



ENERGY & UTILITIES  
INDEPENDENT  
ASSESSMENT SERVICE

# IS YOUR APPRENTICE READY FOR AN EPA ASSESSMENT? TEN WAYS TO CHECK





# READY FOR END POINT ASSESSMENT?

Here's our Top Ten List of the key checks for EPA Readiness.

When you enrolled your apprentice, you will have registered them on the government portal and included the name of your chosen end point assessment organisation (EPAO) as part of the registration process. Limited registration information is transferred automatically to the EPAO.

Generally speaking, the EPAO will make contact with you to request further details on your apprentices and provide preliminary information on their contractual and gateway requirements. If they do not make contact with you, then find a contact name and email address by checking the government's Register of End Point Assessment Organisations.

Early contact with the EPAO is important because it enables you to gain valuable insights into the different elements of the EPA, the EPA process and the eligibility requirements for

gateway so that you can better prepare your apprentice for assessment. A high quality EPAO is likely to provide an EPA specification, apprentice handbook and sample knowledge test papers as a minimum.

Each apprenticeship standard specifies the on-programme delivery period. EPA is not included. The assessment plan is a vital document to get under the skin of the assessment.

The assessment plan for the apprenticeship will tell you:

- The number of weeks or months in which the EPA must be completed (normally between three and six months)
- The different components of the EPA (typically knowledge assessment, practical observation and technical interview) and their duration

- The documents required to support the EPA components (portfolio of evidence, project)
- The sequence of the EPA components and whether the apprentice must pass one component before being permitted to continue to the next stage of EPA
- Whether the employer is expected to provide a venue or supply personnel (e.g. invigilators or technical experts) to support EPA
- What happens if an apprentice fails a component and whether resits or retakes are permitted

The assessment plan will not tell you a whole host of information so it's even more important that you gain a full picture by doing your homework! Use our EPA Readiness checklist to get ahead.

EPA Readiness		✓
1	<p><b>Think process and planning!</b></p> <p>At the beginning of the apprenticeship, you will have created an individual learning plan, completed a Service Level Agreement and provided learner data; gone back to these documents and checked that milestones, progress reviews and paperwork evidence that the requirements of the apprenticeship programme are fully met (e.g. if it included the delivery of a specific qualification).</p>	
2	<p><b>Think apprentice first!</b></p> <p>Do they understand the EPA components?</p> <p>Has your EPAO provided you with mock assessments and other supporting resources?</p> <p>Does your apprentice know how to access any EPA preparation tools?</p> <p>Have you carried out mock assessments with the apprentice such as a practice knowledge test in test conditions and a practice technical interview - has it been carried out by someone who the apprentice has not met before?</p>	
3	<p><b>Think employer!</b></p> <p>Has the employer chosen the EPAO?</p> <p>Have you briefed the employer on what the EPAO requires in terms of site access, venue, resources, equipment and personnel to support the EPA?</p> <p>If the employer is providing technical assessors for EPA, do they understand their responsibilities and have they completed EPAO approval and training (where relevant)?</p> <p>Have you submitted the names of the people who will invigilate the Knowledge Test (if this is part of the EPA)?</p> <p>Does the employer understand that the apprenticeship certificate will be sent to them by ESFA, and their responsibility to pass it on to the apprentice?</p>	
4	<p><b>Think contracts!</b></p> <p>Have you / the employer signed the EPAO contract?</p> <p>Has the registration or enrolment fee been paid?</p> <p>What are the cancellation terms?</p> <p>Do you have a named contact at the EPAO?</p>	
5	<p><b>Think paperwork!</b></p> <p>Have you familiarised yourself with the EPAOs processes and the portal for submission of paperwork?</p> <p>When does the EPAO need to be notified that your apprentice is ready for EPA? Do you have a copy of the Gateway Eligibility Form to collect approval from the apprentice that they are happy to enter EPA?</p>	
6	<p><b>Think apprentice again!</b></p> <p>Do you need to request reasonable adjustments or special considerations? What is the process to do this, what forms do you need to complete and when must they be submitted?</p> <p>The assessment will include outcomes in the standard that may have been delivered right at the start of the learning programme. Have you planned in refresher sessions to recap KSBs as part of your gateway preparations?</p>	
7	<p><b>Think Gateway!</b></p> <p>Do you understand the EPA booking process?</p> <p>If a qualification formed part of the apprenticeship, have you evidence that they have achieved the qualification?</p> <p>Have you provided Maths and English certificates?</p> <p>Have you provided any other gateway requirements?</p> <p>Have you scheduled a meeting with the employer to sign off the apprentice as ready for EPA?</p> <p>Have you paid the balance of the EPA fee?</p>	



8	<p><b>Think EPA!</b></p> <p>Has your apprentice prepared any supporting evidence ready to upload to the EPAO - do they know how and when to do this?</p> <p>Have you checked portfolios/projects etc. for breaches of GDPR?</p>	
9	<p><b>Think EPA Test Day!</b></p> <p>EPAOs will inform you of the dates and arrangement details for each assessment component. Have you shared these with the apprentice in good time?</p> <p>Have you undertaken a final briefing for the apprentice and their employer?</p>	
10	<p><b>Think contingency!</b></p> <p>Do you understand the implications of cancellations if apprentices miss a component of EPA?</p> <p>When and how will you be notified of a result?</p> <p>What will happen if an apprentice fails part or all of the EPA? Have you considered action plans for apprentices that fail a part of an EPA and the timescales for re-sitting that part?</p> <p>Will you have to pay an additional fee?</p>	

## Gateway

Gateway is a formal stage in the apprenticeship programme. All training delivery must have been completed and apprentice eligibility documentation and contractual paperwork submitted to the EPAO before your apprentice formally goes through Gateway to the EPA stage.

## EPA

Your apprentice has made it to the EPA stage but, they will still need your support. Keep in touch with your EPAO. Hang onto the baton for a bit longer!



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