

# **Level 3**

# **Landscape Technician**

## **ST0741**

## **End-Point Assessment Specification**

March 2024

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## Introduction

End-point assessment (or EPA) is an important part of the apprenticeship. Taken at the end of the apprenticeship programme, the EPA demonstrates that an apprentice has all of the knowledge, skills and behaviours required to carry out their role on a day-to-day basis. The assessments must be completed by an approved independent end-point assessment organisation (EPAO) such as VetSkill.

This specification document provides a summary of the EPA, a full range of support materials are available for users of VetSkill's EPA service.

## Overview of the Landscape Technician Apprenticeship

This occupation is found in the construction, horticultural, digital, creative and design, environmental and planning sectors.

The broad purpose of the occupation is to work with and support landscape professionals in designing, planning and managing spaces in both natural and built environments. They work to meet project requirements and support these other professionals in protecting, conserving and enhancing the natural and built environment for the benefit of the public, communities, stakeholders and clients. Landscape Technicians use a wide range of technical skills and are at the forefront of technological innovation.

In their daily work, an employee in this occupation interacts with clients, planners, landscape architects, architects, landscape managers, urban designers, ecologists, engineers, arboriculturists, park managers, local and national Government departments, non-governmental organisations, the public, local communities and many others. The work includes a mixture of office based and outdoor activities.

An employee in this occupation will be responsible for some of their own work and will work under supervision of landscape professionals and managers in more complex areas.

## Gateway Requirements

Gateway is the point at which the employer, training provider and apprentice agree that the on-programme stage of the apprenticeship is complete and that the requirements to take the EPA have been met.

To pass through Gateway and take the EPA the apprentice must produce evidence that they have:

- completed a minimum of 12 months of training
- evidence of a minimum of 6 hours per week off-the-job training
- completed a portfolio of evidence with mapping document
- confirmation that the apprentice is consistently working at, or above, the level set out in the Apprenticeship Standard
- achieved Level 2 English and mathematics<sup>1</sup>
- Project proposal summary

## End-Point Assessment Methods

The EPA will take place on the same day for the Work Based Project including Project report and a presentation with questioning and the Professional Discussion supported with a portfolio. The EPA will usually be conducted at the apprentice's normal work location face to face or remotely.

The assessment methods can be delivered in any order and the result of one assessment method does not need to be known before starting the next.

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<sup>1</sup> 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 and British Sign Language qualifications are an alternative to English qualifications for whom this is their primary language.

## Work Based Project including a Project Report and a Presentation with Questioning

<b>Duration</b>	<p>Component 1: Work Based Project and Report</p> <p>The project report has a word limit of 2,500 (+ or - 10%)</p> <p>Component 2: Presentation of Work Based Project followed by Questioning</p> <p>Presentation of 10 minutes and questioning for 15 minutes (+10%)</p>
<b>Location</b>	Any suitable location (normally employer's premises) or remote
<b>Grade</b>	Fail / Pass / Distinction

### Component 1: Work Based Project and Report Overview

The project is compiled after the apprentice has gone through the Gateway process. The work-based 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 demonstrated for the EPA. Therefore, the project's subject, title and scope should be agreed between the employer and the EPAO.

Typically, projects will be of one employment project but where it is not possible for one large project to cover the relevant KSBs up to three smaller projects may be used. The employer will need to ensure that the project has real business application.

A project proposal should be submitted to VetSkill at gateway outlining how the intended project will meet the requirements of the Work Based Project and Report assessment. VetSkill will review the proposal to confirm its suitability to meet the requirements of the EPA (including suitable coverage of the KSBs assigned to this assessment method).

The project proposal should include:

- Project title
- 300-word synopsis of the project including details of the apprentice’s role and relevance to the KSB’s.
- The timeline for the project
- The date of the proposed submission

Apprentices will conduct a project in the form of a report of typically one employment-based project undertaken after the gateway lasting over a period of 3 months. The apprentice will prepare their project report and submit it to VetSkill after a maximum of 6 months of the EPA start date.

The employer will ensure the apprentice has sufficient time and the necessary resources, within this period, to plan and undertake the assignments and prepare the project report. The project report should be in the form of an electronic submission.

The project report must be based on real work based assignments carried out in the employer’s workplace as part of the apprentice’s day to day activities. The employer must sign off the report, thereby authenticating it. Typical subjects could be:

- A landscape design
- A landscape management issue
- A landscape planning issue
- The preparation of drawings and specifications
- The implementation or aftercare of a landscape project

As a minimum all project reports must include:

- An introduction
- The scope of the assignment(s) and the required outcomes
- Research and findings
- Assignment outcomes
- Recommendations and conclusions

The final project report has a word limit of 2,500. A tolerance of plus or minus 10% is allowed. Appendices, references, diagrams etc. will not be included in this total.

