

Welcome to Elevates' Guide for Apprentices

Introduction

This guide will help you understand what to expect from your End-Point Assessment (EPA). Conducted at the final stage of your apprenticeship, the EPA evaluates the knowledge, skills, and behaviours (KSBs) you've developed. Successfully passing your EPA is essential for completing your apprenticeship with Elevate.

Roles and responsibilities

Elevate, is an Ofqual Recognised End Point Assessment Organisation (EPAO) and we manage the EPA process, from registration to delivering results and issuing your certificate upon successful completion.

Your training provider, in collaboration with your employer, delivers the off-the-job training and keeps you on track. They are also responsible for registering you and scheduling your EPA with Elevate. They are also responsible for your training **induction**

Preparing for your EPA

1. **Review the Occupational Standard, Occupational Maps and Assessment Plan:** Understand the expectations and requirements of your EPA with Elevate.
2. **Know the required KSBs:** Be clear on the knowledge, skills, and behaviours needed for your EPA.
3. **Familiarise yourself with EPA requirements:** Be well-prepared by understanding the EPA details in advance.
4. **Update your Off-the-Job training Log:** Record your activities, including type, time, and date, for evidence.
5. **Discuss resit or retake policies:** Understand the policies with your training provider and employer.

Following these steps will help you prepare effectively for a smooth EPA experience with Elevate your EPAO.

What to expect from your EPA

As you approach the end of your apprenticeship, you, your employer, and your training provider will decide when you're ready for the EPA, known as the 'gateway' to make sure you meet all requirements before starting.

Elevate will administer your EPA, which may include practical assessments, interviews, projects, written/multiple-choice tests, or presentations. Check out this **four-minute video** for insights into different assessment methods.

You may also need to complete additional qualifications, like English and math, as discussed during your induction.

Support and adjustments

If you have a disability that affects your day-to-day activities, you may need reasonable adjustments during your EPA. Examples include:

- Flexible timing or extra time
- Timed rest breaks
- Assistance with writing or reading
- A personal support worker

Notify your training provider early if you require adjustments. Elevate will review your request in accordance with our policies.

If unforeseen circumstances impact your EPA performance, you may apply for special consideration. This applies to issues arising immediately before or during the EPA. Ensure you've met the assessment plan's requirements and contact your training provider as soon as possible.

For additional guidance, visit [End Point Assessment Reasonable Adjustment Guidance](#)

What happens after your EPA?

After completing your EPA, Elevate will assess your work and send the results to your training provider. We aim to ensure this final stage is smooth and transparent, helping you understand your results and next steps.

A final note from the Elevate team

We hope this guide has provided you with the information needed for a successful EPA. The Elevate team is here to support you throughout this journey. Embrace this opportunity to showcase your achievements. If you have any questions or need assistance, please don't hesitate to reach out.

We wish you the best of luck as you complete your apprenticeship!

