EPA Portfolio Guidance for Apprenticeship Training Providers

Essential information for paper-based and e-portfolios used to underpin end-point assessment interviews

Portfolios that underpin EPA interviews are not assessed. They serve two purposes:

➤ The assessor reviews it before the interview to help focus and contextualise their questions

➤ A carefully prepared portfolio supports the apprentice through the interview

Quality vs quantity

The apprentice should be supported in selecting and mapping evidence for the portfolio.

In theory one comprehensive job-write up could cover all the required knowledge, skills and behaviours (KSBs). In practice, this is more likely to be several job write-ups plus a few smaller pieces of evidence targeting specific elements of the standard.

Choose the best pieces of evidence for each KSB covered by the interview. An EPA assessor will look for one suitable piece of evidence for each KSB. To be confident of meeting the standard, aim to have two pieces of evidence mapped to each KSB.

Discrete pieces of evidence could include:

➤ a piece of evidence mapped to a single element of the standard, like a completed risk assessment document

➤ a job write-up of several pages containing references to multiple different elements of the standard

Examples of acceptable evidence:

➤ Workplace records

➤ Workplace procedures

➤ Witness statements signed and dated by coaches/ trainers

➤ Annotated photos/diagrams (where permitted)

➤ Short video clips showing the apprentice carrying out a relevant task

➤ Job write-ups by the apprentice

Evidence must be:

➤ produced by the apprentice (authentic)

➤ relevant to the standard (K,S or B) that it is mapped to

➤ produced during the time the apprentice is in training

What the apprentice can do:

➤ Get familiar with the structure of the end-point assessment using the EPA specification at euias.co.uk

➤ Get to know the KSBs covered by the interview, using the EPA specification

➤ Get to know the grading criteria, including distinction grading, for the interview, using the EPA specification

➤ Ensure there is evidence to cover every KSB in the interview

➤ Practise mapping evidence and completing the evidence mapping grid

Training providers are expected to support the apprentice in preparing their portfolio by:

➤ Clarifying responsibility for supporting the apprentice to select and map evidence for the portfolio, including employer coaches/mentors where applicable

➤ Advising on which pieces of evidence to select

➤ Supporting the mapping of evidence and production of a mapping document

➤ Authenticating evidence as valid

➤ Signing off the portfolio

➤ Submitting the portfolio to EUIAS when required (many are required as part of Gateway)

Example Evidence Mapping Grid – grouped KSBs

Example Evidence Mapping Grid – separate KSBs