The project report must map, in a mapping and declaration template provided by VetSkill, how it evidences the relevant KSBs for this assessment method. When the project report is submitted, the employer and the apprentice should verify the submitted work is that of the apprentice.

### **Component 2: Presentation of Work Based Project followed by Questioning**

Apprentices will prepare and deliver a presentation and will respond to questions that will cover the KSBs assigned to this method of assessment. Apprentices will receive 10 working days' notice of the date, time and venue of assessment.

The presentation will be based on the project report. It will be submitted with the project report and will cover the following:

- A summary of the project report
- An explanation of how and why the techniques used were selected
- How the outcomes were achieved

The presentation can be conducted either face-to-face or via online video conferencing, where online video conferencing is selected, the apprentice will need to have ID available and be prepared to conduct a 360 sweep of the room as part of pre-

assessment checks, therefore must have the necessary equipment available. An audio and video record of the presentation and questioning is required.

The assessors must holistically assess the project report, presentation and questioning against the KSBs as set out in this plan, using the grading criteria.

The presentation followed by questioning will last for 25 minutes typically including a presentation of 10 minutes and questioning for 15 minutes.

The presentation and questioning will be undertaken by a panel of two independent end-point assessors, one of whom will take the role of Chair. The Chair's role will be to manage the session, open and close the session and to ask assessor generated questions.

Questioning will be used to assess knowledge, skills and behaviours mapped to this method and not covered by the presentation. The apprentice will be asked a minimum of 6 questions split evenly across the panel of assessors.

The apprentice may deliver the presentation in a format of their choice and VetSkill will ensure that they have access to the following:

- AV presentation equipment
- Flip chart
- Computer

### Professional Discussion supported with a Portfolio

<b>Duration</b>	45 minutes (plus 10%)
<b>Location</b>	Any suitable location (normally employer's premises) or remote
<b>Grade</b>	Fail / Pass

The professional discussion is a formal two-way conversation between the apprentice and IEPAs under controlled conditions. It gives the apprentice the opportunity to demonstrate



the KSBs mapped to this assessment method. The apprentice can refer to and illustrate their answers with evidence from their portfolio of evidence, however the portfolio is not directly assessed.

The discussion will be undertaken by a panel of two IEPAs to ensure fairness, quality and rigour within the assessment process. One will take the role of Chair, this role will be to manage the session, open and close the session and to ask assessor generated questions. A minimum of 12 questions balanced between the two assessors will be asked.

The apprentice will be provided with a minimum of 10 working days' notice of the date, time and venue for the professional discussion. The professional discussion should take place in a quiet room, free from distractions and influence either face to face or remotely using video conferencing.

The purpose of the professional discussion is to:

- assess the KSBs mapped to this method
- explore aspects of the work, including how it was carried out, in more detail
- require the apprentice to draw on their evidence to demonstrate the KSBs

The professional discussion can be conducted either face-to-face or via online video conferencing, where online video conferencing is selected, the apprentice will need to have ID available and be prepared to conduct a 360 sweep of the room as part of pre-assessment checks, therefore must have the necessary equipment available. An audio record of the professional discussion is required.

## Overall Grading

Performance in the end-point assessment determines the overall grade of fail, pass or distinction. The two IEPAs will assess the apprentice individual grades for the Work Based Project including a Project Report and a Presentation with Questioning and Professional Discussion supported with a portfolio to determine overall grade.

If the apprentice fails one assessment method or more, they will be awarded an overall fail. To achieve an overall pass, the apprentice must achieve at least a pass in all the assessment methods. To achieve an overall EPA distinction, the apprentice must achieve a distinction in the Work Based Project including Project report and a presentation with questioning assessment method.

Grades from individual assessment methods must be combined in the following way to determine the grade of the EPA overall.

<b>Assessment method 1 – Work Based Project including Project report and a presentation with questioning</b>	<b>Assessment method 2 – Professional Discussion supported with a portfolio</b>	<b>Overall grading</b>
Fail	Any grade	Fail
Any grade	Fail	Fail
Pass	Pass	Pass
Distinction	Pass	Distinction

## Re-sits and Re-takes

Apprentices who fail one or more assessment method will be offered the opportunity to take a re-sit or a re-take, provided it is within the EPA period of eight months from successful Gateway, in accordance with the assessment plan for ST0741. A re-sit does not require further learning, whereas a re-take does.

