



UNITED CENTRE
of
EXCELLENCE

End Point Assessment Policies

Qualification Lifecycle Policy
GP26



Document History

Version	Date	Reason for Revision	Issued by
V1.1	Jan 2020	Initial release	Harj Dhanjal GP26
V1.2	Nov 2020	Document review during covid-19 (Continuity plan diagram added)	Alan Bates GP26
V1.3	Jul 2021	Review of the policy for our Ofqual recognition submission	Alan Bates GP26
V1.4	July 2025	Review of policy and practices for updating the policy	Alan Bates

Area	Original	Updated	Ofqual Reference
Terminology	IFATE	Replaced with Skills England	N/A
Policy Alignment	General EPA design	Explicit alignment with Conditions E1, E4, H1, H6, C2, B3	E1.1, E4.1, H1.2, H6.1
Design Process	Based on EPA plans	Now includes stakeholder engagement, accessibility, and piloting	E1, B3
Certification	General mention	Secure certification and audit trail added	H6
Review	Feedback via Forms	Risk-based review and continuous improvement loop	B3.2



V1.5	January 2026	Updated Office address	Amar Dhanjal
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QUALIFICATION LIFECYCLE POLICY

Scope

The scope of this policy covers all the assessment material requirements for all End Point Assessments assessed by United Centre of Excellence Limited (UCE).

This policy is applicable to all UCE staff, partners, associate's and stakeholders.

This policy covers the following areas:

1. Legislative Duty
2. Policy Statement
3. Aim of the policy
4. EPA material development process (high level)
5. Assessment Strategies
6. Assessment methods
7. Responsible parties
8. Associated Policies

1. Legislative Duty

UCE has a moral duty and statutory obligation to ensure that all assessments provide a safe and inclusive assessment environment for all, and that they comply with the following legislation:

- Health and Safety at Work Act (1974)
- Equality Act (2010)
To cover the following Characteristics are protected characteristics
 - Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnerships
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation.

When designing qualifications UCE must make reference to the Equality Act 2010 sections 53 and 54 for guidance.

- Safeguarding Vulnerable Groups Act (2006)
- Protection of Freedoms Act (2012)
- Data Protection Act (2018)



2. Policy Statement

UCE intend that all assessment material will be assessed by industry experts, who demonstrate and have access to expert knowledge of the subject with the intention of enabling key knowledge to be assessed. This will enable learners to work towards the defined end points identified in each of End point assessment plan. End point assessment materials will be designed to ensure that all assessment will help learners, Training providers and employers to understand the requirements of End point assessments for each apprenticeship standard.

All End point assessment materials will be designed so they are tailored to meet the individual End point assessment plan set down by the Skills England.

All End Point assessment materials development will start with the end in mind, and will be specifically designed based on the following sources of information:

- Voice of the customers, (learner, Training provider and employer)
- Skills England EPA plan
- End Point Assessment Process
- Compliance requirements of Ofqual Criteria for recognition
- The equality act 2010

UCE will design End Point assessment materials that ensure that all always have access to the materials. The project management will follow cycle of the development of a product in figure 1. *(information source, Federation of Awarding bodies, The Qualification managers handbook page 27.)*

3. Aim of the Policy

The aim of the policy is to provide a framework which outlines the process, strategies and methods employed to ensure that the design development and assessment of our assessment materials and methods are robust. The design a qualification section is undertaken by the Skills England with a End Point assessment Plan.

Figure 1 demonstrates the Qualification lifecycle used by UCE.

(The Qualification managers handbook, Federation of Awarding Bodies, page 24)



Figure 1. Qualification lifecycle



4. Establish business case.

The initiation stage of the process is considered an important step to gain support and commitment from the senior team for Apprenticeship standards to be applied for. UCE will implement the work instruction P26.1 Establish a business case to create a business case for the application. The application will review any resources that may be required and an estimation of time to create materials. No development work will take place without the process WR26.1 being signed off by the senior team. The initiation stage will be the start point for creating the Apprenticeship standard Folder for the Design, delivery and award of the qualification. The Apprenticeship Standard folder will be used for reviews and feedback to assist in developing the materials.

