

SIAS

Signage Technician Level 3 Apprenticeship Standard (ST0824) End-Point Assessment Specification



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This guide describes the different types of End-Point Assessment tests, the test rules and who should be involved. Preparing for End-Point Assessment and working with SIAS are also covered.

SIAS is the science industry assessment service. It is part of the Cogent Skills Group. For further information about apprenticeship standards and Trailblazers please contact info@siasuk.com.

Qualification Objective

The aim of this qualification is to ensure that the apprentice is occupationally competent against the knowledge, skills and behaviours outlined in the assessment plan for this standard.

This occupation is found in the manufacturing sector, in the signage industry. Signage technicians mainly work in small and medium enterprise (SME) businesses, although there are larger businesses including national franchises. Signage businesses supply signage products and services to a wide range of customers, within the private and public sector.

Signs may be made from wood, vinyls, plastics, metal, glass, textiles, card and composites. They may be illuminated or non-illuminated. Types of signs can include:

- vehicle signage including wraps
- post mounted signage including road signage, directional, traffic signs, gantry signs
- building signage for example, entry & exit signs, health and safety signs, fascia signs, window signs and manifestations
- freestanding signs and displays including pavement signs and exhibition displays.

The broad purpose of the occupation is to design, manufacture, fabricate and install signage. Technicians work with customers to agree the signage requirements and will produce costings and quotations. Design work is completed using computer aided design (CAD). They manufacture component parts and/or complete products. They may also identify components that cannot be manufactured at their premises that would be outsourced to a third party. They assemble the final product and perform finishing operations. On completion of the finished components/product, they ensure its safe storage and transport to the installation site. They may directly install or work with others to install signs. Throughout the process, they use a range of machines, tools and equipment. Signage technicians diagnose issues and resolve problems to ensure high quality products and services.

They work in a manufacturing workshop at their premises, customers premises or public spaces. Depending on the size of the company they will work within a team or alone.

In their daily work, an employee in this occupation may interact with internal colleagues/teams undertaking design, manufacturing, installation, sales, project management and organisational management, depending on the structure and size of the company. External contacts include customers and personnel in the supply chain.

An employee in this occupation is responsible for the design, manufacture and installation of signage products to customer specification/requirements, signage regulations and company quality standards. They must work within the health, safety and environmental regulations, including use of appropriate protective clothing and equipment and working at height. They are responsible for the correct use and maintaining machinery, tools and equipment. They will need to ensure production is efficient and cost-effective. The role may involve the supervision of others.

Some signage technicians may require a Construction Skills Certification Scheme (CSCS) card.

Prior Learning

Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

Overview

Full-time apprentices will typically spend 24 months on-programme (before the gateway) working towards this occupational standard. All apprentices must spend a minimum of 12 months on-programme. All apprentices must spend a minimum of 20% of on-programme time undertaking off-the-job training.

Before starting EPA, an apprentice must meet the gateway requirements. For this apprenticeship they are:

- the employer must be content that the apprentice is working at or above the occupational standard
- apprentices must have achieved English and mathematics at Level 2
- SIAS will sign off the apprentice's project's title and scope to confirm its suitability at the gateway.

SIAS will confirm that all required gateway evidence has been provided and accepted as meeting the gateway requirements. SIAS is responsible for confirming gateway eligibility. Once this has been confirmed, the EPA period starts.

This EPA should then be completed within an EPA period lasting typically for four months.

This EPA consists of two discrete assessment methods. It will be possible to achieve the following grades in each assessment method:

End-Point Assessment method 1: Project, report and questions

- fail
- pass
- distinction

End-Point Assessment method 2: Observation with questions

- fail
- pass
- distinction

Performance in these assessment methods will determine the overall apprenticeship standard grade of:

- fail
- pass
- distinction

Competence Evaluation

During the apprenticeship, regular evaluation of the competence of the apprentice against the apprenticeship standard will help to ensure that they achieve full occupational competence by the end of their training, and they are ready for End-Point Assessment. Confirmation from the

employer that the apprentice is fully competent is needed before End-Point Assessment can take place.

