

**Southampton Solent University – Computing**  
 BSc Digital Technology Solutions Professional  
**EPA Work-Based Project AE1 - Proposal Template**  
[End Point Assessor Organisation \(EPAO\) ID: EPA0325](#)

**Southampton  
Solent  
University**

<b>Apprentice Name:</b>	Jo Blogs
<b>Apprenticeship</b>	BSc Digital Technology Solutions Professional ST0119 Version: 1.2
<b>Project Title:</b>	<b>Optimising Apprenticeship Programme Management through a Digital Workflow Solution</b>

Word Count 500 words (approx.) Submit in **COM628 at Gateway** (More information on COM628 Assessment Brief & SOL)

**KSBs Mapped to Project** - Ensure the project demonstrates sufficient opportunity to meet the following:

**Skills (S):** S1, S2, S3, S5, S6, S13, S14, S16, S17, S18, S19, S22

**Knowledge (K):** K1, K2, K3, K4, K5, K15, K17, K18, K25, K26, K27

**Behaviours (B):** B3, B5

#### Themes Alignment

Theme	Focus	KSBs Covered
A	Organisational Context, Planning	K1, K2, K3, K4, K15, S2, S3, S14, B3, B5
B	Technical Delivery	K5, K25, K26, K27, S5, S6
C	Innovation	S1, S16, S17, S18, S19, S22
D	Ethics & Evaluation	S3, B3, K17, K18, S13

#### Project Summary

Provide a clear and concise overview of the project, including:

- **Organisational Context:**  
Briefly describe the organisation, its digital strategy, and how the project aligns with its goals (**K1, K2**).
- **Project Purpose and Objectives:**  
Outline the problem or opportunity being addressed, and the intended outcomes. Ensure the proposal is legal, ethical, and secure (**S3, B3**).
- **Scope of Work:**  
Summarise what the project will cover, including key deliverables, stakeholders, and expected impact.
- **Strategic Use of Digital Technology:**  
Explain how digital tools and decision-making principles will be applied (**K1, K2, S1**).

This project aims to improve the efficiency and transparency of apprenticeship programme management by implementing a digital workflow solution within the organisation. The current process relies heavily on manual tracking, email communication, and fragmented data sources, which leads to delays, errors, and limited visibility for stakeholders.

The proposed solution will introduce a centralised digital platform that automates key tasks such as apprentice onboarding, progress tracking, milestone reporting, and communication between programme managers, mentors, and apprentices. This aligns with the organisation's strategic goal of leveraging digital tools to enhance operational efficiency and learner experience (**K1, K2**)

The project will be scoped to cover the design, development, and deployment of the solution, including stakeholder engagement, risk assessment, and evaluation of outcomes. It will be delivered in a secure, ethical, and legally compliant manner (S3, B3), and will demonstrate innovation in solving non-routine problems (**S16, S17, S18, S19, S22**)

**KSBs** | **K1, K2, S16, S17, S18, S19, S22**

## Project Plan

### Planning and Resources:

Describe how the project will be planned, including:

- Risk mitigation strategies (**K3, K4, S2**)
- Business case evaluation (**K15**)
- Innovation and research activities (**S14**)

### Execution and Delivery:

Detail how the project will be delivered using digital tools and techniques (**K5, S5, S6**). Include:

- Software tools and artefacts (**K25, K26, K27**)
- Quality assurance measures (**K25, K26, K27**)

### Innovation and Problem Solving:

Describe how the project will address non-routine problems and propose innovative digital solutions (**S16–S22**).

### Ethical and Legal Considerations:

Ensure compliance with legal and ethical standards (**S3, B3**) and outline responsible practices.

### Evaluation and Communication:

Include methods for evaluating project success and communicating findings to stakeholders (**K17, K18, S13**).

**Planning and Resources:** The project will begin with stakeholder analysis and requirements gathering. A business case will be developed to justify the investment (**K15**), followed by risk mitigation planning (**K3, K4, S2**) Time and cost estimates will be created using agile planning tools (**S14**).

**Execution and Delivery:** The solution will be developed using Microsoft Power Platform and integrated with existing systems. Project delivery will follow agile methodology, with iterative testing and feedback loops (**K5, S5, S6**). Artefacts such as wireframes, prototypes, and dashboards will be produced (**K5, K25, K26, K27**).

