

# Welcome to the Marshall Assessment EPA Focus

## Training provider guidance to EPA

Before **enrolling apprentices** on your programmes its **important** that you **understand** the **assessment plan** to ensure that you can **meet its requirements** as a training provider.

## What is an assessment plan?

An assessment plan is a **structured document** that outlines the **assessment methods** and **criteria** used to **evaluate** an apprentice's **knowledge, skills,** and **behaviours** against the requirements of a **specific apprenticeship standard**.

It serves as a **roadmap** for both the **training provider** and the **employer**, detailing how the **apprentice's competence** will be **assessed** throughout their apprenticeship programme.



# Key components of an assessment plan

## Overview of the apprenticeship standard:

The assessment plan begins with an overview of the apprenticeship standard, including its **title, level, duration, and occupational profile**. This section provides context for the assessment methods and criteria outlined in the plan.

Please make sure that your learners **job description matches up with the occupational profile**. If there are gaps, these need to be addressed with the employer before the programme starts.

## Assessment Methods:

The plan also **specifies the assessment methods** that will be used to **evaluate the apprentice's competence**. This may include practical assessments, written exams, professional discussions, observations in the workplace, and portfolio reviews. Each assessment method is described in detail, including its **purpose, format, and duration**.

**Best practise** would be to **incorporate these methods** into your **evidence collection techniques** so that your apprentices are **familiar** with the way they will be **end point assessed**.

## Assessment Criteria:

For each assessment method, the plan outlines the specific criteria against which the apprentice will be assessed. These criteria are **derived directly** from the **apprenticeship standard** and reflect the **knowledge, skills, and behaviours** that the apprentice is **expected to demonstrate**.

Please make sure that your learners can **achieve the assessment criteria** in their **job role**. Also ensure that where the assessment criteria **'drift'** from the wording of the **KSB's** you have identified these, and **all apprentices are aware** of what will be **required of them during their assessment**.

## Grading Criteria:

In some cases, the assessment plan may include grading criteria to **differentiate** between **levels of performance**. This allows **assessors** to **assign grades or ratings** to apprentices based on their **performance** against the **assessment criteria**.

Be aware of what is **expected** at the **different levels** and how your apprentices can **achieve higher grading outcomes**.

## Assessment Schedule:

The plan **may include** an assessment schedule, detailing when **each assessment will take place** throughout the apprenticeship programme. This helps **ensure** that assessments are **conducted** in a **timely manner** and that apprentices have **sufficient time to prepare**.

Before **Gateway** make sure you hold **EPA preparation sessions** and help apprentices to be at their best on the day.

## Roles & Responsibilities:

The plan **clarifies** the roles and responsibilities of **key stakeholders involved** in the assessment process, including the **training provider, employer, assessors, and apprentices themselves**.

This ensures that **everyone understands** their role in **supporting the apprentice's** assessment journey.

## Quality Assurance Procedures:

Finally, the plan will **outline quality assurance procedures** to ensure that assessments are **fair, consistent, and valid**. This may include processes for **standardisation, moderation, and validation of assessment outcomes**.

## Further Information:

The assessment plan is a **vital tool** for ensuring the **effective assessment of apprenticeships** in providing **clarity and structure** to the assessment process, and helping to ensure that **apprentices** can **demonstrate their competence** against the requirements of their chosen occupation.

You can use this link to find any apprenticeship standard approved for delivery, once you have located your standard you will be able to find the associated assessment plan quite easily.

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>

To start your end point assessment journey with Marshall Assessment, click here to get in touch:

<https://www.marshall-assessment.com/contact-us>