An apprentice who fails an assessment method, and therefore the EPA in the first instance, will be required to re-sit or re-take the whole EPA.

An apprentice who require a re-take should have a support plan agreed to prepare them for this.

Re-sits are not permitted as a means for improving a grade, e.g., from a Pass to a Distinction. Where a re-sit/re-take is agreed, the grading will be limited to a Pass unless there are exceptional circumstances as confirmed by VetSkill.

## Certification

VetSkill will apply for the Apprenticeship Certificate within 20 working days of providing the overall result for the apprentice's End-point Assessment. The ESFA will issue and send the Apprenticeship Certificate to the apprentice's employer by recorded delivery; **this can take up to 20 further days from application by VetSkill.**

## Appeals

The EPA enquiries and appeals process are available on the VetSkill website.

## Appendix A: KSBs Mapped to Assessment Methods

### Knowledge, Skills and Behaviours to be assessed by each assessment method

KNOWLEDGE	ASSESSMENT METHODS
<b>K1</b> Landscape design and management - Principles of landscape design and management and their role in shaping the landscape. The importance of promoting biodiversity, health and wellbeing, accessibility, and sense of place. Understanding barriers to access and potential solutions. Best practice standards including the Green Flag Award	Work Based Project including Project report and presentation with questioning
<b>K2</b> Site analysis - Principles of site investigation, analysis and appraisal. Understanding constraints and opportunities associated with sites, such as trees and other landscape elements	Professional Discussion underpinned by portfolio
<b>K3</b> Technology - Appropriate technologies typically including computer-aided design, Building Information Modelling, Geographic Information Systems, 3D modelling and visualisation, graphics and other relevant software and how they interface with one another. Information exchange processes and systems	Work Based Project including Project report and presentation with questioning
<b>K4</b> Conveying ideas and information - The methods and approaches that can be used to convey ideas to clients, stakeholders and the public typically including graphic design, reports, visualization, photography and graphics software, landscape strategies, maintenance and management plans	Work Based Project including Project report and presentation with questioning
<b>K5</b> Materials - Hard landscape materials and construction methods. Paths and other circulation routes, drainage (including Sustainable Urban Drainage Systems), ornamental features and furniture	Professional Discussion underpinned by portfolio
<b>K6</b> Plant science - Plant identification and maintenance. Growth habits, lifespan and horticultural requirements. Types of planting typically including native habitats, urban trees and ornamental. Soil types, climate and topography	Professional Discussion underpinned by portfolio
<b>K7</b> Legal and regulatory compliance - Landscape, planning and environmental related legislation, requirements, policies and procedures including but not limited to, planning applications, Environmental Impact Assessment legislation, statutory and non-statutory designations associated with landscape. Building Regulations particularly Parts K and M. Health and	Work Based Project including Project report and presentation with questioning

safety at work and on site including the Construction, Design and Management Regulations. Equality law. Law of contract and law of tort. The role of the Landscape Institute including the Code of Conduct	
<b>K8</b> Sustainability - How and why sustainability seeks to balance economic, environmental and social objectives	Professional Discussion underpinned by portfolio
<b>K9</b> Organisations - The different types of organisation providing landscape services and the role of the landscape technician in working towards business objectives. How to deliver high standards of client and customer care	Professional Discussion underpinned by portfolio
<b>K10</b> Data collection and management - Key principles of data collection, data management and confidentiality. Law and regulation of data including General Data Protection Regulations and Freedom of Information	Professional Discussion underpinned by portfolio

SKILL	ASSESSMENT METHODS
<b>S1</b> Undertake site surveys and inspections - Undertake site surveys and inspections and record findings in an appropriate format. Take account of natural processes, habitats and biodiversity and the topographical and physical environment including nearby structures, water courses, services	Professional Discussion underpinned by portfolio
<b>S2</b> Prepare basic landscape designs - Assist with the preparation of landscape designs accounting for the physical and social context. Consider the potential to improve health and wellbeing, sensory design and ensure schemes are accessible and inclusive for all. Apply the principles of sustainability	Professional Discussion underpinned by portfolio
<b>S3</b> Convey ideas - Contribute to conveying ideas to clients, stakeholders, volunteers and the public typically using reports, photography, visualisation, presentations and graphics software	Work Based Project including Project report and presentation with questioning
<b>S4</b> Use technology - Use technology typically including computer-aided design, Building Information Modelling, Geographic Information Systems and Excel	Work Based Project including Project report and presentation with questioning

