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| **EPAO Name:** |  |
| **Standard:** | **(PLEASE COMPLETE A SEPARATE FORM FOR EACH STANDARD)** |

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| **Policy and Procedure Documents Covering - Audit Criteria as per the Institute’s EQA Framework:** |
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| **Policy and Procedure Documents Covering - Example evidence requirements (including signing off any major changes):**  | **Document reference: This will be used to guide the audit team to the relevant part of the document.** | **Notes: Please use this column to expand on information you feel is relevant to share with the audit team to demonstrate compliance or reasons why you are not submitting a particular piece of evidence.** |
| **Appeals and complaints** |  |  |
| **Equality and diversity** |  |  |
| **Data protection** |  |  |
| **Reasonable adjustment and special consideration** |  |  |
| **Gateway processes** |  |  |
| **Conflicts of interest** |  |  |

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| **Assessment Materials - Audit Criteria as per the Institute’s EQA Framework:** |
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| **Assessment Materials - Example evidence requirements (including signing off any major changes):**  | **Document reference: This will be used to guide the audit team to the relevant part of the document.** | **Notes: Please use this column to expand on information you feel is relevant to share with the audit team to demonstrate compliance or reasons why you are not submitting a particular piece of evidence.** |
| **Specifications** |  |  |
| **Exemplars** |  |  |
| **Grading Criteria** |  |  |
| **Mark Schemes** |  |  |

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| **Support Materials - Audit Criteria as per the Institute’s EQA Framework:** |
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| **Support Materials - Example evidence requirements:**  | **Document reference: This will be used to guide the audit team to the relevant part of the document.** | **Notes: Please use this column to expand on information you feel is relevant to share with the audit team to demonstrate compliance or reasons why you are not submitting a particular piece of evidence.** |
| **Guidance for assessors** |  |  |
| **Guidance for employers** |  |  |
| **Guidance for training providers** |  |  |

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| **Internal Quality Assurance - Audit Criteria as per the Institute’s EQA Framework:** |
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| **Internal Quality Assurance - Example evidence requirements (including signing off any major changes):**  | **Document reference: This will be used to guide the audit team to the relevant part of the document.** | **Notes: Please use this column to expand on information you feel is relevant to share with the audit team to demonstrate compliance or reasons why you are not submitting a particular piece of evidence.** |
| **IQA Strategy and processes** |  |  |
| **Schedule of IQA activities (including forthcoming activities)** |  |  |
| **Minutes of standardisation and moderation** |  |  |
| **Action plans for continuous improvement** |  |  |
| **Standardisation records** |  |  |
| **CVs and qualifications of IQAs** |  |  |

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| **Details of planning for the EPA service- Audit Criteria as per the Institute’s EQA Framework:** |
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| **Details of planning for the EPA service- Example evidence requirements (including signing off any major changes):**  | **Document reference: This will be used to guide the audit team to the relevant part of the document.** | **Notes: Please use this column to expand on information you feel is relevant to share with the audit team to demonstrate compliance or reasons why you are not submitting a particular piece of evidence.** |
| **Process for booking assessments** |  |  |
| **Assessment timetable / windows** |  |  |
| **Delivery process map** |  |  |
| **Details of the IT system and how it underpins your processes** |  |  |

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| **Data on EPA- Audit Criteria as per the Institute’s EQA Framework:** |
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| **Data on EPA- Example evidence requirements (including signing off any major changes):**  | **Document reference: This will be used to guide the audit team to the relevant part of the document.** | **Notes: Please use this column to expand on information you feel is relevant to share with the audit team to demonstrate compliance or reasons why you are not submitting a particular piece of evidence.** |
| **Processes for gathering and recording data** |  |  |
| **Registration data** |  |  |
| **Pass rates** |  |  |
| **Distribution of grades (from 1st July 2019 to the date of this letter)** |  |  |
| **Re-sits/ re-takes** |  |  |

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| **Independent End Point Assessor (IEPA)- Audit Criteria as per the Institute’s EQA Framework:** |
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| **Independent End Point Assessor (IEPA)- Example evidence requirements (including signing off any major changes):**  | **Document reference: This will be used to guide the audit team to the relevant part of the document.** | **Notes: Please use this column to expand on information you feel is relevant to share with the audit team to demonstrate compliance or reasons why you are not submitting a particular piece of evidence.** |
| **IEPA Job description and person specification** |  |  |
| **IEPA CVs and qualifications** |  |  |
| **CPD records of IEPAs** |  |  |
| **IEPA induction process and records** |  |  |
| **IEPA Skills Matrix** |  |  |

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| **Feedback on the relevance and reliability of assessments delivered- Audit Criteria as per the Institute’s EQA Framework:** |
| **Feedback on the relevance and reliability of assessments delivered- Example evidence requirements (including signing off any major changes):**  | **Document reference: This will be used to guide the audit team to the relevant part of the document.** | **Notes: Please use this column to expand on information you feel is relevant to share with the audit team to demonstrate compliance or reasons why you are not submitting a particular piece of evidence.** |
| **Methods of collecting feedback** |  |  |
| **Record of feedback received from apprentices** |  |  |
| **Record of feedback received from training providers** |  |  |
| **Record of feedback from employers** |  |  |
| **Process for reviewing and acting on feedback** |  |  |

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| **Conflicts of interest records - Audit Criteria as per the Institute’s EQA Framework:** |
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| **Conflicts of interest records - Example evidence requirements (including signing off any major changes):**  | **Document reference: This will be used to guide the audit team to the relevant part of the document.** | **Notes: Please use this column to expand on information you feel is relevant to share with the audit team to demonstrate compliance or reasons why you are not submitting a particular piece of evidence.** |
| **Potential conflicts** |  |  |
| **Actual conflicts** |  |  |
| **Mitigation factors** |  |  |

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| **End Point Assessment Data** |
| **Number of End Point Assessments Completed (01.07.19 to date)** |   |
| Total ‘Passes’ |   |
| Total ‘Fails’ |   |
| Total ‘Merits’ |   |
| Total ‘ Distinctions’ |   |
| Total ‘Resits’ |   |
| Total ‘Retakes’ |   |
| **Overall EPA Cost** | £ |
| Costs for Re-sits | £ |
| Costs for Re-takes | £ |
| **Number of IEPAs (Assessors) in place for this standard** |   |
| **Number of IQAs in place for this standard** |   |
| **Date/s for Standardisation sessions conducted for this standard (IEPA/IQA/Both)** |   |
| **Number of attendees to each Standardisation session conducted** |   |
| **Number of EPA Managers in place for this standard** |  |