

END POINT ASSESSMENT (EPA)

What is it?

End Point Assessment (EPA) is the final assessment for an apprentice to ensure that they can do the job they have been training for.

EPA is separate to any qualifications or other assessment that the apprentice may undertake during the programme stage of the apprenticeship.

At the end of an apprenticeship, the apprentice will go through a 'gateway' process where they are signed-off by their employer as ready for a final assessment of their knowledge and practical capabilities. The End Point Assessment Organisation (EPAO) and assessor must be independent of, and separate from, the training provided by the provider and employer.

EPA Organisation

Government legislation states that EPA must be delivered by a separate body to the employer and training provider.

As a registered End Point Assessment organisation, Suffolk County Council is responsible for ensuring that End Point Assessments are valid, reliable, comparable, manageable and minimise bias.

Suffolk County Council

has many years experience in the careers sector – both in training Careers Professionals, supporting CPD and acting as consultants to schools, colleges and other education establishments.

The independent assessors used for the EPA are all qualified with a range of experience in the careers sector and have worked in varied settings such as education, adult learning, private practice and public sector.

Each apprentice and employer will be allocated an assessor who will take them through the EPA process from start to finish. Suffolk County Council will manage the independent assessors and the internal quality assurance process.

The EPAO also works with the ESFA and Institute of Apprenticeships and Technical Education to ensure all external quality assurance takes place.

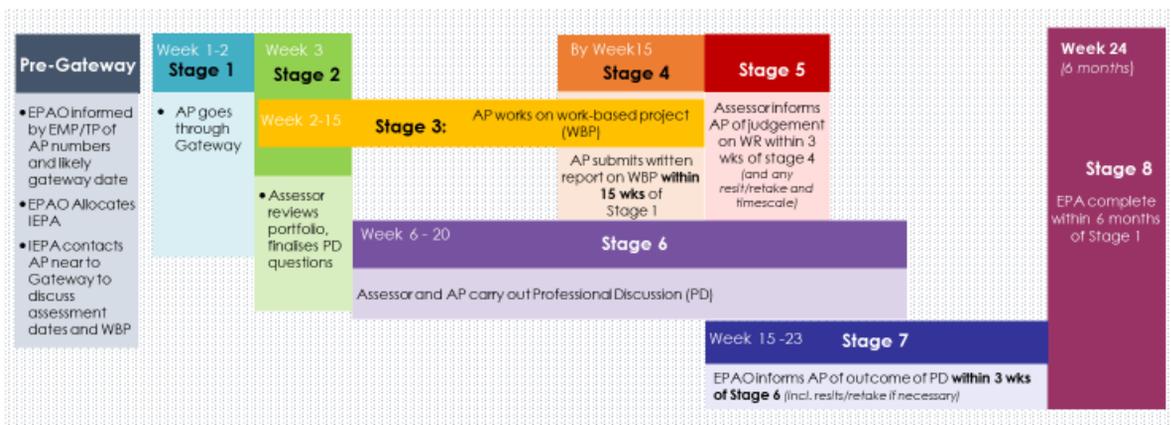
The Apprenticeship Standard

The apprenticeship standard we provide assessment for is the Higher Apprenticeship

Careers Development Professional Apprenticeship | ST0694

This apprenticeship route will typically take around two years to complete and includes a level 6 or higher career-related qualification that is approved by the Career Development Institute as giving eligibility to the UK Register of Career Development Professionals. This higher apprenticeship has been allocated to Band 12, which means that employers will be able to draw down up to £9,000 over two years to contribute to the cost of higher apprentice training.

EPA Timeline



Key: AP: Apprentice | EMP: Employer | EPAO: End Point Assessment Organisation | PD: Professional Discussion | TP: Training Provider | WR: Written Report | WBP: Work based project | IEPA: Independent End Point Assessor

The End Point Assessment will include:

- ▶ **A portfolio** evidencing that the apprentice has met the knowledge, skills and behaviours for the standard. This is not assessed but required for the assessor to carry out the professional discussion.
- ▶ **A professional discussion** with the independent End Point Assessor (IEPA)
- ▶ **A written report based on a work project** – area to be identified and agreed with the employer, apprentice and IEPA
- ▶ There will be an opportunity for one resit or retake if necessary.
- ▶ End Point Assessment must be completed within 6 months after the apprentice has gone through the Gateway

END POINT ASSESSMENT

Step by step guide

▶ **Registering your apprentice**

On the register of apprenticeship awarding organisations, **Suffolk County Council's ID number is EPA458**. The training provider will normally discuss with you which EPAO they will use and register for this on the ESFA Apprenticeship portal.

