



EPA Overview: Business Analyst v1.1 Level 4 End Point Assessment (EPA)

EPA overview:

1

Project Proposal with presentation and questioning

5,000 word proposal, 15 min presentation and 30 min questioning by video call

2

Professional Discussion underpinned by a portfolio of evidence

60 min video call between apprentice and assessor

Registration

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

- Apprentice Toolkit, including full details on EPA.
- Project Proposal Title & Summary template and example
- Portfolio Mapping
- Project Proposal Front Sheet.

Gateway

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

You should all discuss and agree a title and summary for the Project Proposal, and the apprentice should then complete the Title & Summary document for approval by 1st for EPA. The Toolkit has suggested topics.

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 Proposal Title & Summary

1st for EPA will review the evidence and provide feedback or approval of the Proposal Title & Summary within 7 days.



Schedule EPA

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

- The apprentice has **6 weeks** from approval to complete and submit their Project Proposal and presentation.
- The **presentation delivery & questioning** and **professional discussion** will be undertaken approximately 2 weeks after the project submission. These are usually undertaken on the same day, with a short break between.

The training provider will book the **presentation delivery & questioning** and **professional discussion** through EPA Pro. 1st for EPA will send a confirmation email to the apprentice, including details on what to bring and the meeting link.

EPA takes place

The EPA takes 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.