

EPA guidance document for apprentices

What is EPA?

The new apprenticeship standards require apprentices to take an end point assessment at the end of their apprenticeship which synoptically assesses the required knowledge, skills and behaviours outlined in the apprenticeship standard. This ensures that before being awarded their apprenticeship certificate, apprentices are fully occupationally competent. It can be helpful to compare this to a driving test, where an independent assessor checks that you can actually perform the duties you have trained for.

Each EPA has at least two assessment methods – it can include an observation of the apprentice in the workplace, written tests, portfolios of work and interviews etc.

How to prepare for EPA – you will be assessed on the relevant KSB for this apprenticeship standard, using the direct observation and professional discussion methods of assessment. This will be carried out by an assessor who is independent from both your employer and training provider. You will be required to present 10 – 15 pieces of your work to the End Point Assessor, whilst ensuring that your ARoA is available to provide further evidence if required. You may wish to consider compiling 3 pieces of your work from each of the mandatory sections, and 3 pieces of your work from the chosen specialist option. You can find the assessment plan for this apprenticeship standard on the Institute for Apprenticeship and Technical Education's website - <https://www.instituteforapprenticeships.org/apprenticeship-standards/marina-and-boatyard-operative/>

Gateway requirements:

Maths and English – apprentices must achieve Level 1 English and maths and must take the test for Level 2 English and maths prior to commencing EPA. For those with an education health and care plan (EHCP), or a legacy statement, the apprenticeship's English and maths minimum requirement is entry Level 3. British Sign Language qualifications are an alternative to English qualifications for those whom this is their primary language.

Apprentice Record of Achievement (ARoA) – The ARoA is a mandatory requirement of the on-programme phase, as it is used to inform and help direct the professional discussion within the EPA. The ARoA itself is not however graded.

An apprentice is required to compile the ARoA, populating it with valid and accurate evidence that demonstrates competence against the requirements of the standard. Apprentices should be allowed to provide photographic and video evidence within their portfolio, should they wish.

The minimum content requirement for the ARoA is:

- Job description to reflect an apprentice's role requirements and relevant specialist area.
- An organisational structure and short outline of the work of the marina/boatyard to provide context to the apprentice's work and competence.
- Evidence demonstrating an apprentice's competence against the standard;
- Employer feedback in the form of reviews/appraisals
- How the apprentice has applied relevant processes, procedures, methods and applied the required knowledge, skills and behaviours detailed in the standard (these should cover a minimum of 10 different work aspects and no more than 15 covering the depth and breadth of the standard – including core and relevant specialist option)
- Observations, reports, witness testimonies, assignments, checklists, projects that support an apprentice's competence against the requirements of the standard.

Declaration of Authenticity – a declaration from the employer that the evidence provided by an apprentice is original and relates to work undertaken by the apprentice, which the apprentice also signs. A copy of this form can be found in the British Marine ARoA.

You can find the British Marine ARoA on the British Marine website [here](#).

Assessment methods:

Practical observation – this method is to be undertaken first. Observation of the core skills should be undertaken on a vessel which could be either power or sail of between 21' to 60' in length (6.4m to 18.3m length overall - LOA). The observation of the actual work operations should take 3 hours with a +/- 10% tolerance permitted

Professional discussion – a structured discussion directed by an apprentice's Record of Achievement. The professional discussion will typically last for 60 minutes with a +/-10% tolerance permitted

Resits and retakes – if necessary, one or both assessment methods can be undertaken again. You can discuss this further with your training provider or employer.

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