

# **Project Report with Presentation, Questions & Answers AE1**

## **Overview**

**BSc Digital and Technology Solutions Professional**

Apprenticeship Standard: [ST0119 v1.2 \(2023\)](#)

Specialism (Pathway): **Software Engineer**

Overview Document (Version: 1 - September 2025)

Created by martin.reid@solent.ac.uk

Southampton Solent University - SO14 0YN

[End Point Assessor Organisation \(EPAO\) ID: EPA0325](#)

## Summary

This document provides comprehensive guidance for apprentices undertaking the **BSc Digital and Technology Solutions Professional (Software Engineer Pathway)** under the ST0119 v1.2 (2023) apprenticeship standard. It outlines the expectations and structure of the Project Report with Presentation, Questions & Answers (Assessment Element 1).

The guidance includes:

- Thematic breakdown of **Project Report & Presentation**: Underlying Principles (Organisational Context & Project Requirements), Technical Solutions: (including Project), Innovation & Response (including Solution Proposal), Legal & Ethics (Project Requirements, Compliance & Evaluation).
- Strategies for demonstrating competency, including use of first-person narrative, and alignment with assessment criteria.
- Detailed KSB mapping tables and grading rubrics to support preparation for the professional discussion.

This document is designed to ensure apprentices are well-prepared to articulate their learning and professional impact, enabling successful completion of the EPA.

# Project Report with Presentation, Questions & Answers AE1



## Software Engineer

The primary role of the Software Engineer is to undertake all requirements during the solution development life cycle from gathering requirements to analysis, design, code, build, test, implementation and support. They may also be required to supervise the work of junior software developers and others who may be working on elements of the solution and work with product managers and UX designers in implementing solutions. They will apply software engineering principles to all stages of the solution life cycle, from gathering requirements, undertaking analysis and design, development of code and data requirements whilst also ensuring security feature are addressed. As well as creating new code, they can support existing code by troubleshooting, reverse engineering and conducting root cause analysis. They typically work as part of a large collaborative team and will have responsibility for significant elements of software solutions. [Software Engineer Apprenticeship \(ST0119 v1.2\) 2023](#)

## Overview:

A project involves the apprentice completing a significant and defined piece of work that has a real business application and benefit.

A Digital and Technology Solutions Project may take years, and not all projects experience a full life cycle, sometimes being abandoned for cost reasons or change of business strategy. A Digital Technology Solutions Professional may be one of a multidisciplined team and therefore may not control the timescale of the project.

Therefore, a project (or part project) cannot be designed or delayed to fit into the EPA timescale nor the specification of the EPAO as results can range from successful new recommendations on process, product or decommission. This cannot be predicted.

The project must give the apprentice the opportunity to demonstrate the Knowledge, skills and behaviours (KSBs) mapped to this assessment method.

### Understanding Real-World Projects



Projects may take years.  
Can be stopped early or change direction



Apprentice may not control timescale.  
Works as part of a team



Cannot design for assessment timeline  
Outcomes are not always predictable



Varied results are acceptable  
Judged on skills, not project success

**The project must meet the needs of the employer's business and be relevant to the apprentice's occupation and apprenticeship.** The EPAO must confirm that it provides the apprentice with the opportunity to demonstrate the KSBs mapped to this assessment method to the highest available grade. The EPAO must refer to the grading descriptors to ensure that projects are pitched appropriately.

You would have submitted your project title and summary for the Project Report with Presentation, Questions and Answer (AE1) using the proposal (500 word) template provided at Gateway. This would have been submitted along with your 6-item portfolio, which will have been signed off 2 weeks after submission.

## The Assessment



This assessment method has 2 components:

- Project with report
- presentation with questions and answers

The project report with presentation, questions and answers must be structured to give the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method to the highest available grade.

The apprentice's project can be based on any of the following:

- a specific problem
- a recurring issue
- an idea or opportunity

To ensure the project allows the apprentice to meet the KSBs mapped to this assessment method to the highest available grade, the Southampton Solent University (EPAO) will sign-off the project's title and scope at the Gateway to confirm it is suitable.

