Insights on End Point Assessment (EPA)







Meet your Hosts



Hannah Newman Business Development Manager (EPA)

Connect with me:





Natasha Joyce EPA Operations Manager

Connect with me:





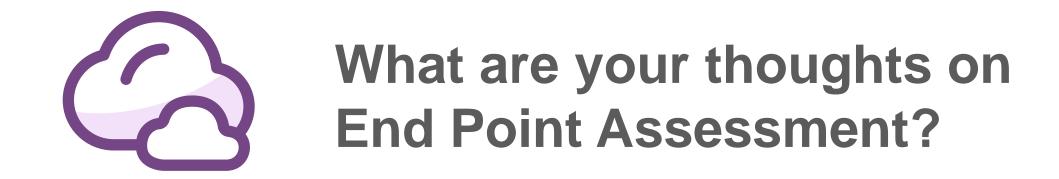
Introducing an Apprentice perspective





Please download and install the Slido app on all computers you use





(i) Start presenting to display the poll results on this slide.

What is End Point Assessment?

Fact

Conducted by independent, impartial assessors, who are sector specialists

It involves at least two different assessment methods. These are workplace and role-related.

Preparation is the key to success, engage with your end point assessment organisation early

It is regulated to ensure consistent highquality assessment takes place

There are additional support measures that may be applied

Collaboration between provider, employer, apprentice and EPAO to ensure a clear and structured approach

Myth

EPA is the same as the assessments the training provider or employer does

The assessors are there to try and catch the apprentice out in their assessment

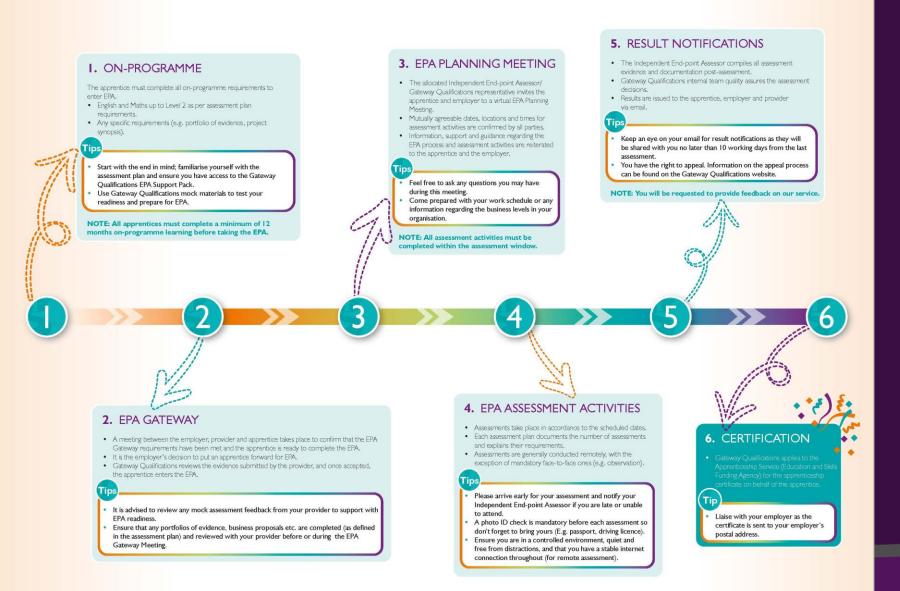
EPA is just a formality

The assessor can make any decision they want

I can just wing-it on the day!

It is not a fair process

What support is available for EPA



Apprentice Journey - End-Point Assessment

I. ON-PROGRAMME

Tips

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).
- 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.

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.

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.

4

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).

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.

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

Tips

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.

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.

