

END-POINT ASSESSMENT (EPA)

THE APPRENTICE'S JOURNEY

g gateway
qualifications



1. ON-PROGRAMME

The apprentice must complete all on-programme requirements to enter EPA.

- English and Maths up to Level 2 as per assessment plan requirements.
- Any specific requirements (e.g. portfolio of evidence, project synopsis).

Tips

- Start with the end in mind; familiarise yourself with the assessment plan and ensure you have access to the Gateway Qualifications EPA Support Pack.
- Use Gateway Qualifications mock materials to test your readiness and prepare for EPA.

NOTE: All apprentices must complete a minimum of 12 months on-programme learning before taking the EPA.

3. EPA PLANNING MEETING

- The allocated Independent End-point Assessor/ Gateway Qualifications representative invites the apprentice and employer to a virtual EPA Planning Meeting.
- Mutually agreeable dates, locations and times for assessment activities are confirmed by all parties.
- Information, support and guidance regarding the EPA process and assessment activities are reiterated to the apprentice and the employer.

Tips

- Feel free to ask any questions you may have during this meeting.
- Come prepared with your work schedule or any information regarding the business levels in your organisation.

NOTE: All assessment activities must be completed within the assessment window.

5. RESULT NOTIFICATIONS

- The Independent End-point Assessor compiles all assessment evidence and documentation post-assessment.
- Gateway Qualifications internal team quality assures the assessment decisions.
- Results are issued to the apprentice, employer and provider via email.

Tips

- Keep an eye on your email for result notifications as they will be shared with you no later than 10 working days from the last assessment.
- You have the right to appeal. Information on the appeal process can be found on the Gateway Qualifications website.

NOTE: You will be requested to provide feedback on our service.

2. EPA GATEWAY

- A meeting between the employer, provider and apprentice takes place to confirm that the EPA Gateway requirements have been met and the apprentice is ready to complete the EPA.
- It is the employer's decision to put an apprentice forward for EPA.
- Gateway Qualifications reviews the evidence submitted by the provider, and once accepted, the apprentice enters the EPA.

Tips

- It is advised to review any mock assessment feedback from your provider to support with EPA readiness.
- Ensure that any portfolios of evidence, business proposals etc. are completed (as defined in the assessment plan) and reviewed with your provider before or during the EPA Gateway Meeting.

4. EPA ASSESSMENT ACTIVITIES

- Assessments take place in accordance to the scheduled dates.
- Each assessment plan documents the number of assessments and explains their requirements.
- Assessments are generally conducted remotely, with the exception of mandatory face-to-face ones (e.g. observation).

Tips

- Please arrive early for your assessment and notify your Independent End-point Assessor if you are late or unable to attend.
- A photo ID check is mandatory before each assessment so don't forget to bring yours (E.g. passport, driving licence).
- Ensure you are in a controlled environment, quiet and free from distractions, and that you have a stable internet connection throughout (for remote assessment).

6. CERTIFICATION

- Gateway Qualifications applies to the Apprenticeship Service (Education and Skills Funding Agency) for the apprenticeship certificate on behalf of the apprentice.

Tip

- Liaise with your employer as the certificate is sent to your employer's postal address.





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