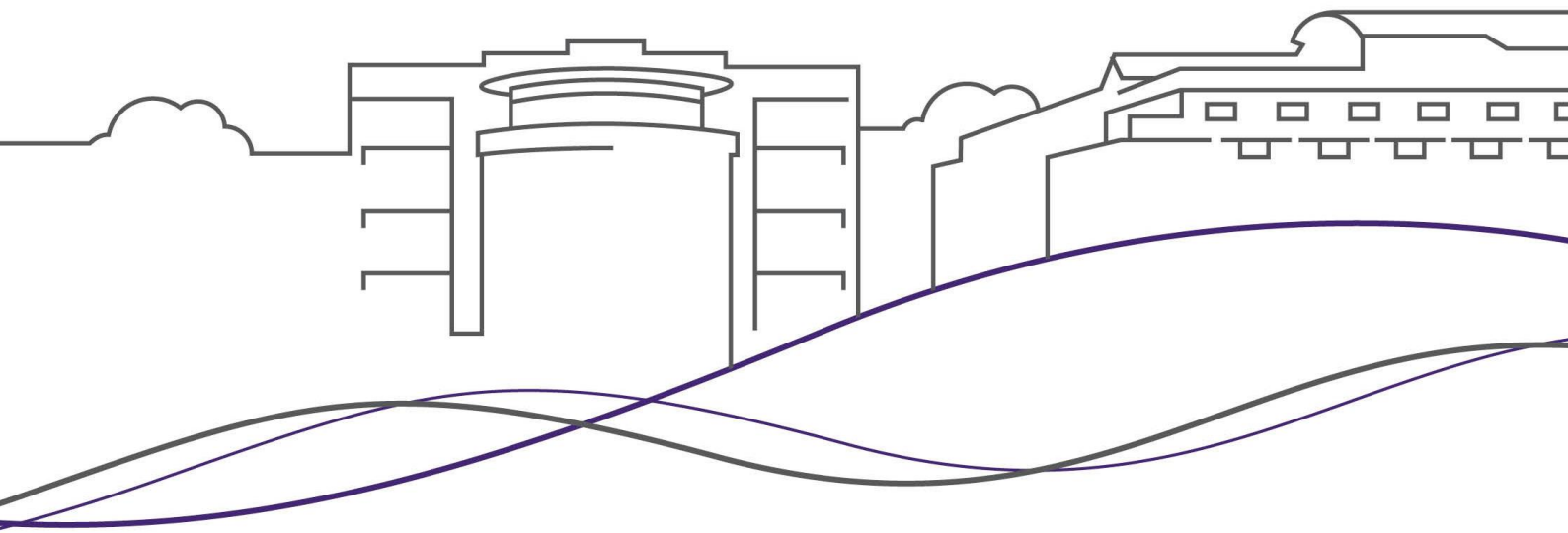


Academic Policy and Procedures

EPA Policy and Procedure



Document Control

Document Approved by: HEAB	Date of Approval: 11 Nov 2022
Review by: Health Professions and Nursing	Review Date: Nov 2023
Date of Implementation:	CPD to support Implementation:
Version: 1.0	Author: M Woodger

REVISION HISTORY

Ver	Date	Author	Description
1.0	Nov 22	M Woodger	Conception

APPROVAL

Ver	Committee	Date Approved	Comments
1.0	HEAB	Nov 22	Approved

Table of Contents

1. Introduction	4
2. Scope.....	5
3. Appointing an EPAO for a non-integrated Apprenticeship.....	5
4. Applying to join the Register of Approved End Point Assessment Organisations (RoEPAOs) for a fully integrated apprenticeship.....	Error! Bookmark not defined.
5. Staff as Apprentices	6
6. End Point Assessment Gateway – Non-Integrated EPA.....	6
7. End Point Assessment Gateway –Integrated EPA.....	7
ANNEXE A – Application for new apprenticeship Proforma (L2 and L3)	10
ANNEXE B Evidence required for application to RoEPAO.....	12
ANNEXE C Integrated EPA Procedure	16

1. Introduction

All apprentices must take an independent assessment at the end of their training to confirm that they have achieved occupational competence. Rigorous, robust and independent end-point assessment (EPA) is essential to give employers confidence that apprentices completing an apprenticeship standard can actually perform in the occupation they have been trained in and can demonstrate the duties, and knowledge, skills and behaviours (KSBs) set out in the occupational standard.

