



EPA Overview: Content Creator Level 3 End Point Assessment (EPA)

EPA overview:

1 **Project or campaign evaluation report, presentation and questions**
1,500-word evaluative report based on a project or campaign, 15 min presentation of additional/new content, 15 min questions

2 **Professional discussion with portfolio**
60 min video call between apprentice and assessor

Registration

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

- Toolkit, including project/campaign checklist
- Project/Campaign Proposal and example of a completed proposal
- Portfolio Mapping
- Report Mapping.

Gateway

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

The apprentice's project should be based on the evaluation of a project or campaign that the apprentice **has contributed to, and developed content for**, in the last 6 months leading to gateway. You should all discuss the project or campaign, and the apprentice should complete the Project/Campaign Proposal.

Note that during EPA, the apprentice will need to include a copy of the original project/campaign brief.

Evidence

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

- Maths and English [evidence](#)
- Gateway Agreement
- Completed Project/Campaign Proposal

1st for EPA will review the evidence. An assessor will review the proposal and give feedback/approval to the apprentice by email within 7 days, copying in the training provider's nominated contact. Once approval is given, the apprentice can start work on the report and presentation.



Schedule EPA

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

- The deadline for submission of the **report, presentation of additional/new content, and any speaker notes/supporting material**, is **4 weeks** from the date of Project/Campaign approval, or sooner if the apprentice wishes.
- The **presentation delivery and questions** and the **professional discussion** usually take place in one session, with a short break between. These must be at least **2 weeks** after report submission.

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 apprentice submits their final **project/campaign evaluation report, their presentation speaker notes and any supporting materials** to the training provider to upload to EPA Pro.

Two weeks later, the **presentation delivery and questions** and the **professional discussion** 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.