

Understanding end-point assessment



Henley
Business School

UNIVERSITY OF READING

Where business comes to life

Understanding end-point assessment

End-point assessment (EPA) is the culmination of your apprentice's learning journey and their opportunity to demonstrate what they have learned and how they have applied their learning in the workplace. Apprentices must be successful in the EPA to receive their apprenticeship certificate (and any associated degree or Henley qualification). Employers are required to participate in the EPA process, in particular by confirming that the apprentice is occupationally competent and ready to proceed to EPA.

This guide seeks to clarify your role as an employer in the EPA process.

Essential Apprenticeship Guides

This guide is one of a series designed to help our clients engage with apprenticeships and deliver best value to their organisation and their apprentices.

Further reading

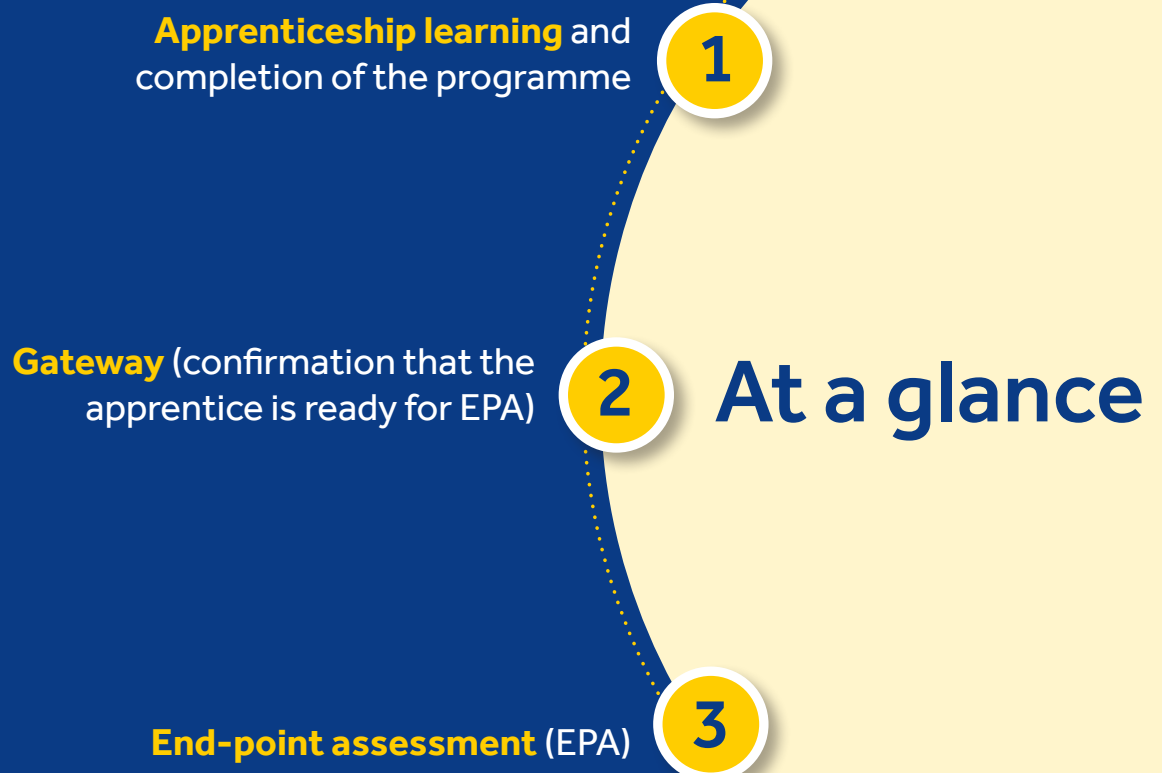
Supporting an apprentice as a line manager
Working with your apprenticeship tutor

henley.ac.uk/business/apprenticeships/essential-apprenticeship-guides

End-point assessment (EPA) is an independent assessment of the knowledge, skills and behaviours that your apprentice has gained.

Your apprentice must have passed all elements of their EPA before they receive their apprenticeship certificate (and any associated degree or Henley qualification).

There are **three stages** to an apprenticeship:



The requirements of EPA vary by programme but typically include a portfolio of evidence, a final project and a professional discussion.

What is EPA?

End-point assessment is an independent assessment of the knowledge, skills and behaviours that your apprentice has learned throughout their apprenticeship.

Assessments are conducted by independent bodies known as end-point assessment organisations (EPAOs).

Apprentices only receive their apprenticeship certificate (and their Henley qualification, if part of their programme) after they have passed all the elements of their EPA.

What is the process?

There are three stages to an apprenticeship:



What happens at EPA?

The structure of the EPA varies between apprenticeship standards. The following table summarises the key elements for each of Henley's apprenticeship programmes.

