

Level 7 EPA 2 Performance Descriptors

Template	A project report which does not demonstrate competence can generally be described using some or all of the following characteristics:	A project report which demonstrates competence can generally be described using some or all of the following characteristics:
<p>Question 1: Describe the project/task and your specific role and responsibilities.</p> <p>Looking for:</p> <ul style="list-style-type: none"> • Details of the project/task written within the context of the organisation. • The apprentice's specific roles and responsibilities within the task. 	<p>Unsuitable project/task chosen, too small or low-level to cover the skills and behaviours.</p> <p>Description of project/task missing or too brief and lacks context within the organisation.</p> <p>Lack of clarity about the apprentice's role and what they were personally responsible for.</p>	<p>Suitable project/task chosen.</p> <p>Project/task succinctly described within the context of the organisation.</p> <p>Specific individual roles and responsibilities described and scope of individual role within team clearly defined.</p>
<p>Question 2: Describe your actions.</p> <p>Looking for:</p> <ul style="list-style-type: none"> • Details of the actions taken within the project/task. • Some implication of how these actions impacted the project/task or the organisation. 	<p>Apprentice's actions not described or poorly described.</p> <p>No consideration of the impact of the apprentice's actions on the project/task or the organisation.</p>	<p>Apprentice's actions thoroughly described within the context of the project/task.</p> <p>Some consideration made of the impact of the apprentice's actions on the project/task or the organisation.</p>
<p>Question 3: Evaluate your use and development of the professional skills and / or behaviours claimed.</p> <p>Looking for:</p> <ul style="list-style-type: none"> • Evaluation of how the apprentice's actions within the project/task 	<p>Building Relationships or Continuous Improvement not demonstrated through the evaluation of actions.</p> <p>No other skills and behaviours demonstrated through the evaluation of actions.</p>	<p>Building Relationships and Continuous Improvement both demonstrated through the evaluation of actions.</p> <p>A range of other skills and behaviours demonstrated through the evaluation of actions.</p>

<p>demonstrated the professional skills and behaviours claimed.</p> <ul style="list-style-type: none"> • Consideration of how the skills and behaviours claimed were developed through the project/task. 	<p>No consideration of how skills and behaviours were developed through the project/task.</p>	<p>Some consideration of how skills and behaviours were developed through the project/task.</p>
<p>Question 4: Critically examine the lessons learned. What would you do differently in future?</p> <p>Looking for:</p> <ul style="list-style-type: none"> • Critical examination of personal lessons learned by the apprentice in respect skills and behaviours. • Self-reflection and consideration of areas for improvement. 	<p>Personal lessons learned not linked to the project/task.</p> <p>No acknowledgement of any room for improvement. Self-reflection either missing or very limited.</p>	<p>Personal lessons learned expressed in relation to the project/task and linked to the skills and behaviours. A critical examination of both positive and negative lessons learned.</p> <p>Thoughtful self-reflection on what would be done differently in the future with reference to specific actions.</p>