



Line Managers Guide to (EPA)

Overview for Line Managers of Apprentices



End-point assessment (EPA) is the final stage of an apprenticeship, providing an impartial evaluation of whether your Apprentice has acquired the skills, knowledge, and behaviours outlined in the apprenticeship standard.

Key Points:

Assessment Design:

Created by employers in the sector and conducted by independent bodies known as end-point assessment organisations (EPAOs).

Additional Requirements:

Apprentices may need to have Functional Skills and/or Professional Qualification examinations completed prior to EPA.

Certification:

Upon successful completion of all elements, the Apprentice receives their Apprenticeship certificate.

Overview of the EPA timeline:

Gateway Meeting:

This takes place in the final month of the on programme learning period.

EPA Period:

Apprentices will partake in their end-point assessments. This can vary between 2-5 months depending on the standard.

Results & Certification:

Once all assessments have been completed, results will be revealed. If they pass, they will be awarded with an Apprenticeship certificate. Resits/retakes will be arranged at this stage if needed.

Completion

The Assessment Process

Each Apprenticeship includes an end-point assessment plan detailing how the Apprentice will be tested using various methods, such as:

Practical assessments	Interviews	Professional discussions underpinned by a portfolio of evidence
Projects	Written and/or multiple-choice tests	Presentations

The Apprentice's coach can provide you with specifics around what your Apprentice's EPA will look like.

Supporting Your Apprentice Through Gateway

What is Gateway?

Gateway is the final decision point. During the gateway period, you and the training provider decide if your Apprentice is ready for the end-point assessment.

Preparation:

- + Confirm the Apprentice feels ready.
- + Ensure they have time to complete gateway requirements.
- + Submit any required work to the EPAO in advance, such as a portfolio.
- + Verify the Apprentice has achieved necessary qualifications, such as English and maths or CII professional qualifications.

Agreement: Both you and the training provider must agree that the Apprentice:

- + Is fully competent in their occupation.
- + Has met all regulatory and qualification requirements.
- + Has completed any necessary work, like a portfolio or CPD log.

Once everyone agrees, you will sign the required gateway documents. This will enable the EPAO to initiate the EPA period and confirm assessment bookings. You will coordinate with the EPAO to finalise assessment dates, venues, timings, and logistical arrangements. Our dedicated EPA team at Davies will support you and the Apprentice in managing this process.

To ensure your Apprentice is well-prepared before the assessments take place:

- + **EPAO Engagement:** Encourage the Apprentice to use the guidance provided by the EPAO. The Apprentice's Coach can help share this information.
- + **Mock Assessments:** Encourage the Apprentice to take advantage of any mock assessment opportunities provided by Davies.
- + **Review Meetings:** Discuss assessment preparation during review meetings and 121's. Set goals linked to assessment methods and requirements. Ensure the Apprentice feels supported by you and their colleagues leading up to the assessments.
- + **Support:** Provide study leave and support for assessment preparations. Recognise that this process can be stressful, so offering support is vital to reduce assessment-related worries.
- + **Reasonable Adjustments:** Ensure necessary adjustments are in place for the assessment, such as extra time. The Apprentice's Coach and the EPA team will assist with this.
- + **Check IT:** Ensure IT equipment is functional. Follow the EPAO's guidance on IT equipment requirements and the assessment location. Test IT equipment beforehand to minimise issues on the day.
- + **Locations and Contact:** Confirm the Apprentice knows the assessment location and has a contact for the day. If the assessment is completed remotely, ensure a meeting room is available if needed.

After the Assessments:

- + **Certification:** Successful Apprentices receive a certificate requested by the EPAO. Some apprenticeships also offer professional recognition upon completion.
- + **Celebration:** Consider celebrating your Apprentice's success, such as arranging an internal graduation celebration.
- + **Resits & Retakes:** If an Apprentice does not pass any component, they can often resit or retake the assessment. We can advise on the process of resits, if necessary. If this happens, it's vital to support in the development of an action plan based on assessor feedback to ensure they are prepared.
- + **Completion:** It's crucial to provide your Apprentice with the necessary support for their next steps. Make sure to review our guidance on how to effectively support your Apprentice during this phase.



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