## Project Report Themes and KSBs

This table outlines the four EPA themes that must be applied in the EPA assessment for the Level 6 Digital and Technology Solutions degree apprenticeship. These themes: **Underlying Principles, Technical Solutions, Innovation and Response, and Legal, Ethics & Landscape** are mapped to the Project Report and Presentation, and each includes a practical summary in the right column to applying relevant **Knowledge, Skills and Behaviours (KSBs)**. **Theme A** focuses on strategic decision-making, stakeholder engagement, and project planning. **Theme B** covers the delivery and technical execution of digital solutions. **Theme C** highlights innovation, problem-solving, and proposing suitable digital approaches. **Theme D** ensures that legal, ethical, and secure practices are considered throughout the project. Together, these themes provide a structured framework for demonstrating competence across the apprenticeship standard.

| EPA Themes                           | Mapped Project Report Themes and KSBs  |
|--------------------------------------|--|
| Theme A<br>Underlying Principles     | <b>Organisational Context (K1, K2):</b><br>Strategic use of digital technology and decision-making principles.   |
|                                      | <b>Project Evaluation (K17, K18, S13, B5)</b><br>Requirements gathering, stakeholder engagement, business alignment  |
|                                      | <b>Project Planning and Resources (K3, K4, K15, S2, S14):</b><br>Planning, risk mitigation, business case evaluation, cost/time estimation, and innovation research. |
| Theme B<br>Technical Solutions       | <b>Project Delivery (K5, S5, S6):</b><br>Execution and management using digital tools.   |
|                                      | <b>Technical Solutions (K25, K26, K27):</b><br>Software tools, product quality, and artefact usage.  |
| Theme C<br>Innovation and Response   | <b>Innovation and Response (S16, S17, S18, S19, S22):</b><br>non-routine problem solving and evaluation  |
|                                      | <b>Solution Proposal (S1):</b><br>Identifying and justifying digital solutions.  |
| Theme D<br>Legal, Ethics & Landscape | <b>Project Requirements (S3, B3):</b><br>Compliance, legal, ethical, and secure practices.   |

## KSBs Assessed via Project Report with Presentation, Questions & Answers

These are KSB learning outcomes that will need to be mapped to in this assessment for full details on KSB Professional Discussion assessment ([Appendix A](#))

| Category          | Type       | KSBS                              |
|-------------------|------------|-----------------------------------|
| Core              | Knowledge  | K1, K2, K3, K4, K5, K15, K17, K18 |
| Core              | Skills     | S1, S2, S3, S5, S6, S13, S14      |
| Core              | Behaviours | B3, B5                            |
| Software Engineer | Knowledge  | K25, K26, K27                     |
| Software Engineer | Skills     | S16, S17, S18, S19, S22           |

**Note:** The documentation within the standard also refers to pathway learning outcomes using different codes; however, these are equivalent to the ones listed below. The following is a consolidated list of the main knowledge and skills outcomes, along with their corresponding pathway learning outcome codes as presented in the standard documentation.

K25 (SEK5), K26 (SEK6), K27 (SEK7)

S16 (SES1), S17 (SES2), S18 (SES3), S19 (SES4), S22 (SES7)

## KSBs Assessed via Project Report with Presentation, Questions & Answers (AE1)

This is the first of two EPA assessment elements, and it has its own grading rubric ([Appendix B](#)). You'll receive a grade of Distinction, Pass or Fail for each element, which will contribute to your overall result as shown in the column on the right. A numeric score will also be given for both assessments, and these will be used to calculate your overall degree average and classification in line with university guidelines.

| Project Report with presentation, questions and answers | Professional Discussion underpinned by a portfolio | Overall Grading    |
|---|--|--------------------|
| <b>Fail</b>   | <b>Any grade</b>                                   | <b>Fail</b>        |
| <b>Any grade</b>  | <b>Fail</b>  | <b>Fail</b>        |
| <b>Pass</b>   | <b>Pass</b>  | <b>Pass</b>        |
| <b>Pass</b>   | <b>Distinction</b>                                 | <b>Merit</b>       |
| <b>Distinction</b>                                      | <b>Pass</b>  | <b>Merit</b>       |
| <b>Distinction</b>                                      | <b>Distinction</b>                                 | <b>Distinction</b> |

## Project Report Component 1



The **practical side of the project may be carried out before the Gateway**. However, the project report must be completed after the apprentice has passed through the Gateway within the End Point Assessment (EPA). The completed report must be submitted by the end of week 12 of the EPA period

The apprentice must complete the project and produce all its components independently. **They may work as part of a team, which could include technical support from internal or external sources. However, the project report must be written by the apprentice and reflect their own role and contribution.**

When the report is submitted, both the apprentice and their employer must confirm that it is the apprentice's own work.