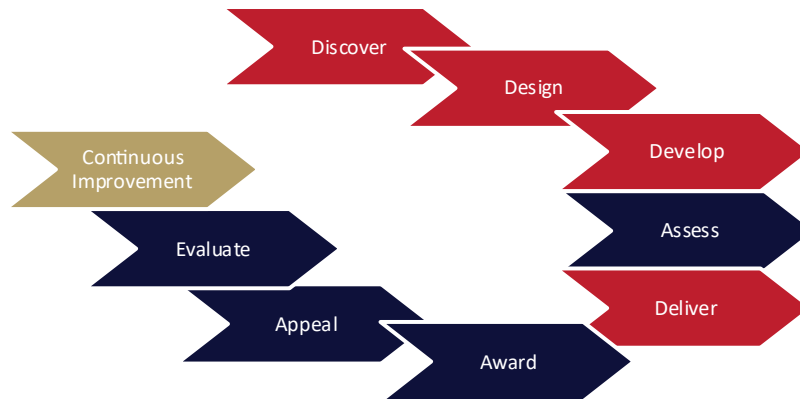
4.1 Design of qualification is taken directly from the Apprenticeship standard and end point assessment plan

5. Develop a qualification.

The diagram shown in figure 3 below outlines the Assessment design process.

1. Intent. To obtain the End point assessment plan for the qualification.
2. Review resources that are required for the qualification to be assessed, including:
 - a. Staff
 - b. IT requirements
 - c. Equipment
 - d. Marketing.
3. Design, using the End point assessment plan create the requirements for the qualification including:
 - a. Learner, training provider and employer supporting materials, known as toolkits.
 - b. Create recording documentation.
 - c. Create scoring mechanisms.
 - d. Ensure accessibility for learners.
4. Pilot the documentation and seek feedback from learners, training providers and employers.
5. Impact stage, review any feedback and evaluate the potential improvements.
6. Continuous improvement of the assessment materials.
7. Design assessment materials to allow for accessibility and equality for disabled or people with learning difficulties.

Figure 2: Assessment Design Process



UCE will implement the work instruction P26.2 Develop a qualification and complete the relevant work record. This stage will need to be signed off before moving to stage 6 prepare for delivery. All records for the development of the qualification will be maintained in the designated Apprenticeship standard file. All evidence of the Work instruction being implemented is captured on the work record WR26.2.

5.1 Piloting of the qualification will be conducted in conjunction with Training providers, learners and employers. UCE will work to ensure that assessment materials are available to all stakeholders that represent the end assessment materials that will be used by UCE assessors. Specific guidance will be given in the EPA tool kits on how to use the assessment materials to allow training providers, learners and employers to prepare thoroughly for End point assessments. The assessment materials will meet the requirements of the End point assessment plan to ensure it is valid, reliable and comparable and minimise bias.

6. Prepare for delivery.

6.1 UCE will ensure all staff are trained to deliver the specific assessment plan for the Standard being delivered. This is done following the work instruction P26.3

6.2 Staff will be added to the training matrix for the qualification being developed.

7. Deliver and maintain.

7.1 All trained assessment staff will follow the assessment pathway for the specific Standard being applied. (example LMO ST0420)

7.2 Claiming certificates is done following work instruction P26.4



8. Review and evaluate.

UCE use Microsoft Forms to obtain feedback from Apprentices, employers and training providers. This is done following work instruction P26.5 Obtaining feedback and evaluation.

9. Assessment Strategies

Assessment strategies and methods will be obtained from the End point assessment plan for the qualification being developed.

10. Behavioral Management

UCE will exhibit our Core Values in action and use a range of Behavioral Management techniques if required to ensure apprentices take full ownership of their End point gateway. This will include working collaboratively with Employers, Programme Sponsors and Line Managers to identify the support required to provide learners every opportunity to succeed.

11. Personal Development

UCE will provide staff, partners and associates with the opportunity to keep their own knowledge and skills up to date and relevant, particularly in the area's assessment and subjects specialism. Staff will be trained in the Qualification manager's handbook by the Federation of Awarding Bodies (FAB)

Ofqual Alignment and Best Practices

This policy has been updated to align with the Ofqual General Conditions of Recognition. The qualification lifecycle now incorporates the following regulatory references and best practices:

- Condition E1: Qualification design and development
- Condition E4: Ensuring an assessment is fit for purpose and can be delivered
- Condition H1: Marking the assessment
- Condition H6: Issuing results and certificates



- Condition C2: Arrangements with third parties
- Condition B3: Review and continuous improvement

Best practices applied include:

- Stakeholder engagement during qualification design
- Accessibility and equality impact assessments
- Risk-based review of assessment materials
- Continuous improvement through feedback loops
- Secure certification and audit trails