EPA can take a wide range of forms – it can include assessment methods such as an observation in the workplace, practical and written tests and interviews. It must include a minimum of two distinct assessment methods.

For apprenticeships with a statutory regulator, many standards the Institute for Apprenticeships and Technical Education (IfATE) will integrate end-point assessment (EPA) with the assessment arrangements set out by that regulator wherever possible. The EPA is not being removed, but arrangements are being streamlined.

A ‘statutory regulator’ is one that has undisputed control of admittance of professionals into an entire occupation that Parliament has said must be regulated.

Generally, we would expect statutory regulators to undertake the following:

- setting standards of competence and conduct to be met in order to be registered to practise in the occupation (profession)
- checking the quality of education and training to make sure that those admitted to the register have the skills and knowledge to practise safely and/or competently
- maintain a register of individuals admitted to the profession that everyone can search and on which individuals need to reside to able to practice

EPA will be considered by IfATE for integration on the condition that it does not compromise the quality of the apprenticeship’s assessment. The EPAs will reflect the statutory regulators’ requirements for entry into that occupation. The assessment plan will be revised in-line with these requirements, in accordance with the Institute’s normal approvals cycle. EPA remains a fundamental part of the apprenticeship. The difference is that it will overlay the existing assessment arrangements of the statutory regulator (as explained in the assessment plan). As for all apprenticeship standards, only through successfully passing EPA will the apprenticeship be completed and the apprentice deemed to be occupationally competent.

In order to carry out end point assessment (EPA) the End Point Assessment Organisation (EPAO) will need to be admitted to the register of end-point assessment organisations (RoEPAO), held by the Education and Skills Funding Agency (ESFA). South Devon College appears on this register for Higher Apprenticeships with fully integrated EPA and is therefore able to award at end-point assessment in line with IfATE regulation. Approval must be sought with the ESFA for each standard for integration and the process for this application can be found in section (Annexe B).

2. Scope

This policy covers the following scenarios:

- Apprenticeships delivered/awarded by South Devon College with a non-integrated EPA (see section 3)
- Apprentices delivered/awarded by South Devon College with an integrated EPA (see section 4)

3. Appointing an EPAO for a non-integrated Apprenticeship

This section applies to apprenticeships delivered and/or awarded by South Devon College apprenticeship with a non-integrated EPA. It relates to the College's obligations as the training provider. This section applies to the majority of Apprenticeships the College provides (including Higher and Degree Apprenticeships).

- 3.1 The apprentices' employers decide which EPA Organisation they wish to use. The College, as training provider, ensures that employers are informed about the possible End-Point Assessment Organisations that are on the Register of End-Point Assessment Organisations. In addition, where we have knowledge of providers and the quality of their EPA delivery, we may highlight to employers those which we consider particularly suitable.
- 3.2 Where possible, the choice of EPA Organisation is documented within the training plan at the time of the sign-up of the apprentice. In exceptional cases this may not be possible at the point of agreeing the initial contract because there is no appropriate EPA organisation on the Register of End-Point Assessor Organisations. In such cases the College liaises with employers to ensure that they appoint the EPA Organisation as soon as practicable, so as not to delay the EPA being delivered to apprentices.
- 3.3 The Apprenticeship Central Team will initiate and manage the contracting process with the Head of Curriculum (HoC) and EPA organisation. All contracts with EPA Organisations are logged on the College database. Contracts are monitored by the Apprenticeship Central Team in liaison with other relevant professional services, curriculum teams and employers.
- 3.4 For L2 and L3 apprenticeships, a list of Registered EPAO's (should be included with the submission of Apprenticeship Approval Forms as outlined in Annexe A by Head of Curriculum to the Principalship Office for consideration.
- 3.5 For L4 and above apprenticeships, a list of registered EPAO's should be included in the submission of university centre approval documentation
- 3.6 External Examiners should be appointed under the External Examiner and EQA External Assessor Job description
- 3.7 HoC and Head of HE will notify the DQB of the appointment of an EE who is undertaking the EQA External Assessor role by submitting the [notification form](#)