The project report should tell the story of the apprentice's work from start to finish. It begins with an introduction and sets out the scope of the project, including key performance indicators and how stakeholders were involved. It explains how the outcomes were planned and achieved, supported by a clear project plan. The report should also include any research carried out, the findings, and the final outcomes. It ends with recommendations and a conclusion that reflect the apprentice's own learning and contribution.

### Assessment Components

There are **two components** to this assessment method:

#### 1. Project Report

- **Objective:** Demonstrate the apprentice's knowledge, skills, and behaviours (KSBs).
- **Scope:** Can be based on a specific problem, recurring issue, or opportunity.

## **Report Requirements:**

- Must be **6000 words** ( $\pm 10\%$  tolerance).
- Must include a **KSB mapping appendix**.
- Must be **independent work**, even if part of a team.
- Submitted by **week 12 of the EPA period** together with your slide deck for the Professional Discussion Underpinned by portfolio EPA AE2

## **Report Structure**

Your report will be supported by a template that includes guidance notes for all the required sections. You will also have access to supporting documents on SOL to help you complete this part of the assessment, along with tutor support through group sessions and individual meetups.

Cover  
Acknowledgements  
Summary  
Table of Contents  
List of Figures

1. Introduction
2. Project Scope
3. Research and Findings
4. Requirements
5. Methods, Tools & Technologies  
Professional, Legal and Ethical issues
6. Project Plan and implementation
7. Project Outcomes & Results
8. Conclusions and Recommendations
9. Reference list
10. Appendices
  - Appendix A: Knowledge, Skills & Behaviours (KSBS) Mapping
  - Appendix B: Employer Reference
  - Appendix C: Apprenticeship Statement of Authenticity
  - Appendix D: AI Declaration Statement

## Overview of required appendices

### Appendix A: Knowledge, Skills & Behaviours (KSBs) Mapping

Use the KSB tables to claim the appropriate knowledge skills and behaviours (KSBs) to address EPA assessment criteria and KSB mapping

### Appendix B: Employer Reference

The employer must write a reference about the apprentice's performance in the workplace and how they've applied their [knowledge, competencies and behaviours](#) in the projects they've been given.

The intent of the employer reference is for you to support your apprentice by validating the evidence that they have submitted for end point assessment (EPA). **Project Feedback and Overall Impressions (500 words max.)**

### Appendix C: Apprenticeship Statement of Authenticity

This statement confirms that the work submitted as part of the apprenticeship programme is the original work of the apprentice named below. It has been completed in accordance with the guidelines and expectations of the programme and reflects the apprentice's own efforts and understanding.

### Appendix D: AI Declaration Statement

This statement confirms that AI tools were used appropriately in line with Southampton Solent University's AI and [AI and academic integrity policy](#)

## Strategies for Demonstrating Knowledge, Skills & Behaviours

1. **The project must meet the needs of the employer's business** and be relevant to the apprentice's occupation and apprenticeship.
2. **Speak and Write in First Person** - Always focus on **your individual contributions** use "I" not "we" to clearly show your personal contribution. Even in team projects, emphasise your role and decisions.  
*Examples:* "I volunteered to...", "I conducted research that informed the decision..."
3. **Be Explicit for the Assessor** - Don't assume they know your workplace or role. Spell out exactly what you did to meet the KSBs. Anything left unsaid won't be assessed.
4. **Mirror the Assessment Plan Language** - Adopt phrases directly from the guidance (e.g. "*I demonstrated my ability to...*") to make it clear how you've met specific criteria.
5. **Reflect on the What and the Why** - For each example, clearly explain *what* you did and *why* you did it. Generic statements are insufficient.
6. **Use Key Phrases to Show Depth** - Clearly explain **decisions, reasoning, and outcomes**, not just the task done. Focus your language around "**what**" and "**why**", such as "I analysed, I evaluated, I implemented... because..." to enhance clarity and impact.
7. **Add Depth for Distinction** - To achieve higher grades, go beyond what you did and reflect on outcomes, emphasise initiative, problem-solving, and measurable results, lessons learned, and how you would refine or improve further. Demonstrate insight into future application and organisational influence.

## 8. Evidence Best Practices

- Use **visual evidence** (screenshots, dashboards, visuals) wherever possible
- Ensure all images are **captioned** and relate clearly to your narrative.
- Apply **GDPR-compliant techniques**:
  - Redact** sensitive data.
  - Anonymise** names, addresses, IDs.
  - Normalise** data to show trends without revealing exact figures.

