



Pearson

Retail Apprenticeship Reform – from SASE to Standards

Overview of End Point Assessment

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Content

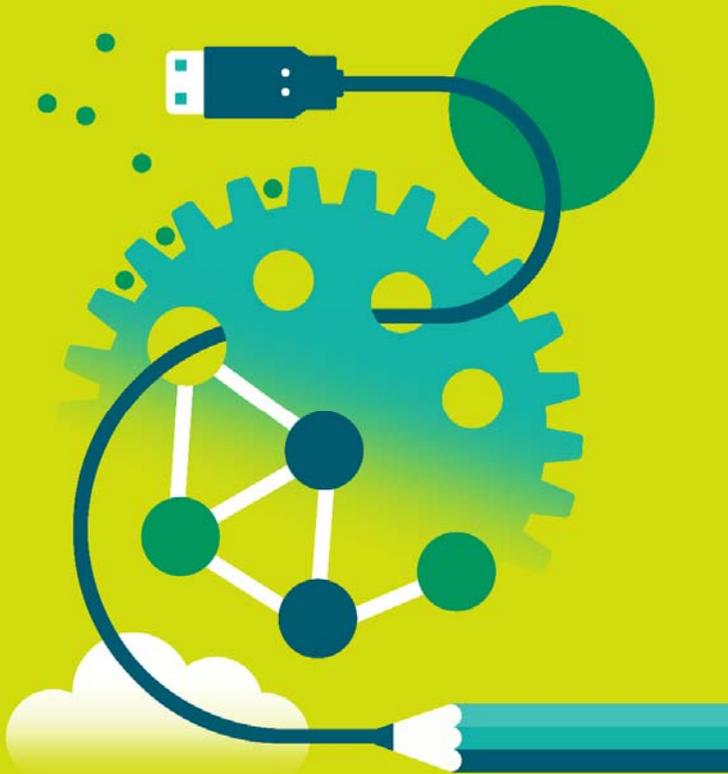
- 1 End Point Assessment Organisations
- 2 Preparation for End Point Assessment
- 3 Details of End Point Assessment
- 4 Costs of End Point Assessment
- 5 External Quality Assurance & Ofqual



**End Point Assessment
Organisations**

End Point Assessment Organisations

- In order to offer End Point Assessment, an organisation needs to be on the Approved Register
- You can apply via this link and also check which organisations are already approved for specific standards.
<https://www.gov.uk/government/collections/register-of-apprentice-assessment-organisations>
- There are 2 registers, one that outlines organisations approved for End Point Assessment and the second that shows which of these organisations are approved for each standard
- Organisations can apply on a monthly basis to be added to the register and the list on the website is updated on a monthly basis
- Any organisation can apply to become an End Point Assessment Organisation, but if they are a training provider, they need to demonstrate how they will retain independence against on programme delivery and assessment



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Preparation for End Point Assessment

Preparation for End Point Assessment



- Gateway Process – meeting between the employer, training provider and Apprentice
 - Review the requirements of the Standard
 - Review Portfolio of Evidence (if required) for EPA
 - Agreement reached that candidate meets the requirements set out in the standard and that the employer deems them ‘Occupationally Competent’
 - Where necessary, identifying a project proposal for the Business Project
- Book EPA with End Point Assessment Organisation
- As part of Pearson’s EPA offer, support materials will be available to assist Apprentices to prepare for EPA. These include
 - Practice Tests
 - Preparation for Observations
 - Preparation for Professional Discussion/Interviews
 - Portfolio of Evidence Guidance