4. Becoming an end-point assessment organisation for integrated apprenticeships

This section applies to apprentices who are on a South Devon College apprenticeship with fully integrated EPA. The Head of Curriculum (HoC) is responsible for delivery of the apprenticeship programme must complete the application documentation to join the Register of End-Point

Assessor Organisations (RoEPAO) as an End-Point Assessor Organisation and for Higher and Degree Apprenticeships, the DQB readiness documentation as outlined below. The Apprenticeships Central Team and Assistant Principal Apprenticeships coordinate applications to the RoEPAO, working with the curriculum team and with support from the Quality Team (FE/HE). The Exams team submits the application to the RoEPAO. The HE Quality Team coordinates applications to the Designated Quality Body (DQB).

- 4.1 For new programmes, applications must be drafted concurrently with programme approval documentation. The application must be made at least twelve months before the first EPA is due to take place and entry into the RoEPAO must be approved at least six months before the first EPA is scheduled to take place.
- 4.2 For Higher and Degree Apprenticeships, HoC should complete the DQB Self-Assessment as part of the programme approval documentation to ensure readiness for integrated EPA.
- 4.3 Applications to the RoEPAO include the evidence outlined in annexe B and should be completed as part of the approvals process:
- 4.4 Where an apprenticeship has been updated by IfTAE and moves from a non-integrated to an integrated EPA, the HoC should complete the evidence capture document in annexe B and submit to the Assistant Principal for Apprenticeships upload.
- 4.5 For Higher and Degree Level fully integrated apprenticeships, the Head of Curriculum must complete the DQB [Readiness Check](#) Document with all required evidence to describe how they have prepared for the delivery of EPA and assessment. Submission should take place as soon after being added to the RoEPAO as possible and at least 3 months before the first EPA is due.
- 4.6 Following the submission of the readiness check, the DQB will provide a readiness report on readiness to deliver with an outcome of 'Go' or 'No Go' together with a four point scale of readiness. HoC should not proceed with any EPA until a 'Go' outcome has been received.
- 4.7 All readiness reports are shared with the OfS where it may be used for considerations of compliance with condition B4.

5. Staff as Apprentices

This section applies to apprentices who are employed by South Devon College and are on an apprenticeship either delivered by South Devon College or by another provider. It relates to South Devon College's obligations as the employer of the apprentices in relation to EPA. The process is led and coordinated by South Devon College People Team "the employer".

6. End Point Assessment Gateway Procedure – Non-Integrated EPA

For non-integrated apprenticeship programmes, an apprentice can only take the EPA once they have completed all on-programme training (as confirmed by the relevant Awarding Organisation or Award Assessment Board) and satisfied the gateway requirements set out in the End Point Assessment Plan (including attainment of English and Mathematics at the required level). To go through the gateway, South Devon College, the apprentice and, ultimately, the employer must be confident that the apprentice has attained sufficient knowledge, skills and behaviours through the apprenticeship

programme to be provisionally competent to meet the Apprenticeship Standard, and that they are adequately prepared for EPA.

- 6.1 Assessor Coaches must ensure the apprentice's evidence file includes all required EPA gateway documentation including: declaration forms signed by the apprentice, employer and College which confirm that the apprentice meets the gateway requirements and is ready to undertake EPA, and that they will remain employed until the EPA is completed.
- 6.2 The Head of Curriculum (HoC) is responsible for ensuring that each apprenticeship programme has a structured approach for monitoring the performance of apprentices and making decisions on progression through the gateway to EPA. The approach may involve, for example:
 - gateway preparation workshop sessions
 - preparatory formative / mock assessment activities
 - gateway readiness checklists to monitor progress and coverage of the Apprenticeship Standard)
 - monitoring reviews / feedback involving the apprentice, employer and the College.
- 6.3 The Assessor Coach (AC) will gather all EPA gateway evidence required as outlined in the End Point Assessment Plan from the Institute for Apprenticeships (IfATE) to submit to the End Point Assessment Organisation. The AC will submit this to the EPAO as evidence that the EPA can go ahead for each individual.
- 6.4 The AC will continue to liaise with the apprentice and employer to facilitate the End Point Assessment activity.
- 6.5 When EPA has been completed, the AC will complete all exit documentation and provide this to the MIS Business Partner for completion on the ILR.
- 6.6 Where there is a resit requirement, the Personal Tutor with support from the AC will liaise with all stakeholders to facilitate.
- 6.7 Appeals should be referred to the academic appeals process for the EPAO

