

END POINT ASSESSMENT ARRANGEMENTS & RESIT POLICY

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End Point Assessment (EPA)

All Apprentices commencing an Apprenticeship programme, will be subject to an End Point Assessment (EPA) undertaken by an End Point Assessment Organisation (EPAO).

All EPAOs are assessed as being suitable to conduct independent EPA of Apprentices and must appear on the UK Government's apprenticeship provider and assessment register (APAR). www.gov.uk/guidance/register-of-end-point-assessment-organisations

NLTG will discuss with employers as part of the initial assessment of the Apprentice, the options available for a suitable EPAO and factor in the cost of the EPA at the start of the programme. The final choice of which EPAO to use is that of the employer NOT NLTG. The EPA costs are discussed and are recorded on the Apprentice's Training Plan during initial assessment.

The EPA will take several forms as each Standard offered by NLTG is different. EPA may consist of a presentation, interview, showcase of a portfolio of evidence, multi-choice test, work-based project or panel interview, or any combination of these. This is described in the relevant Apprenticeship Standard Assessment Plan and will be discussed as part of initial assessment and ongoing during the programme.

Payment for the EPA is made by NLTG on behalf of the employer from the Apprentice funding received. The cost of this varies dependent upon the Apprenticeship and the EPAO; each will have its own requirements for payment.

If requested, NLTG will provide a copy of the EPAO invoice and payment evidence.

48 Hour Cancellation or Postponement of an End Point Assessment (EPA)

If an EPA needs to be cancelled or postponed, the employer MUST inform NLTG at least 48 hours prior to the EPA taking place. This is to avoid any charges being made by the End Point Assessment Organisation (EPAO).

If less than 48 hours' notice is provided, NLTG will invoice the employer the full EPA fee. The EPA fee will vary between Apprenticeship Standards and EPAOs.

Termination of an End Point Assessment (EPA) mid-Assessment

If an EPA is terminated mid-assessment by an End Point Assessment Organisation (EPAO) for any reason associated with unsafe employer practices (eg Health & Safety issues, Safeguarding concerns), the employer will be liable to pay the full EPA fee.

NLTG will invoice the employer the EPA fee (fees will vary between Apprenticeship Standards and EPAOs).

Preparation for End Point Assessment (EPA)

The Apprentice will be supported by both their employer and NLTG to prepare them for EPA. The Apprentice will not be submitted for EPA until the employer, the NLTG Tutor and the Apprentice are confident that the Apprentice is competent in all aspects of the EPA. This mitigates the risk of an unsuccessful EPA outcome. Once all parties agree that the Apprentice is ready for EPA, the 'Gateway Declaration Form' is signed.

Each method of EPA is different and will have varying demands upon the Apprentice, but it is important that the Apprentice feels they are fully prepared to succeed in the EPA. NLTG will agree with the employer and the Apprentice that the Apprentice is ready to take their EPA.

If the Apprentice leaves their programme Prior to End Point Assessment (EPA)

If the EPA is booked and the Apprentice leaves their programme before completing their EPA, the cost of the EPA is non-refundable to NLTG, and therefore, we are unable to refund any associated EPA costs to the employer.

If the Apprentice fails the End Point Assessment (EPA)

The rules for resitting part, or all of the EPA will vary between each Apprenticeship Standard and also EPAOs.

If the Apprentice fails one or more parts of the EPA but is successful in others, only the failed element(s) need to be re-taken. The cost of any/all resits is the sole responsibility of the employer.

Note: It is NLTG's understanding that EPAO policy is that if an Apprentice resits EPA they cannot achieve higher than a "Pass" overall, even if the Apprentice performs at a Distinction level at the resit.

If the employer and Apprentice both agree for a resit then the resit EPA payment must be paid to NLTG by the employer. Only upon receipt of such payment will NLTG book the resit. NLTG will only book resits on the employer's behalf, once we have received feedback from the EPAO on the areas of weakness that resulted in the original EPA failure.

In the very unlikely event the second attempt at EPA results in a fail, then the employer and NLTG will need to agree a plan of action for the Apprentice. This may involve an appeal to the EPAO or further quality assurance discussion. It is not expected that a third EPA will take place. Further details on individual EPA resit costs are available on our website via the following link www.nltg.co.uk/publications/