▶ **How do I book the EPA for my apprentice?**

If you are interested in using Suffolk County Council as your EPAO then please contact us on EPA@Suffolk.gov.uk. We recommend you contact us as early as possible so that we can plan your EPA and ensure we can accommodate your apprentice. We will use a dedicated and secure portal so that we can exchange the relevant information.

▶ **How do I know if my apprentice is ready for the EPA?**

The apprentice should be consistently working at or above the level set out in the occupational standard. Employers and training providers must decide together if the apprentice is ready for assessment by judging their learning and behaviours but ultimately this is the employer's decision.

- ▶ *Remember that getting to Gateway always means passing English and Maths at Level 2 (GCSE Grade C or above or an equivalent Level 2 qualification). There are other arrangements for apprentices who have additional needs. Your training provider will be able to give you more details.*
- ▶ *Achieved a Level 6 or higher career-related qualification approved by the CDI.*
- ▶ *Be able to produce a portfolio within two weeks of going through Gateway that provides evidence of having met the knowledge, skills and behaviours of the standard.*
- ▶ *Once you've registered for our EPA, we will ask you to complete a Gateway declaration form. The form asks you to confirm that the apprentice has met all the Gateway requirements under the standard.*

END POINT ASSESSMENT

Step by step guide - continued...



When do we get the apprenticeship certificate?

The ESFA issues apprenticeship certificates after we have sent the EPA results to the ESFA and managed any queries they have. They send the certificate directly to the employer. We cannot guarantee the ESFA's timelines for this.

We will inform you when we have sent the results of our decisions to the ESFA.



English & Maths

● **Can my apprentice get an exemptions from the functional skills requirement?**

Yes, if they can show prior achievement at the right level. The ESFA sets the [English and Maths qualifications](#) and grades apprentices need to be exempted from the English and Maths requirements of the standard.

● **What evidence do I need to show my apprentice has met the Maths and English level set by the standard?**

Acceptable evidence is full certificate or e-certificate, statement of results issued by an awarding organisation, screenshot of the awarding organisation's system showing the qualification has been achieved/awarded or a copy of the personal learner record.

After sitting the functional skills assessment, you should have the results online and you need to upload these to the EPA portal. If your apprentice has already achieved the level of English and/or Maths set by the standard, you would submit these results in the same way.

● **Can my apprentices sit their English and Maths assessments as part of the EPA?**

No. As reaching the set level of English and Maths is a requirement of gateway, the apprentice must show this before we can confirm them on EPA. You'll need to submit proof of achievement to us and, in some cases, sitting the next level of functional skills too.

● **What if my apprentice doesn't reach the English or Maths level between making a reservation request and getting to gateway?**

We would have to cancel the assessment slot for your apprentice. Because of ESFA rules we cannot put an apprentice through EPA unless they've reached gateway with the right level of English and Maths.

END POINT ASSESSMENT

Step by step guide - continued...



Timeline

Stage 1	<ul style="list-style-type: none"> ● Apprentice goes through Gateway; EPAO informed by employer/ Training provider ● Confirm EPAO with employer – issue SLA – allocate assessor ● Apprentice and employer, assessor - discussions about work based project (WBP) with specifications provided within one week of Stage 1 ● Assessor and Apprentice agree date for Professional Discussion
Stage 2	Apprentice submits portfolio within 2 weeks of Stage 1; assessor reviews portfolio and finalises Professional Discussion questions
Stage 3	Apprentice works on work based project
Stage 4	Apprentice submits work based project within 15 weeks of Stage 1
Stage 5	Assessor informs Apprentice of judgement on WBP within 3 weeks of submission at Stage 4 (and any resit/retake and timescale)
Stage 6	Assessor and Apprentice carry out Professional Discussion (anytime from Stage 3 – Stage 8)
Stage 7	EPAO informs apprentice of outcome of PD within 3 weeks of Stage 6 (incl. resits, retake if necessary)
Stage 8	EPA complete within 6 months of stage 1



ACE360 Apprenticeship Management Solution

ACE360 is an industry-wide Apprenticeship management system that enables you to manage Apprenticeship Standards efficiently, securely and paper-free. It has been developed to meet the needs of the sector in delivering the new Apprenticeship Standards. <https://ace360.org/>

SECURITY

Data protection is important to us. ACE360 is using the highest level of data security possible in their use of cloud-based technology, leading to free space on your computer and peace of mind that files will not go astray.