Apprenticeship	EPA element	Weighting
Senior Leader Masters Degree Apprenticeship (starts prior to March 2021)	Project showcase based on work-based project; including report, presentation and questioning	50%
	Professional discussion, based on review of portfolio of evidence	50%
Senior Leader Apprenticeship (starts from April 2021)	Strategic business proposal, presentation with questioning	50%
	Professional discussion underpinned by a portfolio of evidence	50%
Chartered Manager Degree Apprenticeship	Portfolio of evidence	55%
	Work-based project	25%
	Presentation and interview	20%
Digital and Technology Solutions Specialist Apprenticeship	Project report	50%
	Professional discussion	50%
Senior Compliance and Risk Specialist Apprenticeship	Project	30%
	Portfolio of evidence	70%
	Panel interview	

/// The CMI believes that employer involvement in apprenticeship development and training is vitally important. Ensuring that your apprentices apply the essential concepts and theories of leadership and management they learn at the university to hone and develop skills and behaviours in the workplace, will demonstrate their competence as leader and manager. **///**

Sue Wright, CMgr MCMI,
EPA Partner Manager

What else should employers be aware of?



The employer's role

Your organisation plays a central role in the EPA process. You have the final say on whether your apprentice should be put forward for EPA and whether they meet the Gateway criteria. Employers are also responsible for choosing an EPAO (we can support you with this or, with your permission, we can do this on your behalf).

Meeting requirements

Your apprentice must meet all Gateway requirements to proceed to EPA. Henley apprentices will not be able to receive their degree (where relevant) until they have successfully completed their EPA requirements. Apprentices (and those supporting them in the organisation) must ensure they are on track to complete all elements of the apprenticeship to avoid delays at the point of Gateway.

End-point assessment date

It is important that your apprentice and others in your organisation are aware of the intended EPA date. Apprentices will have regular progress reviews with their apprenticeship tutor, with a focus on their readiness for EPA. Line managers should be involved in these reviews; Henley will also provide employers with reports on an apprentice's progress. If it becomes apparent the apprentice is not on track to hit their planned EPA date, measures will be put in place to support them.



Portfolio of evidence

Apprenticeship tutors will support your apprentice in building and planning their portfolio of evidence throughout the programme and well in advance of EPA. The portfolio could look at their broader development, such as their additional experience in the workplace gained by taking on additional projects or shadowing a different department. It is best to plan for such activities from the start.



Work-based projects

All Henley apprenticeships include a work-based project or proposal as part of the EPA. Your apprentice will be supported by their apprenticeship tutor when selecting a project, but they will also need your support in choosing a topic that is relevant to your organisation. This will benefit all parties, allowing them to deliver and demonstrate impact.

Preparation for EPA

Henley will support your apprentice in preparing for EPA. At around six months before their EPA, the apprentice and their tutor will complete a Gateway health check to identify any gaps to successful completion. Henley will also offer a mock EPA.

What else should employers be aware of?



Functional skills

An apprentice must have achieved level 2 functional skills in maths and English (or equivalent) before they can pass through Gateway. Many apprentices already have the required qualifications via GCSEs or equivalent. If your apprentice does need to complete functional skills, Henley will make them and your organisation aware at the start of the apprenticeship and recommend the required training. Functional skills should be seen as a priority; without them an apprentice's completion of their programme may be delayed. Level 2 functional skills in maths and English are now an entry requirement on to Henley apprenticeship programmes.

Handling confidential information

Your apprentice will need evidence of their work to build up their portfolio, carry out a work-based project and ultimately succeed at EPA. In some cases, this will involve working with confidential information. Henley and the relevant EPAO will provide your apprentice with guidance on how they can demonstrate that they have met the apprenticeship standard criteria while also respecting their obligations regarding confidentiality.



Employer involvement in EPA

Some apprenticeship standards require an employer representative to be part of the assessment panel. In this case, we will liaise with you to determine an appropriate representative.

Where business comes to life

Henley is a triple-accredited business school with over 75 years' experience in developing confident, resilient business leaders and supporting organisations in reaching their strategic and transformational goals.

We are one of the largest providers of leadership, management and digital apprenticeships. Our programmes support around 1,600 learners and are enriched by the cutting-edge research and wide-ranging commercial experience of our academics.

The depth and breadth of this knowledge base equips learners with an extensive understanding of leadership and, along with the latest sector-specific insights, enables them to become the strategic and responsible leaders of the future.

Henley Business School

Greenlands
Henley-on-Thames
Oxfordshire
RG9 3AU

apprenticeships@henley.ac.uk

henley.ac.uk/apprenticeships

Guide reference | 4.9
Information valid at the time of publication. July 2021.



AACSB
ACCREDITED

