



# **End-Point Assessment for Apprenticeship Programmes Policy**

## Documentation Management

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# End-Point Assessment for Apprenticeship Programmes Policy

## 1 Purpose and Related Information

- 1.1 The Policy defines processes, roles and responsibilities in relation to the operational management and quality assurance of End-Point Assessment (EPA) delivered by the University as an End-Point Assessment Organisation (EPAO).
- 1.2 The purpose of this Policy is to:
- Ensure that the University operates robust, valid and fair processes in relation to the EPA of apprentices.
  - That all individuals with specific responsibility for an aspect of the University's delivery of EPA are aware of expectations and requirements.
  - Ensure that the University, as an EPAO, manages and delivers EPA in line with the expectations of the Institute for Apprenticeships & Technical Education; the Office for Students; and the Quality Assurance Agency.
- 1.3 This Policy is informed by the [EQA Framework](#) provided by the Institute for Apprenticeships & Technical Education and the [External Quality Assurance of End-Point Assessment for Integrated Higher and Degree Apprenticeships](#).
- 1.4 Assessment Plans which define processes and expectations for EPA are provided alongside Apprenticeship Standards, which are available on the Institute for Apprenticeships & Technical Education [website](#).

## 2 Scope

- 2.1 The Policy applies to all Higher or Degree Apprenticeship Programmes where the University is the End-Point Assessment Organisation.
- 2.2 This Policy applies to all University staff with responsibility for End-Point Assessment processes.
- 2.3 The term "Apprenticeship Programme Team" refers to the academic team delivering an Apprenticeship, including programme management, delivery and assessment, and management of the End-Point Assessment.

### **3 External Quality Assurance of the University as an EPAO**

- 3.1 As an EPAO for Integrated Higher and Degree Apprenticeship, the University is subject to External Quality Assurance (EQA) by the Office for Students. The Quality Assurance Agency, as the Designated Quality Body for England, has responsibility for the [External Quality Assurance of End-Point Assessment for Integrated Higher and Degree Apprenticeships](#). This includes for each EPA delivered by the University:
- A readiness check
  - Ongoing monitoring
  - A monitoring check
  - Ongoing assessment by an External Assessor.
- 3.2 Information on the specific requirements for each of the above activities are provided in the [Handbook for Providers](#).

### **4 Applications to Register as an End-Point Assessment Organisation (EPAO) for Integrated Higher and Degree Apprenticeships**

- 4.1 Applications by the University to register as an End-Point Assessment Organisation (EPAO) for an Integrated Higher or Degree Apprenticeship will be made according to Education and Skills Funding Agency (ESFA) protocols and requirements.
- 4.2 The application process will be managed collaboratively between the Apprenticeship programme team and Apprenticeship Hub, supported by University Departments as required.
- 4.3 All applications to register as an EPAO will be initially scrutinised and approved by the Head of Department in which the related apprenticeship sits.
- 4.4 The Apprenticeship Quality Board will scrutinise and provide final approval of all applications to register as an End-Point Assessment Organisation (EPAO)
- 4.5 The Apprenticeship Hub Manager will submit the approved application on behalf of the University.
- 4.6 The Apprenticeship Hub Manager will coordinate any additional information or responses to an application liaising with the relevant teams and departments as required.

## **5 EPA Gateway**

- 5.1 Gateway is the term used to define the requirements that each apprentice must meet in order to be put forward for their End-Point Assessment. Gateway requirements for each apprenticeship are presented in the associated Assessment Plan.
- 5.2 At the Gateway point, progression to EPA is typically agreed between the University and Employer with the precise requirements for this set out in the Apprenticeship Assessment Plan.
- 5.3 The approval of the progression of an apprentice to EPA is recorded in the EPA Gateway Progression Form.