7. End Point Assessment Gateway Procedure –Integrated EPA

For **integrated** end-point assessments. An apprentice can only enter the EPA gateway once they have completed all on-programme training (as confirmed by the relevant Awarding Organisation or Award Assessment Board) and satisfied the gateway requirements set out in the End Point Assessment Plan (including attainment of English and Mathematics at the required level). To go through the gateway, South Devon College, the apprentice and, ultimately, the employer must be confident that the apprentice has attained sufficient knowledge, skills and behaviours through the apprenticeship programme to be provisionally competent to meet the Apprenticeship Standard, and that they are adequately prepared for EPA.

- 7.1 Assessor Coaches must ensure the apprentice's evidence file includes all required EPA gateway documentation including: declaration forms signed by the apprentice, employer and College which confirm that the apprentice meets the gateway requirements and is ready to undertake EPA, and that they will remain employed until the EPA is completed.

- 7.2 For fully integrated EPA apprenticeships, an **integrated EPA award board will take place**. The Integrated Award board will be scheduled by the University team three weeks after the underpinning award board. Noting the PSRB board is scheduled following the AAB, on the same day.
- 7.3 HE Lead with support from Assessor Coaches should complete the **Integrated EPA Declaration form** in readiness for the integrated award board.
- 7.4 The HE Lead will ensure that the External Examiner and EQA Assessor conducts a visit (online or face to face) to externally quality assure the cohort (based on Table 5 of the IfATE Framework). This is specifically around End-Point Assessment
- 7.5 The EQA External Advisor report will include information on but not limited to:
- 7.5.1 Confirm the suitability of the conduct of assessments with regard to occupational competence
 - 7.5.2 Identify emerging issues to be addressed by the EPAO (South Devon College)
 - 7.5.3 Take a view on the quality of delivery
 - 7.5.4 Improve understanding of the risks posed by the EPAO (South Devon College)
- 7.6 The report should be shared at the **integrated EPA award board** with any required actions noted.
- 7.7 Following the board and submission of the report, the HE Quality team will file the report in readiness for upload to the DQB as part of the annual on-going monitoring processes. This process should take place **per cohort of apprentices and per standard**.
- 7.8 Upon completion of the integrated award board, the declaration form should be signed by HE Lead and Programme Coordinator and submit to exams@southdevon.ac.uk to claim the apprenticeship from IfATE. (ANNEXE 3)
- 7.9 The Head of Curriculum (HoC) is responsible for ensuring that each apprenticeship programme has a structured approach for monitoring the performance of apprentices and making decisions on progression through the gateway to EPA. The approach may involve, for example:
- gateway preparation workshop sessions
 - preparatory formative / mock assessment activities
 - gateway readiness checklists to monitor progress and coverage of the Apprenticeship Standard)
 - monitoring reviews / feedback involving the apprentice, employer and the College.
- 7.10 The Assessor Coach (AC) will gather all EPA gateway evidence required as outlined in the End Point Assessment Plan from the Institute for Apprenticeships (IfATE) and complete the **integrated EPA declaration form** as evidence that the EPA can go ahead for each individual. The AC will continue to liaise with the apprentice and employer to facilitate the End Point Assessment activity.

- 7.11 When EPA has been completed, the AC will complete all exit documentation and provide this to the MIS Business Partner for completion on the ILR.
- 7.12 Where there is a resit requirement, the Personal Tutor with support from the AC will liaise with all stakeholders to facilitate.
- 7.13 Appeals for integrated EPA outcomes will follow the academic appeals process for the integrated awarded underpinning qualification.

