

Apprenticeships 101

A really simple guide to
End-Point Assessment

101 Factsheet for End-Point Assessment

Who is this guide for?

Employers, especially Senior Management, HR Managers and Apprenticeship Managers

MYTH BUSTER

Myth: Apprentices don't need to do their end-point assessment (EPA) if they pass their other qualifications.

Myth: I can use one provider for apprenticeship on-programme learning, mapping and EPA.



Fact: Not true. EPA is separate to any qualifications or other assessments an apprentice does during their training. The apprenticeship will only be complete once the apprentice has passed this final assessment.

Fact: EPA has to be administered by an assessor from an independent organisation on the Register of Apprentice Assessment Organisations (RAAO). EPA can't be arranged by the training provider who works with the employer during the apprenticeship programme. The main reason for this is to make sure the apprentice gets a fair, unbiased assessment. However the training provider can liaise with an end-point assessment organisation (EPAO) for you, if you wish.

THE REALLY SIMPLE GUIDE TO END-POINT ASSESSMENT

What is end-point assessment?

According to the definition provided in End point assessment (EPA) is the final assessment for an apprentice to ensure that they are able to do the job they have been training for. EPA is separate to any qualifications and assessments that the apprentice does during the on-programme stage of their apprenticeship.

Why was EPA brought in?

EPA replaces continuous assessment as the method of determining whether an apprentice has developed the appropriate knowledge, skills and behaviours necessary for the job. This final assessment is external, carried out independently to ensure impartiality within the testing but also to assess if the apprentice's skills are transferable across the wider industry. Additionally, where a professional body has recognised the apprenticeship standard, the apprentice will gain professional accreditation/membership on completion of the end-point assessment.

How do I prepare for EPA?

Between your training provider and end-point assessment organisation, you should receive online and print resources, such as checklists and practice papers to help both you and your apprentice prepare for the assessment. You should work with your providers to receive these support materials as early as possible to give your apprentice the best possible start.

How do I sign off an apprentice for EPA?

Firstly you need to decide on an end-point assessment organisation (EPAO). You can research this or get advice from a training provider. Once the apprentice has begun their on-programme learning it's important to ensure that the learning will meet the standards necessary to pass EPA. An apprentice has to work at least one year to be considered ready for the assessment. Once they feel ready, they'll go through the 'gateway' process where you can sign them off to take the end-point assessment.

How are apprentices assessed for EPA?

As it is dependent on the needs of the specific sector, it can vary with each standard. Some examples of assessment are: observation, professional discussion with an independent assessor, multiple choice tests, (MCT) situational, judgement tests, portfolio of evidence, reflective journal, and apprentice showcase. Some standards will include only one element, others will include multiple. For the most part, assessments will be graded 'distinction', 'merit' 'pass' and 'fail'. If resitting an EPA, dependent on the standard, will depend on any grade caps which need to be applied.

Who assesses the apprentice?

An occupationally-competent, trained and qualified (where relevant) independent end-point assessor. The independent end-point assessor conducts the EPA in line with each standard. After the assessment has taken place, they'll review and submit their evaluation with a grade.

Who pays for EPA and how much does it cost?

At present, the training provider pays for it but this may change in the long term, as plans for it to be managed through the apprenticeship system come into effect. The cost can vary depending on the type of assessment (an online test is cheaper to manage than a observation) but the recommendation is that EPA should not exceed 20% of the funding band for each apprenticeship.

What happens if the apprentice fails their EPA?

An apprentice can't complete their apprenticeship without passing their end-point assessment. So if the EPA does not go as planned, the next steps are looking into resitting or lodging a complaint or appeal. It is important to safeguard against this ahead of the EPA. Make sure you get a contractual agreement in place for resits, complaints and appeals. Resit costs may need to be covered by you, the employer.

Where can I go for more information?

**[qualifications.pearson.com/
apprenticeships](https://qualifications.pearson.com/apprenticeships)**

