



End-Point Assessment

Guide

nqual.



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Who We Are

NQual deliver End-Point Assessments in a range of standards. We pride ourselves on being user friendly and supportive to all our customers whether they are employers, providers, or apprentices. We offer support materials for all involved to ensure apprentices are given the best possible opportunity to succeed. The support materials can be found on our website www.nqual.co.uk or by emailing admin@nqual.co.uk

What Is End-Point Assessment?

Why Do Apprentices Need it?

Often referred to as EPA, End-Point Assessment is the final component of an apprentice's, apprenticeship programme, when the apprentice is given the opportunity to showcase the knowledge, skills and behaviours they have gained during their apprenticeship. An apprentice cannot fully achieve their apprenticeship without End-Point Assessment (EPA). EPA can often take a variety of forms however all assessments will be graded by an Independent End-Assessor against criteria outlined within the apprentice EPA assessment plan.

Regardless of what apprenticeship standard your apprentice is completing, each End-Point Assessment will consist of a minimum of two components that both need to be passed. (Some of the EPA elements have been outlined in this guide). For more specific guidance on the standards for your learners, please see the relevant NQual support pack.

Standards We Deliver EPA For:

- Coaching Professional L5
- Operations or Departmental Manager L5
- Adult Care L2, L3, L4 & L5
- Early Years L2, L3 & L5
- Business Administrator L3
- Teaching Assistant L3

And much, much more! Follow the link below to view all our apprenticeship standards that we assess.

[EPA Standards | NQual Ltd](#)



Apprenticeship Timeline



Roles and Responsibilities For the End-Point Assessment Process

Apprentice

Each apprentice will be given practice materials to complete before the final assessment. It is the responsibility of the apprentice to complete these documents to ensure they are fully prepared for assessments carried out by the End-Point Assessor. These materials will be made available by NQual on booking. An apprentice will then be expected to attend all EPA assessments, outlined within the assessment plan. Booking confirmation will be received via email.

Employer

It is the employer's responsibility to ensure apprentice readiness for EPA. The employer will support the learner to ensure they pass the gateway before completing their EPA. Gateway involves the employer, training provider and apprentice all agreeing that the learner is ready for End Point Assessment. During the gateway meeting, a gateway document will be completed to confirm their apprentice is ready for EPA.

Training Provider

It is the training provider's responsibility to ensure the apprentice has gained the knowledge, skills and behaviours required within the apprenticeship standard. Training providers will lead on gateway meetings and should help the apprentice prepare for End-Point Assessment.

Independent End-Point Assessor

The assessor will make an independent decision on the final grading. They will arrive at this decision by carrying out several testing methods, some of which are outlined in the apprentice assessment plan. Details of which will be sent on booking and can be found in the relevant standard support pack.

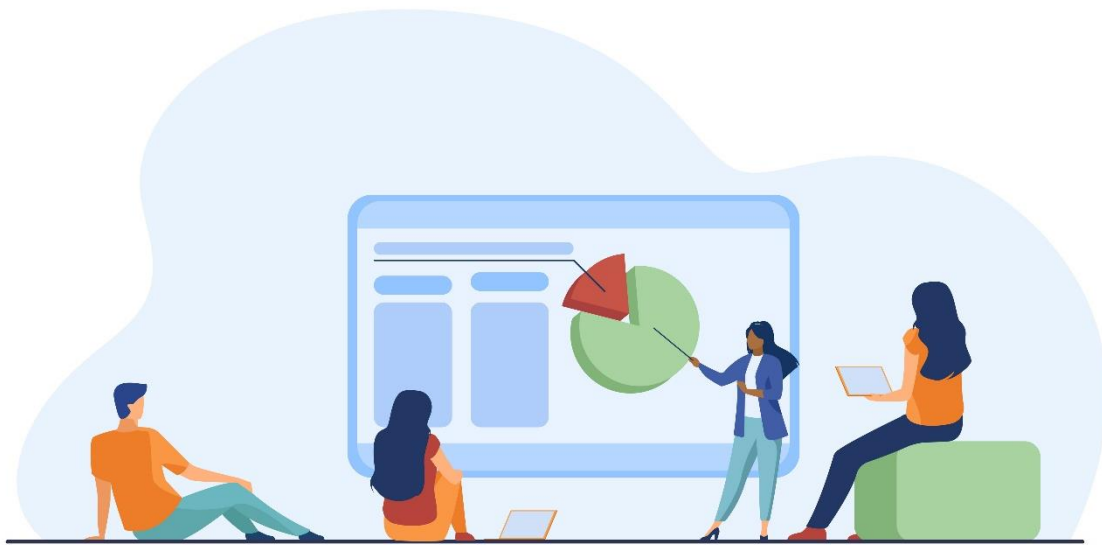
End-Point Assessment Organisation (EPAO)

EPAOs will ensure the assessor carrying out the EPA has the knowledge, skills and experience to do so. They will internally quality assure work carried out by the assessor to ensure a fair, unbiased assessment.

