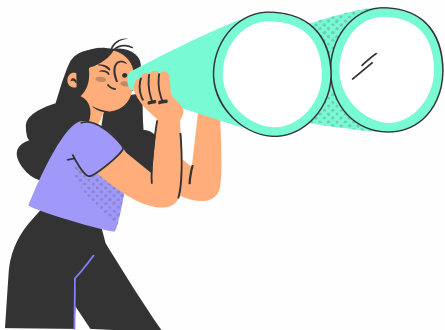


Your Guide to End-Point Assessment (EPA)

This guide will help you understand what to expect and how to prepare for your End Point Assessment (EPA). NCFE is your End-Point Assessment Organisation (EPAO).

We're here to ensure your EPA is fair, supportive, and gives you the opportunity to truly demonstrate everything you've learned throughout your apprenticeship.

The Independent End Point Assessor (IEPA) wants to see you succeed and show your best self. EPA is your chance to shine and showcase your competence, skills and growth. Let's break down the journey ahead.



How to prepare for your EPA

Success in EPA starts with preparation. Here's how you can get ready:

- **review the guidance materials:** NCFE provides an EPA specification and guidance pack that your training provider or college will share with you. This contains everything you need to know.
- **work closely with your Training Provider/College and employer:** Complete mock assessments and go through grading descriptors together. This will help you understand exactly what you're being assessed on.
- **review your portfolio:** If your standard includes portfolio of evidence to support an assessment, make sure you're familiar with the content and how it aligns with the assessment criteria. You may also be able to have your portfolio with you during the assessment, you can find more information on what you can take into your assessments through the link provided in section 3.
- **look after your wellbeing:** Preparing for assessments can be stressful. NCFE has a [Wellbeing in EPA](#) guide designed to support your mental and emotional readiness.



Your EPA journey: step by step

1. Gateway readiness

Once you've completed all the on-programme learning, your training provider and employer will meet with you for a Gateway meeting. At this point, they'll confirm you're ready to begin EPA.

During this meeting, you'll agree on:

- any dates you're unavailable
- how assessments will be carried out (e.g. online via Microsoft Teams or face to face).

After this, your evidence is submitted to NCFE for review. Once accepted, you'll officially begin your EPA and receive a welcome email from us.



2. Completing your assessments

Your EPA may include a mix of different assessment methods, such as, but not limited to:

- knowledge tests
- professional discussions/Interviews
- projects
- presentations
- observations.

You'll complete at least two assessment components, depending on your standard. Each one gives you the opportunity to demonstrate the knowledge, skills and behaviours (KSBs) you've developed.

Your training provider will guide you on what each assessment involves. You can also find further information on your assessment components and the knowledge, skills and behaviours within the specification and guidance materials available from your training provider.



If you are completing your assessments remotely via Microsoft Teams, we would recommend you join the assessment 10–15 minutes prior to the assessment start time to ensure this starts on time. If you are completing your assessments face to face, please ensure you are prepared and ready to start, your IEPA will arrive 10 to 15 minutes before your assessment start time.

All assessments, other than an observation of practice, must be completed under assessment conditions, so whether you are completing your assessment in the workplace, or at home, you must have a quiet uninterrupted environment for these assessments.

NCFE also provides helpful documents outlining what you can bring into your assessments and any resources you're allowed to use.



3. Booking your assessments

After receiving your introductory email, you'll be asked to share any dates you aren't available. NCFE will use this to arrange suitable assessment times.

You'll then receive:

- proposed assessment dates (you can accept or request alternatives)
- a confirmation email with full details once dates are agreed
- calendar invites with Microsoft Teams links (if assessments are online).

If you do wish to decline an arranged date for a Knowledge Test, Multiple Choice Exam or Situational Judgement Test, please email us on epabookings@ncfe.org.uk.

For any other assessment components, please follow the confirm/decline link in the proposed dates.

We have a variety of options available to you for undertaking Knowledge Tests, Multiple Choice Exams or Situational Judgement Tests and you can find further information on these [here](#).



4. Results and feedback

After each assessment, NCFE will issue your result and feedback to your training provider within 5 working days. The only exception to this is if you undertake a paper-based assessment, results of these will be available within 10 working days. Your training provider will then share this with you.

Your feedback will:

- show how you performed against the KSBs
- explain the grade you achieved.

Once all your assessments are complete, your overall grade will also be shared within 5 working days of your final assessment along with your record of achievement.



5. Certification

After your overall grade is confirmed, NCFE will process your certificate after the 10 working day appeal period. Your certificate will either be sent to your workplace or your training provider-check with them to know where to collect it.

Your EPA is your time to showcase the skills and knowledge you've worked hard to build. NCFE and your IEPA are here to see the best from you. Be confident, prepare well, and trust in the journey you've taken to get here.

Good luck – you've got this!

