



UNITED CENTRE  
*of*  
EXCELLENCE

# End Point Assessment Policies

EPA Delivery Policy  
**GP15**

## Document History

Version	Date	Reason for Revision	Issued by
V1.1	July 2019	Initial release	Harj Dhanjal GP15
V1.2	Nov 2020	Document review during covid-19 (Reference to Government Guidelines added)	Alan Bates GP15
V1.3	Jul 2021	Review of the policy for our Ofqual recognition submission	Alan Bates GP15
V1.4	May 2024	Update of assessment Materials	Harj Dhanjal GP15
V1.5	July 2025	Review and update of current practices	Alan Bates

Area	Original Policy	Updated Policy	Ofqual Reference
<b>Regulatory Reference</b>	IFATE	Replaced with <b>Skills England</b>	Section B – Relationship with Regulators
<b>IQA &amp; EQA Roles</b>	Defined and scheduled	Added requirement for documented sampling rationale and risk-based IQA planning	Section D3 – Reviewing Approach
<b>Assessment Materials</b>	Designed and piloted	Added requirement for validity, comparability, and accessibility	Section G – Setting and Delivering the Assessment

<b>Assessor Competence</b>	CPD and induction	Added requirement for standardisation, conflict of interest declarations, and observation logs	Section A – Governance & Section G
<b>Moderation</b>	Mentioned moderation meetings	Added structured moderation records, feedback loops, and escalation routes	Section H – Marking to Issuing Results
<b>Feedback &amp; Continuous Improvement</b>	Feedback to assessors	Added requirement for trend analysis and integration into IQA cycle	Section D – Continuous Improvement
<b>EPA Journey</b>	13-step process	Added requirement for transparency, audit trail, and learner/employer communication	Section D7 – Information for Assessor & Apprentices
V1.6	January 2026	Update of Office address and 13-step process	Amar Dhanjal

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## Contents

Document History .....	2
Contents .....	4
Introduction .....	5
EPA Intent .....	7
EPA Implementation .....	7
EPA Impact .....	7
EPA Journey.....	7
The End Point Assessment Journey .....	8
The internal and customer journey aligned to our polices and procedures as per these 13 step-process .....	9



# END POINT ASSESSMENT DELIVERY POLICY

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## Introduction

The objective of this Policy is to recognise that information and the associated processes, systems and tools ensure there is an accredited Internal Quality Assurer (Internal Quality Assurance (IQA)) and External Quality Assurance (External Quality Assurance (EQA)) for each End Point Assessment Standard:

- To ensure that Internal Quality Assurance (Internal Quality Assurance (IQA)) and External Quality Assurance (External Quality Assurance (EQA)) is valid and reliable
- To ensure that the Internal Quality Assurance (Internal Quality Assurance (IQA)) and External Quality Assurance (External Quality Assurance (EQA)) policies are open, fair and free from bias, and meets assessment requirements standards through implementation of our Internal Quality Assurance Policy
- To ensure that there is accurate and detailed recording of Internal Quality Assurance (Internal Quality Assurance (IQA)) and External Quality Assurance (External Quality Assurance (EQA)) decisions.

In order to do this, UCE will ensure:

- Internal Quality Assurers for each End Point Assessment Standard.

Each Internal Quality Assurer oversees effective internal quality assurance within each subject area by monitoring that:

- Staff are briefed and trained in the requirements for current internal quality assurance policy.
- Effective internal quality assurer roles are defined, maintained and supported.
- Standardised Internal Quality Assurance (Internal Quality Assurance (IQA)) and External Quality Assurance (External Quality Assurance (EQA)) documentation is provided and used.
- All assessment instruments and tools are verified as fit for purpose.
- An annual Internal Quality Assurance (Internal Quality Assurance (IQA)) and External Quality Assurance (External Quality Assurance (EQA)) schedule (plan) is in place.
- An appropriately structured sample of assessed work from all programmes, sites and teams is verified, to ensure programmes can conform to national standards and standards quality assurance requirements (Moderation).
- Staff maintain secure records of all internal quality assurance activity.
- The outcome of internal quality assurance is used to enhance future assessment practice.



- All government guidelines must be followed according to COVID-19 rules and guidance



## EPA Intent

All UCE End Point Assessment material will be designed to meet the Intent of the standard and will be tested with a pilot programme with internal staff.

## EPA Implementation

UCE have in place processes necessary to provide end assessment and these are monitored to ensure that the systems are fit for purpose.

All assessors/assurers must be competent to perform their role as described in the Assessment Plan and UCE will provide an induction and regular reviews to support this. Assessors and assurers must know and comply with UCE requirements for recording assessments and maintaining records; they must also be familiar with UCE policies and procedures. Assessors/assurers must maintain their CPD and provide evidence of this to UCE as per the Assessor Register.

