

Higher and Degree Apprenticeships E-Portfolio

Why do apprentices need an e-portfolio?

The e-portfolio is collected online. It showcases a variety of work that demonstrates areas in which the apprentice has excelled. It evidences the key knowledge, skills and behaviours of the apprenticeship. It is used to make sure the apprentice is ready to take the End Point Assessment (EPA).

Who is responsible for creating an e-portfolio?

De Montfort University's Higher and Degree Apprenticeship Team will work with the apprentice to create their online e-portfolio. Employers and workplace mentors will also be able to help build and develop the information available online, proving that the apprentice has successfully completed the training and learnt the knowledge, skills and behaviour necessary for the EPA.

What should the e-portfolio contain?

It should include a range of documents such as assignments, projects, customer comments, minutes and records of observation. It must however, also include regular performance reviews, feedback from peers and a Continual Professional Development (CPD) log.

What is the apprenticeship gateway?

Once the apprentice has completed all of the learning modules (as well as any additional Maths and English qualifications) and successfully uploaded their e-portfolio; they are ready to pass through the apprenticeship gateway to take the EPA.

How are evidence packs linked to this?

The apprentice's evidence pack will also be used to determine whether an apprentice is ready for the EPA. This includes all evidence relating to initial eligibility, funding details, their individualised learning plan, and evidence of on/off the job training. This will be collected and maintained by De Montfort University's Higher and Degree Apprenticeship Team.