Level 3 Composites Technician Apprenticeship (ST0094/1.1)

AM2: Interview underpinned by a Portfolio of Evidence Guidance

Version 2

Updated 02 April 2025

INTRODUCTION

In this assessment method an independent assessor (assessor), who is employed by PIABC Limited (PIABC) as the End Point Assessment Organisation (EPAO), will ask you questions.

You can refer to and illustrate your answers with evidence from your portfolio of evidence.

The interview assessment method is used because it allows for assessment of Knowledge, Skills and Behaviours (KSBs) mapped to this assessment method that do not occur on a predictable or regular basis. Questioning allows for testing of your responses where there are a range of potential answers that cannot be tested through the multiple-choice test.

Your interview will take place on a separate day to observation with questions (AM1) and the multiple-choice test (AM3). PIABC will aim to conduct your interview within 2 weeks of your observation and test taking place.

KNOWLEDGE, SKILLS AND BEHAVIOURS (KSBs)

The interview will be assessing the following KSBs:

KNOWLEDGE

K2	Composite technician's role. Limits of responsibility. Escalation procedures.
K6	Principles of sustainability and circular economy. Energy efficiency and reuse of materials. Recycling procedures. Principles of control and management of emissions and waste.
K19	Awareness of application of digital systems to support manufacture: CAD (computer-aided design), CAM (computer-aided manufacturing), CMM (coordinate measuring machine), and additive manufacture.
K20	Composite tooling and product design process awareness.
K21	Composite mould tool manufacture methods, techniques, and considerations.
K24	Process risk in composite manufacture and mitigation. Defect types and causes.
K25	Composite repair techniques: step, scarf, gel, resin injection, and riveting.
K27	Quality, cost, and delivery (QCD) standards and their importance in the workplace.
K31	Problem solving: root cause analysis, 5-Whys.
K32	Continuous improvement (CI) techniques: lean, 6-sigma, KAIZEN, and 5S.
K33	Information technology. Management information systems, word processing, spreadsheet, email, virtual learning platforms, document sharing platforms. General Data Protection Regulation (GDPR). Cyber security.
K35	Written communication techniques.
K36	Principles of team working. Equality, diversity and inclusion.

SKILLS

S6	Apply sustainability principles for example, in choice of materials, minimising waste.
S17	Identify issues for example, de-laminations, inclusions, surface defects, surface imperfections, and maintenance requirements.
S18	Escalate issues outside limits of responsibility.
S21	Interpret data for example, defect data and geometrical measurements. Use data to validate suggestions.
S22	Investigate a problem to identify the underlying cause. Identify a solution to the problem.
S23	Apply continuous improvement techniques. Devise suggestions for improvement. For example, improving the energy consumption or waste profile of processes and procedures to improve the sustainability or carbon footprint of a product, process, or task.
S24	Apply team working principles.
S26	Communicate in written form in the workplace for example, handover notes or emails, non-conformances, design change requests.
S27	Use information technology for work tasks. Comply with GDPR and cyber security regulations and policies.
S28	Plan how to meet personal development needs. Carry out and record planned and unplanned continued professional development (CPD) activities. Evaluate CPD against plans made.

BEHAVIOUR

B2	Consider the environment and sustainability.
B3	Demonstrate professional integrity.
B5	Team-focus with commitment to inclusivity.
B6	Respond and adapt to work demands or situations.
B7	Committed to continued professional development.

STRUCTURE

The interview must be structured to give you the opportunity to demonstrate the KSBs mapped to this assessment method to the highest available grade.

The interview is conducted on a 1:1 basis and assessed by assessor employed by PIABC.

The purpose of the assessor's questions is to assess the following themes:

- role
- sustainability
- design and manufacture - tools and processes
- composite process risks and repair
- problem solving and continuous improvement
- written communication

- information technology
- team working
- continued professional development

You will have access to your portfolio of evidence during the interview. You can refer to and illustrate your answers with evidence from your portfolio of evidence. The portfolio of evidence itself is not assessed.