## 9. Demonstrating Competency

- Justify your decisions: e.g., why a tool was chosen or why certain data was excluded.

## 10. What NOT to Include

- Names of others — use initials or job titles.
- Negative remarks or personal commentary.
- Content not directly relevant to demonstrating your professional competency.

## Summary

| Strategy             | What to do                                       |
|----------------------|--|
| First person         | Emphasise <b>your</b> actions and contributions  |
| Explicit detail      | Explain <i>exactly</i> what you did and why      |
| Mirror plan language | Use phrasing from the assessment plan            |
| Legal & Professional | Address all relevant Legal & Professional issues |
| Reflect deeply       | Show insight on decisions and outcomes           |
| Practice & feedback  | Use mock questions & answers                     |

## Presentation, Questions & Answers Component 2



In the **presentation with questions** the apprentice delivers a presentation of their project lifecycle based on the project report to an independent assessor. **The apprentice must prepare and submit their presentation slides at the same time as the Project Report no later than week 12 of the EPA period.**

The apprentice must deliver their presentation to the independent assessor on a one-to-one basis must cover:

- an overview of the project
- the project scope (including key performance indicators)
- summary of actions undertaken by the apprentice
- project outcomes and how these were achieved

Apprentices will be given at least 14 days' notice of the Presentation with Questions Assessment.

**Themes:** Questions will explore:

Underlying Principles  
Technical Solutions  
Innovation & Response  
Legal, Ethics & Landscape

### Strategies for Demonstrating Knowledge, Skills & Behaviours

The independent assessor will ask questions following the presentation. This gives the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method.

The purpose of the questions is to explore and verify the apprentice's understanding of their project area in relation to the apprenticeship standard.

When answering questions and taking part in discussions with the Assessor, the Apprentice should use the same approach as they did when writing their report. This includes the style used in the Professional Discussion in EPA AE2 and is explained in the section above on Strategies for Demonstrating Knowledge, Skills and Behaviours.

The presentation and questions assessment will:

- take place online
- last **60 minutes\***
- include a presentation of 30 minutes
- the independent assessor will ask at least 4 questions.
- questioning lasting 30 minutes
- **Closure:** Opportunity for final reflections or clarifications.

\* The independent assessor can increase the total time of the presentation and questioning by up to 10%. This time is to allow the apprentice to complete their last point or respond to a question if necessary.

## **Delivery and Preparation**

The assessment is conducted remotely via video call.

### **Apprentices should:**

- Book or be in a quiet, private room.
- Use a computer with a webcam, microphone, and stable internet.
- Have slides set up and have your report available for reference.
- Show photo ID to the assessor.

**Appendix A** - The following tables will appear in **Appendix A of the Report Template**. Use them to claim the assessment KSBs, showing good coverage and alignment with the relevant Themes. Remember, you'll also be Mapping (tagging) these within the main body of your report - e.g. [K5 S5 S6]

### Software Engineering - KSB mapping to EPA Assessment Methods (Knowledge)

| KSB #                       | Theme  | Knowledge   | Claimed X |
|-----------------------------|--|---|-----------|
| K1<br>Core.                 | Core<br>The Organisational Context<br><b>Theme A: Underlying Principles</b><br><b>K1 K2</b>                | How organisations adapt and exploit digital technology solutions to gain a competitive advantage.   |           |
| K2<br>Core.                 | Core<br>The Organisational Context<br><b>Theme A: Underlying Principles</b><br><b>K1 K2</b>                | The principles of strategic decision making concerning the acquisition or development of digital and technology solutions. For example, business architecture approaches such as capability models and target operating models. |           |
| K3<br>Core.                 | Core<br>Project Planning and Resources<br><b>Theme A: Underlying Principles</b><br><b>K3 K4 K15 S2 S14</b> | Principles of estimating the risks and opportunities of digital and technology solutions.   |           |
| K4<br>Core.                 | Core<br>Project Planning and Resources<br><b>Theme A: Underlying Principles</b><br><b>K3 K4 K15 S2 S14</b> | Techniques and approaches involved in creating a business case for new digital and technology solutions. For example, journey, product and capability mapping and value chains.   |           |
| K5<br>Core.                 | Core<br>Project Delivery<br><b>Theme B: Technical Solutions</b><br><b>K5 S5 S6</b>                         | A range of digital technology solution development techniques and tools.  |           |
| K15<br>Core.                | Core<br>Project Planning and Resources<br><b>Theme A: Underlying Principles</b><br><b>K3 K4 K15 S2 S14</b> | Principles of estimating cost, and time resource constraints within digital and technology solutions activities.  |           |
| K17<br>Core.                | Core<br>Project Evaluation<br><b>Theme A: Underlying Principles</b><br><b>K17 K18 S13B5</b>                | Reporting techniques, including how to synthesise information and present concisely, as appropriate to the target audience.   |           |
| K18<br>Core.                | Core<br>Project Evaluation<br><b>Theme A: Underlying Principles</b><br><b>K17 K18 S13 B5</b>               | Justifies their methods of research and evaluation which determined the selection of digital and technology solutions identified for the project  |           |
| K25<br>software engineering | Software Engineer<br><b>Theme B: Technical Solutions</b><br><b>K25 K26 K27</b>                             | The factors affecting product quality and approaches for how to control them throughout the development process. For example, security, code quality, coding standards.   |           |
| K26<br>software engineering | Software Engineer<br><b>Theme B: Technical Solutions</b><br><b>K25 K26 K27</b>                             | How to select and apply a range of software tools used in Software Engineering.   |           |

