

PASSING THROUGH GATEWAY AND END POINT ASSESSMENT

A GUIDE FOR APPRENTICES

NOVEMBER 2022



WHAT IS COVERED IN THIS GUIDE



Gateway and End Point Assessment
(EPA) explained

The EPA plan and where to find it

Employer support

GATEWAY

A meeting at which you, your employer and coach/tutor check that you have fully met the requirements of your apprenticeship

Checks include that you have:

- Been on programme for the required minimum duration.
- Achieved Maths and English (functional skills) if you don't already hold those qualifications at the required level.
- Developed the knowledge, behaviours and skills described in the Apprenticeship Standard.
- Logged sufficient off the job training hours.
- Gained any qualifications needed for your apprenticeship.
- Completed any work set in the assessment plan e.g. a project plan or portfolio.

WHAT IS END POINT ASSESSMENT?

A rigorous, independent assessment focused on testing an apprentice's behaviours, knowledge and skills at the end of their apprenticeship training

All apprentices must go through EPA after passing through Gateway in order to achieve.

Length of EPA process varies for each Apprenticeship Standard.

Remember

You must have achieved all required functional skills before entering Gateway.



THE ASSESSMENT PLAN

Each Apprenticeship Standard has its own end point assessment plan

This plan specifies which assessment methods will be used to assess the knowledge, skills and behaviours identified in the Standard.

All plans are here:

www.instituteforapprenticeships.org/apprenticeship-standards

A meeting should take place between the employer, the apprentice and the training provider 6-10 months before EPA to plan for successful completion.

This short video looks at the assessment plan in more detail:

www.youtube.com/watch?v=Wg3cx7YNYRo (2 mins)

Different Assessment Methods

www.youtube.com/watch?v=57uWc6EDjKw (4 mins)

FINAL GRADES AND GRADE DESCRIPTORS

Each Apprenticeship Standard has its own end point assessment plan

- Fail, pass, merit and distinction grades are available.
- Some assessment plans offer pass and fail grades only (the minimum number of grading options required).
- Others offer 3 or 4 (fail, pass, merit or distinction).
- An assessment plan must include grade descriptors for each assessment method.



RESPONSIBILITIES OF YOUR EMPLOYER

The employer's role now is to support you, the apprentice, to achieve your EPA

Passing through Gateway marks the end of the practical training period. Off the Job (OTJ) training hours are signed off and the training provider's training and guidance role ends.

Your employer should read and understand the assessment methods in the EPA plan to ensure apprentice work practices meet the assessment criteria.



RESPONSIBILITIES OF YOUR EMPLOYER

How you and your employer can find a good EPA



RESPONSIBILITIES OF YOUR EMPLOYER

Other information to consider

- What resources does the EPA offer to support you e.g. videos, mock assessment tools etc.
- What reasonable adjustments can they make to support any additional learning needs you may have?
- How will your EPA communicate with you, your employer and your training provider?
- What is their appeals process if you wish to appeal their decision?

Other supporting information

What to expect from EPA

🌐 www.youtube.com/watch?v=sWDgFZmBldM

Get your portfolio EPA ready

🌐 www.youtube.com/watch?v=UmW2qM7Ag3I

The difference between PASS and DISTINCTION

🌐 www.youtube.com/watch?v=y0iYXufmp0E

AND FINALLY...

Good luck and remember to celebrate your achievement!