ANNEXE A – Application for new apprenticeship Proforma (L2 and L3)

Apprenticeship Approval Proforma

This proforma should be used for all proposed Apprenticeship Standards at L2 and L3. Any Apprenticeship at L4 or above should follow the Higher Education course approval process.

The Apprenticeship approval must be fully supported by the Assistant Principal, Curriculum Head and Head of Apprenticeships and Employer Engagement prior to submission.

Please submit your Apprenticeship approval to Jennie.wotton@southdevon.ac.uk – this will be added and reviewed at the next AP's meeting.

You must include a viable costing model with this proposal

Basic Information	
Proposed Apprenticeship Standard:	
Funding band:	
Duration:	
Proposed Start Date:	
EPAO Identified:	
EPA agreed price per candidate:	
Proposed Delivery Model:	
Mandatory Qualifications linked? If Yes, please specify	
Market Research and Viability	
LMI validated by named employers + potential further employers to target:	
Sustained target numbers:	
List of other providers offering this standard (South West):	
Impact on other Existing Curriculum:	
Resources	
Resources - People including existing expertise/CPD:	
Resources - Equipment - e.g. specialist? (Is there any potential of sponsorship for equipment?)	
Are we able to deliver the whole Apprenticeship, or do we need to consider a sub-contractor (Note: all sub-contractors	

MUST be registered on the Register of Apprenticeship Training Providers)			
Sign-off			
Assistant Principal Name/Sign		Date	
Curriculum Head Name/Sign		Date	
Apprenticeship Operational Manager Name/Sign		Date	

ANNEXE B Evidence required for application to RoEPAO

GREY may not be required as organisation is already listed.

Questions on application	Guidance
Information commissioner's office registration	<i>information commissioner's office (ICO) registration number</i>
Internal audit policy	<i>Upload a PDF of your organisation's internal audit policy in respect to fraud and financial irregularity</i>
Public liability insurance	<i>Upload a PDF of your public liability certificate of insurance</i>
Professional indemnity insurance	<i>Upload a PDF of your professional indemnity certificate of insurance</i>
Employers liability insurance	<i>Upload a PDF of your employers liability certificate of insurance (optional)</i>
Safeguarding policy	<i>Upload a PDF of your safeguarding policy</i>
Prevent agenda policy	<i>Upload a PDF of your prevent policy</i>
Conflict of interest policy	<i>Upload your PDF conflict of interest policy document</i>
Number of assessors	<i>Base your response to this on how many external examiners you will have rather than assessors.</i>
Assessment capacity	<i>base your response on the expected cohort sizes you will have each year</i>
Ability to deliver assessments How will the volume of end-point assessments be achieved with the number of assessors you will have? 500 words	<i>substitute "assessors" with "external examiners" in your response as the EPA is fully integrated.</i>
Recruitment and training How do you recruit and train assessors? All assessors must be qualified to undertake assessments in line with the requirements laid out in the assessment plan. They must have expertise and	<i>Please briefly describe how you recruit and train external examiners.</i>

<p>experience in designing and developing assessment products and tools where this is a requirement of the assessment plan. 500 words</p>	
<p>Skills and qualifications What experience, skills and qualifications will your assessors have? You need to give examples of how, when and where the assessor has demonstrated their capability. Assessors must have current and relevant occupational and assessment experience. Give details, evidence and context for this experience of current and future assessors. 500 words</p>	<p><i>briefly describe how your external examiners will meet the requirements specified in the assessment plan</i></p>
<p>Continuous professional development How will you ensure your assessors' occupational expertise is maintained and kept current? Give examples, of up to 500 words, for current professional development and recent experience of where and how they have demonstrated their suitability. Give details, evidence, and context for this experience, for the assessors you have now or will have in place by the time you start delivery. 500 words</p>	<p><i>briefly describe how you will manage this in accordance with the requirements of the PSRB</i></p>
<p>End-point assessment delivery model How will you deliver an end-point assessment for this standard? 500 words</p>	<p><i>use this section to describe how you will manage the post-gateway activity such as the examination board through to the declarations to the PSRB.</i></p>
<p>Outsourcing of end-point assessments Do you intend to outsource any of your end-point assessments?</p>	<p><i>Respond 'no' to this question</i></p>
<p>Engaging with employers and training providers How will you engage with employers and training organisations? 500 words</p>	<p><i>use the section to describe how you will manage the gateway process including agreeing with the employer that the apprentice is working at the appropriate level.</i></p>
<p>Managing conflicts of interest How will you manage any potential conflict of</p>	<p><i>Describe how you follow Conflict of Interest policy</i></p>