| KSB #                                     | Theme  | Knowledge  | Claimed X |
|---|--|--|-----------|
| K27<br>software engineering professional. | Software Engineer<br><b>Theme B: Technical Solutions</b><br><b>K25 K26 K27</b> | Approaches to the interpretation and use of artefacts. For example, UML, unit tests, architecture. |           |

### Software Engineering - KSB mapping to EPA Assessment Methods (Skills)

| KSB #                       |   | Skill  | Claimed X |
|-----------------------------|---|--|-----------|
| S1<br>Core.                 | Core<br>Solution Proposal<br><b>Theme C: Innovation and Response</b><br><b>S1</b>                                     | Analyse a business problem to identify the role of digital and technology solutions.   |           |
| S2<br>Core.                 | Core<br>Project Planning and Resources<br><b>A: Underlying Principles</b><br><b>K3 K4 K15 S2 S14</b>                  | Identify risks, determine mitigation strategies and opportunities for improvement in a digital and technology solutions project.   |           |
| S3<br>Core.                 | Core<br>Project Requirements<br><b>Theme D: Legal, Ethics &amp; Landscape</b><br><b>S3 B3</b>                         | Analyse a business problem to specify an appropriate digital and technology solution.  |           |
| S5<br>Core.                 | Core<br>Project Delivery<br><b>Theme B: Technical Solutions</b><br><b>K5 S5 S6</b>                                    | Apply relevant standard processes, methods, techniques and tools. For example, ISO Standards, Waterfall, Agile in a digital and technology solution project.                   |           |
| S6<br>Core.                 | Core<br>Project Delivery<br><b>Theme B: Technical Solutions</b><br><b>K5 S5 S6</b>                                    | Manage digital and technology solutions projects. For example, identifying and resolving deviations from specification, applying appropriate Project Management methodologies. |           |
| S13<br>Core.                | Core Project Evaluation<br><b>Theme A: Underlying Principles</b><br><b>K17 K18 S13 B5</b>                             | Report effectively to colleagues and stakeholders using the appropriate language and style, to meet the needs of the audience concerned.                                       |           |
| S14<br>Core.                | Core<br>Project Planning and Resources<br><b>Theme A: Underlying Principles</b><br><b>K3 K4 K15 S2 S14</b>            | Research, investigate, and evaluate innovative technologies or approaches in the development of a digital and technology solution.   |           |
| S16<br>software engineering | Software Engineer<br>Innovation and Response<br><b>Theme C: Innovation and Response</b><br><b>S16 S17 S18 S19 S22</b> | Identify and define software engineering problems that are non-routine and incompletely specified.   |           |
| S17<br>software engineering | Software Engineer<br>Innovation and Response<br><b>Theme C: Innovation and Response</b><br><b>S16 S17 S18 S19 S22</b> | Provide recommendations as to the most appropriate software engineering solution.  |           |

