



UKFT External Quality Assurance Organisation - a 4 step process

1. Preparing for new EPAO activity

- EPAO notifies UKFT EQAO that it is on the RoAAO / UKFT EQAO monitors RoAAO for new EPAOs.
- New EPAOs will be logged at UKFT and introductory contact made.
- Arrange an initial site visit / meeting to go through the Assessment plan, IQA process, meet the staff, review assessment approaches / ability to assess to plan requirements.
- Agenda and supporting visit information will be sent 10 working days prior to visit.
- UKFT EQAO to recognise EPAO is 'ready to operate' / 'recommendations for action'.
- If 'recommendations for action' are needed, plan of action and date schedule set for EPAO to address.
- UKFT EQAO will request a 'memorandum of understanding' to be agreed and signed by the EPAO for transparency and commitment to partnership working. This will cover the 3-year period of the Standard.

2. Conducting EPAO activity (Year 1)

- Assessment organisation notifies UKFT when EQA activity is scheduled to begin.
- UKFT EQAO and EPAO review projected planned end point assessments numbers for Year 1 to ensure both capacity and capability of offer is sound.

3. Reviewing EPAO activity (Year 1)

- Standardisation and sampling visit to be held on site. The initial standardisation sample request at end year one will be 20%. A random sample of apprentices will be selected by UKFT EQAO and will be shared with the EPAO prior to the visit for review.
- UKFT EQAO and EPAO review and cross reference delivery to initial planned assessment numbers agreed at the start of Year 1.
- Conduct individual / group meeting(s) with EPAO team members to gain feedback on the end assessment process to date.
- All Year 1 - UKFT EQAO experience satisfaction documents to be completed by apprentice, employer and training provider on the end assessment process.
- Conduct follow up calls (if needed - by phone / skype etc..) to probe feedback from experience satisfaction document reviews.
- All Year 1 UKFT EQAO Gateway evidence documents to be reviewed, confirming:



- (a) Gateway outcomes – employer / apprentice / training provider signing off evidence;
- (b) EPAO / Assessor Independence declaration;
- (c) EPAO employer choice independence declaration (If more than one available).

Please note - UKFT EQAO visits are expected to be one full day (dependant on the volume of apprentices)

4. Continuation of EPAO activity

- UKFT EQAO will produce a report of findings and distribute to EPAO and IfA.
- Where there is more than one EPAO, UKFT will produce a comparative report to the IfA around overall performance of both Standard and EPAO activity.
- Within 20 working days after the visit report will be supplied to the EPAO, including recommendations, actions and a provisional Year 2 'ready to operate' / 'recommendations for action'.
- The EPAO will be given a further 20 working days to provide any feedback, as necessary, after which the final edition of the report, including final grade, will be sent to them.

Please note – Additional UKFT EQAO activity will be appropriate to the findings, recommendations and actions and may include an interim follow up visit prior to the next end year visit.

Year 2 and 3

From Year 2 onwards UKFT EQAO will follow and implement the process outlined above from Conducting EPAO activity to Continuation of EPAO activity.

A full EPAO Standardisation and sampling visit will be arranged at the end of each year following the same content and approach as specified in the Reviewing EPAO activity (End Year 1) section, addressing sample size at:

- 10% of apprentices in each assessment organisation, but could be maintained at 20% dependant on finding in the previous year Standardisation meeting.

Please note – Additional UKFT EQAO activity will be appropriate to the findings, recommendations and actions and may include an interim follow up visit prior to the next end year visit.

UKFT EQAO fee and when do you pay it?

Cost - £44 per apprentice. This price is inclusive of travel and any additional UKFT EQA activity / Interim visit if needed.

UKFT EQAO will request the payment of £44 per apprentice following Gateway confirmation that the requirements of the Standard have been met in order for the employer to put forward their apprentice for EPA.