**End Point Assessment Provider Checklist – Level 3 Business Administrator**

This checklist can be used for each apprentice or cohort to tick off some of the key steps – and some of the easily overlooked tasks – to keep you on track to helping your apprentice through to successful completion of their end-point assessment (EPA).

Remember, while employers should choose which EPA organisation to use, you will do most of the liaison with the assessment organisation.

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| **Before gateway** | **Y/N** | **Comments** |
| Register each apprentice for EPA, with your employer’s chosen EPA organisation |  |  |
| Identify any special access requirements the apprentice needs and, if necessary, get the EPA organisation’s authorisation for this, such as time extensions |  |  |
| Provide appropriate on-programme training/assessment (including maths and English) to ensure each apprentice meets the required skills and knowledge of their apprenticeship |  |  |
| Give each apprentice a summary of the EPA process from registration to certification |  |  |
| Check all relevant indemnities and insurances are in place |  |  |
| Set an assessment window with your employer partner when you’ll agree the apprentice is ready to be booked in for EPA |  |  |
| Confirm the ICT hardware, software and security, such as firewalls, of you and your employer partner work with your EPA organisation’s systems |  |  |
| **Gateway** | **Y/N** | **Comments** |
| Agree timely gateway sign-off of the apprentice’s competence and readiness for assessment with your employer partner |  |  |
| Reserve the EPA with your EPA organisation |  |  |
| Provide any additional details to your EPA organisation to progress the EPA booking (such as parking details, special access requirements, etc.) |  |  |
| Give all mandatory information to fulfil the ESFA requirements to your EPA organisation |  |  |
| Agree a booking date and time with your EPA organisation |  |  |
| Confirm and agree the date and time of the EPA event with the employer so they can make sure the apprentice is available and you’ve booked a suitable venue or room to carry out the assessment |  |  |
| Provide a signed gateway declaration to your EPA organisation |  |  |
| organisation – make sure they meet the requirements of the standard Evidence the apprentice’s maths and English achievements to your EPA |  |  |
| Give any other evidence set by the assessment plan |  |  |
| **EPA** | **Y/N** | **Comments** |
| Upload evidence for assessment to your EPA organisation – if required |  |  |
| Liaise with the employer to ensure that appropriate venue(s) are booked |  |  |
| For any assessments on your premises, the right environment: • is booked, available and ready • meets health and safety requirements • has the right equipment and technology and this is in full working order |  |  |
| Reconfirm the date and time of the EPA event with the employer so they can make sure the apprentice is available |  |  |
| Make sure the apprentice is fully prepared for their EPA event |  |  |
| Check processes are in place to manage any sensitive assessment material securely where applicable |  |  |
| Make sure the apprentice doesn’t sit any online tests needed for final assessment before the EPA |  |  |
|  |  |  |
| Check with the EPA organisation that you’ve identified appropriate facilities for the EPA where the EPA organisation isn’t providing them |  |  |
| Give the EPA organisation a named contact for on the day who’ll be on site |  |  |
| Check the apprentice has photo ID with them for the EPA event |  |  |
| Arrange for a representative from the employer to be there if needed in the assessment plan |  |  |
| Tell the EPA organisation if an apprentice can’t make the agreed date or venue and make a new booking |  |  |
| Make sure you have invigilators for any online tests needed for EPA |  |  |
| **After EPA** | **Y/N** | **Comments** |
| Update the Individualised Learner Record (ILR) with achievements |  |  |
| Give assessment organisation’s statement of achievement to the apprentice if they provide this. |  |  |
| Tell the employer of all successful achievements |  |  |
| Give detailed feedback to the employer on any modules the apprentice didn’t pass |  |  |
| Action any feedback on these modules with the employer and identify areas for more support |  |  |
| Book resits for apprentices who haven’t achieved a particular EPA module once appropriate support has been given |  |  |