| KSB #                       |   | Skill  | Claimed X |
|-----------------------------|---|--|-----------|
| S18<br>software engineering | Software Engineer<br>Innovation and Response<br><b>Theme C: Innovation and Response</b><br><b>S16 S17 S18 S19 S22</b> | Use appropriate analysis methods, approaches and techniques in software engineering projects to deliver an outcome that meets requirements.  |           |
| S19<br>software engineering | Software Engineer- Innovation and Response<br><b>Theme C: Innovation and Response</b><br><b>S16 S17 S18 S19 S22</b>   | Implement software engineering projects using appropriate software engineering methods, approaches and techniques.   |           |
| S22<br>software engineering | Software Engineer - Innovation and Response<br><b>Theme C: Innovation and Response</b><br><b>S16 S17 S18 S19 S22</b>  | Evaluate learning points arising from software engineering work undertaken on a project including use of methods, analysis undertaken, selection of approach and the outcome achieved, in order to identify both lessons learnt and recommendations for improvements to future projects. |           |

### Software Engineering - KSB mapping to EPA Assessment Methods (Behaviours)

| KSB #       |   | Behaviour  | Claimed X |
|-------------|---|--|-----------|
| B3<br>Core. | Core<br>Project Requirements<br><b>Theme D: Legal, Ethics &amp; Landscape</b><br><b>S3 B3</b> | Acts with integrity with respect to ethical, legal and regulatory requirements ensuring the protection of personal data, safety and security.                              |           |
| B5<br>Core. | Core<br>Project Evaluation<br><b>Theme A: Underlying Principles</b><br><b>K17 K18 S13 B5</b>  | Interacts professionally with people from technical and non-technical backgrounds. Presents data and conclusions in an evidently truthful, concise and appropriate manner. |           |

## Appendix B

### Grading - Project Report with Presentation, Questions & Answers

This grading rubric applies to the **Project Report with Presentation, Questions & Answers** assessment

Your Project Report will be submitted at the end of the EPA period together with the slide deck to be used in **Presentation, Questions & Answers** assessment

It is essential that:

- Your Reporting aligns directly with the specified KSBs.
- You are prepared to expand on and clarify how your work demonstrates these KSBs during the discussion.
- This ensures that assessors can confidently evaluate your competence against both Pass and Distinction criteria.

| Theme<br>KSBs   | Pass<br><b>Apprentices must demonstrate all the pass descriptors</b>  | <b>Distinction</b><br><b>Apprentices must demonstrate all the pass descriptors and all the distinction descriptors</b>                      |
|---|---|---|
| Core - The Organisational Context<br><b>(A: Underlying Principles)</b><br><b>K1 K2</b>                          | Identifies the role digital technology solutions play in gaining a competitive advantage by adapting and exploiting them <b>(K1)</b><br><br>Explains the principles of strategic decision making concerning the acquisition or development of digital and technology solutions. <b>(K2)</b>   | N/A   |
| Core - Project Evaluation<br><b>(A: Underlying Principles)</b><br><b>K17 K18</b><br><b>S13</b><br><b>B5</b>     | Justifies their methods of research and evaluation which determined the selection of digital and technology solutions identified for the project. <b>(K18)</b><br><br>Presents an overview of the project to appropriate stakeholders using appropriate language and style.<br><b>(K17, S13, B5)</b>  | Compares and contrasts their chosen digital technology solution to alternative approaches within their research outcomes. <b>(K18, S13)</b> |
| Core - Project Planning and Resources<br><b>(A: Underlying Principles)</b><br><b>K3 K4 K15</b><br><b>S2 S14</b> | Produces a project plan which estimates risks and opportunities and determines mitigation strategies. <b>(K3, S2)</b><br><br>Evaluates appropriate techniques and approaches that are used in creating a business case <b>(K4)</b><br><br>The project applies techniques to estimate cost and time resource constraints. <b>(K15)</b><br><br>Research information on innovative technologies/approaches and investigates and evaluates them in the development of a digital and technology solution. <b>(S14)</b> | N/A   |
| Core - Project Delivery<br><b>(Theme B: Technical Solutions)</b><br><b>K5</b><br><b>S5 S6</b>                   | Analyses the business problem behind the project proposal to identify the role of digital and technology solutions. <b>(S1)</b><br><br>Manages the project delivery to achieve digital and technology solutions. <b>(S6)</b>  | Justifies the selection and use of standard processes and methods. <b>(K5, S5)</b>  |
| Software Engineer -<br><b>(Theme B: Technical Solutions)</b><br><b>K25 K26 K27</b>                              | Analyses the factors affecting product quality and the approaches controlling them throughout the project development process. <b>(K25/SEK5).</b><br><br>Selects and applies software tools appropriate to the Software Engineering project solution. <b>(K26/SEK6)</b><br><br>Outlines approach to the interpretation and use of artefacts. <b>(K27/SEK7)</b>  | Evaluates the impact of approaches used to control product quality throughout the project development process. <b>(K25/SEK5)</b>            |