As competence evaluation is an in-programme activity, the process that is used for this has not been mandated. It is for the employer supported by their training provider to decide how they wish to do this. To help with this SIAS has produced the SIAS Competence Tracker.

Gateway Requirements

The apprentice should only enter the gateway once the employer is content that the apprentice is working at or above the occupational standard. In making this decision, the employer may take advice from the apprentice's training provider(s), but the decision must ultimately be made solely by the employer.

SIAS determines when all other gateway requirements have been met, and the EPA period will only commence once SIAS has confirmed this.

In addition to the employer's confirmation that the apprentice is working at or above the level in the occupational standard, the apprentice must have completed the following gateway requirement prior to beginning EPA:

- achieved English and mathematics at Level 2.
For those with an education, health and care plan or a legacy statement, the apprenticeship's English and mathematics minimum requirement is Entry Level 3. British Sign Language (BSL) qualifications are an alternative to English qualifications for those who have BSL as their primary language.

For the project, report and questions:

- SIAS will sign off the apprentice's project title and scope to confirm its suitability at the gateway

For the observation with questions:

- no specific requirements

Assessment Methods

This EPA consist of two discrete assessment methods:

1. Project, report and questions
2. Observation with questions

Project, report and questions

This assessment method has two components:

1. Report
2. Questions.

A project involves the apprentice completing a significant and defined piece of work that has a real business benefit. The project must be undertaken after the apprentice has gone through the gateway.

The project should be designed to ensure that the apprentice's work meets the needs of the business, is relevant to their role and allows the relevant KSBs to be assessed for the EPA. Therefore, the project's subject, title and scope will be agreed between the employer and SIAS. The employer will ensure it has a real business application and SIAS will ensure it meets the requirements of the EPA (including suitable coverage of the KSBs assigned to this

assessment method), as shown in the mapping of assessment methods. SIAS must refer to the grading descriptors to ensure that projects are pitched appropriately.

The End-Point Assessor will assess the components of this assessment method holistically.

The End-Point Assessor will make all grading decisions.

Project

The project must be based on the design, manufacture and application, installation or erection of signage in response to a customer brief(s); preparing costings and quotations for the work.

SIAS must sign off the project's subject and scope to confirm its suitability at gateway.

The project starts after the apprentice has gone through the gateway. The typical duration of the project should represent 40 hours of work, separate to the time to complete the project report. The time to complete the project does not need to be consecutive and can be completed at any time up to project report submission. The apprentice will complete their project and submit the report to SIAS after a maximum of eight weeks from the gateway.

The employer should ensure the apprentice has sufficient time and the necessary resources, within this period, to plan and undertake the project.

Whilst completing the project, the apprentice should be subject to the workplace's normal supervision arrangements.

The following activities should be undertaken as part of the project:

- identify signage requirements
- prepare costs and quotations
- plan and schedule work
- design signage using graphic design software
- prepare pre-fabrication files and instructions
- install signs
- quality assurance
- communication and documentation

All the activities should relate to the same signage.

The customer brief must be one where there is the opportunity for the apprentice to demonstrate interpretation in the solution/requirements and design.

The signage must require colour management, font management, an image, use of at least two types of materials, at least three different applications, at least two manufacturing techniques and at least two installation techniques.

The project should take place in the apprentice's workplace and signage installation location.

Component 1 - Report

The project outcome should be in the form of a report, with supporting evidence.

