

**Planning for and carrying out an End-point Assessment (EPA) Interview**

**Introduction**

The End-point Assessment (EPA) is a holistic approach to validating the skills, knowledge, and behaviours required to fulfil the role of an Infrastructure Technician.

The role of the Independent End-point Assessor (IEPA) is to review the gathered evidence making judgments regarding the apprentice’s ability to meet the standards.

Evidence to support the judgments made will be drawn from the employers’ reference, the summative portfolio of evidence, the synoptic project and an interview.

The purpose of the interview is to allow the apprentice to demonstrate their understanding of the role of an Infrastructure Technician and explore areas of the evidence required to support judgments. Clarifying any areas of concern that have been identified when reviewing the evidence and explore areas of the evidence that support judgments of apprentice preforming significantly above the expected standard.

No grading decisions are to be made prior to the conduct of the interview.

**Preparation for the EPA Interview**

Prior to undertaking the EPA Interview, the following steps should be undertaken:

* Download copies of the IEPA Assessors Review and End-point Assessment recording forms from the Lead/Independent End-point Assessors Document Library. Locally stored copies of these documents should not be used as the latest versions of these documents will be found in the Library.
* Open and accept the gateway component as being complete.
* Download the apprentices’ Summative Portfolio, Synoptic Project and Employers reference from the EPA portal. .
* Review the apprentices’ summative portfolio of evidence, synoptic project and employers’ reference. Identifying the standards that have been met, areas where the evidence is significantly above the expected standard and areas requiring clarification to ensure that the standards are met.
* Record the standards that have been met on the IEPA Review form. Identifying areas that require clarification to support grading decisions and the questions that could be used when conducting the EPA interview.
* A contact entry should be created in the Summative Portfolio and Synoptic Project in the EPA portal to indicate that the evidence has been reviewed. Once the contact entries have been created a copy of the IEPA Review form should be attached to each.

**Conducting the EPA Interview**

When conducting the EPA Interview, the following steps should be undertaken:

* Ensure that you have copies of the IEPA Review form, Summative Portfolio, Synoptic Project and Employers reference available.
* When using GoToWebinar to conduct remote interviews ensure that the recording of the interview is commenced as soon as the apprentice joins.
* Introduce yourself to the apprentice and explain the purpose of the interview. Where the interview is being observed by the LIPEA introduce them to the apprentice and explain their role within the interview.
* Explain that the apprentice will be informed of the grade decision 20 working days, along with written feedback if the apprentice fails to meet all the required standards.
* Ensure that the apprentice is comfortable and has refreshments if required as they will not be able to leave the interview unless there is an emergency.
* Check the Apprentice’s photographic identity. Where photographic identification is not available the interview must be stopped whilst the EPA team is contacted. The EPA team will advise whether or not to continue with the interview.
* Start the interview with a general question such as “please explain what your current role involves on a day to day basis”?

When asking questions;

* Avoid leading questions
* Use open questions such as;

explain how, tell me about, describe,

* where closed questions are used follow with an open question to probe the apprentice’s understanding of the topic
* Avoid being argumentative
* Take notes as they will help to inform your judgments
* On completion of the interview confirm that the apprentice will be informed of their grade within 20 working days.
* If remote interviews are being conducted, stop the recording of the interview. The recording of the interview will be available on the EPA portal for review.

**Post Interview**

Following the EPA Interview the following steps should be undertaken:

* Review the evidence and make the grading decision
* Complete the End-point Assessment Recording Form
* Where the apprentice has failed to meet the required standards written feedback identifying the standards not achieved must be produced within 5 working days.
* Create a contact entry under the Grade Component in the EPA portal.
* Upload the completed End-point Assessment Recording to the newly created contact entry