:** T-Level      **Sub-industry (T-Level):** Bricklaying

**Ref No:** 10872

## T Levels Moderator - Carpentry & Joinery

Would you like to be involved with the quality assurance of our T Level qualifications? We are looking for occupational experts to be involved in QA and moderation of these qualifications. We are looking for T Levels Moderators to join us for this qualification area for the next academic year. Your application will be considered for training and recruitment October – November 2024.

**Territories:** National      **Industry Area:** Construction  
**Associate Type:** T-Level      **Sub-industry (T-Level):** Carpentry & Joinery

**Ref No:** 10873



# Thank You

Any questions?