All reports should include:

- identification of signage requirements: the customer brief and site survey finding requirements, regulations and guidelines considered and material considerations

- preparation of costings and quotations: costing and quotation considerations and requirements
- planning and scheduling of work: project plan showing order of tasks
- designing signage using graphic design software: how the design meets the customer brief and conforms with design principles and identified signage requirements
- preparation of pre-fabrication files and instructions: how the pre-fabrication file/instructions will enable manufacture of the signs
- installation of signs: techniques used and why they were suitable
- quality assurance: checks completed on signage materials and products to meet company requirements
- communication and documentation: key communication and documentation required for the project
- adaptability: how they adapted for the project's benefit for example, to meet changing priorities or deadlines.
- Continued Professional Development (CPD): their plans for CPD and why it is important to projects such as this

The report structure should include:

- an introduction
- the scope of the project
- project plan showing timescales
- project outcomes
- conclusions
- supporting evidence

The report has a maximum word limit of 3,000. A tolerance of plus or minus 10% is allowed at the apprentice's discretion. Supporting evidence, references and diagrams etc. will not be included in this total. The report must map, in an appendix, how the report and evidence demonstrates the KSBs mapped to this assessment method.

Supporting evidence should include:

- design artwork
- pre-fabrication file
- photographs/video evidence of installed signage
- costings and quotation/invoice
- work communication/documentation, for example, emails, letters, works order, job bag

This is not a definitive list; other evidence sources are possible.

Evidence requirements

- only evidence directly related to the project can be included, except evidence relating to future continued professional development
- evidence should be mapped against the KSBs assessed by the project – see KSB mapping
- video clips must be combined and be a maximum total duration of 10 minutes
- the evidence provided must be valid and attributable to the apprentice

The apprentice will conduct their project and submit the report to SIAS after a maximum of eight weeks from the gateway. The report can be submitted in paper-form or electronically.

When the report and supporting evidence is submitted, the employer and the apprentice should provide a statement to verify the submitted work is that of the apprentice.

The project report production can take place in the apprentice’s workplace or suitable location for example training provider’s premises.

Component 2 - Questions

Questions must be asked. The purpose of questioning is to assess the level of competence against the grading descriptors. Those KSBs that the apprentice did not have the opportunity to demonstrate during the report can instead be covered by questioning, although these should be kept to a minimum.

The End-Point Assessor must ask a minimum of six questions. They may ask follow-up questions where clarification is required.

End-Point Assessors must use SIAS’s question bank as a source for questioning and are expected to use their professional judgment to tailor those questions appropriately. End-Point Assessors are responsible for generating suitable follow-up questions in line with SIAS’s training and standardisation process.

The duration should be fixed at 45 minutes +10% at the End-Point Assessor’s discretion. The End-Point Assessor must use the full time available for questioning to allow the apprentice the opportunity to evidence occupational competence at the highest level available unless the apprentice has already achieved the highest grade available.

KSBs met and answers to questions, must be recorded by the End-Point Assessor.

The questions should take place in a quiet room, free from distractions and influence.

The project questions should take place in the apprentice’s workplace or any suitable venue sourced by SIAS.

Video conferencing can also be used to conduct the questions.

Project Grading Descriptors

Theme KSBs	Pass Apprentices must demonstrate all the pass descriptors	Distinction Apprentices must demonstrate all the pass descriptors and all of the distinction descriptors
Identify Signage Requirements K1, K2, K3 S1, S2	Identifies and interprets the customer’s signage requirements from customer brief and conducts a site survey, correctly taking account of the type of market/customer and different types of signs, regulations, guidelines and material characteristics	Presents suitable options that expand on the customer brief and/or present alternative ideas to the customer’s original brief
Prepare costs and quotations K11	Identifies and calculates costs for the work and prepares quotation based	