The evidence presented by you at the interview should be valid, current, authentic, sufficient, and relevant to the standard. By this PIABC means:

- **Valid:** Relevant and appropriate to meet the KSBs criteria.
- **Current:** The evidence has been produced during the time you have been on the apprenticeship.
- **Authentic:** The evidence, such as a witness statement, must identified your work and not that of someone else or a group of people. If evidence is team-based it must be able to clearly identify your contribution.
- **Sufficient:** There is enough evidence to be certain that performance to the required standard is consistent and could be achieved on more than one occasion.
- **Relevant:** There is a clear match between the item of evidence and the required KSBs criteria.

It's good to remember STAR when answering the questions:

- Situation – set the scene
- Task – describe the purpose
- Action – explain what you do
- Result – share the outcome

The interview will last for 90 minutes. This time can increase by up to 10% to allow you to respond to a question if necessary.

The assessor will:

- ask at least 9 questions. The questions will be about certain aspects of your job and occupation.
- use follow up questions if clarification.
- make the grading decision.
- keep accurate records of the assessment and will record your answers to questions, the KSBs demonstrated in answers to questions and the grade achieved.

PIABC recommends that you have practice interviews with your training provider or mentor before the date of your interview and that at least one of these practice interviews should be take place using Microsoft Teams to stimulate the actual interview environment.

LOCATION

The interview will take place via by video conferencing using Microsoft Teams. You should be in a quiet room, free from distractions and influence for the interview.

MAPPING KSBs TO ASSESSMENT DESCRIPTORS

You will only be assessed on KSBs mapped this assessment method.

The full grading descriptors for AM2 is on the following pages:

Fail – An apprentice will be deemed to have failed if they do not meet the criteria outlined in the pass descriptor.

Theme (KSBs)	**Pass** (Apprentice must demonstrate all the pass descriptors)	**Distinction** (Apprentice must demonstrate all the pass descriptors and all of the distinction descriptors)
Composite technician's role (K2, K27, S18, B3)	Explains how they conduct their role in line with limits of responsibility and escalate issues outside their remit in line with company procedures. (K2, S18) Explains how they adhere to organisational quality, cost, and delivery (QCD) standards and company professional integrity standards. (S18, B3)	None
Sustainability (K6, S6, B2)	Describes how they consider and apply the principles of environmental sustainability in their work in line with organisational procedures, regulations and standards on energy efficiency, material reuse, recycling, and management of emissions and waste. (K6, S6, B2)	Supports the development of environmental and sustainability practice in the workplace for example, through promoting good practice to others, identifying improvement to practice. (K6, S6, B2)
Design and manufacture - tools and processes (K19, K20, K21)	Explains composite mould tool manufacture methods, techniques and considerations, showing awareness of the application of digital systems to support manufacture: CAD (computer-aided design), CAM (computer-aided manufacturing), CMM (coordinate measuring machine), and additive manufacture and composite tooling and product design process with reference to their company's practices. (K19, K20, K21)	None

Theme (KSBs)	**Pass** (Apprentice must demonstrate all the pass descriptors)	**Distinction** (Apprentice must demonstrate all the pass descriptors and all of the distinction descriptors)
Composite process risk and repairs (K24, K25)	Explains process risk in composite manufacture and mitigation, defect types and causes, and repair techniques: step, scarf, gel, resin injection, and riveting with reference to their company's practice. (K24, K25)	None
Problem solving and continuous improvement (K31, K32, S17, S21, S22, S23)	Explains how they have identified an issue with a composite and applied either root cause analysis or 5-Whys method to investigate, identifying the cause and finding a solution. (K31, S17, S22) Explains how they have applied either the lean, 6-sigma, KAIZEN, or 5S continuous improvement technique to provide a solution to a composite related issue or process in their own work. (K32, S23) Explains how they have interpreted data and used it to validate suggestions related to composite product or process improvement. (S21)	Evaluates how the improvement suggestion has the potential to improve the work of the wider team, workplace, or system. (K32, S23)
Written communication (K35, S26)	Describes how they have communicated in written form in the workplace using techniques suitable for context. (K35, S26)	None
Information technology (K33, S27)	Describes how they have applied information technology in work tasks in compliance with GDPR and organisational cyber security regulations and policies. (K33, S27)	None
Team working (K36, S24, B5, B6)	Describes the planned and unplanned continued professional development (CPD) activities they have carried out and recorded to meet personal and organisation development needs, showing a commitment to future CPD. Evaluates what the impact of their CPD has been and how it has benefited the business. (S28, B7)	None

