

END-POINT ASSESSMENT (EPA)

THE EMPLOYER'S
JOURNEY

g gateway
qualifications



1. ON-PROGRAMME

- The employer and apprentice enter an apprenticeship agreement for the duration of the apprenticeship.
- The employer enters a written agreement with a provider to deliver teaching and learning support for the apprentice.
- The provider selects Gateway Qualifications as an organisation which delivers regulated End-point Assessments for the EPA stage of the apprenticeship.

Tips

- Support the apprentice throughout the journey by ensuring they have access to the Gateway Qualifications EPA Support Pack, and providing them with on-the-job and off-the-job training.
- Liaise with the provider to monitor the apprentice's progress against EPA plan requirements.

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

- Establish whether you are required to attend any assessments with your apprentice (E.g. Professional Discussion).
- Come prepared with your staff rota to commit to dates and locations for assessments.
- Assessment dates can be viewed on the EPA Pro platform.

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.
- The assessment results are available to be viewed on EPA Pro.

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 place an apprentice through the EPA process.
- Gateway Qualifications reviews the evidence submitted by the provider, and once accepted, the apprentice enters the EPA.

Tips

- It is imperative that you are available for the meeting, as although the provider can offer guidance and assistance, it is ultimately your decision as to whether the apprentice is ready to enter EPA.
- Access the Gateway Qualifications EPA Support Pack to equip yourself with what is expected of you during the EPA process so that you are in the best position to support your apprentice.

4. EPA ASSESSMENT ACTIVITIES

- Assessments take place in accordance with 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

- For remote assessment, ensure your apprentice has access to an environment that is quiet and free from distractions and that they have access to a stable internet connection.
- For face-to-face assessment, ensure your apprentice is punctual on the assessment day, and has access to all the required equipment to complete the assessment.
- Ensure you are available as planned for the assessments where your presence is mandatory.

6. CERTIFICATION

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

Tip

- Tip: Keep an eye on the post as your apprentice's certificate will be posted to your company address.



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