S5 Contribute to the preparation of drawings and specifications for landscape schemes	Professional Discussion underpinned by portfolio
S6 Research - Undertake desk and site-based landscape research	Professional Discussion underpinned by portfolio
S7 Legal and regulatory compliance - Comply with relevant landscape, parks, planning, building and environmental related legislation, requirements, policies and procedures. <b>Follow health and safety procedures at work and on site (assess bold part only in the Professional Discussion)</b>	Work Based Project including Project report and presentation with questioning <b>Professional Discussion underpinned by portfolio</b>
S8 Contract process - Contribute to the implementation or aftercare of landscape projects and comply with or ensure compliance with contract terms	Professional Discussion underpinned by portfolio
S9 Personal effectiveness - Communicate clearly in writing and verbally. Manage work and time. Work independently and as part of a team. Interact with other built environment professionals	Work Based Project including Project report and presentation with questioning

BEHAVIOUR	ASSESSMENT METHODS
B1 Adopt the Landscape Institute's standards of conduct and practice	Professional Discussion underpinned by portfolio
B2 Commitment to continuing professional development	Professional Discussion underpinned by portfolio

BEHAVIOUR	ASSESSMENT METHODS
<b>B3</b> Be reliable, act with integrity and have respect for confidentiality on work related and personal matters, including appropriate use of social media and information systems	Work Based Project including Project report and presentation with questioning
<b>B4</b> Pay attention to detail	Work Based Project including Project report and presentation with questioning
<b>B5</b> Be adaptable	Work Based Project including Project report and presentation with questioning

### Assessment method 1: Work Based Project including a Project Report and a Presentation with Questioning

KSBs	Fail	Pass	Distinction
		Apprentice must achieve all the Pass criteria	Apprentices must achieve the Pass plus the following
K1 K3 K4 K7 S3 S4 S7 S9 B3 B4 B5	Does not meet the pass criteria	The apprentice demonstrates that they can:  Explain the principles of landscape design and management and the importance of promoting biodiversity, health and wellbeing, accessibility and sense of place for the project (K1)	Evaluate the importance of promoting biodiversity, health and wellbeing, accessibility and sense of place for the project. (K1)  Evaluate the choice and impact of technologies and software, information exchange processes and the

		<p>Explain the barriers to access and identify potential solutions and best practice standards for the project (K1)</p> <p>Explain their choice and the impact of technologies and relevant software used for the project and how they interface with one another (K3 and S4)</p> <p>Describe information exchange processes and the reasons for systems used for the project (K3 and S4)</p> <p>Explain the methods and approaches that can be used to convey ideas to clients, other stakeholders and the public and the effectiveness of the approach they used to contribute to conveying ideas and information relating to the project (K4 and S3)</p> <p>Describe the various legal and regulatory requirements including health and safety and those of the Landscape Institute when working as a landscape technician and explain how the project complies with these requirements (K7 and S7)</p> <p>Communicate clearly in writing and verbally (S9)</p> <p>Manage work and time, work independently, as part of a team and interact with other built environment professionals (S9)</p>	<p>systems used for the project (K3 and S4).</p> <p>Lead when conveying ideas and information relating to the project to others typically, but not exclusively, including team members, other professionals, clients, other stakeholders and the public (K4, S3, S9, B3, B4 and B5)</p> <p>Describe how the project exceeded any legal and regulatory requirements including promoting health and safety procedures (K7 and S7)</p>
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		Act with integrity, respect confidentiality, pay attention to detail and be adaptable during the project (B3, B4 and B5)	
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## Assessment method 2: Professional Discussion supported with a portfolio

KSBs	Fail	Pass
K2 K5 K6 K8 K9 K10 S1 S2 S5 S6 S7(part) S8 B1 B2	Does not meet the pass criteria	<p>Explain the principles of site investigation, analysis and appraisal and the constraints and opportunities associated with sites and projects and how they undertake site surveys and inspections and record findings appropriately (K2 and S1)</p> <p>Describe the various hard landscape materials and construction methods used for specific projects (K5)</p> <p>Identify common plants and explain their maintenance requirements, growth habits and lifespan (K6)</p> <p>Identify soil types and explain the effect of climate and topography (K6)</p> <p>Explain how and why sustainability seeks to balance economic, environmental and social objectives and how they prepare or assist with the preparation of basic landscape designs taking on board physical and social context and applying the principles of sustainability (K8 and S2)</p> <p>Identify the different types of organisation providing landscape services and explain their role in working towards business objectives and how they deliver high standards of client and customer care (K9)</p> <p>Describe the principles of data collection, management and confidentiality and related legal requirements and how these are applied to specific projects (K10)</p> <p>Explain how they contribute to the preparation of drawings and specifications for landscape schemes(S5)</p> <p>Undertake desk and site-based landscape research (S6)</p>

