



EPA Overview: Business Administrator Level 3 End Point Assessment (EPA)

EPA overview:

- 1 Knowledge test**
60 minutes,
multiple choice
- 2 Portfolio-based interview**
30-45 minutes
- 3 Project/improvement presentation**
10-15 min presentation
followed by 10-15min Q&A

Registration

Training providers will register apprentices with 1st for EPA and share our guidance documents with them:

- Toolkit
- Mock test instructions
- Portfolio Mapping

Gateway

The apprentice, employer and training provider should all complete the [Gateway Agreement](#) form.

You should all review the apprentice's portfolio and mapping document, and ensure it is ready to submit.

The apprentice should have completed a project or process improvement while on programme, and this will be the basis for the presentation.

Evidence

The training provider will upload the following evidence to the online platform, EPA Pro:

- Maths and English [evidence](#)
- Gateway Agreement
- Portfolio and Mapping
- Project

1st for EPA will review the evidence. An assessor will review the project and give the apprentice a question for them to answer in their presentation. This will be sent to the apprentice by email within 14 days, copying in the training provider's nominated contact.



Schedule EPA

The training provider will agree dates for EPA with the apprentice:

- The **knowledge test** should be taken first, usually within 6 weeks from gateway.
- The **portfolio-based interview and project/improvement presentation** will take place in one session.

The training provider will book assessment dates through EPA Pro. 1st for EPA will send a confirmation email to the apprentice, including details on what to bring and the meeting links.

EPA takes place

The **knowledge test** is carried out online and invigilated remotely by 1st for EPA. The invigilator introduces the session and is on hand for support.

The apprentice submits their final **project report** to the training provider to upload to EPA Pro. 1st for EPA's assessor will review the report and confirm whether it has met the minimum pass criteria within 7 days. An email is sent to the apprentice, copying in the provider's nominated contact.

The **portfolio-based interview and project/improvement presentation** take place by video call, one-to-one between apprentice and assessor.

Results

Results are sent **within 2 weeks** by email to the apprentice, the employer and the training provider's nominated contact. Certificates take around 6 weeks to be processed and are sent to the employer's address, unless requested otherwise.

Support:

For EPA queries: email admin@1stforepa.co.uk or call 01642 205 207.