End Point Assessments
Monthly Data Return
Guidance notes

Introduction

The Institute for Apprenticeships and Technical Education has contracted with Open Awards to deliver External Quality Assurance (EQA) of apprenticeship end-point assessments (EPA) on its behalf until June 2021. As you will be aware, you are an End-Point Assessment Organisation (EPAO) for one or more Standards for which the Institute is acting as the EQA provider.

A main component of the EQA activity is to undertake monitoring activity of EPAOs that are currently delivering EPAs. This is undertaken through a desk-based review of assessment materials and arrangements as well as visits and observation of assessment activities to ensure that EPAs are undertaken in a manner that supports the assessment of occupational competence and that outcomes are clear, valid and in line with the assessment plan.

In order to maximise the impact of our EQA activity we need to prioritise the reviews of standards at which EPAs are currently taking place or are due to take place in the near future.

We use the monthly data returns to plan our resources accordingly. We are aware that EPA numbers and timescales will change over time so request monthly updates to uploaded to the Open Awards Portal **by the first Friday of every month**.

Completing the data return

Please enter the name of your organisation and the month and year of submission in the top section of the report. The month and year entered in cell B4 will automatically populate the upcoming months in Part 1 and previous months in Part 2.

You can either upload new versions of this document from the Open Awards portal or overwrite the previous month's submission. Please note that if you overwrite an earlier version, you will need to make sure that data previously entered appears in the correct month.

Part 1: Upcoming End Point Assessments

Please list the Standards for which you are an EPAO and for which the Institute is acting as the EQA provider. We do not need data for any Standards for which you have a different EQA provider. Once you list these Standards in Part 1, they will automatically appear in Part 2. If you require additional rows, please insert as necessary.

You should record the number of Apprentices that are due to have End Point Assessments taking place in the relevant month. If the Apprentice needs to complete

multiple assessments as part of their EPA, please only record the number of apprentices, not the total number of assessments. If the Apprentice is scheduled to sit assessments over multiple months, please only record the first month in which an assessment is due to take place.

The form requires the number of confirmed EPAs. This refers to apprentices that have entered the gateway and for which an EPA has been booked. Where actual EPA dates have not been formally scheduled, but are expected, please also add these to the totals.

Please be aware that this information is only used to schedule our EQA activity and does not form part of any official data return.

We will review all data returns to update our internal project plans and priorities per Standard. Where you have EPAs scheduled, the relevant Lead Reviewer will contact you for further detail and to arrange observation visits. If you do not have EPAs scheduled, but other EPAOs for the same Standard does, we may contact you to request copies of your assessment materials to complete a desk review. This will enable us to review the level of consistency across all EPAOs.

Part 2: Previous End Point Assessments

Part 2 of the monthly data return is concerned with historical data regarding the volume of EPA activities you have undertaken in the previous 12 months. We adopt a risk-based approach to EQA which takes into account the EPAO's risk rating, delivery plans and volume of apprentices. The information requested will be used to help determine the frequency and depth of monitoring activity for each EPAO and Standard.

We require the following information:

Apprentices undertaking EPA	The number of apprentices that have undertaken End Point Assessment in the relevant month. If the apprentice needs to complete multiple assessments as part of their EPA, please only record the number of apprentices, not the total number of assessments. This figure should include the number of apprentices retaking all or part of the EPA. However, if an apprentice does not achieve at least a pass from their EPA and retakes in the same month, they should only be counted once.

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Apprentices achieving occupational competence	The number of apprentices completing EPA in that month that have achieved at least a pass.
Apprentices retaking all or part of the EPA	The number of apprentices retaking all or part of the EPA in the relevant month. This includes re-sits and re-takes that were needed in order for the apprentice to achieve at least a pass in their EPA. If an apprentice retook multiple assessments or retook the same assessment multiple times, please record the number of apprentices, not the total number of assessments that were retaken.