		<p>Explain how they follow health and safety procedures both at work and on site (S7)</p> <p>Contribute to the implementation or aftercare of landscape projects and ensure compliance with contract terms (S8)</p> <p>Adopt the Landscape Institute's standards of conduct and practice when working on projects (B1)</p> <p>Describes how they commit to continuing professional development (B2)</p>
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## Appendix B: Grading Descriptors

### EPA Method 1: Presentation of Work Based Project followed by Questioning

KSBs	PASS	DISTINCTION
<p><b>K1 K3 K4 K7</b></p> <p><b>S3 S4 S7 S9</b></p> <p><b>B3 B4 B5</b></p>	<p>To achieve a PASS, apprentices must demonstrate all the pass descriptors</p> <p>The apprentice demonstrates that they can:</p> <p>Explain the principles of landscape design and management and the importance of promoting biodiversity, health and wellbeing, accessibility and sense of place for the project (K1)</p> <p>Explain the barriers to access and identify potential solutions and best practice standards for the project (K1)</p> <p>Explain their choice and the impact of technologies and relevant software used for the project and how they interface with one another (K3 and S4)</p> <p>Describe information exchange processes and the reasons for systems used for the project (K3 and S4)</p>	<p>To achieve a DISTINCTION, apprentices must demonstrate all the pass descriptors and all the distinction descriptors</p> <p>Evaluate the importance of promoting biodiversity, health and wellbeing, accessibility and sense of place for the project (K1)</p> <p>Evaluate the choice and impact of technologies and software, information exchange processes and the systems used for the project (K3 and S4)</p> <p>Lead when conveying ideas and information relating to the project to others typically, but not exclusively, including team members, other professionals, clients, other stakeholders and the public (K4, S3, S9, B3, B4 and B5)</p> <p>Describe how the project exceeded any legal and regulatory requirements including promoting health and safety procedures (K7 and S7)</p>

	<p>Explain the methods and approaches that can be used to convey ideas to clients, other stakeholders and the public and the effectiveness of the approach they used to contribute to conveying ideas and information relating to the project (K4 and S3)</p> <p>Describe the various legal and regulatory requirements including health and safety and those of the Landscape Institute when working as a landscape technician and explain how the project complies with these requirements (K7 and S7)</p> <p>Communicate clearly in writing and verbally (S9)</p> <p>Manage work and time, work independently, as part of a team and interact with other built environment professionals (S9)</p> <p>Act with integrity, respect confidentiality, pay attention to detail and be adaptable during the project (B3, B4 and B5)</p>	
	<b>Fail: apprentices will fail where they do not meet all the pass criteria</b>	

## EPA Method 2: Professional Discussion Underpinned by Portfolio

KSBs	PASS
	In order to achieve a PASS, apprentices must demonstrate all of the pass descriptors
<b>K2 K5 K6 K8 K9 K10</b>  <b>S1 S2 S5 S6 S7(part) S8</b>  <b>B1 B2</b>	<p>Explain the principles of site investigation, analysis and appraisal and the constraints and opportunities associated with sites and projects and how they undertake site surveys and inspections and record findings appropriately (K2 and S1)</p> <p>Describe the various hard landscape materials and construction methods used for specific projects (K5)</p> <p>Identify common plants and explain their maintenance requirements, growth habits and lifespan (K6)</p> <p>Identify soil types and explain the effect of climate and topography (K6)</p> <p>Explain how and why sustainability seeks to balance economic, environmental and social objectives and how they prepare or assist with the preparation of basic landscape designs taking on board physical and social context and applying the principles of sustainability (K8 and S2)</p> <p>Identify the different types of organisation providing landscape services and explain their role in working towards business objectives and how they deliver high standards of client and customer care (K9)</p> <p>Describe the principles of data collection, management and confidentiality and related legal requirements and how these are applied to specific projects (K10)</p> <p>Explain how they contribute to the preparation of drawings and specifications for landscape schemes(S5)</p>

	<p>Undertake desk and site-based landscape research (S6)</p> <p>Explain how they follow health and safety procedures both at work and on site (S7)</p> <p>Contribute to the implementation or aftercare of landscape projects and ensure compliance with contract terms (S8)</p> <p>Adopt the Landscape Institute's standards of conduct and practice when working on projects (B1)</p> <p>Describes how they commit to continuing professional development (B2)</p>
	<p><b>Fail: apprentices will fail where they do not meet all the pass criteria</b></p>

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