Theme KSBs	Pass Apprentices must demonstrate all the pass descriptors	Distinction Apprentices must demonstrate all the pass descriptors and all of the distinction descriptors
S3	on costings and company requirements.	
Plan and schedule work K12 S4	Plans and schedules work using appropriate techniques, identifying the order of tasks and length of tasks	Justifies the order of tasks including prioritisation and any grouping of tasks in relation to cost and time savings
Design Signage K7ii, K9 S6	Uses graphic design software to produce design work that meets the customer brief and conforms with design principles and identified signage requirements	Uses enhanced features of the graphic design software to the projects benefit for example, different elevations, signage superimposed in situ
Prepare pre-fabrication files and instructions K8 S7	Creates pre-fabrication file/instructions that will enable manufacture of the signs, including colour management and coding references	Explains how the pre-fabrication file/instructions maximise efficiency and minimise use of resources
Install signs K10 S12, S19	<p>Applies, installs or erects signs using suitable techniques, taking account of site survey requirements, to meet the customer’s requirements</p> <p>Identifies access equipment used, outlining safety measures applied in line with the method statement</p>	Compares at least two alternative installation techniques and justifies installation choice made
Quality Assurance K15 S13	Describes checks completed on signage materials and products to meet company requirements, outlining issues if they occurred and where they occurred action taken to rectify them in line with company procedures	Identifies and explains the potential quality issues that could arise during the work and how they mitigate against them
Communication / Documentation K7i, K13, K14 S20i, S21	Uses the most appropriate communication with stakeholders - verbal, written or electronic and completes documentation required for the project; information is suitable for the audience, uses technical terminology, and technology accurately and appropriately	

Theme KSBs	Pass Apprentices must demonstrate all the pass descriptors	Distinction Apprentices must demonstrate all the pass descriptors and all of the distinction descriptors
	and complies with GDPR requirements.	
Adaptable B5	Describes when they have been adaptable for the project's benefit	
Continued Professional Development B6	Outlines future plans for CPD, explaining why keeping up to date with industry developments is important to projects such as this one	

Project Knowledge, Skills and Behaviours

Ref	Grading descriptor
Knowledge	
K1	The signage industry: types of markets/customers and different types of signs produced and their use: vehicle signs, wraps and graphics, window graphics, building frontage signs (sign trays, projecting signs, flat panels), post mounted signs (totem's and road signage), street furniture and pavement signs, point of sale, floor graphics, exhibitions and displays, built up 3D letters, flat cut letters, health and safety warning signs, plaques and nameplates, information signs, road traffic signs (standards, chevrons, directional, advanced directional and gantry signs). Option for signage illumination by a variety of means.
K2	Regulations and guidelines: British Standards for Signage BS559 2020, Consumer Rights.
K3	Materials used in sign-making; their uses and characteristics, including self-adhesive vinyls (monomeric, polymeric, cast, reflective/fluorescent, grades of vinyl), self-adhesive laminates, adhesives for different applications (removable, permanent, high tack), banner material (scrim and mesh, total block out), wallpapers (self-adhesive and pastable), card, rigid substrates, plastic and metals (PVC, foamed PVC, acrylic, resin, fluted PVC, polycarbonate), aluminium composite material, aluminium (panels and extrusions), steel, fibreglass, soft signage (polyester fabric) and Paint, powders & ink. Illumination (LED, Neon).
K7i	Information technology: Management Information Software.
K7ii	Information technology: Computer Aided Design and Manufacture.
K8	Colour management and coding references: Pantone, RAL (European colour matching system), Cyan Magenta Yellow black (CMYK), Red Green Blue (RGB).
K9	Design principles: layout, colour selection, positioning, scale and proportion.
K10	Installation techniques: self-adhesive vinyl application (vehicle wrap, windows, substrates), screw or resin fixing, concrete post fixing, channel and clip post fixing, wallpaper (self-adhesive and pastable), electrical. Site survey requirements.
K11	Commercial operations: costing and quotation considerations and requirements.
K12	Planning techniques; work scheduling.
K13	Communication techniques – verbal and written. Signage terminology.
K14	Documentation requirements: client records, works order/job bag, invoices. General Data Protection Regulation (GDPR).
K15	Quality assurance requirements.
Skills	

S1	Interpret information, for example customer briefs, specifications and work instructions.
S2	Conduct site survey.
S3	Calculate costs and prepare quotations.
S4	Plan and schedule work.
S6	Use graphic design software to design signage.
S7	Create pre-fabrication files/instructions.
S12	Apply, install or erect signs.
S13	Check signage materials and products against quality requirements.
S19	Use access equipment in the installation process, for example ladders, fixed and mobile platforms.
S20i	Communicate with stakeholders – verbal, written or electronic; use industry terminology.
S21	Complete documentation for example job sheets, maintenance records.
Behaviours	
B5	Adaptable, for example to changing priorities and deadlines.
B6	Committed to continued professional development, for example keeps up to date with developments in the industry.