What support is available for EPA

gat qual

gateway

ance

Page 1 of 12

30-39 (60%)

e of 40-50 (80%)

Pass descriptors

e to achieve a fail, pass, or distinction grade in the knowledge test, and the grading is as follows:

the KSBs can be assessed in the Project presentation or portfolio-based interview as well.

in-depth knowledge of organisation and wider business environment)

or the pass and distinction descriptors for this method of assessment.

advancing key skills to support progression to management)

Effectively plans and manages small projects

Able to lead small projects when required

management tools and principles

economic environment

Demonstrates some understanding of project

Shows a working knowledge of the organisations purpose, aims and ways of working, putting it in

Provides some understanding of the political and

Understands how to manage stakeholders, e.g. clarifying and delivering on expectations

context of the local (or sector) environment

gateway

Plans and manages a significant project and can

Demonstrates strong leadership skills when

of project management tools and principles

Understands and is able to apply a strong grasp

organisation's purpose, aims and way of working,

Page 3 of 6

putting it in context of the wider economy and

describe what made it a success

Shows a thorough understanding of the

Understands and follows the principles of

managing a project

political environment

stakeholder management

Portfolio Guidance

Business Administrator ST0070/1.0

Gateway Qualifications recommends the portfolio of evidence is submitted by the Galeway Qualifications recommends the portfolio of evidence is submitted by the provider, on behalf of the apprentice, at the EPA Galeway submission stage. This evables the smooth and swift processing of all assessments to be carried out. If circumstance artises that the portfolio canon he submitted at EDA Category videoe

enables the smooth and swift processing of all assessments to be carried out. If circumstance arises that the portfolio cannot be submitted at EPA Cateway, please circumstance arises that the portfolio cannot be submitted at EPA Galeway, pleas contact us so we can arrange an asternative to meet all needs and adhere to the assessment plan requirements.

The portfolio of learning is completed during the on-programme delivery stage with the mounter. The emotioner should facilitate true through relevant tasks and evolution. The The portfolio of learning is compiled during the on-programme delivery stage with the provider. The employer should facilitate this through relevant tasks and support. The employer and provider should review the portfolio of learning with the apprentice and provider should review the portfolio of learning with the apprentice and approximate the provider should review the portfolio of learning with the apprentice and provider should review the portfolio of learning with the apprentice and provider should review the portfolio of learning with the apprentice and provide should be provided by the portfolio of learning with the apprentice and provide should be provided by the provided by th

employer and provider should review the portfolio of learning with the apprentice and make a judgement on whether they should be progressed to End-point Assessment (Figh.) In Advance and the concentration of the apprentice and the source and the source approximate the source and the source approximate the source approxi make a judgement on whether they should be progressed to End-point Assessme (EPA). It should showcase the apprentice's competence with the evidence being onersides for the apprentice themselves

The Independent End-point Assessor (IEPA) will review the evidence and use it to

To achieve a distinction the apprentice needs to demonstrate analysis and evaluation To achieve a distinction the apprentice needs to demonstrate analysis and evaluation during the interview. A poorly constructed portfolio of evidence may impact the prospect of a distance on the prospect with the burdet on the evidence construct the burdet of the evidence of the prospect of the prospect of the prospect of the evidence of the evid

during the interview. A poony constructed portfolio of evidence may impact the prospec of a distinction as the questions will be based on the evidence content. The interview

and evaluate their performance and that of the team, cleany describing what works well, what needs improvement and why they got the results or outcomes they did.

An precess of evidence must be crearly named with which is then added to the Portfolio Mapping Matrix.

Portfolio Guidance Business Administrator ST0070/1.0

Best practice in compiling a portfolio of evidence

of a distinction as the questions will be based on the evidence content. The interview guestions will be constructed in a way to ask the apprenice to reflect, critique, analyse evaluate their performance and that of the team, clearly describing will worked with what beacts interviewed and way to use as the orient of evaluation between the second what beacts interviewed and way to use as the orient of evaluation between the second what the second memory and the team of the second s

Ensure that the evidence within the portfolio provides coverage against all the standards as outlined in the assessment plan for the interview assessment

method. • A range of evidence, methods and consistency over time is encouraged to show

Evidence is valio, authentic, ourrent, sufficient and reliable.
 Evidence must be annotated to describe it. We recommended using what / who /

when / why principles. All pieces of evidence must be clearly named with evidence type and number,

The Independent End-point Assessor (IEPA) will review the evidence and use it to identify areas for the interview. The portfolio of evidence is not directly assessed.

This guidance is for use by apprentices, employers and providers. Although Galeway Characteristics provides a manching dovument ac nort of the PDA current port provides. This guidance is for use by apprentices, employers and providers. Although Gateway Qualifications provides a mapping document as part of the EPA support pack, providers can use their own version as long as its submitted with the completed portfolio of learning and validity and authentication statement for the portfolio.