**Innovation and Problem Solving:** The project will address non-routine challenges such as data integration, user adoption, and process redesign. Innovative features like automated alerts and real-time dashboards will be explored (**S1, S16, S17, S18, S19, S22**)

**Ethical and Legal Considerations:** Data protection, accessibility, and ethical use of technology will be embedded throughout the project lifecycle (**S3, B3**)

**Evaluation and Communication:** Success will be measured through KPIs such as time saved, error reduction, and user satisfaction. Findings will be communicated via a final report and **presentation** (**K17, K18, S13**)

**KSBs** | **K3, K4, K5, K15, K17, K18, K25, K26, K27, S1, S2, S3, S5, S6, S13, S14, S16, S17, S18, S19, S22, B3**

## Research Requirements

### Research Methods:

Outline the research approach, including:

- Data collection and analysis (**K3, S2, S14**)
- Stakeholder engagement: meeting, interviews or surveys (**S1, S13, B5**)
- Survey of supporting literature/documentation (discovery of information useful to your project) and benchmarking (**K4, S14, S22**)

### Expected Outcomes:

Describe how research will inform the solution and support decision-making. (**K2, K17, S3, S17, S22, B3**)

## Research Requirements

Engagement will take place through meetings, interviews and surveys. These interactions will help gather insights, understand needs, and ensure the solution is shaped by those it affects most (**S1, S13, B5**)

A review of supporting literature and documentation will be carried out to discover relevant information and best practices. Benchmarking against similar projects or industry standards will help identify gaps and opportunities for improvement (**K4, S14, S22**)

Data will be gathered through a combination of qualitative and quantitative methods. This includes collecting feedback from stakeholders, reviewing existing documentation, and analysing trends and patterns to support the project's objectives (**K3, S2, S14**)

The research will directly inform the development of the solution. It will provide evidence to support decision-making, highlight risks and opportunities, and ensure the final outcome is both practical and effective. Insights gained will guide the design, implementation and evaluation stages, helping to align the solution with stakeholder needs and organisational goals (**K2, K17, S3, S17, S22, B3**)

**KSBs** | **K2, K3, K4, K17, S1, S2, S3, S13, S14, S17, S22, B3, B5**

## Timeline and Milestones (S5, S6, S22)

***"The project may be undertaken pre-Gateway; however, the Project Report must be completed after the apprentice has gone through the Gateway."*** [EPA Assessment Plan - Project Report with presentation, questions and answers - Overview](#)

Any practical elements of the project can be completed before Gateway; however, the 6,000-word project report, presentation, and Q&A preparation must be completed during the EPA period, which begins after Gateway.

The example below. Shows that the practicalities of the project were started in June and the Apprentice moved into. Their EPA through Gateway in mid-October.

Milestone	Date
Project planning and stakeholder engagement begins	2 June 2025
Research and data collection completed	30 June 2025
Solution development and testing completed	29 September 2025
Gateway achieved – EPA begins	13 October 2025
Drafting of 6,000-word report begins	14 October 2025
First draft of report completed	11 November 2025
Final report submitted	9 January 2026
Presentation prepared and rehearsed	23 January 2026

Highlight all KSB you project will reference to

<b>Skills (S):</b>	S1	S2	S3	S5	S6	S13	S14	S16	S17	S18	S19	S22
<b>Knowledge (K):</b>	K1	K2	K3	K4	K5	K15	K17	K18	K25	K26	K27	
<b>Behaviours (B):</b>	B3	B5										

#### Apprentice Declaration

I confirm that I have developed this project proposal and understand the expectations for the work-based project report and presentation. I believe this project will allow me to demonstrate the required knowledge, skills, and behaviours (KSBs) as outlined in the assessment plan.

Apprentice Name	
Student ID	
Pathway	
Company	
Date	
Sign	

#### Employer Declaration

I confirm that this project proposal has been reviewed and approved. I agree that the project will bring measurable business benefit to the organisation and provides the apprentice with the opportunity to meet the required KSBs.

Name	
Position	
Company	
Date	
Sign	

#### Southampton Solent University (EPAO) Approval

I confirm that this project proposal has been reviewed and approved by Southampton Solent University the End-Point Assessment Organisation (EPAO). It provides sufficient scope for the apprentice to meet the KSBs mapped to this assessment method.

Name	
Position	
Company	Southampton Solent University
Date	
Sign	