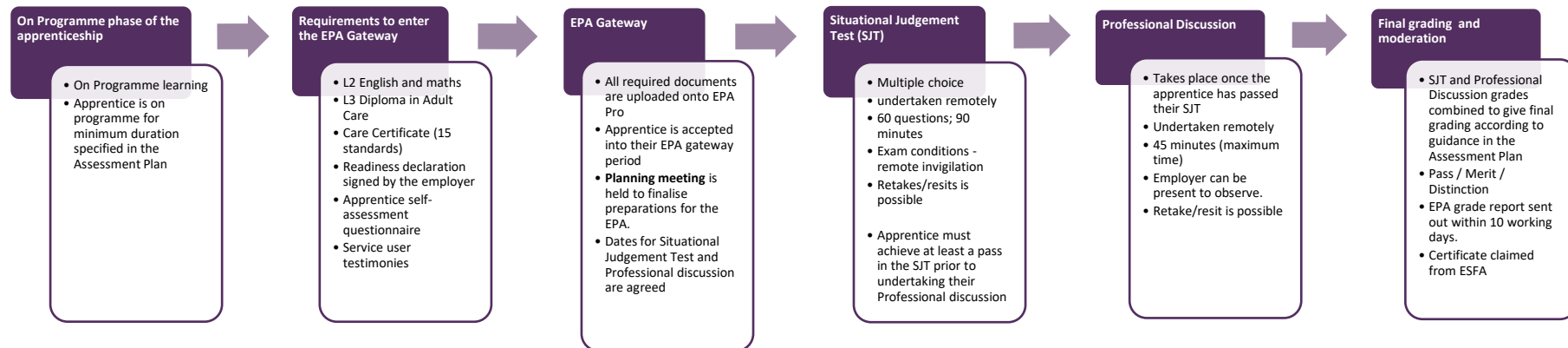


## End Point Assessment process



### Initial enrolment of the apprentice on EPA Pro

The apprentice can be registered on our EPA Pro platform as soon as they are enrolled on their apprenticeship if required. However, the apprentice must be registered by the time they are 3 months from their anticipated EPA Gateway date. This is important so that the apprentice is able to access information on the preparations they must make for their Gateway and the documents required as well as on the structure of their EPA. There is also a full range of support and practice materials on the site. The employer and training provider also have access to EPA Pro.

### EPA Gateway

When the apprentice is ready to enter their EPA Gateway, the required evidence and documents is uploaded by the training provider to EPA Pro and this information is reviewed by Steadfast EPA. If all the required evidence is present, then the apprentice is accepted into their gateway and the gateway period begins. The planning meeting will be arranged and suggested dates for the SJT and the Professional Discussion will be put forward.

### Delivery of the End Point Assessment elements

## ST0006 Lead Adult Care Worker L3

All our EPAs are currently being carried out remotely; the Situational Judgement Test is carried out using a dedicated test/exam platform with an remote invigilation system incorporated which the apprentice is able to access on line and the Professional Discussion is conducted with the Independent End Point Assessor (IEPA) remotely via Zoom or Skype or similar. All EPA elements are recorded and retained for quality assurance and audit purposes. This approach has been welcomed by apprentices, employers and training providers and will continue to be provided in this way going forward. Arrangements for all of this will be confirmed at the planning meeting discussions. All the remote links, information and guidance that the apprentice will require are forwarded to them by the IEPA or EPA Co-ordinator. The planning meeting provides an opportunity for the apprentice, training provider and employer to ask questions and to test the remote linkages.

### EPAPro (online platform)

We will manage our End Point Assessment system using EPAPro, an online software platform designed to provide end to end functionality for the delivery of our EPAs and includes:

- Online registration of apprentices
- Internal administration systems linking to our existing administration systems
- Planning and administration of EPA timetabling and delivery
- Client access for apprentices, employers, training providers to upload information and access resources and materials
- Monitoring and follow up system; record retention capacity.
- Robust audit trail and archiving systems

### Carrying out the End Point Assessment

The End Point Assessment for the Lead Adult Care Worker L3 will consist of the following:

1. EPA Co-ordinator arranges the planning meeting including suggested dates, time for the SJT and a tentative date for the Professional Discussion. The apprentice must pass the SJT before they can undertake the Professional Discussion.
2. The apprentice takes their Situational Judgement Test under exam conditions (90 minutes). This is marked and graded.
3. The employer, apprentice and training provider are informed of the result and if the apprentice been graded with at least a pass, the EPA Co-ordinator will confirm the date and for the Professional Discussion(PD). The IEPA will send the remote link through to the apprentice (and employer if they wish to observe)
4. The IEPA undertakes the PD with the apprentice (maximum 45 minutes). This will be recorded (permission for this is requested in advance)
5. The IEPA will score and grade the PD and combine with the SJT grade to arrive at a final overall grading (Pass, Merit or Distinction). All scoring and grading decisions will be based on the most current Assessment Plan for the standard and associated grading guidance.

## ST0006 Lead Adult Care Worker L3

6. The results and grading will be moderated by the IQA.
7. The employer, apprentice and training provider will be informed of the outcome and Steadfast EPA will claim the Apprenticeship Certificate on behalf of the apprentice from the ESFA. Permission to claim the Certificate on the apprentice's behalf will be obtained during initial registration.

**Please note:**

- Should the apprentice not achieve a pass for their SJT but score between 25 and 39 points, they are able to retake their SJT once more within 3 months and the Professional Discussion will be put on hold until this retake has taken place. If they achieve a minimum of a Pass for their retake, the Professional Discussion will then be scheduled and take place.
- Should the apprentice achieve a score of 24 or less for their SJT, the training provider is asked to complete a professional review of the apprentice's performance and put in place an action plan. The apprentice has to complete the identified actions before they are able to retake their SJT.
- The apprentice is able to retake their Professional Discussion element within 3 months but if so the maximum grade available is a Pass.

All information, records and evidence relevant to each apprentice including evidence of achievement of Gateway requirements, employer readiness confirmation; self-assessment report; user testimonies along with all EPA records of activity, outcomes, grading and moderation, internal quality assurance and payments received will be retained for a period of 6 years for audit purposes.

All employers, training providers and apprentices for whom we undertake End Point Assessment will be given the opportunity to complete a comprehensive feedback and evaluation form which is designed to ensure that we are able to fully evaluate our performance and use this to inform our Quality cycle and self-assessment as well as capture good and positive practice; anonymised feedback will be used as part of ongoing CPD and training for staff.