

early planning to identify potential conflicts of interest with the independent and external assessor(s) for each EPA cohort;

production of an annual schedule of activity, detailing visits and observations;

provide any relevant training to the independent assessor(s) including co-ordinating standardisation meetings to ensure consistency of assessment and marking practice;

creation of assessment materials, in line with the Assessment Plan;

responding to the external assessors report and recommendations.

Independent assessors

7. Where required by the Apprenticeship Assessment Plan, an independent assessor will be appointed for the apprenticeship. The independent assessor(s) will be responsible for:

review documentation related to the EPA, for example assessment materials, delivery plans and internal quality assurance documentation;

meet with apprentices and, where possible, employers;

where the EPA is credit-bearing, in line with the Assessment Moderations Policy, review a sample of EPA assessed work, including observing live assessments where relevant.

Selection of End Point Assessment Organisations (non-integrated EPA)

15. Non-integrated EPA requires the involvement of an authorised independent End Point Assessment Organisation (EPAO) listed on the Education and Skills Funding Agency (ESFA) Register of End Point Assessment Organisations for the relevant Apprenticeship Standard.

16. The relevant University academic school will collate and provide A(he)1dg 0.002 Tw 23.917ID 21 BD

through the gateway, the University, 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. The apprentice's evidence file should include EPA gateway declaration forms signed by the apprentice, employer and University 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.

22. The Course Leader 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 (which will include successful completion of the degree programme)
- monitoring reviews / interviews involving the apprentice, employer and University.

23. Apprentices and employers should be provided with information and guidance on the EPA process at the commencement of their apprenticeship programme, and this should be reinforced to apprentices at relevant stages throughout their apprenticeship, to ensure they clearly understand the requirements and are well-prepared. This should include provision of information about EPA on the online learning environment, Brightspace, and discussion of the EPA process at tripartite review meetings.

24. The Course Leader should liaise with the Academic Administration team to confirm the requirements of the EPAO in relation to the assessment. The Academic Administration team will communicate with the EPAO to set up the gateway and EPA assessment process. The Academic Administration team will also support the course team in preparing apprentices for EPA, for example by providing copies of relevant documentation and confirming EPA assessment requirements, deadlines and practical arrangements. The Apprenticeship Hub will monitor apprentices' progress on their programme and provide regular updates to the 'At-risk meetings' highlighting any apprentices who may be delayed in reaching the EPA gateway.

Administration and funding of EPA

25. For non-integrated EPA, the Academic

where the requirements for that award have been met, but will not receive the apprenticeship completion certificate from the ESFA.

31. A final Assessment Board will be convened to record the completion of the apprenticeship and confirm that the apprentice is eligible to attend graduation to receive their University of Suffolk award. Following notification from the Assessment Board, the ILR and Funding Manager will complete the apprentice on the ILR.

32. For non-integrated EPA, the EPAO is responsible for claiming the apprenticeship completion certificate from the ESFA. For integrated EPA, the Academic Administration team will process the application for the apprenticeship completion certificate. The Academic Administration team will collate apprenticeship certificates (including certificates provided to the University by the EPAO) for onward submission to the apprentice and the Apprenticeships Hub.