Internal Quality Assurance (IQA)

All EPAs go through strict quality assurance to ensure the final grade is fair and unbiased.

Once an EPA has gone through the process of IQA, it is the EPAO's administration team's responsibility to confirm grading to the employer and apprentice, along with submitting the request for certification.



What Components Might be Used for End-Point Assessment?

End-Point Assessment components vary depending on the apprenticeship standard assessment plan. A few of these components are listed below:

Knowledge Test / Situational Judgement Test

Conducted either remotely online or face-to-face paper-based, these exams are commonly known as 'Knowledge Tests' or 'Situational Judgement Tests' depending on the standard. They include multiple-choice questions, typically questions have 4 possible answers with only one being correct. In some of the tests you may find scenario-based questions. A test can take between 60-90 minutes depending on the number of questions. These tests are invigilated by a NQual Invigilator.

Professional Discussion

A professional discussion is a two-way discussion between an Independent End-Point Assessor and an apprentice to assess the apprentice's in-depth understanding of their work. In this respect, it differs from an interview, which tends to consist of an Independent End-Point Assessor asking questions and the apprentice answering them, with less scope for interaction and discussion. Professional discussions should not be led by the Independent End-Point Assessor as it involves both them and the apprentice actively listening and participating in a formal conversation, giving the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the KSBs mapped to this method.

