QA

ACE Quick Guide to End Point Assessment

What is End Point Assessment (EPA)?

In the EPA, your work throughout the programme will be assessed to ensure you have demonstrated the **full range of knowledge, skills, and behaviours** detailed in the **Apprenticeship Standard**.

The EPA is administered by an **independent assessor** and depending on your programme (see below) **may include** one or more of the following: a **presentation on your major project**, **professional discussion**, or **review of portfolio evidence**, followed by a **Q&A session** where you will be asked clarification and testing questions to confirm attainment of the standards.

How to Prepare for EPA

1

Open your programme's EPA tile on Canvas. This module page contains essential information on the EPA process and includes two particularly important documents – the **Assessment Plan**, which examines in detail every aspect of the process from start to finish, and the **Mock Interview Questions**, which provides examples to help you prepare for the Q&A session. **Download both documents**.

2

Open your programme's EPA Assessment Plan and familiarise yourself with the process. Particularly useful sections are the **Assessment Overview** at the beginning along with the **Assessment Details**, which clarify the form taken by your EPA – whether it will include a **presentation, interview, or professional discussion**, and how long this first stage will last. The **Appendices** provide the **knowledge, skills, and behaviours** expected to be evidenced in the EPA.

3 Regardless of the form taken by your EPA, your **professional practice examples** should be **examined critically**. The independent assessor will be familiar with your work so first concisely outline **what you did in a project**, before using most of your time to explore **why you chose a specific approach**, **how you overcame any issues**, and how this demonstrates **attainment of the apprenticeship standards**.

4 After preparing for this first stage of the EPA, **open the Mock Interview Questions** document and the **Appendices section of the Assessment Plan** to plan for likely areas of questioning. You can **create a separate document/presentation** with additional examples showing attainment of the Apprenticeship Standards. If you do not cover a particular KSB in the presentation/interview/professional discussion (and it's impossible to cover everything!) you should **anticipate a question on the topic**.

Top Tips for EPA

1	**Quality trumps quantity**. It is preferable to **examine a few well-chosen examples in detail** than attempting to cover a wider range superficially.
2	As with other academic assignments, **minimise the descriptive element** to spend more time **analysing your choices** and **evaluating their success** in terms of attaining the Apprenticeship Standards.
3	Analyse and evaluate **what you did** on a project, not what others in your team/department did. The **independent assessor** is **interested solely in your specific contributions** in the workplace, so use 'I' and 'my' instead of 'we' and 'our'.
4	You cannot edit an EPA presentation after submission. However, this slide-deck simply functions as a prompt to aid delivery and you will be assessed primarily on what you say. Your script/dialogue does not need to be uploaded and can be improved as required.

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Additional Resources

The ACE Critical Thinking Checklist includes a list of helpful questions and prompts to help you engage with your professional practice in a critical and evaluative manner.

The ACE Quick Guide to Relating Theory to Practice offers strategies for assessing the strengths and limitations of academic models and concepts in relation to your own professional practice.

The ACE Quick Guide to Use of Sources includes an in-depth guide to synthesising source material into an academic argument and contains a phrase bank for engaging with scholarly ideas.

A one-to-one tutorial can be booked to discuss your EPA with the ACE Team using this link: https://outlook.office365.com/owa/calendar/ACEDAStudySkillsSupport@qalearning.onmicrosoft.com/bookings/