## **6 Delivery of the EPA Process**

- 6.1 The purpose of end-point assessment is to provide independent assessment of the knowledge, skills and behaviours developed by the apprentice through the training plan. The intended outcome of EPA is that it will confirm that the apprentice has achieved the occupational competencies and standard required in order to be awarded the Apprenticeship.
- 6.2 The particulars for the delivery of an EPA are contained within the relevant Apprenticeships Assessment Plan, and each Apprenticeship Programme Lead must maintain a thorough understanding of this document, and monitor developments or changes to it as communicated by the Institute for Apprenticeships & Technical Education.
- 6.3 As an EPAO, the University is required to demonstrate independent assessment of the apprentice through the EPA process. This is typically achieved through the appointment of independent assessors and also the work of External Assessors.
- 6.4 Apprenticeship Programme Teams will be responsible for the management of the EPA. This includes:
- Design of assessments for EPA, in line with the Apprenticeship Assessment Plan
  - Scrutiny and Approval of EPA Assessment Tasks prior to issuance
  - Moderation of Independent Assessor decisions (where required)
  - Provision of guidance on the EPA to Apprentices and employers for example, through an assessment brief

- Selecting and nominating Independent Assessors to conduct marking/assessment as per the requirements of the Apprenticeships Assessment Plan
- Training of Independent Assessors in the operation, marking and initial grading of the EPA.
- Training of internal reviewers/moderators and External Assessors on EPA processes.
- Facilitation of EPA
- Maintaining records of completed assessments for EPA
- Maintaining records of EPA outcomes
- Monitoring and ensuring that internal moderators, Independent Assessors, and External Assessors undertake regular continuing professional development (CPD) activities which support and enhance their individual roles in the EPA process
- Holding bi-annual standardisation meetings for independent assessors to maintain consistent, valid and fair approaches to assessment
- Meeting other requirements detailed in the Apprenticeship Assessment Plan, which may include the production of annual evaluation report; or the requirement to collaborate with other EPAOs

6.5 The Apprenticeship Hub, in consultation with Quality Assurance, will be responsible for approving Independent Assessors nominations.

## **7 Guidance on EPA**

7.1 Guidance on the EPA for each Apprenticeship will be provided to apprentices, employers, independent assessors, internal moderators of assessment tasks, External Assessors and other stakeholders in the form of module/block guide. This document will cover the following:

- The assessment tasks
- Management of the EPA
- Grade descriptors
- Processes for assessment, moderation and external assessment
- Processes and regulations for awarding of both the degree element and Apprenticeship, following the passing of the EPA.

7.2 Additional guidance may be provided to Independent Assessors and External Assessors regarding marking and moderation processes.

## **8 Scrutiny and Approval of EPA Assessment Tasks prior to issuance**

- 8.1 Scrutiny and approval of the specific assessment to be used for EPA will be undertaken in the first instance by the programme team (internal moderation), with further scrutiny by the programme's External Assessor (external moderation).
- 8.2 Internal moderation of the EPA assessment should be undertaken by a member of staff not involved in the design or delivery of the EPA, and any recommendations made by the internal moderator should be considered in the final design of the assessment.
- 8.3 External moderation of the EPA is conducted by the programme's External Assessor and any recommendations made by the External Assessor should be considered in the final design of the assessment.
- 8.4 EPA assessment can only be issued to students following appropriate internal and external moderation.
- 8.5 Where a bank of assessment questions has been internally and external moderated, those questions will not need to be moderated again prior to each assessment point. Moderation should be undertaken to ensure that the choice of assessment questions is appropriate.

## **9 Assessment of EPA\_**

- 9.1 Practical arrangements and delivery of EPA rests with the programme team. This includes but is not limited to:
- Issuance of the EPA assessment to students
  - Scheduling of the EPA
  - Organisation of venues to conduct the EPA
  - Providing the facility for students to submit any artefacts for EPA
  - Recording and/storage of complete EPA assessments
  - Coordinating the work of independent assessors

## **10 Marking of EPA Assessment**

- 10.1 The marking of EPA assessment is conducted by independent assessors approved by the University.
- 10.2 Programme teams will facilitate the marking process, including receiving and securely sorting outcomes, but will not be involved in the actual marking in any capacity.

