

### Apprentice End-point Assessment Journey

This is the order of events for an apprentice End-point Assessment journey, following our standard operational model.

Assessment plans can be found at <https://www.instituteforapprenticeships.org/apprenticeship-standards/public-service-operational-delivery-officer-v1-1>

#### 6 month EPA process

The assessment methods can be delivered in any order





#### On-programme learning

Minimum on-programme duration as stated in the standard. In all cases this will be no less than 366 days but may be longer.





#### Gateway

- Level 2 Award in Operational Delivery (Principles),
- Level 3 Certificate in Operational Delivery (Advanced),
- Level 2 Maths and English,
- Completed Portfolio of Evidence
- Work-based Project Synopsis




Planning meeting

-  30 minutes
-  Telephone conferencing
-  Readiness form submitted at gateway, portfolio uploaded
-  Apprentice, Employer representative, Innovate representative

Work-based project, presentation and Q&A

-  30 Minutes
-  Face to face/ remote  
Anywhere suitable; exam conditions
-  Written project submitted within 18 weeks of gateway and at least 2 weeks (10 working days) prior to formal presentation
-  Apprentice, End-point Assessor





Professional Discussion linked to Portfolio of Evidence

-  60 minutes
-  Anywhere suitable; exam conditions
-  PC/laptop, wifi connectivity to support remote functionality
-  Apprentice, End-point Assessor

Grading and determination

Fail/Pass/  
Distinction

#### ESFA certification

-  Time
-  Venue
-  Requirements
-  Attendees

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