Level 7 Apprenticeship  
Lead Project Report Assessor’s commentsWinter 2023

ResultsThe Project Report pass rate for this session is 84%.

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.

Reviews prior to submission

Aspects of some Project Reports continue to suggest that these have not been reviewed adequately, if at all. More than one submission this session failed because it 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 proceduresAny 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 and which are not () allowed:

|  |  |
| --- | --- |
| 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 |  |

Next sessionThe next window for new Project Report submissions is 13 May to 31 May 2024 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](https://www.surveymonkey.co.uk/r/GRCMVDM), or emailed to L7apprentice@CIOT.org.uk.