interest, particular to other functions your organisation may have? 500 words	
Assessment locations Where will you conduct end-point assessments? 500 words	<i>Your response should mirror where you are delivering the on-programme activity.</i>
Providing services straight away If your application is successful, can you start an end-point assessment on the day you join the register?	<i>Answer "yes" to this question if you intend, and are able, to begin delivering EPA straight away. If not, please answer "no" and provide a date by which you will be ready. This may depend on if you are completing as part of a new approval or where a standard has changed to integrated.</i>
Assessment methods How will you undertake the individual elements of the assessment plan? 500 words	<i>This section of the application form will not apply. Please submit a response along the following lines: "The EPA for this standard is fully integrated with the on-programme qualification and therefore there will be no further assessment of the apprentice during the EPA period.</i>
Continuous resource development How will you continuously review and maintain the required resources and assessment tools? 500 words	<i>This section of the application form will not apply. Please submit a response along the following lines: "The EPA for this standard is fully integrated with the on-programme qualification and therefore there will be no further assessment of the apprentice during the EPA period."</i>
Secure IT infrastructure Give full details of the secure IT infrastructure you will implement before providing a complete end-point assessment. 500 words	
Assessment administration Give full details of processes in place for administration of assessments before providing a complete end-point assessment. 500 words	<i>Please provide details of your administrative process for managing apprentices through to claiming the apprenticeship certificate from ESFA</i>
Assessment products and tools Give full details of the strategies in place for	<i>This section of the application form will not apply. Please submit a response along the following lines: "The EPA for this standard is fully integrated with the</i>

<p>development of assessment products and tools. 500 words</p>	<p><i>on-programme qualification and therefore there will be no further assessment of the apprentice during the EPA period."</i></p>
<p>Assessment content Give full details of the actions you will take and the processes you will implement as part of delivering a complete end-point assessment. 500 words</p>	<p><i>This section of the application form will not apply. Please submit a response along the following lines: "The EPA for this standard is fully integrated with the on-programme qualification and therefore there will be no further assessment of the apprentice during the EPA period."</i></p>
<p>Collation & confirmation of assessment outcomes Give full details of how you collate and confirm assessment outcomes to employers, training providers and apprentices. 500 word</p>	<p><i>Link to exam and UCSD policy and procedure</i></p>
<p>Recording assessment results Give full details of the processes in place for recording and issuing assessment results and certificates. 500 words</p>	<p><i>As above</i></p>
<p>Web address Enter your web address</p>	
<p>Mapping of the apprenticeship Knowledge, Skills and Behaviours (KSBs) to the UCSD award and the delivery method, to support the learner through the apprenticeship to the EPA</p>	<p><i>This will be required for your UCSD approval so should be available.</i></p>
<p>Explanation of how the programme team, with the employers, will confirm that apprentices can enter the Gateway to EPA.</p>	<p><i>Align to the gateway processes completed by Assessor Coaches</i></p>

Annexe C DQB EXA External Assessor Recruitment Notification Form



Designated Quality Body
in England

EQA External Assessor Recruitment Notification Form

This form should be submitted to the DQB Officer:

- as part of the evidence for the readiness check process if a proposed external assessor has been identified/appointed at this stage
- as soon as possible following the readiness check process when a proposed external assessor has been identified/appointed
- at any point where a new or replacement external assessor is identified/appointed.

The rows in the tables below are designed to expand as you type.