| Theme  | Pass  | Distinction  |
|--|---|--|
| KSBs   | Apprentices must demonstrate all the pass descriptors   | Apprentices must demonstrate all the pass descriptors and all the distinction descriptors  |
| Core - Solution Proposal<br><b>(Theme C: Innovation and Response)</b><br><b>S1</b>                                     | Analyses the business problem behind the project proposal to identify the role of digital and technology solutions. <b>(S1)</b>   | Justifies their choice of digital and technology solutions for specific roles in the project proposal. <b>(S1)</b>   |
| Software Engineer - Innovation and Response<br><b>(Theme C: Innovation and Response)</b><br><b>S16 S17 S18 S19 S22</b> | <p>Identifies and defines a non-routine, unspecified software engineering problem. <b>(S16/SES1)</b></p> <p>Recommends a software engineering solution that is appropriate for the project brief. <b>(S17/SES2)</b></p> <p>Selects and applies analysis methods, approaches and techniques in software engineering projects to deliver an outcome that meets requirements. <b>(S18/SES3)</b></p> <p>Demonstrates how they implement software engineering projects using appropriate software engineering methods, approaches and techniques. <b>(S19/SES4)</b></p> <p>Evaluates their selection of approach, methodology, analysis and outcomes to identify both lessons learned and recommendations for improvements to future projects software engineering projects. <b>(S22/SES7)</b></p> | <p>Evaluates their choice of software engineering solution for the project brief. <b>(S17/SES2)</b></p> <p>Justifies their choice of analysis methods approaches and techniques. <b>(S18/SE3)</b></p> <p>Compares and contrasts the implementation of their software engineering solution with alternative approaches. <b>(S22/SES7)</b></p> |
| Core Project Requirements<br><b>(Theme D Legal, Ethics &amp; Landscape)</b><br><b>S3</b><br><b>B3</b>                  | Analyses relevant evidence to produce a proposal for a digital and technology-based project in line with legal, ethical and regulatory requirements whilst ensuring the protection of personal data, safety and security <b>(S3, B3)</b>  | N/A  |

## Appendix C

### Project Report with Presentation, Questions & Answers Mapping Blocks

KSB mapping blocks are tools to help you align your reporting with the specific Knowledge, Skills, and Behaviours (KSBs) required by the assessment criteria. **You don't need to include them in your report, as you'll 'claim' these in Appendix A – KSB Mapping to EPA Assessment.** However, they will help you visualise the Themes, KSBs, and criteria, making sure your report clearly shows how it meets the relevant standards.

| <b>Theme A: Underlying Principles 1</b>  |   |  |  |  |  |
|--|---|--|--|--|--|
| Core - The Organisational Context<br><b>(A: Underlying Principles)</b><br><b>K1 K2</b> | Identifies the role digital technology solutions play in gaining a competitive advantage by adapting and exploiting them <b>(K1)</b><br><br>Explains the principles of strategic decision making concerning the acquisition or development of digital and technology solutions. <b>(K2)</b> |  |  |  |  |
| <b>K1</b>  | <b>K2</b>   |  |  |  |  |

| <b>Theme A: Underlying Principles 2</b>   |  |            |           |   |  |
|---|--|------------|-----------|---|--|
| Core - Project Evaluation<br><b>(A: Underlying Principles)</b><br><b>K17 K18</b><br><b>S13</b><br><b>B5</b> | Justifies their methods of research and evaluation which determined the selection of digital and technology solutions identified for the project. <b>(K18)</b> |            |           | Compares and contrasts their chosen digital technology solution to alternative approaches within their research outcomes. <b>(K18, S13)</b> |  |
|   | Presents an overview of the project to appropriate stakeholders using appropriate language and style. <b>(K17, S13, B5)</b>                                    |            |           |   |  |
| <b>K17</b>  | <b>K18</b>   | <b>S13</b> | <b>B5</b> |   |  |