Observation with questions

This assessment method has one component.

An observation with questions involves an End-Point Assessor observing and questioning an apprentice undertaking work as part of their normal duties, in the workplace. This allows for a demonstration of the KSBs through naturally occurring evidence. The observation must be of an apprentice completing their usual work and simulation is not permitted. Apprentices must be observed by the End-Point Assessor completing work under normal working conditions. The End-Point Assessor will ask questions to assess the level of competence against the grading descriptors or to assess KSBs where an opportunity to observe them has not naturally occurred.

The observation with questions must take two hours. The time for questioning is included in the overall assessment time.

The observation with questions may be split into discrete sections held on the same working day.

Where breaks occur, they will not count towards the total assessment time.

The End-Point Assessor has the discretion to increase the time of the observation with questions by up to 10% to allow the apprentice to complete a task or respond to a question.

One End-Point Assessor may observe only one apprentice at any one time, to ensure quality and rigour.

Apprentices must be provided with information on the format of the observation with questions, including the timescales they will be working to, before the start of the observation with questions. The time taken to give this information is exclusive of the assessment time.

The following activities should be observed during the observation:

- manufacture signs using machinery, tools and/or equipment
- perform finishing operations
- maintain work area, tools and equipment
- prevent damage to signage

The observation should be conducted in the following way, to take account of the occupational context in which the apprentice operates.

The activity may relate to the same signage as assessment method 1: Project, report and questions, or different signage.

The activities can relate to one or more signs, with work completed in full or part, which enables the apprentice to use at least two different pieces of machinery, tools or equipment – one electrical and one non-electrical.

The End-Point Assessor must be unobtrusive whilst conducting the observation and questions.

Questions must be asked. The purpose of the questioning is to assess the level of competence against the grading descriptors. As only naturally occurring work is observed, those KSBs that the apprentice did not have the opportunity to demonstrate can be assessed via questioning, although these should be kept to a minimum.

The End-Point Assessor must ask a minimum of six questions. They may ask follow-up questions where clarification is required.

End-Point Assessors must use SIAS’s question bank as a source for questioning and are expected to use their professional judgment to tailor those questions appropriately. End-Point Assessors are responsible for generating suitable follow-up questions in line with SIASs training and standardisation process.

The questions can be asked by the End-Point Assessor both during and after work completion. In order to remain as unobtrusive as possible, End-Point Assessors should ask questions during natural stops between tasks and/or after completion of work rather than disrupting the apprentice’s flow.

The observation and responses to questions will be assessed holistically.

KSBs observed, and answers to questions, must be recorded by the End-Point Assessor.

The End-Point Assessor will make all grading decisions.

The observation with questions should take place in the apprentice’s workplace. Questioning should take place in a quiet space free from distraction and influence.

The employer is responsible for ensuring that all necessary machinery, tools and equipment required for the observation are available and are in good working order.

Observation with Questions Grading Descriptors

Theme KSBs	Pass Apprentices must demonstrate all the pass descriptors	Distinction Apprentices must demonstrate all the pass descriptors and all of the distinction descriptors
Preparation S5, S18	Identifies and organises the resources and work area(s) required for the task i.e. machinery, tools and equipment, materials and components Personal Protective Equipment	

