



UNITED CENTRE
of
EXCELLENCE

End Point Assessment Policies

Internal Quality Assurance Policy
GP07



Document History

Version	Date	Reason for Revision	Issued By
V1.1	July 2019	Initial release	Harj Dhanjal
V1.2	Nov 2020	Document review during covid-19 (No Changes required)	Harj Dhanjal
V1.3	Jul 2021	Document review for our submission for Ofqual recognition.	Alan Bates
V1.4	Jan 2024	Document review for special consideration, introduction changes to state Ofqual recognition from Ifate. Section 3. removed the need for statistical analysis. Run through Grammarly for ease of reading and clarity.	Alan Bates
V1.5	July 2025	Review of policy practices and update	Alan Bates

Area	Update
Regulatory Alignment	Added a new section aligning the policy with Ofqual Conditions C1, D3, G1–G9, H1, and A6.
Terminology	Replaced all references to IFATE with Skills England and standardised “End Point Assessment” to End-Point Assessment (EPA) .
Best Practice IQA	Introduced a new section outlining best practices including triangulated sampling, risk-based IQA, CPD logs, and independent review of borderline grades.



Policy Review		Clarified the review process and continuous improvement mechanisms.	
V1.6	January 2026	Update of Office address	Amar Dhanjal

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Internal Quality Assurance Policy

1. Policy Statement

United Centre of Excellence (UCE) is committed to ensuring a standardised approach to internal quality assurance practice. The internal quality assurance procedure must be open, fair and free from bias and have accurate and detailed recording of internal quality assurance decisions. The internal quality assurance process will monitor and maintain the quality, transparency and integrity of End-Point Assessment (EPA) in line with the requirements of Ofqual recognition.

2. Responsibilities

The United Centre of Excellence (UCE) Operations Director will be responsible for the overall implementation and monitoring of this policy. The IQA policy will be communicated to all staff and associates involved in the operation of End-Point Assessment (EPA), all of whom have a responsibility to respect and follow the IQA procedure.

3. Purpose

The purpose of this policy is to ensure that:

- a) Our End-Point Assessment (EPA) tools are designed appropriately to meet requirements of the apprenticeship standard and assessment plan: (See the Qualification lifecycle policy GP26)
 - a) Our End-Point Assessment (EPA) tools will be designed to be fit for purpose and current to the latest industry and regulatory requirements.
 - b) End-Point Assessment (EPA) tools are subject to peer review.
 - c) We will ensure that delivery is apprentice and employer-centered and provides vital information such as assessment requirements and schedules.
 - d) We will monitor and review each End-Point Assessment (EPA) activity throughout the delivery through to certification
- b) Our assessors are occupationally qualified to support delivery:
 - a) All assessors will receive on-going feedback, support and development facilitated through regular team meetings and 1:1s
 - b) All assessors will receive training on the relevant standards and regulatory requirements.
 - c) All assessors will be provided with a copy of United Centre of Excellence (UCE) EPA policies, as



well as electronic access.

- d) All assessors will receive regular communications (via email, team meetings, and individual 1:1s) to enable the dissemination of timely and up to date information which is key to quality and efficacy.
 - e) Assessor CVs will be held securely on file and available on request (subject to the data protection requirements – please refer to Data Protection Policy)
 - f) All assessors involved in the delivery of End-Point Assessment (EPA) activities on behalf of employers are risk assessed and approved for the delivery of End-Point Assessment (EPA) activities by a self-declaration for conflicts of interest.
- c) Our delivery is effective and meets employer and apprentice expectations of the End-Point Assessment (EPA) and certification process:
- a) We use standardised documentation for registration, End Point Assessment activities, audit, and certification.
 - b) We require all assessors to declare and complete confidentiality and conflict of interest declarations where appropriate. We have a conflict-of-interest policy, which provides further detail
 - c) We provide a guidance document for employers on the apprenticeship and End Point Assessment
 - d) We provide guidance documents and training to all those involved in End Point Assessment
 - e) We risk assess and audit assessors to ensure compliance, high-quality delivery, and support standardisation.
 - f) We have a reasonable adjustments policy to ensure any apprentice needs are met during End Point Assessment
 - g) We survey apprentices and employers after completion of the apprenticeship
- d) Our End-Point Assessment (EPA) judgments are consistent and transparent so that the outcomes are fair, reliable and valid:
- a) We will evaluate each End-Point Assessment (EPA) on a bi-annual basis (standardisation.)
 - b) Evaluation methods include employer surveys, apprentice surveys, auditor feedback and client review meetings
- e) We have a secure, accurate and accessible audit trail for employer selection, apprentice registration, End-Point Assessment (EPA) documentation, audits and final grading decisions
- a) All documentation is stored securely in specific employer folders. The folders are accessible only to United Centre of Excellence (UCE) team members and have additional password protection where appropriate.
- f) We will hold the following information on file to enable an entire audit trail from registration to certification:



