

END POINT ASSESSMENT

A GUIDE FOR **EMPLOYERS**
SUPPORTING APPRENTICES IN THE WORKPLACE

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WHAT IS COVERED IN THIS GUIDE

What is End Point Assessment (EPA)?

Employer EPA responsibilities

What is the EPA plan for my apprentice
and where can I find it?

What to look for when choosing an End
Point Assessment Organisation(EPAO)

How to find an EPAO

WHAT IS END POINT ASSESSMENT?

A rigorous, independent assessment focused on testing an apprentice's behaviours, knowledge and skills at the end of their apprenticeship training

All apprentices must go through EPA after passing through Gateway in order to achieve.

Remember

Apprentices must have achieved all required functional skills before entering Gateway.

Length of EPA process varies for each Apprenticeship Standard.



EMPLOYER EPA RESPONSIBILITIES

Why should employers be involved in EPA?

Passing through Gateway marks the end of the practical training period. Off the Job(OTJ) training hours are signed off and the training provider training and guidance role ends.

The employer's role now is to support the apprentice to achieve their EPA.

This can be done by understanding the assessment methods, grades and grading descriptors used and by working with the EPAO.



THE ASSESSMENT PLAN

What is the EPA plan for my apprentice and where can I find it?

Each Apprenticeship Standard has its own end point assessment plan. This plan specifies which assessment methods will be used to assess the knowledge, skills and behaviours identified in the Standard.

All plans are here:

🌐 www.instituteforapprenticeships.org/apprenticeship-standards

Employers can help by ensuring that the assessment methods used in the plan mirror work place practices whenever possible.

This short video looks at the assessment plan in more detail:

🌐 www.youtube.com/watch?v=Wg3cx7YNyRo (2 mins)

Different Assessment Methods

🌐 www.youtube.com/watch?v=57uWc6EDjKw (4 mins)

FINAL GRADES AND GRADE DESCRIPTORS

How your apprenticeship is assessed

- Fail, pass, merit and distinction grades are available.
- Some assessment plans offer pass and fail grades only (the minimum number of grading options required).
- Others offer 3 or 4 (fail, pass, merit or distinction).
- An assessment plan must include grade descriptors for each assessment method.



CHOOSING AN EPAO

What to look for when choosing an End Point Assessment Organisation (EPAO)

- How well do they understand and know the sector you are operating in? Are they occupationally competent?
- Are their assessment dates and times flexible?
- What are the costs for registration, re-sits and appeals? Are they competitive.
- Are there any special software requirements?
- What resources do they offer e.g., videos, mock assessment tools, bespoke for you?
- What reasonable adjustments can they make to support inclusion?
- What is their communication strategy with learners, employers and your training provider?
- Are they entirely independent? e.g., no affiliation with training providers or employers (ask to see their Conflict-of-Interest Policy).
- Are they affiliated with an External Quality Assurance Organisation?
-  www.instituteforapprenticeships.org/quality/resources/register-of-eqa-providers/
- There are two External Quality Assurance Organisations:
 - Ofqual (L2-L3 Apprenticeships).
 - Office for Students (Integrated Higher and Degree Apprenticeships only).

FINDING AN EPAO

Find an assessment organisation