Theme KSBs	Pass Apprentices must demonstrate all the pass descriptors	Distinction Apprentices must demonstrate all the pass descriptors and all of the distinction descriptors
	Maintains work area, tools and equipment; for example, charges batteries and sharpens blades	
Health and Safety / Environment K4, K5 S14, S15, S16 B1	Identifies and documents risks and hazards present in the workplace; advises on and applies appropriate control measures Works in accordance with health, safety and environmental regulations, policy and requirements, prioritising over other factors for example time and cost Disposes of waste safely; segregates and recycles materials where possible in line with company and statutory guidance and policies	Explains the importance of compliance with health, safety and environmental regulations, policy and requirements, with reference to the impact on individuals, business and the environment
Machinery, tools and equipment K6 S17	Selects machinery, tools and equipment appropriate for the task Conducts set-up, completes pre-checks and operates machinery, tools and equipment required for the task in line with manufacturers'/employer's requirements	Analyses and explains the potential consequences of not undertaking pre-checks and operating in line with manufacturers' / employer's requirements, for a piece of machinery, tool or equipment as identified by the End-Point Assessor
Assemble signage S8, S9, S10, S11	Selects and uses components and materials appropriate for the task Assembles signs in line with company tolerances Completes finishing – trim clean and add fixing features, required and in line with work instructions Protects materials and signs to prevent damage	Compares at least two different assembly techniques and justifies choices made Identifies and explains the potential assembly issues that could arise during the work and how they mitigate against them Identifies and explains the potential damage that can occur to signs and how they mitigate against them
Responsible S22	Takes responsibility to complete the work with	

Theme KSBs	Pass Apprentices must demonstrate all the pass descriptors	Distinction Apprentices must demonstrate all the pass descriptors and all of the distinction descriptors
B3	minimal supervision, rectifying or reporting issues in line with limits of authority	
Professional / teamwork / equality & diversity K16 S20ii B2, B4	Acts professionally, for example polite and respectful, uses appropriate language, neat and tidy in appearance and takes account of equality and diversity considerations in interactions with others Demonstrates being a team player, communicates with colleagues as required for the task	Explains how and why they would adapt the communication methods used when presented with a different audience as identified by the End-Point Assessor

Observation with Questions Knowledge, skills and behaviours

Ref	Grading descriptor
Knowledge	
K4	Health and safety regulations and requirements: Health & Safety at Work Act 1974, manual handling, Control of Substances Hazardous to Health (COSHH), Working at Height, Provision and Use of Work Equipment Regulations (PUWER), Personal Protective Equipment (PPE), Risk assessments, method statements.
K5	Environmental policy and requirements: Environmental Protection Act 1990. Sustainability. Disposal of waste, segregation of recyclable materials.
K6	Machinery, tools and equipment used in sign-making – their purpose and use: Inkjet printers (roll fed or flatbed), vinyl cutters/plotters, laminators (roll fed and table), Flat bed cutters, routers, laser cutters, engraving and etching machines, 3D printers, spray equipment, screen print equipment & guillotine. Portable Appliance Testing requirements.
K16	Equality and diversity in the workplace.
Skills	
S5	Prepare for signage work.
S8	Select and use materials and components.
S9	Assemble signs.
S10	Trim, clean and add fixing features to signage such as eyelets, hinges and brackets, as required.
S11	Protect materials and signs to prevent damage during manufacture, transportation and storage
S14	Identify and document risks and hazards in the workplace; advise on and apply control measures.
S15	Comply with health and safety regulations and requirements.
S16	Comply with organisational and statutory environmental and sustainability considerations: safe disposal of waste, recycling of materials and efficient use of resources.
S17	Select, set up, complete pre-checks and operate sign-making machinery, tools and equipment.
S18	Maintain work area, tools and equipment for example, charge batteries and sharpen blades

S20ii	Communicate with colleagues – verbal, written or electronic
S22	Rectify or report issues.
Behaviours	
B1	Prioritises health, safety and the environment.
B2	Acts professionally, for example represents employer well, uses appropriate language, neat and tidy in appearance and takes account of equality and diversity considerations.
B3	Takes responsibility, for example completes work with minimal supervision, knows own limitations and asks for help where required
B4	Team player, for example keeps colleagues informed, supports colleagues to complete work and develop.