End-point assessment organisation (EPAO)	
Apprenticeship Standard*	
Level*	

* In line with [IfATE's apprenticeship standards](#)

Proposed External Assessor

Name, including title	
Current employer	
Job title	

Detail the qualifications and experience that demonstrate the proposed external assessor has appropriate and up-to-date occupational and assessment skills that will make them credible across the industry as a person fit to quality assure EPA so that their judgements are respected by employers.

In support of this section, please submit the proposed external assessor's CV or equivalent information.

What CPD has the proposed external assessor undertaken (and/or will undertake) in preparation for reviewing the EPA for this Apprenticeship Standard?

How will you promote and monitor the external assessor's continued professional development?

Does the proposed external assessor have any conflicts of interests that means they would not be independent from apprentices, employers, assessors and training providers?

Yes

No

If yes, please describe what actions you have and/or will take to prevent these from being an issue.

--

Completed on behalf of the EPAO by:

Name	
Position	
Signature	
Date	

Published - 30 June 2022

© The Designated Quality Body in England 2022

www.dqbengland.org.uk

Annexe D End Point Assessment Gateway Declaration

Apprentice Name	
Apprentice Standard (inc. standard number)	
Apprenticeship Start Date	

Purpose of the Declaration

Completion of the declaration is a mandatory requirement of the apprenticeship programme whereby the employer and a representative of the Training provider confirm that they believe the apprentice to have achieved all End-Point Assessment (EPA) gateway requirements (listed below) and the required training has taken place in line with individual standard requirements. This includes on and off-the-job training, and experiences which cover the full breadth and depth of the apprenticeship standard, thereby confirming the apprentice to be eligible for EPA.

By signing this declaration, the employer and Training Provider are confirming that they are satisfied that the apprentice has fulfilled all requirements, consistently working at or above the required standard.

Entry requirements achieved (please tick all that apply)

- Apprentice has met all knowledge, skills and behaviours
- Employer and PSRB Approved Education Provider are satisfied the apprentice has consistently demonstrated they meet the KSBs of the occupational standard
- Achieved all required modules of the underpinning Foundation Degree
- Practice Assessment Document (PAD) completed and signed-off by their practice and academic assessor to confirm that the apprentice is fully competent
- The apprentice has achieved Level 2 English
- The apprentice has achieved Level 2 Maths
- The apprentice, employer and Training Provider representative have signed and dated the gateway checklist

Employer and Training Provider declaration:

I confirm that the apprentice has achieved all EPA entry requirements as listed above and obtained the required teaching, workplace training and experience covering the full breadth and depth of the apprenticeship standard to be eligible for EPA.

A Gateway process has been carried out to confirm the following:

- The apprentice has been employed throughout the duration of his/her apprenticeship and will remain employed for the duration of the EPA.
- The training agreement has been signed by the apprentice, the employer and the Training Provider, and all three parties have retained a signed and dated version.

- The apprentice has been given appropriate time to attend the on and off-the-job training required for the apprenticeship standard.
- The apprentice has completed the minimum duration as outlined in the standard and assessment plan of on-programme learning and all pre-requirements for eligibility for EPA.
- The apprentice start date previously recorded in this system is correct.

I am completing this declaration as:

Employer

Training Provider Representative

Employer

Name of signatory	Signature	Job role*	Date

Training Provider

Name of signatory	Signature	Job role*	Date

Apprentice declaration:

I confirm that I have undergone a Gateway process to confirm that I am eligible for EPA.

I also confirm:

- All evidence submitted at Gateway is my own work.
- I agree that all evidence submitted at Gateway can be stored for a maximum of 7 years in line with Data Protection.
- I authorise the EPAO to claim for my Apprenticeship Certificate.
- I authorise the EPAO to transmit their data to any other bodies as and when required in line with GDPR.
- I agree for the Training Provider and any regulatory bodies conducting sampling and EQA through the EPA process where required.

Name of signatory	Signature	Date

ANNEXE E Integrated EPA Declaration Form (to be complete for Integrated EPA Award Board)

This form is available through HE Quality Office