## **11 Moderation of Completed EPA Assessment**

- 11.1 Internal moderation of completed EPA assessment will be conducted by independent assessors. This requires there to be, at minimum, two independent assessors appointed to each EPA.
- 11.2 External moderation of completed EPA assessment will be conducted by External Assessors.

## **12 Re-takes and Re-sits**

- 12.1 Reassessment of an EPA will be undertaken in accordance with the relevant Apprenticeships Assessment Plan. Where no specific requirements are set out in the Apprenticeships Assessment Plan regarding reassessment opportunities for EPA, the University's Senate Regulations, or where applicable, programme variations to Senate Regulations, will determine the process.
- 12.2 Processes for where an apprentice fails an EPA are detailed in the relevant Apprenticeships Assessment Plan.

## **13 Apprentices with Additional Requirements**

- 13.1 Adjustments of the EPA for Apprentices with additional requirements will be made in line with the associated Assessment Plan and support profile produced for the Apprentice by the University's Disability and Dyslexia Service.



## **14 Certification and Awarding**

- 14.1 The classification of an Apprenticeship will be as per the associated Assessment Plan.
- 14.2 The awarding of the associated degree will be in accordance with the associated assessment, for example whether the degree element can be awarded independent of successful completion of the EPA and vice-versa.
- 14.3 Where an apprentice is eligible for an Apprenticeship, the Apprenticeship Hub will claim the Apprenticeship Certificate from the Apprentice Assessment Service.
- 14.4 The awarding of the degree element will be as per the University's Senate Regulations with any variations detailed in the relevant programme specification.
- 14.5 Apprentices will be awarded a degree certificate from the University via the normal awarding process.

## **15 Independent Assessors for EPA**

### **Appointment**

- 15.1 Independent Assessors (IA) for Apprenticeships are responsible for assessing an Apprentice's EPA. The precise items to be produced by the apprentice and assessed by the Independent Assessor are specified in the related Apprenticeship Assessment Plan
- 15.2 For each EPA delivered, there will be at minimum two Independent Assessors appointed.
- 15.3 Independent assessors will be selected and appointed as per the requirements of the related Apprenticeship Assessment Plan.
- 15.4 Independent assessors may be recruited from within the University on the basis that there is no conflict interest, and that they satisfy the selection criteria as defined in the associated Assessment Plan and the University's "Nomination for Appointment of Independent Assessor" form.

- 15.5 Independent assessors may be recruited through engagement with sector organisations which hold details of Independent Assessors

### **Induction and Training**

- 15.6 Each Independent Assessors will undergo an induction to the Apprenticeship programme. This will cover, at minimum:
- An overview of the Apprenticeship Standard and the Training Plan delivered by the programme.
  - Detailed guidance on the EPA process including:
    - The requirements of the assessment plan
    - The assessments to be used for the EPA, as devised by the University
    - The moderation process (prior to issuance)
    - Marking and grading
    - Recording outcomes
    - Moderation of EPA outcomes
    - Standardisation
    - External Assessing
  - The requirements for CPD activity
  - OfS and QAA requirements

### **Records**

- 15.7 The Apprenticeship Hub will maintain records of each Independent Assessor appointed to an apprenticeship. The record must include:
- Confirmation that the IA meets the appointment criteria as specified in the related Apprenticeship Assessment Plan.
  - Confirmation that the IA has been inducted including date.

## **16 External Assessors for EPA**

- 16.1 An External Assessor is appointed to the EPA element of an apprenticeship, in addition to the External Examiner who has responsibilities for the degree element of the apprenticeship.
- 16.2 The role and responsibilities of an External Assessor for EPA are defined by the DQB and are provided in the [Handbook for Providers](#) and the [EQA External Assessor Guidance](#).