Final Grade

Project, Report with Questions	Observation with Questions	Overall Grading
Fail	Any Grade	Fail
Any Grade	Fail	Fail
Pass	Pass	Pass
Distinction	Pass	Pass
Pass	Distinction	Pass
Distinction	Distinction	Distinction

Moderation

Assessment organisations will undertake moderation of End-Point Assessor decisions through observations and examination of documentation on a risk sampling basis. Results cannot be confirmed until moderation has been completed.

Re-takes / re-sits

Apprentices who fail one or more assessment method will be offered the opportunity to take a re-sit or a re-take at the employer’s discretion. The apprentice’s employer will need to agree that either a re-sit or re-take is an appropriate course of action.

A re-sit does not require further learning, whereas a re-take does.

Apprentices should have a supportive action plan to prepare for a re-sit or a re-take.

An apprentice who fails one or more assessment methods, and therefore the EPA in the first instance, will be required to re-sit or re-take the failed assessment method(s) only.

The timescale for a re-sit/re-take is agreed between the employer and SIAS. A re-sit is typically taken within two months of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within four months of the EPA outcome notification. If the apprentice fails the project report, they will be required to amend the project report in line with the End-Point Assessor’s feedback. The apprentice will be given 3 weeks to rework and submit the amended project report.

All assessment methods must be taken within a six-month period, otherwise the entire EPA will need to be re-sat/re-taken.

Re-sits and re-takes are not offered to apprentices wishing to move from pass to a higher grade.

Where any assessment method has to be re-sat or re-taken, the apprentice will be awarded a maximum EPA grade of pass unless SIAS determines there are exceptional circumstances requiring a re-sit or re-take.

Certification

The outcomes from the End-Point Assessment will be reviewed and a grade conferred by SIAS in accordance with SIAS quality assurance procedures, which are available from SIAS. SIAS will notify the employer of the outcome of each of the assessments.

SIAS will apply for the apprentice’s certificate, which will be sent by ESFA. The certificate confirms that the apprentice has passed the End-Point Assessment, has demonstrated full competency across the standard and is job-ready.

Assessment Specification

The assessment specification can be found in the published assessment plan for the standard. Details of which elements of the apprenticeship standard will be tested by each test are given in the Mapping knowledge, skills, and behaviours section of this guide.

Mapping of knowledge, skills, and behaviours

Key:	
Project, report and questions	PRQ
Observation with questions	OQ

Ref	KSB to be assessed	Assessment Method
Knowledge		
K1	The signage industry: types of markets/customers and different types of signs produced and their use: vehicle signs, wraps and graphics, window graphics, building frontage signs (sign trays, projecting signs, flat panels), post mounted signs (totem’s and road signage), street furniture and pavement signs, point of sale, floor graphics, exhibitions and displays, built up 3D letters, flat cut letters, health and safety warning signs, plaques and nameplates, information signs, road traffic signs (standards, chevrons, directional, advanced directional and gantry signs). Option for signage illumination by a variety of means.	PRQ
K2	Regulations and guidelines: British Standards for Signage BS559 2020, Consumer Rights.	PRQ
K3	Materials used in sign-making; their uses and characteristics, including self-adhesive vinyls (monomeric, polymeric, cast, reflective/fluorescent, grades of vinyl), self-adhesive laminates, adhesives for different applications (removable, permanent, high tack), banner material (scrim and mesh, total block out), wallpapers (self-adhesive and pastable), card, rigid substrates, plastic and metals (PVC, foamed PVC, acrylic, resin, fluted PVC, polycarbonate), aluminium composite material, aluminium (panels and extrusions), steel, fibreglass, soft signage (polyester fabric) and Paint, powders & ink. Illumination (LED, Neon).	PRQ