MAPPING KSBs TO THEMES

KSBs grouped by Theme	Knowledge	Skills	Behaviour
Composite technician's role (K2, K27, S18, B3)	Composite technician's role. Limits of responsibility. Escalation procedures. (K2) Quality, cost, and delivery (QCD) standards and their importance in the workplace. (K27)	Escalate issues outside limits of responsibility. (S18)	Demonstrate professional integrity. (B3)
Sustainability (K6, S6, B2)	Principles of sustainability and circular economy. Energy efficiency and reuse of materials. Recycling procedures. Principles of control and management of emissions and waste. (K6)	Apply sustainability principles for example, in choice of materials, minimising waste. (S6)	Consider the environment and sustainability. (B2)
Design and manufacture - tools and processes (K19, K20, K21)	Awareness of application of digital systems to support manufacture: CAD (computer-aided design), CAM (computer-aided manufacturing), CMM (coordinate measuring machine), and additive manufacture. (K19) Composite tooling and product design process awareness. (K20) Composite mould tool manufacture methods, techniques, and considerations. (K21)	None	None

KSBs grouped by Theme	Knowledge	Skills	Behaviour
Composite process risk and repairs (K24, K25)	Process risk in composite manufacture and mitigation. Defect types and causes. (K24) Composite repair techniques: step, scarf, gel, resin injection, and riveting. (K25)	None	None
Problem solving and continuous improvement (K31, K32, S17, S21, S22, S23)	Problem solving: root cause analysis, 5-Whys. (K31) Continuous improvement (CI) techniques: lean, 6-sigma, KAIZEN, and 5S. (K32)	Identify issues for example, de-laminations, inclusions, surface defects, surface imperfections, and maintenance requirements. (S17) Interpret data for example, defect data and geometrical measurements. Use data to validate suggestions. (S21) Investigate a problem to identify the underlying cause. Identify a solution to the problem. (S22) Apply continuous improvement techniques. Devise suggestions for improvement. For example, improving the energy consumption or waste profile of processes and procedures to improve the sustainability or carbon footprint of a product, process, or task. (S23)	None

KSBs grouped by Theme	Knowledge	Skills	Behaviour
Written communication (K35, S26)	Written communication techniques. (K35)	Communicate in written form in the workplace for example, handover notes or emails, non-conformances, design change requests. (S26)	None
Information technology (K33, S27)	Information technology. Management information systems, word processing, spreadsheet, email, virtual learning platforms, document sharing platforms. General data protection regulation (GDPR). Cyber security. (K33)	Use information technology for work tasks. Comply with GDPR and cyber security regulations and policies. (S27)	None
Team working (K36, S24, B5, B6)	Principles of team working. Equality, diversity and inclusion. (K36)	Apply team working principles. (S24)	Team-focus with commitment to inclusivity. (B5) Respond and adapt to work demands or situations. (B6)
Continued professional development (S28, B7)	None	Plan how to meet personal development needs. Carry out and record planned and unplanned continued professional development (CPD) activities. Evaluate CPD against plans made. (S28)	Committed to continued professional development. (B7)

GRADING

The assessor will make all grading decisions.

The interview underpinned by a portfolio of evidence will be assessed Distinction, Pass or Fail.

RESITS AND RETAKES

If you fails one or more assessment method(s) can take a re-sit or a re-take at your employer's discretion. Your employer would need to agree that a re-sit or re-take is appropriate. A re-sit does not need further learning, whereas a re-take does.

You would have a supportive action plan to prepare for a re-sit or a re-take.

Your employer and PIABC will agree the timescale for a re-sit or re-take. A re-sit is typically taken within 2 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 4 months of the EPA outcome notification.

Failed EPA methods must be re-sat or re-taken within a 6-month period from the EPA outcome notification, otherwise the entire EPA will need to be re-sat or re-taken in full.

Re-sits and re-takes are not offered if you wish to move from pass to a higher grade. You would get a maximum EPA grade of pass for a re-sit or re-take, unless the PIABC determines there are exceptional circumstances.