



# End Point Assessment Policies



## Document History

Version	Date	Reason for Revision	Reviewed By
V1	January 2021	Initial Release	Alan Bates
V2	March 2021	Policy review	Alan Bates
V3	July 2021	Reviewed for Ofqual application	Alan Bates & Kay Parker

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# END POINT ASSESSMENT DELIVERY POLICY

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## 1. Introduction

The objective of this Policy is to recognise that information and the associated processes, systems and tools ensure there is an accredited Internal Quality Assurer (IQA) and External Quality Assurance (EQA) for each End Point Assessment Standard:

- To ensure that IQA and EQA is valid and reliable
- To ensure that the IQA and EQA policies are open, fair and free from bias, and meets assessment requirements standards through implementation of our Internal Quality Assurance Policy
- To ensure that there is accurate and detailed recording of IQA and EQA decisions.

In order to do this, Qualitrain will ensure:

- Internal Quality Assurers is adequately trained in internal verification for End Point Assessment Standard.

The Internal Quality Assurer oversees effective internal quality assurance within each subject area by monitoring that:

- Staff are briefed and trained in the requirements for current internal quality assurance policy.
- Effective internal quality assurer roles are defined, maintained and supported.
- Standardised IQA & EQA documentation is provided and used.
- All assessment instruments and tools are verified as fit for purpose.
- Staff maintain secure records of all internal quality assurance activity.
- The outcome of internal quality assurance is used to enhance future assessment practice.

## 2. EPA Intent

All Qualitrain End Point Assessment material is designed to meet the Intent of the standard and has been tested with a pilot programme with internal staff. This is done following the Qualification lifecycle policy.

## 3. EPA Implementation

Qualitrain have in place processes necessary to provide end assessment and these are monitored to ensure that the systems are fit for purpose.

All assessors/assurers must be competent to perform their role as described in the Assessment Plan and Qualitrain will provide an induction and regular reviews to support this. Assessors must know and comply with Qualitrain requirements for recording assessments and maintaining records; they must also be familiar with Qualitrain policies and procedures. All assessors will implement the process flow chart for the specific standard being assessed. The flow chart shows the individual steps to be followed and implemented for the specific standard. Assessors must maintain their CPD and provide evidence of this to Qualitrain as per the Assessor Register.

Qualitrain will perform monitoring visits to observe end point assessments being carried out. It will be determined on the activities of the assessor to determine the frequency of monitoring visits. The information can be obtained from the candidate register. Qualitrain will then moderate assessment decisions with the appropriate standard. Assessors will attend moderation meetings to ensure standardisation of assessments; Qualitrain will arrange these meetings and ensure appropriate records are kept. Moderation and standardisation will follow the policy GP21 Moderation and standardisation.

## 4. EPA Impact

All the collated results will follow the grading, marking and re-sits procedure, whilst providing feedback to the assessor and Qualitrain to drive continuous improvement.

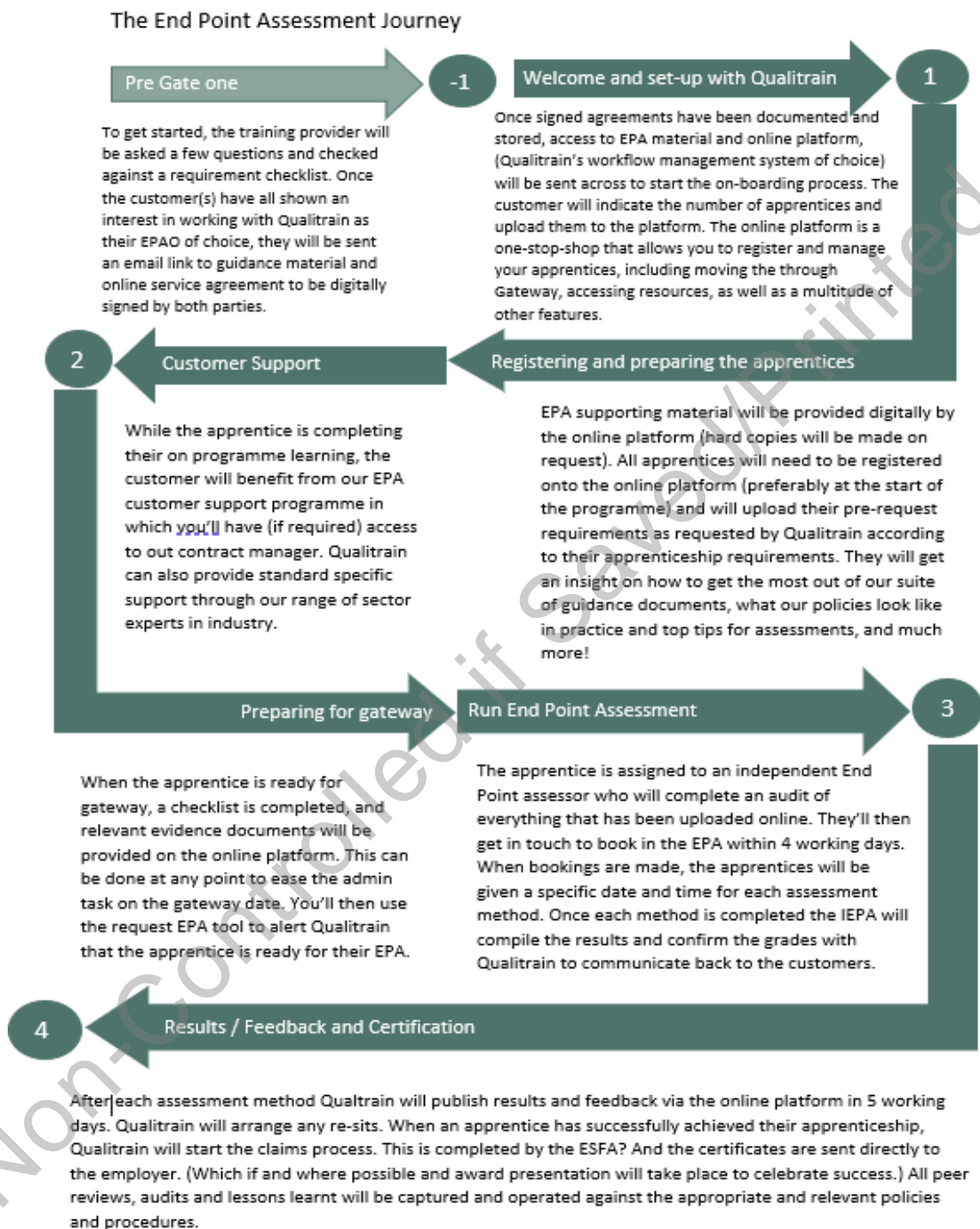
The integrity and validity of the end assessment are of primary concern and all staff and associates of Qualitrain are responsible for implementation of the Quality Assurance Policy.

## 5. EPA Journey

The stakeholders include:

1. Training Provider
2. The Apprentice Employers
3. The Apprentice delegate

## The End Point Assessment Journey



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