**Open Awards End-Point Assessment (EPA)/Internal Quality Assurance (IQA) Observation Guidance**

**Purpose:**

The following, has been produced to provide End-Point Assessment Organisations (EPAOs), Internal End-Point Assessors (IEPAs), Employers and Apprentices with guidance in respect of a Lead External Quality Assessor (LEQA) attending/observing the EPA process.

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| **Objectives of an on-site audit of EPAs for apprenticeship standards:** |
| To establish answers to the three main questions detailed below. This will be following an initial desktop EQA review conducted prior to the observation event:1. Is the EPAO/IEPA following the assessment plan?
2. Are there any areas of concern having conducted a Desktop Review of the information already provided?
3. Is there evidence to demonstrate that written documents are live working documents which are subject to regular review?
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In addition to the above, the LEQA will also be reporting on best practice and outstanding performance where an EPAO is concerned. Commercial concerns are also considered as part of this process.

The role of the LEQA is to purely observe the EPA process in order to ensure that due process is being followed by both the IEPA and the EPAO in respect of the assessment methodology being compliant with the relevant apprenticeship standard assessment plan. Again, the LEQA will not be commenting upon or, indeed, providing any form of feedback in respect of an apprentice’s performance post EPA.

To further support/inform the EQA process, the LEQA may wish to interview the apprentice, employer, assessor, IQA (where applicable) and any other related stakeholders.

The main areas of reporting are:

* **Relevance**
* **Reliability**
* **Efficiency**
* **Positivity**
* **Learning.**

In order to report on these, the LEQA will primarily focus on the following during an EPA observation:

1. Gateway, pre-planning and logistics
2. Independence of assessment
3. Fairness of assessment
4. The EPA is ‘fit for purpose’ according to the Assessment Plan and the EQA Framework
5. IEPAs are able/competent according to the Assessment Plan and the EQA Framework
6. Stakeholder engagement and support
7. IQA (where applicable)
8. Data security
9. EPA outcome and certification processes

NB: Fees charged for EPA by the EPAO will also form part of the EQA process. Please note for those EPAOs who do not share this information in the public domain, this information will not be shared outside of the Open Awards EQA and IfATE parameters.