- a) Registration details
 - b) Records of team meetings (schedules, agendas, minutes)
 - c) End-Point Assessment (EPA) training records
 - d) Learner and employer feedback surveys
 - e) Final Decision reports (final grading decisions)
 - f) Complaints records and appeals record.
 - g) All records are held securely and appropriately in line with the provisions of the Data Protection Policy
- g) Monitoring, review and evaluation for continuous improvement:
- a) This policy is subject to annual review through the United Centre of Excellence (UCE) Governing Body

4. Quality Control

Activity	Internal Quality Assurance (IQA) Checks
Registration: Application form (incl. employer selection) Apprentice registration	<ul style="list-style-type: none"> • Checks for completeness by UCE administration (and follow up with the employer where information is missing)
Contracting	<ul style="list-style-type: none"> • UCE and lead training provider contract detailing End Point Assessment (EPA) price, responsibilities, activities and dates • Contract to be signed by the head of UCE
Assessor Approval	<ul style="list-style-type: none"> • Assessors apply. • Initial check by Administrators • Expertise checks by qualified UCE Director(s) against the EPA Assessment plans. • Assessor approval letter written and issued by UCE Administrators
Assessor Training	<ul style="list-style-type: none"> • Arrangement of webinars and face to face training of all assessors • Delivery of training by relevant UCE lead assessor and sector expert • UCE Administration, recording of all training activity on the UCE tracker
Entry to End Point Assessment (EPA)	<ul style="list-style-type: none"> • Checks for completeness by UCE Administration • Employer completion of entry to EPA requirement template • Employer submission of gateway to End Point Assessment (EPA) evidence

	(e.g. Maths and English certification)
Activity	Internal Quality Assurance (IQA) Checks
Final Decision	<ul style="list-style-type: none"> • UCE Administration preparation of data • UCE reporter and panel member / external examiner check and sign off report
Certification	<ul style="list-style-type: none"> • UCE Administration completion of certification request spreadsheet • Employer final check of learner details (check name spelling, etc) • UCE Administration submission of certification request to ESFA
Reviewing Performance of End Point Assessment Tools	<ul style="list-style-type: none"> • Peer review of tools being designed • Sector Assessment and Assurance Panel sign-off of EPA tools • Review of tools to form part of bi-annual standardisation
UCE Policies	<ul style="list-style-type: none"> • Policies drafted by UCE staff • Policies reviewed by UCE and relevant sector bodies • Policies signed off by UCE Governing Body
Use of UCE Logo (Including the Coat of arms)	<ul style="list-style-type: none"> • Employers and training providers cannot use UCE logo without our prior written consent • UCE logo cannot be used on any documentation relating to the on-programme journey of an apprentice

5. Alignment with Ofqual General Conditions of Recognition (2025)

This policy aligns with the following Ofqual General Conditions of Recognition (2025):

- Condition C1: Governance arrangements ensure the integrity of assessment and certification.
- Condition D3: Design and development of assessments are fit for purpose and accessible.
- Condition G1–G9: Ensuring reliable, valid, and fair assessment and grading decisions.



- Condition H1: Accurate and timely issuing of results and certificates.
- Condition A6: Compliance with Equalities Law, including the Equality Act 2010.

6. Best Practices in Internal Quality Assurance (IQA)

UCE applies the following best practices in IQA:

- Triangulated sampling of assessment decisions across assessors, methods, and time.
- Regular standardisation meetings and documented outcomes.
- Annual CPD logs and competency checks for all assessors and IQAs.
- Use of risk-based sampling informed by assessor performance and apprentice outcomes.
- Independent review of borderline grading decisions.
- Secure digital audit trails for all assessment and IQA activities.

7. Policy Review and Continuous Improvement

This policy is reviewed annually by the UCE Senior Team or more frequently if required by regulatory changes.

Feedback from apprentices, employers, assessors, and regulators informs updates.

All changes are documented and version-controlled in line with UCE's governance framework.