

City & Guilds

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A City & Guilds Group Collaboration

# Preparing apprentices for end-point assessment

# Choosing an end-point assessment organisation (EPAO)

When you're planning to deliver new apprenticeship standards you will need to decide which EPAO to work with. This is the employers decision and you are able to instruct your training provider to use the EPAO that you think will be the most suitable for your business. Here are a few key considerations:

## Must be on the Register of EPAOs

- this is a government list of approved EPAOs
- the register lists which standards each EPAO delivers to.

[You can find the list here](#)

## Commitment to EPA your chosen standard

- your chosen EPAO must be listed to EPA your standard, or committed to doing so on the register
- the Education and Skills Funding Agency (ESFA) will not fund an apprenticeship where there is no EPAO registered for it.

## Service level agreement/contract

- ensure this meets your EPA needs – it is your safety net!
- are you getting a fair price – EPA and provider?

## What support does EPA offer?

- support with on-programme and getting to gateway
- support for apprentices to prepare for EPA
- fast, efficient booking and service.

## Give yourself enough time

- registering with the EPAO a minimum of 3 months before gateway is crucial for timely achievement, although 6 months is best
- make sure there is enough time after gateway to collect evidence to submit to EPAO.

## Prior to gateway

- maths and English minimum qualification requirements must be met
- EPAO will require evidence of this, along with other evidence flagged in the apprenticeship standard.





## Good to know:

- It's possible to adjust the minimum qualification requirements for apprentices with specific learning disabilities. For example, to require maths and English achievement at Entry 3 – the next level down from Level 1. In such instances, this needs to be evidenced and agreed as part of the contract.
- It's possible to put forward prior achievement of various other qualifications, as well as Functional Skills or GCSE. The definitive list is published by ESFA, but it must be regulated by either Ofqual, Qualifications Wales, CCEA Regulation – the regulator in Northern Ireland, or the Scottish Qualifications Authority, or an international qualification recognised through the National Recognition Information Centre for the United Kingdom (NARIC) system as comparable with GCSE.
- The 20% off-the-job rule doesn't include maths and English, meaning more time should be factored in for this.



# Check list: preparing your apprentice for EPA

Is your apprentice ready for EPA? Here are a few questions to ask to ensure that they are well prepared and ready to succeed with their EPA:

<b>Does your apprentice and employer know what's involved in EPA?</b>	check the timings
	does your apprentice know how to achieve a good grade?
	if your apprentice is feeling anxious, try and find out why and how this can be supported.
<b>Pre-planning</b>	has your apprentice identified key strengths and areas for improvement?
	has the apprentice completed all of the 'mock' preparation/ self-assessment and pre-gateway requirements?
<b>Give yourself enough time</b>	have all parties agreed that the apprentice is ready for EPA?
	ensure enough time is set aside for pre-EPA preparation, i.e. professional discussion practice.
<b>Is now the right time to proceed?</b>	have all parties agreed that the apprentice is ready for EPA?
	check with the apprentice, line manager, training provider, mentors etc.
<b>Employer/ learning agreements</b>	has the employer and training provider signed the agreement to proceed to EPA?
	what template or format have you produced to confirm this?
	why is this important?
<b>After the event</b>	is your apprentice clear on what happens after the EPA event?
	certification process
	resit process
	next steps and progression?



To learn more about City & Guilds Apprenticeships, please contact: [apprenticeships@cityandguilds.com](mailto:apprenticeships@cityandguilds.com)

To learn more about ILM Management Apprenticeships, please contact: [customer@i-l-m.com](mailto:customer@i-l-m.com)

**City and Guilds Group**  
Giltspur House  
5–6 Giltspur Street  
London EC1A 9DE

### City & Guilds and ILM Apprenticeship Guidance

Want to find out more about implementing apprenticeships in your business? Download our series of guides and latest research:

- [Guide to optimising your levy](#)
- [Making Apprenticeships Work](#)
- [Flex for Success: Employers' perspectives on the apprenticeship levy](#)
- [The Apprenticeship Levy: An employer guide](#)
- [Management Apprenticeships: The solution to the leadership skills gap?](#)
- [Engaging and retaining apprentices: Employer Guide](#)
- [Management apprenticeships: Planning an apprenticeship](#)

### About City & Guilds

Founded in 1878 to develop the knowledge, skills, and behaviours needed to help businesses thrive, we offer a broad and imaginative range of products and services that help people achieve their potential through workbased learning.

We believe in a world where people and organisations have the confidence and capabilities to prosper, today and in the future. So we work with like-minded partners to develop the skills that industries demand across the world.

### About ILM

ILM is the leading specialist provider of leadership qualifications in the UK. Last year, over 70,000 people enhanced their skills and performance with ILM, including 14,000 management apprentices. We believe that great leaders can come from anywhere.

With the right support, anyone can grow and develop to make a real difference to their team and organisation. Which is why we help individuals from all levels to realise and apply their potential, so that the organisations they work for can reap the benefits.

