End-Point Assessment Declaration Form

This form must be completed by centres / EPA customers who wish to complete the EPA at their centre/site

|  |  |  |  |
| --- | --- | --- | --- |
| Centre / EPA customer name |  | Centrenumber | 1234567 |

|  |  |
| --- | --- |
| **Please indicate which EPA you are intending on running:** | **🗸** |
| Level 3 IT Technical Salesperson (9705) |  |

**I confirm that our centre/EPA customer meet both the venue & equipment requirements to support end-point assessment for the above occupations**

|  |  |
| --- | --- |
| **Name** | Name  |
| **Job role** | Job role |
| **Signature** | Signature | **Date** | DD/MM/YY |

**If any parts of or all of the assessment is taking place at a different location(s)/venue(s) to your centre/EPA customer address please list the details below**

|  |
| --- |
| **Venue 1** |
| **Name** | Name  |
| **Address** | Assessment location |

|  |
| --- |
| **Venue 2** |
| **Name** | Name  |
| **Address** | Assessment location |

**I can confirm that as centre/EPA customer we have all the required equipment to offer the following assessment methods remotely in line with the guidance outlined in the Manual for the end-point assessment service**

|  |  |
| --- | --- |
| Assessment method | Tick to confirm remote assessment |
| Interview with an Independent End Assessor |  |

### **End assessments**

The focus of the End-point Assessment is for the Apprentice to demonstrate the values, knowledge, skills and behaviours set out in the Apprenticeship standard and to be able to demonstrate this level of professional competence in authentic workplace contexts.

End-point Assessments are formal summative assessments that conclude an Apprenticeship programme. Each Apprenticeship will be assessed in a number of ways to provide a clear indication of the Apprentice’s knowledge and skills. For this Apprenticeship the following assessment methods need to be achieved:

* Employer reference
* Summative portfolio
* Synoptic project
* Interview with an Independent End Assessor

### **Remote Assessment**

Remote assessment is live assessment that is supported by technology where the IEPA and the apprentice are not in the same physical location when the assessment takes place.

For this Apprenticeship the following assessments can be conducted remotely

* Interview with an Independent End Assessor

For more detailed information around the conditions and requirements that must be met for remote assessment please refer to the **Manual for the end-point assessment service.**

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|  |
| --- |
| Resource required |
| Synoptic project | A quiet room with adequate lighting, space and privacy. It must be away from the pressures of work activities, in a controlled environment. This may be on or off the employers’ premises. |
| A responsible person to supervise the assessment activity during its entirety. |
| Interview with an Independent End Assessor | A suitable room for the interview to take place, large enough to accommodate all those involved including panel member where applicable  |
| Seating area or room for any other apprentices to wait |
| Access to water and cups |
| Where applicable, internet access and suitable equipment for remote assessment as outlined in the manual for end-point assessment services  |