UCE will perform regular monitoring visits to observe end point assessments being carried out. UCE will then moderate assessment decisions with the appropriate standard. Assessors/assurers will attend moderation meetings to ensure standardisation of assessments; UCE will arrange these meetings and ensure appropriate records are kept.

## EPA Impact

All the collated results will follow the grading, marking and re-sits procedure, whilst providing feedback to the assessor and UCE to drive continuous improvement

The integrity and validity of the end assessment are of primary concern and all staff and associates of UCE are responsible for implementation of the Quality Assurance Policy.

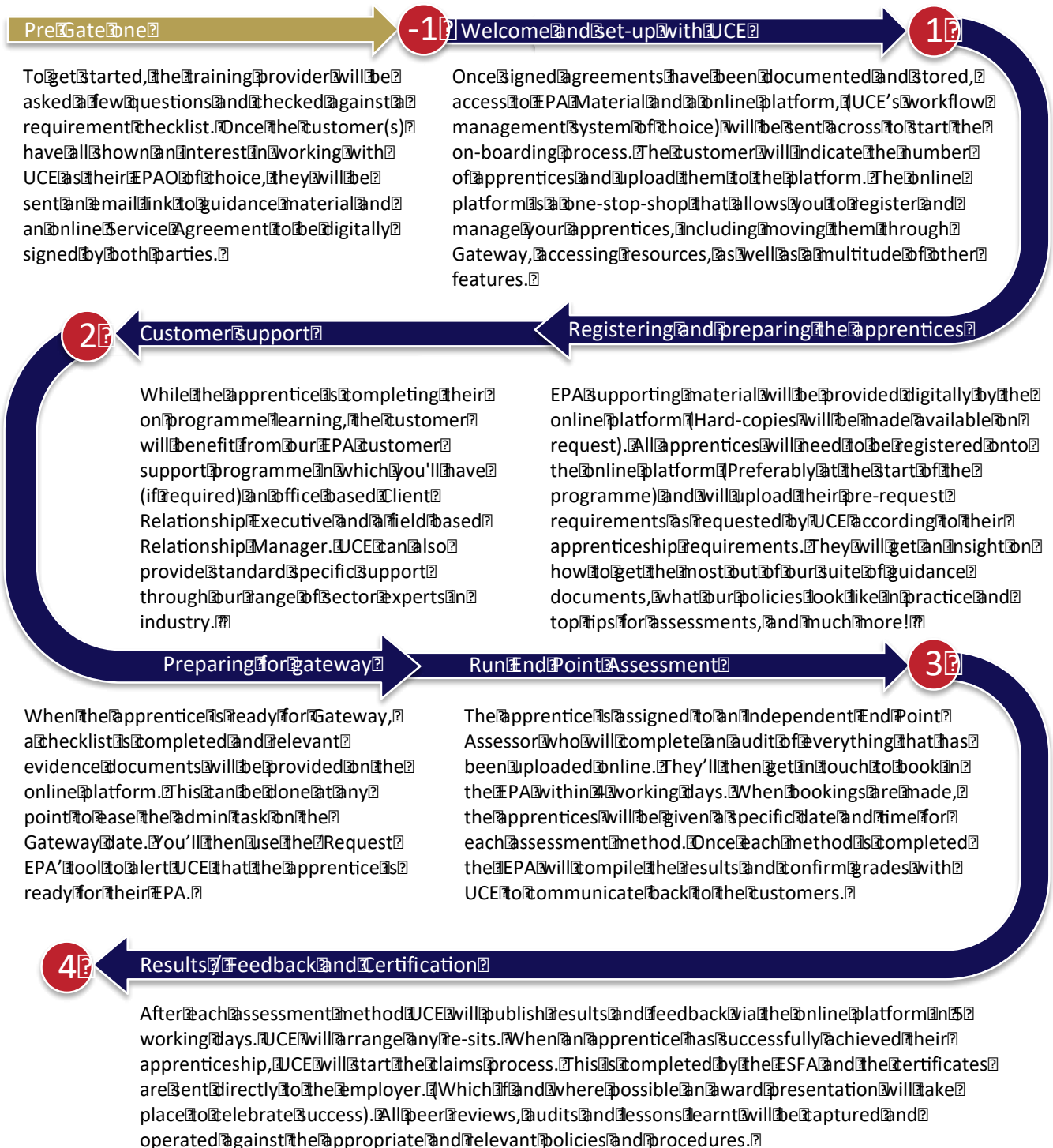
## EPA Journey

The Customers include:

1. Training Provider
2. The Apprentice Employers
3. The Apprentice delegate



## The End Point Assessment Journey







- Complaints and appeals data must be analysed as part of the IQA cycle to inform continuous improvement.
- All assessment decisions must be supported by documented sampling rationale and risk-based IQA planning.
- The EPA journey must include clear communication protocols with apprentices and employers, and maintain an audit trail of all assessment activities.