

Appointment of End-point Assessment Organisation: Sign-off Form

This form is to be used when Schools are seeking to appoint an approved independent end-point assessment organisation (EPAO). The EPAO carries out the assessment of the apprentice’s knowledge, skills and behaviours at the end of the training to confirm that the Apprentice has met the requirements of the apprenticeship standard.

The University, as the training provider, (in consultation with the employer) is responsible for engaging the EPAO. This can be at any time in the apprenticeship, but to ensure timely delivery of the end-point assessment the dialogue must commence at least 6 months before the planned end date of the apprenticeship. As part of this process all information required for the end-point assessment must be communicated to the employer, including when the gateway is due.

All appointments must be approved by the Head of School and the Apprenticeship Office.

Please complete all sections of the form, expanding boxes as necessary.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| UW School |  | School representative responsible for contacting EPAO and managing process | | |  | |  |
| Apprenticeship Programme |  | Apprenticeship Standard Assessment Plan [hyperlink] | | |  | | |
| Name/address of EPAO to be appointed |  | Confirmation EPAO is on the [Apprenticeship Provider and Assessment Register (APAR)](https://download.apprenticeships.education.gov.uk/apar) listed against the Standard [IfA code] | | |  | |  |
| Employer(s) |  | | | | | | |
| Employer Contact Details |  | | | | | | |
| Cost |  | Confirmation funding covers cost | | |  | |  |
| Has the UW procurement process been carried out |  | Confirmation represents good value for money | | |  | |  |
| Predicted date of EPA |  | Predicted date of Outcome | | |  | |  |
| Confirmation evidence of employers agreement of EPAO has been forwarded to Apprenticeship Office [date] |  | Confirmation evidence of employers approval that their apprentice/s have reached the ‘Gateway’ and are ready for EPA has been forwarded to the Apprenticeship Office [date] | | |  | |  |
| Have EPA arrangements been confirmed with the employer(s), apprentices and joining instructions sent to EPAO |  | Confirmation the EPAO are independent with no affiliation with apprentices, employers or the programme delivery | | |  | | |
| Signed (Head of School): |  | | Date: |  | |  | |
| Apprenticeship Office: |  | | Date: |  | |  | |

Following approval, the School representative responsible for contacting the EPAO should send this form to the Secretary of the Apprenticeship Programmes sub-committee and should be reported to the next APSC through the Apprenticeship Office position statement standing item.

## Approval/Review Table

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| **Item** | **Notes** |
| Version Number | V2.1 |
| Date of Approval | December 2023 |
| Approved by | APSC |
| Effective from | December 2019 |
| Policy Officer | Head of Academic Quality |
| Department | Academic Quality Unit |
| Review date | September 2026 |
| Last reviewed | February 2024 |
| Policy/procedure/guidance superseded by this version | v2.0 |
| Equality Impact Assessment (EIA) |  |
| Accessibility Checked |  |

Recent changes

|  |  |  |
| --- | --- | --- |
| Committee/Author | Date | Change |
| P. Wright | 02.2024 | V2.1 To align with updated EPA Policy |