

Thank you for considering engaging in the End Point Assessment (EPA) process for your apprentice(s) with Marshall Assessment. This fact sheet aims to provide you with essential information about the EPA and its significance in the apprenticeship journey. It will help you understand your role as an employer during this process and provide clarity on what to expect.

## What is End Point Assessment (EPA)

End Point Assessment refers to the final assessment undertaken by apprentices in England at the end of their apprenticeship training. It evaluates their knowledge, skills, and behaviours against the industry-standard criteria defined in the apprenticeship standard ([www.instituteforapprenticeships.org](http://www.instituteforapprenticeships.org)).

### Purpose of EPA

The EPA ensures that apprentices meet the required occupational standards and are ready to work in their chosen profession. It provides a fair and unbiased assessment of the apprentice's competence and determines whether they have achieved the necessary skills and knowledge to be considered occupationally competent.

### EPA Components

The EPA consists of several assessment methods, which may vary depending on the specific apprenticeship standard.

#### Common assessment methods include:

- **Knowledge Test:** A written assessment or MCQ's to evaluate theoretical understanding.
- **Practical Observation:** Assessors observe apprentices' performance in real work situations.
- **Professional Discussion:** Structured interviews to discuss the apprentice's work and experiences.
- **Project or Portfolio:** Apprentices present a project or compile a portfolio showcasing their work.
- **Presentation:** Apprentices deliver a presentation on a topic relevant to their apprenticeship.

The assessments methods for each apprenticeship standard are stipulated by the regulator, ([www.instituteforapprenticeships.org](http://www.instituteforapprenticeships.org))

### Role of Employers

As an employer, your role in the EPA process is crucial. Here's what you can expect:

**a. Support:** Provide apprentices with guidance, resources, and opportunities to develop the required knowledge and skills.

**b. Communication:** Collaborate with the training provider and EPA organisation (Marshall Assessment) to ensure a smooth assessment process.

**c. Workplace Facilities:** Ensure that the workplace has suitable facilities and equipment for the EPA activities.

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**d. Occupational Competence:** Verify and confirm the apprentice's occupational competence and readiness for EPA.

**e. Employer Reference:** Provide feedback and insights on the apprentice's progress, behaviour, and work ethics as part of the EPA assessment.

## **EPA Timing and Scheduling**

The EPA takes place towards the end of the apprenticeship training period. It is important to discuss the EPA timeline and schedule with the training provider and Marshall Assessment to ensure all parties are well-prepared and aligned.

## **Results and Certification**

Following the EPA, the apprentice will receive a grade or a pass/fail outcome, indicating their level of achievement. Successful apprentices will be awarded an apprenticeship certificate, demonstrating their occupational competence and completion of the apprenticeship.

## **Appeals and Feedback**

If an apprentice or employer disagrees with the EPA outcome, there are provisions for an appeals process. Feedback can be provided to the employer and apprentice to help identify areas of improvement and support ongoing professional development ([www.marshall-assessment.com/our-policies](http://www.marshall-assessment.com/our-policies)).

## **Summary**

End Point Assessment plays a critical role in ensuring apprentices meet the required industry standards and are ready to contribute effectively to the workforce. As an employer, your support and involvement throughout the EPA process are instrumental in helping apprentices succeed. Please reach out to your training provider or Marshall Assessment if you have any further questions or need additional information.

## **Disclaimer**

This fact sheet provides general information about the End Point Assessment process. It is essential to refer to the specific EPA requirements outlined in your apprenticeship standard ([www.instituteforapprenticeships.org](http://www.instituteforapprenticeships.org)) and consult with the relevant training provider and EPA organisation for precise details.

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