



## Apprenticeships End-Point Assessment Policy

### Introduction

This Apprenticeships End-Point Assessment Policy aims to ensure the University of Lincoln has a clear approach to managing the quality of End-Point Assessment for Higher and Degree Apprenticeships, both within the University of Lincoln and with other organisations, where we are selected as the independent End-Point Assessment Organisation.

The University of Lincoln is an End-Point Assessment Organisation (EPAO), approved by the Education and Skills Funding Council (ESFA) and listed on the Register of End-Point Assessment Organisations (RoEPAO), for the following Degree Apprenticeship Standards:

- Food Industry Technical Professional Integrated Degree Apprenticeship, Level 6
- Food and Drink Advanced Engineer Integrated Degree Apprenticeship, Level 6
- Manufacturing Manager Integrated Degree Apprenticeship, Level 6

The University offers an impartial End-Point Assessment (EPA) Service for Apprentices, as specified in the relevant Apprenticeship Assessment Plan.

The University of Lincoln is also an approved Apprenticeship Training Provider. Details of the processes for approval and monitoring of University of Lincoln Higher and Degree Apprenticeships can be found in the University's *Quality Assurance Manual* and *Higher and Degree Apprenticeships Policy*.

This Policy should be read in conjunction with the University's *EPAO Quality Assurance Manual*.

### End-Point Assessment

Although each apprenticeship standard has an employer designed End-Point Assessment (EPA), the nature and approach to assessment varies across standards. The detail of the assessment is set out explicitly in each Apprenticeship Assessment Plan.

The EPA is separate to any qualifications or other assessment that the apprentice may undertake during training. The apprentice cannot achieve the apprenticeship without passing their EPA.

There needs to be independence in the EPA and an independent third party must carry out the end point assessment to ensure that those bodies that make judgments about whether or not an apprentice has passed have nothing to gain from the outcome.

A legal contract for Apprenticeship EPA Services must be produced, between the Provider, the Employer and the EPAO, setting out the terms and conditions of the contract including payment.

## **University of Lincoln End-Point Assessment Organisation**

In accordance with Education & Skills Funding Agency (ESFA) rules, the University will self-assure capability and capacity prior to application to be on the Register of Apprenticeship Assessment Organisations for a specific Apprenticeship Standard and before contracting to deliver the EPA as an independent EPAO

The University will apply quality assurance procedures when conducting an EPAO role in respect of our own, or other Provider's apprentices. This will lead to consistency and continuous improvement when assessing knowledge, skills and behaviours (KSBs) and applying for Apprenticeship Completion Certificates.

In practice this means that the EPAO must undertake the following:

- Appoint suitably qualified and independent individuals as Independent End-Point Assessors
- Develop the content of the EPA e.g. provide test questions in line with the Apprenticeship Assessment Plan.
- Conduct EPA and the quality assurance requirements defined in the Assessment Plan.
- Be responsible for checking all elements of the Apprenticeship Standard have been achieved and claiming the Apprenticeship Completion Certificate

## **Fees and Charging**

The Provider is responsible for paying the EPAO from within the fee it receives for delivering the apprenticeship training. The Institute for Apprenticeships & Technical Education will set the maximum training cost that can be recovered from the levy and the maximum percentage of the cost that can be spent on EPA.

## **Data Protection**

Higher and Degree Apprenticeship programmes must include formal information sharing and data processing agreements between employers and the University in accordance with data protection legislation.

Office of Quality, Standards and Partnerships  
March 2020