

## EPA guidance document for employers and training providers

### **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 they can actually perform the duties they 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.

### **A letter of selection:**

In order to register with British Marine, the employer is required to fill out, sign, and return a selection form (template provided by British Marine), to your chosen training provider and British Marine to confirm your choice of EPAO.

Once British Marine has received the letter of selection, we will contact you to confirm the details and agree a price for services.

### **Negotiating a price:**

As an employer, you will be responsible for choosing the EPAO and agreeing the price of EPA for each apprentice with them. Not all EPA prices will be the same, as all apprentices are different and have different needs, it may be the situation that 4 apprentices out of a cohort of 10 requires reasonable adjustments to undertake EPA – this needs to be agreed with the EPAO and reflected in the price. At the start of the apprenticeship, 20% of the allocated funding (through either the Levy or Government co-funded model) is put aside for EPA. Once you have agreed a price with the EPAO, your chosen training provider will be notified and have the necessary arrangements in place to transfer the funds for assessment over to the EPAO, prior to assessment taking place. A contract will be put in place to outline the relevant payment terms, and responsibilities of the employer, training provider and British Marine.

**Note** – if all of the allocated 20% of funding is used, and the apprentice requires a re-sit or re-take of any/all elements of the EPA, the employer must cover this cost.

### **ACE 360:**

British Marine uses ACE 360 to manage the EPA process. Training providers will be required to set up an account, and will submit the relevant pieces of evidence, which will be required to trigger the gateway and initiate the EPA. Training providers will be contacted after a price has been agreed with you, to get all relevant paperwork signed and to set up ACE 360.

### Submitting evidence of gateway achievement:

Using ACE 360, your training provider will upload the evidence required to trigger the gateway. This evidence will be reviewed by the British Marine training team – if it satisfies the requirements, you will receive notification of this via your training provider. If all requirements of the gateway aren't satisfied, feedback relating to this will be provided through ACE 360 via your training provider, who will then discuss the next steps with you.

### 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.

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

**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.

**Employer confirmation statement of apprentice EPA readiness** - The completion of the ARoA requires sign off from the employer before being submitted to the selected EPAO. When signing off the Record of Achievement and before it is sent off to the EPAO, the employer must be satisfied that the evidence is authentic, reflects the apprentice's own work, and relates to the competence requirements of the standard. A copy of this form can be found in the British Marine ARoA.

**Initiating EPA** – in order to initiate the EPA for your apprentice, you will have to ensure that all of the gateway requirements have been met.

**During EPA** – details of what happens during an EPA for this standard can be found on the EPA brief, and in the published [end point assessment plan](#).

#### **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** – prices for resits and retakes of EPA can be found on the British Marine website.

#### **British Marine contact details:**

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