Ref	KSB to be assessed	Assessment Method
K4	Health and safety regulations and requirements: Health & Safety at Work Act 1974, manual handling, Control of Substances Hazardous to Health (COSHH), Working at Height, Provision and Use of Work Equipment Regulations (PUWER), Personal Protective Equipment (PPE), Risk assessments, method statements.	OQ
K5	Environmental policy and requirements: Environmental Protection Act 1990. Sustainability. Disposal of waste, segregation of recyclable materials	OQ
K6	Machinery, tools and equipment used in sign-making – their purpose and use: Inkjet printers (roll fed or flatbed), vinyl cutters/plotters, laminators (roll fed and table), Flat bed cutters, routers, laser cutters, engraving and etching machines, 3D printers, spray equipment, screen print equipment & guillotine. Portable Appliance Testing requirements.	OQ
K7i K7ii	Information technology: Management Information Software. Information technology: Computer Aided Design and Manufacture.	PRQ
K8	Colour management and coding references: Pantone, RAL (European colour matching system), Cyan Magenta Yellow black (CMYK), Red Green Blue (RGB).	PRQ
K9	Design principles: layout, colour selection, positioning, scale and proportion.	PRQ
K10	Installation techniques: self-adhesive vinyl application (vehicle wrap, windows, substrates), screw or resin fixing, concrete post fixing, channel and clip post fixing, wallpaper (self-adhesive and pastable), electrical. Site survey requirements.	PRQ
K11	Commercial operations: costing and quotation considerations and requirements	PRQ
K12	Planning techniques; work scheduling.	PRQ
K13	Communication techniques – verbal and written. Signage terminology.	PRQ
K14	Documentation requirements: client records, works order / job bag, invoices. General Data Protection Regulation (GDPR).	PRQ
K15	Quality assurance requirements.	PRQ
K16	Equality and diversity in the workplace.	OQ
Skills		
S1	Interpret information, for example customer briefs, specifications and work instructions.	PRQ
S2	Conduct site survey.	PRQ
S3	Calculate costs and prepare quotations.	PRQ
S4	Plan and schedule work.	PRQ
S5	Prepare for signage work.	OQ
S6	Use graphic design software to design signage.	PRQ
S7	Create pre-fabrication files/instructions.	PRQ
S8	Select and use materials and components.	OQ
S9	Assemble signs.	OQ
S10	Trim, clean and add fixing features to signage such as eyelets, hinges and brackets, as required.	OQ

Ref	KSB to be assessed	Assessment Method
S11	Protect materials and signs to prevent damage during manufacture, transportation and storage.	OQ
S12	Apply, install or erect signs.	PRQ
S13	Check signage materials and products against quality requirements.	PRQ
S14	Identify and document risks and hazards in the workplace; advise on and apply control measures.	OQ
S15	Comply with health and safety regulations and requirements	OQ
S16	Comply with organisational and statutory environmental and sustainability considerations: safe disposal of waste, recycling of materials and efficient use of resources.	OQ
S17	Select, set up, complete pre-checks and operate sign-making machinery, tools and equipment.	OQ
S18	Maintain work area, tools and equipment for example, charge batteries and sharpen blades.	OQ
S19	Use access equipment in the installation process, for example ladders, fixed and mobile platforms.	PRQ
S20i	Communicate with stakeholders – verbal, written or electronic; use industry terminology.	PRQ
S20ii	Communicate with colleagues – verbal, written or electronic	OQ
S21	Complete documentation for example job sheets, maintenance records.	PRQ
S22	S22 Rectify or report issues.	OQ
Behaviours		
B1	Prioritises health, safety and the environment.	OQ
B2	Acts professionally, for example represents employer well, uses appropriate language, neat and tidy in appearance and takes account of equality and diversity considerations.	OQ
B3	Takes responsibility, for example completes work with minimal supervision, knows own limitations and asks for help where required	OQ
B4	Team player, for example keeps colleagues informed, supports colleagues to complete work and develop.	OQ
B5	Adaptable, for example to changing priorities and deadlines.	PRQ
B6	Committed to continued professional development, for example keeps up to date with developments in the industry.	PRQ

Further Information

For information about SIAS policies, quality assurance, re-sits, appeals, complaints and general enquiries please see our website: www.siasuk.com

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