| <b>Theme A: Underlying Principles 3</b>  |  |            |           |            |  |
|--|--|------------|-----------|------------|--|
| Core<br><b>(A: Underlying Principles)</b><br>Project Planning and Resources<br><b>K3 K4 K15</b><br><b>S2 S14</b> | Produces a project plan which estimates risks and opportunities and determines mitigation strategies. <b>(K3, S2)</b><br><br>The project applies techniques to estimate cost and time resource constraints. <b>(K15)</b> |            |           |            |  |
|  | Evaluates appropriate techniques and approaches that are used in creating a business case <b>(K4)</b>  |            |           |            |  |
|  | Research information on innovative technologies/approaches and investigates and evaluates them in the development of a digital and technology solution. <b>(S14)</b>   |            |           |            |  |
| <b>K3</b>  | <b>K4</b>  | <b>K15</b> | <b>S2</b> | <b>S14</b> |  |

| <b>Theme B: Technical Solutions 1</b>                          |    |   |  |  |  |  |  |  |
|--|----|---|--|--|--|--|--|--|
| Core - Project Delivery<br><b>(Theme B)</b><br><b>K5 S5 S6</b> |    | Analyses the business problem behind the project proposal to identify the role of digital and technology solutions. <b>(S1)</b> |  |  | Justifies the selection and use of standard processes and methods. <b>(K5, S5)</b> |  |  |  |
| K5   | S5 | S6  |  |  |  |  |  |  |

| <b>Theme B: Technical Solutions 2</b>  |     |  |  |  |  |  |  |  |
|--|-----|--|--|--|--|--|--|--|
| Software Engineer - Technical Solutions <b>(Theme B)</b><br><b>K25 K26 K27</b> |     | Analyses the factors affecting product quality and the approaches controlling them throughout the project development process. <b>(K25/SEK5)</b> |  |  | Evaluates the impact of approaches used to control product quality throughout the project development process. <b>(K25/SEK5)</b> |  |  |  |
|  |     | Selects and applies software tools appropriate to the Software Engineering project solution. <b>(K26/SEK6)</b>                                   |  |  |  |  |  |  |
|  |     | Outlines approach to the interpretation and use of artefacts. <b>(K27/SEK7)</b>  |  |  |  |  |  |  |
| K25  | K26 | K27  |  |  |  |  |  |  |

| <b>Theme C: Innovation &amp; Response 1</b>  |  |   |  |            |  |            |  |            |
|--|--|---|--|------------|--|------------|--|------------|
| Software Engineer - Innovation and Response <b>(Theme C)</b><br><b>S16 S17 S18 S19 S22</b> |  | Identifies and defines a non-routine, unspecified software engineering problem. <b>(S16/SES1)</b>   |  |            |  |            |  |            |
|  |  | Evaluates their selection of approach, methodology, analysis and outcomes to identify both lessons learned and recommendations for improvements to future projects software engineering projects. <b>(S22/SES7)</b> |  |            |  |            |  |            |
|  |  | Recommends a software engineering solution that is appropriate for the project brief. <b>(S17/SES2)</b>   |  |            | Evaluates their choice of software engineering solution for the project brief. <b>(S17/SES2)</b> |            |  |            |
|  |  | Selects and applies analysis methods, approaches and techniques in software engineering projects to deliver an outcome that meets requirements. <b>(S18/SES3)</b>   |  |            | Justifies their choice of analysis methods approaches and techniques. <b>(S18/SES3)</b>          |            |  |            |
| <b>S16</b>   |  | <b>S17</b>  |  | <b>S18</b> |  | <b>A19</b> |  | <b>S22</b> |

| <b>Theme C: Innovation &amp; Response 2</b>               |   |  |  |  |  |
|---|---|--|--|--|--|
| Core - Solution Proposal<br><b>(Theme C)</b><br><b>S1</b> | Analyses the business problem behind the project proposal to identify the role of digital and technology solutions. <b>(S1)</b> |  | Justifies their choice of digital and technology solutions for specific roles in the project proposal. <b>(S1)</b> |  |  |
| <b>S1</b>   |   |  |  |  |  |

| <b>Theme D: Legal, Ethics &amp; Landscape</b>   |  |  |  |  |  |
|---|--|--|--|--|--|
| Core - Project Requirements<br><b>(Theme D Legal, Ethics &amp; Landscape)</b><br><b>S3</b><br><b>B3</b> | Analyses relevant evidence to produce a proposal for a digital and technology-based project in line with legal, ethical and regulatory requirements whilst ensuring the protection of personal data, safety and security <b>(S3, B3)</b> |  |  |  |  |
| <b>S3</b>   | <b>B3</b>  |  |  |  |  |