Work Project

Top tips for getting the best out of your Work Project, what to expect and how to prepare.

What is a Work Project?

A Work Project as an assessment method which frequently involves the apprentice completing a significant piece of work after the Gateway. Work Projects are often evidenced in the form of a written assignment or report, or, in practical occupations, by producing a piece or artefact which an independent end-point assessor can review and assess.

The Project should be designed to ensure that your work produces a genuine business benefit to you and your Employer, is relevant to your role, and allows the relevant knowledge, skills and behaviours to be demonstrated for the EPA.

A Written Assignment based upon a Work-based Project is so advantageous, it can support the objectives of the organisation you work for. Additionally, it provides a rigorous means of testing your skills of critical reflection, analysis and evaluation as well as testing how you apply your knowledge, skills and behaviours learnt through your training, to real-world situations.

How Can I Prepare?

- Plan your Project early and talk your ideas through with your Employer. Quite often, the title, subject and scope is agreed between you and your Employer.

- Use our Work Project/Written Assignment specification ahead of your EPA.

- Make sure you know and understand the Knowledge, Skills and Behaviours your Project needs to meet.

- Check the deadline.

- Plan your time. Know how long you have to complete the Project, and break this time into manageable chunks, so you can keep on top of your work.

- Before submission, proof-read your assignment, check your word count and ensure you have included all your references.

What Can I Expect?

Work Projects often commence once you have passed through Gateway and the time you are provided to complete it can differ from 6 to 15 weeks, depending upon the Standard. You should have support from your Employer and adequate time should be allocated to you to complete the assignment/report.

The word limit will differ depending on the assessment plan and so will the allowable tolerance. By 'allowable tolerance' we mean how much you are allowed to go above or below the word limit in your assignments. For example, most reports and assignments are expected to be 4,000 words with a tolerance of +/- 10%, so in this example reports and assignments could be 400 words either side of the limit. Usually, work should be submitted in an electronic format such as a word or a PDF document.

Ensuring the work can be verified as your own is a key consideration too. So, you and your Employer will be expected to verify this upon submission.

Awarding UK provides all our learners, training providers and employers with tailored handbooks that give you all the information you need for a successful EPA. Get in touch for more details.