



## EPA Overview: Corporate Responsibility and Sustainability Practitioner Level 4 End Point Assessment (EPA)

### EPA overview:

- 1 Professional Discussion underpinned by a portfolio of evidence**  
60 min video call between apprentice and assessor
- 2 Work-based project report, presentation and Q&As**  
5,000 word report, 20 min presentation and 25 min questioning by video call

### Registration

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

- Apprentice Toolkit, including full details on EPA.
- Portfolio Mapping.
- Project Proposal.

### Gateway

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

You should all discuss and agree a title for the work-based project, and the apprentice should then complete the Project Proposal document for approval by 1st for EPA.

### 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

1st for EPA will review the evidence and provide feedback or approval of the project proposal within 7 days.



## Schedule EPA

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

- The apprentice must complete their project, and write and submit their report within **16 weeks** of the approval date. Employers must allow apprentices up to 30 working days of time (within this 16-week period) to do so.
- The **professional discussion** and **project presentation and Q&A** can be taken in any order and apprentices may choose to undertake these on the same day in two separate sessions. The **project presentation and Q&A** must be at least 2 weeks after the report is submitted.

The training provider will book **professional discussion** and **project presentation and Q&A** 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](mailto:admin@1stforepa.co.uk) or call 01642 205 207.