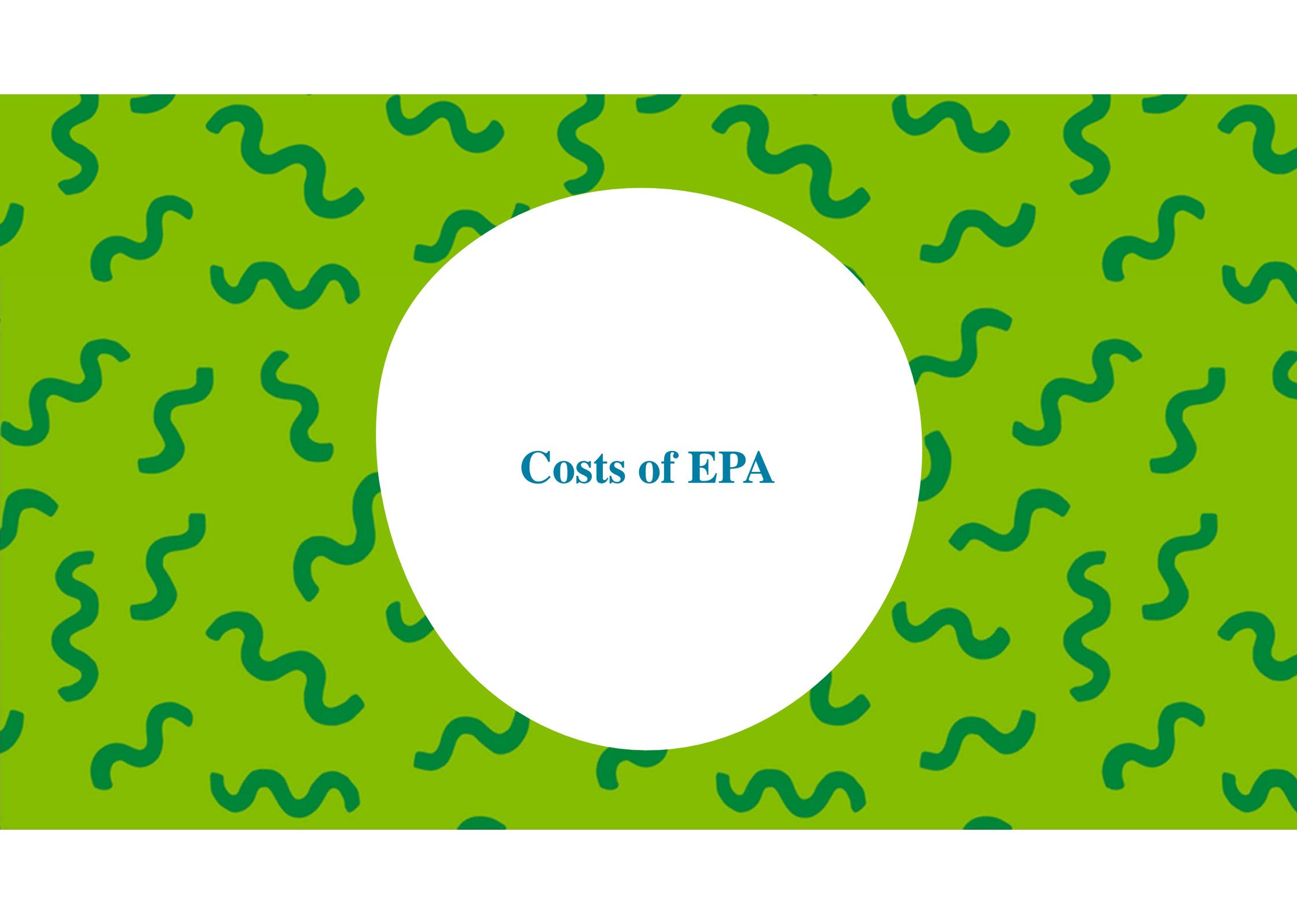


**Details of End Point
Assessment**

Details of End Point Assessment

- Initial planning meeting with the Apprentice and the Employer
 - Sets out the stages of the EPA and schedules dates for the observation and professional discussion
 - Approving the project proposal of the Business Project (where required)
- EPA activities must be carried out in the following order
 - Knowledge Test
 - Practical Observation/Retail Business Project
 - Professional Discussion
- Grading will apply to different elements of the EPA (i.e. graded Pass/Fail for Knowledge test at Level 2 & 3, but graded Pass/Distinction/Fail for the Level 4)
- Independent Assessor will carry out the moderation process to finalise the overall grade and will submit this to the EPA Organisation for them to inform the Apprentice and Employer of the final grade and claim the Apprenticeship certificate
- Appeals and Complaints processes and procedures will be made available upon registration for EPA





Costs of EPA

Costs of EPA



- Indicative costs of EPA are set out in the Assessment Plan
- Costs should be no more than 20% of overall funding band
- Resits (where required) are to be costed separately and form part of the financial discussions with the employer and training provider
- EPA costs from Pearson may be variable dependent on numbers of learners and locations, where a number of learners can be assessed on the same day the cost may be lower



**External Quality
Assurance & Ofqual**



External Quality Assurance & Ofqual

- All End Point Assessments are Externally Quality Assured
- 4 Options for an EQA Organisation (decided by the employer group)
 - Ofqual
 - Employer Body
 - Professional/Trade Body
 - Institute for Apprenticeships
- Main purpose of the EQA is to carry out standardisation and moderation of the EPA process and ensure that all EPA Organisations are carrying out EPA in the required and consistent manner
- Ofqual will still be involved in inspecting lead providers (and sub-contractors where necessary). This will also involve inspecting employer providers. Where a provider is issued a grade 4, then their funding contract may be terminated and the continued delivery of Apprenticeships may be withdrawn

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