

## English Apprenticeships End Point Assessment

### Introduction

End point assessment (EPA) is to test that an apprentice is fully capable of doing their job before they receive their apprenticeship certificate. It also helps to demonstrate that what an apprentice has learned can be applied in the workplace.

Assessments are designed by employers in the sector and are conducted by independent bodies known as end-point assessment organisations (EPAOs). It's important that the employer selects an EPAO as early into the apprenticeship as possible, either directly or through the Training Provider, to ensure the apprentice fully understands the assessment criteria and how they will be assessed.

### Employer responsibilities

You must monitor the progress of your apprentice(s) through regular reviews and/or appraisals. Check with your Training Provider that the apprentice is on track and will be ready for the EPA. Prepare your apprentice for the EPA:

- Check the Assessment Plan for the Apprenticeship, you will find these linked to the apprenticeship standard the apprentice may need to complete:
  - a practical assessment
  - an interview
  - a project
  - written and/or multiple choice tests
  - a presentation

The EPAO will be able to explain exactly what you need to do to prepare and support your apprentice.

### What employers need to do

Discuss with the Training Provider the potential date the apprentice will be ready for EPA and engage with the EPAO so you know what is needed at the time of the EPA. You need to give your apprentice time to prepare:

- discuss assessment preparation with your apprentice during review meetings
- provide study leave and support for assignments
- set out targets that are clearly linked to the assessment requirements
- provide feedback on formative assignments
- ensure that reasonable adjustments are put in place for the assessment, where required

### If your apprentice is successful

Let them know what is next for them. Make sure they receive their certificate, the EPAO is responsible for requesting this. Celebrate, provided the apprentice is in agreement, send a case study to FIS and the local media and/or nominate them for an Award.

### If your apprentice is unsuccessful

Work with the Training Provider and EPAO to decide if a retest, retake or resit is required, ensure you know the criteria. If you disagree with the result, contact the EPAO and if you're still not satisfied you can appeal to the external quality provider which is listed on the Institute for Apprenticeships and Technical Education website.

### Help from FIS

Whatever apprenticeship is being tested FIS can help in providing information, advice and guidance just call 0121 707 0077 or email [info@thefis.org](mailto:info@thefis.org)

### Useful resources

<https://www.thefis.org/skills-hub/>

[Find an EPAO](#)

[Support your apprentice through EPA](#)

[Apprenticeship standards and Assessment Plans](#)

[Support your apprentice through EPA](#)

<https://www.instituteforapprenticeships.org/>

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