

The information here 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 (<https://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 Timing and Scheduling

The EPA takes place towards the end of the apprenticeship training. 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 with what's required for the EPA. Arrangements can then be made for the EPA to take place on a day that is suitable for the employer, and the Apprentice, and won't negatively impact on the daily running of the business.

EPA Components: Laboratory Technician Level 3

The EPA for your Apprentice(s) consists of three separate assessments. The rules around how these assessments are delivered, the assessment tools used and the duration of each element is prescribed in the [Assessment Plan](#) as part of the rules of End-Point Assessment set by the regulator - the Institute for Apprenticeships and Technical Education (IfATE) www.instituteforapprenticeships.org

The method of delivery, and the duration of assessments (unless amended as part of a Reasonable Adjustment request for an Apprentice with, for example, specific learning needs), must be adhered to as prescribed in the Assessment Plan.

Knowledge Test: A set of multiple choice questions designed to test the 9 specific knowledge criteria assigned to this element of the EPA - exam conditions - 75 minutes.

Practical Observation: Marshall Assessor observes the Apprentice's performance in their usual working environment – 3 hours (followed by up to 20 minutes of questioning).

Structured interview, underpinned by a portfolio of evidence: for the Apprentice to demonstrate, through questioning and discussion with the Marshall Assessor, the depth of their underpinning knowledge and skills, using workplace examples to support their responses (taken from their portfolio of evidence gathered whilst on-programme) – 75 minutes

The assessments can be delivered in any order, but usually the Observation is followed by the Structured Interview. The Knowledge Test can be done before, on the same day as, or in the days following the other two assessment elements.

Role of Employers

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

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

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

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

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

Results and Certification

Following the EPA, confirmation of the final grade will be sent to the Training Provider to share with the Apprentice and you, the employer. The initial grade report will show a component grade for each part of the EPA, and an overall apprenticeship grade of Fail, Pass or Distinction indicating their level of achievement. If an apprentice fails an element (or elements) of the EPA, feedback will be provided from Marshall Assessment to help identify areas for improvement. Discussions around re-sitting a failed element should take place between the Apprentice, the employer and the Training provider initially, before contacting Marshall Assessment to agree a timescale for the re-assessment to take place. Successful Apprentices will be awarded an apprenticeship certificate (which can take up to 7 weeks to arrive following confirmation of the final grade), confirming their occupational competence and completion of the apprenticeship. This will be sent to you, the employer, unless otherwise requested.

Appeals and Feedback

If an Apprentice or employer disagrees with the EPA outcome, there are provisions to request a grade review and a formal Appeals process if the grade review outcome is still unsatisfactory. (www.marshall-assessment.com/our-policies) or contact helpdesk@marshall-assessment.com

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) and consult with the relevant training provider and EPA organisation for precise details.



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