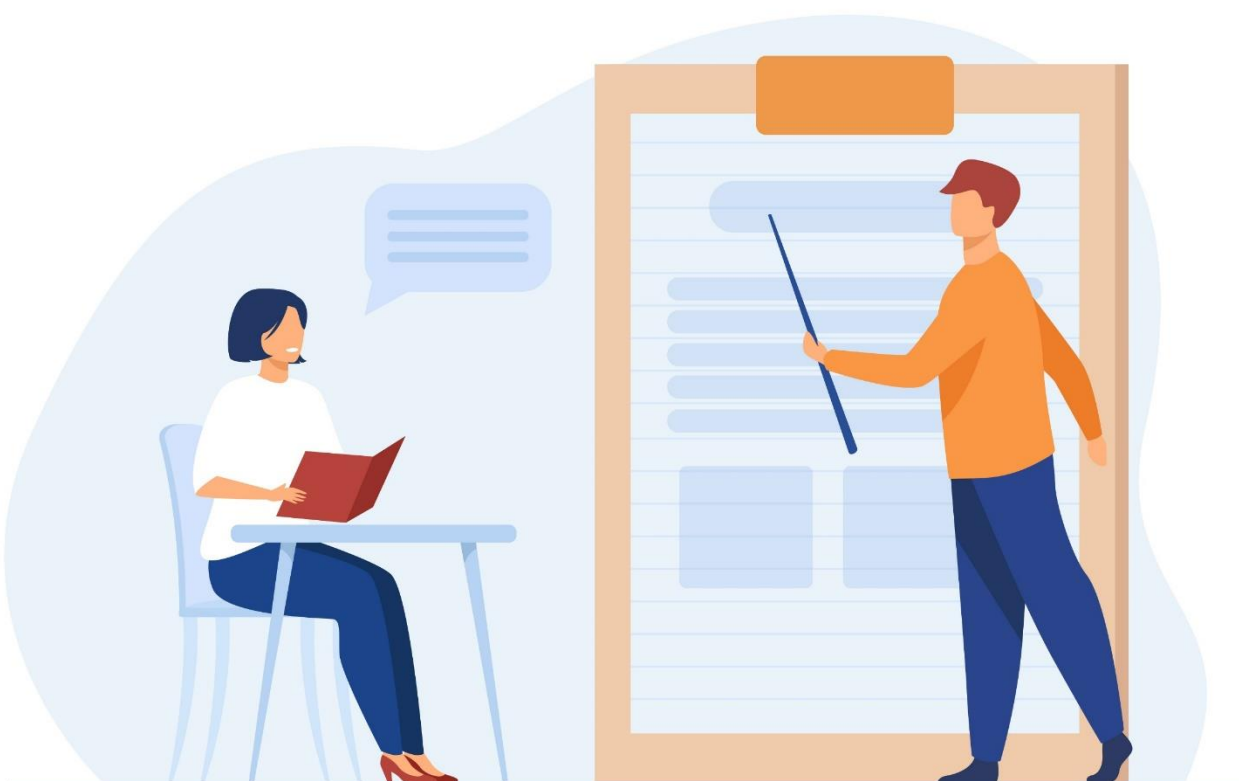
Project

Using a project as an assessment method involves the apprentice completing a significant and defined piece of work before or after the gateway as stated in the assessment plan. This could involve a written essay, or in practical occupations, producing an item (an 'apprentice piece/artefact') which an independent assessor can review and assess. The project should be designed to ensure that the apprentice's work meets the needs of the business, is relevant to their role and allows the relevant Knowledge, Skills and Behaviours (KSBs) to be demonstrated for the EPA. Therefore, the project's subject and scope will be agreed between the apprentice, employer and the EPAO. The employer will ensure it has a real business application and value and that the EPAO will ensure it meets the requirements of the EPA (including suitable coverage of the KSBs assigned to this assessment method).

Observation

An observation involves an Independent End-Point Assessor observing an apprentice undertaking a task or series of tasks in the workplace as part of their normal duties ('on-the-job'/naturally occurring). This will often be complemented by questioning from the independent assessor during or/and after the observation. Observational assessment is deemed the most appropriate assessment method for practical skills; by watching the apprentice complete a task, they can demonstrate their occupational competence.

***The relevant components for apprenticeship standards you have registered with us, can be found in the Support Pack with a full breakdown of what can be expected and how to prepare.**



How Much Does EPA Cost?

The cost of an End-Point Assessment is no more than 20% of the overall cost of an apprenticeship and will be funded by use of your apprenticeship levy.

There is a £30 registration fee, which will be taken when you register your learners on ACE360. The remaining amount for the EPA will be taken upon completion. For the breakdown of our costings for the different standards, please visit our website:

[Price List | NQual Ltd](#)

*Please note we offer a 10% reduction on EPAs that are conducted remotely.

Grading, Re-sits & Re-takes

Some grading for End-Point Assessments are simply Pass or Fail. Others have been developed to grade on Pass, Fail, Merit or Distinction. The grading structure for the apprenticeship will be outlined in the assessment plan.

Whilst End-Point Assessment is included in the apprenticeship price, paid through the apprenticeship levy, re-sits and re-takes cannot be funded through the levy and **must** be paid by the provider.

How to Book an End-Point Assessment

All apprentices should be actively undergoing an apprenticeship for a minimum of 12 months before they can undertake their EPA. This may vary depending on apprenticeship standards.

To book your apprentice for EPA with NQual, please contact admin@nqual.co.uk or call 01925 931 684.

Once you have spoken to a member of the NQual team, you will then be asked to link with us on ACE360. Here you will be given tokens to register learners, upload gateway and supporting documents and book learners in for their EPA.

It is suggested that training providers book learners' EPA through ACE360, however, we do take bookings via the telephone if learners want to book their own EPA.

Once you are registered with NQual, you will receive a Registration and Booking Guide, which provides more detail on how to register and book your learners.

FAQ

How long before my learner's EPA do I need to register them?

- Learners should be registered a minimum of 90 days before their estimated EPA.

What platform do you use for remote EPAs?

- We primarily use Microsoft Teams as we find most organisations use this system for internal communications and apprentices have more experience using MS Teams over other systems. We will be happy to discuss using other platforms suitable for your organisation.

Do you supply us with mock knowledge tests?

- Upon learner registration training providers will receive a Support Pack relevant to the standard, this will provide guidance and information on the upcoming End-Point Assessment, additionally they will receive mock materials such as mock tests, mock professional discussion questions, mock interview questions etc.

Who do I contact if I have an issue with ACE360?

- If you have issues with ACE360, please call NQual who will be happy to help resolve your problem.

What is the least amount of notice I can give to book my learner in for EPA?

- We ask for at least 10 days' notice to book a learner in for EPA so that we can assign the Independent End-Point Assessor/ NQual Invigilator in good time. However, some standards ask for a minimum of 4 weeks between gateway and EPA, therefore please review the standard support materials prior to booking End-Point Assessment. If you find you are unsure about the timescales for your apprentice, please contact NQual by telephone and we will try to resolve the issue for you.

How do I register interest and get more information about EPA?

- You can contact us anytime by telephone or email; our information can be found on the back page of this document. We will be happy to schedule calls/meetings with a member of our team who will discuss future opportunities with NQual.

We are new to delivering apprenticeships in this standard, can you provide us with additional support, guidance and resources?

- We focus on being a supportive, friendly EPAO. Aside from our 1:1 support, supporting documents and mock materials, we regularly hold 'Best Practice' events and helpful webinars to support our training providers. On one of these calls, you can find more information on standards, ask questions and share best practice with other training providers.

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