



Process for Apprenticeship Independent (Non-Integrated) End Point Assessment.

During the first employer review, the Head of Department (HoD) will communicate with Employers to discuss the End Point Assessment Organisation (EPAO) and expected completion timeline.

Within the first year of the apprenticeship EPAO is to be selected, and the employer and apprentice informed.

Minimum of 3 months before Gateway Apprenticeship Office to work with HoD/Course lead, and course administrator who will provisionally book a date for End Point Assessment with EPAO for those on track to complete. The EPAO must then complete an Appointment of End-point Assessment Organisation: Sign-off Form, to include declaration of interest for any apprentice or employer organisation part of the EPA.

At least one month before the pre-board meeting, the Apprenticeship Office will agree with the Course Lead on a date that the apprentice(s) is due to complete, submit, and successfully achieve all requirements for their apprenticeship programme. This will include all theoretical and practice learning modules, off-the-job/protected learning time (PLT) hours, and external placement requirements relevant to professional bodies, for example, Qualified Teacher status (QTS)

Apprenticeship Office uploads Gateway evidence (Level 2 English and Math certificates and off the job hours/placement hours evidence) and provide a list of apprentices and their employer, alongside the declaration of interest form (DOI) to the external examiner folder and relevant End Point Assessment Organisation Platform.

The pre-board meeting (consisting of a chairperson, course, and module leads, internal examiners, and representatives from the Apprenticeship Office and placement support team (PlaST)) occurs where a review of each apprentice takes place, to confirm accurate grades and review evidence of achievement required for exam board/gateway.

The Apprenticeship Office communicates with employers and apprentices to confirm readiness for completion and will request the return of a signed Gateway Declaration Form, confirming the apprentice has consistently demonstrated that they meet the Knowledge, Skills, and Behaviours (KSBs) of the occupational standard.

The signed form, along with confirmation of all gateway requirements are mandatory for the apprentice to be presented at the Exam Board must be returned no later than the day prior to Exam Board.

Apprenticeship Office uploads Gateway evidence (signed gateway form) to the relevant End Point Assessment Organisation Platform

Exam Board (Gateway) (consisting of a chairperson, course, and module leads, internal and external examiners, Registry Secretary, and representatives from the Apprenticeship Office, PlaST) will formally review and record that each apprentice has achieved all gateway requirements as detailed in the Gateway/EPA Module, such as:

- Achievement of level 2 Maths and English
- Successful completion of all required modules, taking into account any RPL, for their programme.
- Confirmation of all mandatory placement / PLT time has been achieved including any allocations for external placement/skills development.
- Completion of Practice assessment document, signed off by the practice and academic assessor if required.
- Employer confirmation that the apprentice has consistently demonstrated that they meet the KSBs of the occupational standard via a signed Gateway Declaration Form



- Confirmation of actual and planned OTJ hours
- Confirmation apprenticeship duration is a minimum of 12 months

Apprentices who are successful at exam board are now in Gateway. Gateway forms are to be stored along with gateway evidence and DOI forms in the AO OneDrive folders.

Once in gateway, the apprentice Apprenticeship Office will liaise with EPAO to agree arrangements for apprentice evidence to be submitted prior to the EPA. The apprentice must work with the EPAO to complete their EPA. No further learning will take place after exam board.

Funding Co-ordinator advises Registry apprentice completed gateway, and date of completion. Registry claim final 20% of funding for the apprenticeship. Simultaneously, Funding Co-Ordinator raises purchase order number with Finance for EPAO invoice.

Following EPA completion, the EPAO will inform the University Apprenticeship Manager of those successful at EPA. These apprentices will be presented at the Progression/Award Board (EPA) (consisting of a chairperson, course, and module leads, internal and external examiners, Registry Secretary and representatives from the Apprenticeship Office and PlaST) who will confirm that the apprentice meets all award requirements and will progress to Graduation.

Registry will claim for relevant professional body registration for apprentices who complete the award and EPA, if applicable e.g., for Teacher Apprentice Qualified Teacher Status.

Declarations of good health and good character may also need to be provided by both the apprentice and course lead

On confirmation of the successful EPA, the University Apprenticeship Manager emails employer leads to inform them of completions.

For Apprentices required to undertake reassessments including EPA, the Apprenticeship Office/Course Lead, in liaison with the employer and EPAO will support the apprentice to re-take EPA: A further subject module exam board (gateway) and Award board (EPA) will take place as detailed above.

For apprentices unable to meet the gateway requirements for reassessment, the Course Lead, Apprenticeship Office representative and employer will work together to develop an individual plan to support the apprentice in meeting gateway and EPA requirements.