Apprentice Guidance: Project Presentation

During the on-programme delivery stage with the provider, the apprentice should: Ask their provider and employer for support to help them decide on a suitable project or process improvement. Ask their provider and employer for support to help them decide on a suitable project or process improvement.
 Review terminology used in the apprenticeship standard and consider how this applies to their role and responsibilitie

 Meview terminology used in the apprenticeship standard and consider how this applies to their role and responsibilitie Ensure familiarity and understanding of the KSBs, paying close attention to the core ones such as planning and organ memory dependent dependent and understanding of the KSBs, paying close attention to the core ones such as planning and organ Ensure rammanity and understantioning or the Nobis, paying Gose alternion to the ourse such as management, demonstrating quality standards and decision-making in prioritising areas of focus.

management, demonstrating quality standards and decision-making in promising areas of focus. Pay close attention to the assessment verbs (e.g., there is a difference between describe and evaluate). Pay close attention to the assessment verbs (e.g., there is a amerence between describe and evaluate).
 Complete the mock assessments available in the EPA Support Pack, record the mock assessments, listen back to the

- complete the mock assessments available in the EPA support Pack, assess so any areas for development can be identified and targeted. During the End-point Assessment (EPA) period:

There will be a period of time for final preparations between the planning of the EPA and the actual assessments taking place apprentice should consider some final preparations between the paramity apprentice should consider some final preparations for the assessment: Practise the presentation in front of an audience, ideally recording it so the apprentice can watch themselves back.

Fractise the presentation in front of an audience, locally recording it so the apprentice can watch memories back Avoid reading directly from slides/notes; remember to engage with the IEPA and use appropriate body language. be prepared to relate the answers given during the U&A to the projecuprocess improvement. Review the KSBs that need to be covered in this assessment, and cross-reference to the presentation to ensure all the Avoid reading directly norm singes notes, remember to engage with the LECA and use epicopia.
 Be prepared to relate the answers given during the Q&A to the project/process improvement.

The apprentice and IEPA will meet at the agreed time. Try to plan in some butter time around the asses beforehand and leaving sufficient time after the assessment before returning to the work environment.

Photo ID will be checked before the recording starts.
If the assessment is being completed remotely, the apprentice will share their screen with the IEPA, showing the present

The IEPA with Committy use assessment concentris are appropriate.
 Technology will be checked before the assessment begins to ensure it is working as required.

- Notively use Noos user need to be covered in this assessment, and crot Consider if there are gaps and how the presentation can be improved.

Business Administrator ST0070/1.0

gateway

- The assessment should be completed in a room where they will not be disturbed or interrupted. The assessment should be completed in a room where they will not be disturbed or interrupted. The apprentice and IEPA will meet at the agreed time. Try to plan in some buffer time around the assessment to allow the beforehead to be a function sufficient time after the assessment before returning to the work environment.

- The apprentice should remember some key points, including:

- Before starting the assessment:



Please download and install the Slido app on all computers you use





Now you know more, what are your thoughts on End Point Assessment?

(i) Start presenting to display the poll results on this slide.

Top Tips

Training Provider

- Register apprentices as soon as possible with the EPAO
- ✓ Talk to your EPAO about your support needs, we are here to help
- Make use of the resources available during on programme delivery
- Carry out mock assessments as you go, we provide the tools for this

Apprentice

- ✓ Get to know the apprenticeship standard you are completing well
- Start to think about how you can meet the criteria in your role
- ✓ Use the resources provided by your EPAO to help you prepare for the end point assessments
- ✓ Get your friends, family, employer and provider to help you practise interviews, professional discussions and presentations

Employer

✓ Get to know your EPAO, talk to us about any concerns or needs you might have, we can support you in understanding your role in the apprentices end point assessment.

Any Questions?



Contact Hannah Newman



Hannah.newman@gatewayqualifications.org.uk

07939 508 337

Contact Tasha Joyce

01206 911 260

Additional Contacts

https://www.gatewayqualifications.org.uk/ end-point-assessment/



epa@gatewayqualifications.org.uk

01206 911 211





We want to hear from you!

Your feedback is crucial to us to find out about your experience and where we could improve.

Scan the QR code to give your feedback



