



Process for Apprenticeship Integrated End Point Assessment.

During the first employer review, the Head of Department (HoD) will communicate with employers to discuss the integrated End Point Assessment arrangements and process.

A minimum of 3 months before Gateway HoD/Course Lead will confirm internal arrangements of the integrated End Point Assessment for those apprentices on track to complete, and inform the Apprenticeship Office.

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, the Nursing and Midwifery Council or Social Work England.

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 independent assessor folder for signing.

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 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 and must be returned no later than the day prior to Exam Board.

Apprenticeship Office uploads Gateway evidence (signed gateway form) to the external examiner folder.

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.
- If applicable 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.



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Once in gateway, the apprentice must complete an internal End Point Assessment with an independent assessor to complete their programme. No further learning will take place after exam board.

Following internal EPA completion, the successful apprentices will be presented at Progression/Award Board (EPA) 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) and confirms 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. *Declarations of good health and good character may also need to be provided by both the apprentice and course lead.*

The Funding Co-Ordinator sends confirmation of apprentices who complete their award and EPA to Registry Assistant Registrar -Student Records, who claims ESFA apprenticeship certificates via the Apprenticeship Assessment Service.

On confirmation of the certificates being claimed, the University Apprenticeship Manager emails employer leads to inform them of completions.

Apprentices required to undertake reassessments: A further subject module exam board (gateway) and Award board (EPA) will take place as detailed above.

For apprentices unable to meet the gateway or EPA 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.