## **Selection and Appointment**

- 16.3 For each EPA delivered by the University, a minimum of one External Assessor will be appointed, as per DQB requirements.
- 16.4 External Assessors for EPA will typically be the External Examiner appointed to the degree element of the Apprenticeship, unless they do not meet the DQB's requirements, or there are other factors that make it not feasible.
- 16.5 Departments must nominate a proposed External Assessors for EPA using the External Assessor for EPA Nomination Form available [here](#), and submit it to [external@brunel.ac.uk](mailto:external@brunel.ac.uk) for approval by the University's Registrar.
- 16.6 Quality Assurance will be responsible for appointing External Assessors, including conducting right to work checks where required, providing access to University systems, and requesting annual reports.
- 16.7 Quality Assurance will inform the Designated Quality Body of all appointments of an External Assessor for EPA via the DQB website and submission of a [Notification Form](#).

## **Role and Responsibilities**

- 16.8 The role of the External Assessor for EPA is defined in [EQA External Assessor Guidance](#). This includes, but is not limited to:
- The review of documentation relating to an EPA
  - The review of EPA assessed work, including the observation of live assessments where applicable.
  - The observation of standardisation and moderation meetings
  - Meeting with independent assessors and other EPAO staff
  - Meeting with apprentices, and where possible employers
  - Observing the meeting at which the final decision on the EPA is confirmed (typically a Board of Examiners)
- 16.9 External Assessors are expected to conduct at least one visit (in person or online) to the EPAO each academic year.
- 16.10 External Assessors produce an annual report for both the University and DQB (see below) regarding an EPA.

## **Annual Reporting**

- 16.11 Each academic year, the External Assessor will submit two reports:
- An External Examiner Report to the University, which focusses on academic standards, student performance and assessment of the degree element.
  - A report on the management of the EPA, which is also submitted to the DQB
- 16.12 Where an External Assessor is not also acting as the External Examiner for an apprenticeship, only the annual report on the EPA is required.

## **Fees**

- 16.13 Fees for External Assessors for EPA are provided in the University's External Examiners and Reviewers: Summary of Fees document available [here](#).

## **17 Continuing Professional Development of Independent Assessors and External Examiners/Assessors**

- 17.1 The University has a responsibility to ensure that Independent Assessors and External Assessors appointed to EPA are qualified and undertake CPD in relation to their associated discipline and professional field, and also Apprenticeships and EPA processes more generally.
- 17.2 The management of CPD for External Assessors contributes to the judgement outcome for the University when subject to a Monitoring Check by the DQB, therefore:
- All Apprenticeship programme teams must on an ongoing basis, promote to, and where possible facilitate for, their External Assessor to engage in CPD in relation to the associated academic discipline, industry or role/roles identified within the Apprenticeship Standard
  - The Apprenticeship Hub must promote to, and where possible facilitate for, all External Assessors to engage in CPD in relation to the Apprenticeships and EPA processes generally.
- 17.3 The Apprenticeship Hub will be responsible for monitoring the CPD activity of each of the University's Independent Assessors and External Assessors through a bi-annual request for information using the Independent Assessor CPD Log Form.
- 17.4 Apprenticeship programmes should actively promote University activities which will be of benefit to the Independent Assessor.

## **18 Quality Assurance of End Point Assessment**

### **Development and Internal Moderation of EPA Assessment**

18.1 Internal quality assurance of EPA is conducted through the following mechanisms:

- Internal and external moderation of assessments for EPA prior to issuance
- Moderation of Independent Assessor decisions (where required)
- Feedback from External Assessors
- Standardisation and calibration events
- The [Apprenticeship Self-Assessment Report and Quality Improvement Procedure](#).

### **Standardisation and Calibration Events**

18.2 Each Apprenticeship Programme Team shall conduct bi-annual standardisation and calibration events for its EPA. Attendees for this event will typically include:

- The relevant programme lead/s
- The lead for the EPA
- All Independent Assessors
- One or more External Assessors
- Apprenticeship Hub Manager