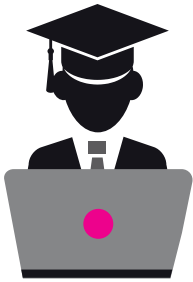




EIGHT FUNDAMENTALS OF THE END POINT ASSESSMENT PROCESS.

Your guide to successful delivery.

End Point Assessment (EPA) is a rigorous and robust process, designed to test the apprentice against the Apprenticeship Standard. CMI is able to support you to ensure that the EPA process runs smoothly and successfully.



WORK-BASED LEARNING

Work-based learning forms a fundamental part of an apprenticeship and must provide the apprentice with the opportunity to demonstrate their ongoing development.



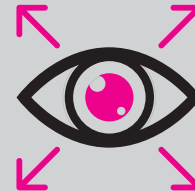
APPRENTICESHIP STANDARDS

The Apprenticeship Standard outlines the knowledge, skills and behaviours that must be obtained as part of an apprenticeship. It also provides you with a useful reference point to decide if an apprentice is ready for their End Point Assessment (EPA).



PORTFOLIO OF EVIDENCE

The portfolio brings together all the evidence collected by the apprentice to demonstrate their development. It should be digital and accompanied by a summary document with a complete reference to the evidence supplied. For example, a timestamp should be provided with videos to identify which part of the video is being referenced.



REGULAR REVIEWS

Quarterly reviews are a valuable tool to understand how an apprentice has applied what they have been taught in the workplace and assess their overall progress. Regular documented reviews provide vital evidence for the portfolio and is an opportunity to address any issues as they arise.



EPA GATEWAY

The EPA Gateway outlines everything required before an apprentice can be put forward for EPA and is a crucial part of the journey. It's supported by an online platform where portfolios can be added and progress can be tracked. Once the gateway criteria is met and approved by CMI, the apprentice can continue to EPA.



LIVE ASSESSMENT DAY

Employer, Provider and Independent Assessors are involved in the EPA process. A representative from the employer and the training provider sit on the EPA Panel for the Operations/Departmental Manager and Chartered Manager Degree Apprentice and contribute to the independent assessors final decisions.



FUNDING

The final 20% of the apprenticeship funding is withheld until the completion of the EPA. Timely success will have an impact on OFSTED inspections and future opportunities. CMI can work with you to ensure that deadlines are met.



CHARTERED MANAGER AND EPA

CMI is the only organisation which embeds assessment for Chartered Manager in the EPA process for the Operations/Departmental Manager, Chartered Manager Degree Apprenticeship and Senior Leader Master's Degree Apprenticeships.

To book your EPA, contact our dedicated team:

T 01536 207357 **E** EPA@managers.org.uk **W** www.managers.org.uk/epa