

Level 7 Apprenticeship

Lead Project Report Assessor's comments

November 2024

Results

The Project Report pass rate for this session is 87%.

Presentation and content

Presentation remains generally good.

Each requirement asks for the same aspects to be covered, including a summary of the situation; demonstration of the skill or behaviour; evaluation; and lessons learned. It is not compulsory to use subheadings within each answer, however some of the best submissions do use these. This approach can help ensure that sufficient thought is given to each aspect. Frequently, evaluation and learning points are only very briefly covered and are the most likely reason for not passing a requirement.

Reviews prior to submission

Aspects of some Project Reports continue to suggest that these have not been reviewed adequately, if at all. In addition to a general review of the accuracy and quality of English, reviewers should be confident that the situations given reflect reality as well as enable the apprentice to demonstrate competency in the relevant skill or behaviour. Reviewers (and apprentices) are reminded that use of generative AI to write Project Reports is prohibited. Reviewers should read the Project Report and consider whether it is in the apprentice's natural writing style or may instead not be the apprentice's own work.

Apprentices will fail if the report was written using the wrong template. The first page of every template CIOT issues shows clearly the session date. Use of the correct template is a basic check that any reviewer should make.

Assessment procedures

Any failing submission is second graded. Feedback is supplied to any failing apprentice to indicate what is needed for the Project Report to pass on resubmission.

Original Work

Apprentices, tutors and employers are reminded that a Project Report must reflect the individual apprentice's own experiences and must be written by them, in their own words.

The following table summarises the types of guidance and assistance which are allowed (with a tick) and which are not allowed (with a cross):

Discussing your approach to your Project Report with another apprentice	✓
Writing your Project Report in collaboration with another apprentice	✗
Taking advice from a colleague or mentor on which of your recent work experiences would be most suitable for inclusion in your Project Report	✓
Having content drafted by someone else or by generative AI (eg ChatGPT)	✗
Having your Project Report read to check you are properly demonstrating the skills and behaviours and receiving comments on general improvements needed	✓
Having sentences or sections rewritten by someone else	✗
Having your Project Report proofread and receiving general comments	✓
Using spellcheck or a dictionary yourself to check for spelling errors	✓
Having spelling or grammatical errors corrected by a colleague or mentor	✗

It is worth noting that use of generative AI (including Grammarly) to write or check a Project Report is likely to mean the report is impersonal as it will lack personal examples, reflection and experiences specific to the apprentice. It may produce a submission of great length and in complex and convoluted language that reads beautifully and describes the skill or behaviour in great detail, but it will still fail as it will not demonstrate **how the apprentice** is competent in the necessary skills and behaviours.

Next session

The next window for new Project Report submissions is 14 May to 30 May 2025 and the template for that session is now available.

Feedback

CIOT welcomes feedback on all aspects of the Project Report. Any comments may be sent using the survey form [here](#), or emailed to L7apprentice@CIOT.org.uk.