



## EPA Overview: Data Analyst v1.0 Level 4 End Point Assessment (EPA)

### EPA overview:

1

**Portfolio**

2

**Employer  
reference**

3

**Project:**

Lasting 1 week,  
carried out away  
from work duties.

4

**Interview:**

2 hour video call  
between apprentice  
and assessor.

NB Apprentices who started their apprenticeship **before** 1st June 2021 will be on v1.0 unless their training provider has moved them onto v1.1. For apprentices who started **on or after** 1st June 2021, refer to the v1.1 Employer Overview.

### Registration

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

For apprentices:

- Apprentice Toolkit
- Portfolio Mapping

For project invigilators:

- Invigilator Requirements and Brief
- Invigilator Declaration
- Register of Attendance

For employers and training providers:

- Employer reference template with guidance
- Bank of projects

### Gateway

The apprentice, employer and training provider should all complete the **Gateway Agreement** form. The training provider will share the **synopses of projects** with the employer, and you will choose one for the apprentice together – please take note of the requirements for each project to ensure the apprentice will have access to any software they need. The chosen project is **not** shared with the apprentice at this stage.

The apprentice's line manager should complete the **employer reference**.

### Evidence

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

- Maths and English [evidence](#)
- Gateway Agreement
- Portfolio and Mapping
- Employer reference
- Certificates for knowledge modules completed

1st for EPA will review the evidence and approve the apprentice for EPA.



## Schedule EPA

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

- The **project** week takes place first, scheduled to suit the apprentice and invigilator(s). The training provider should book this through EPA Pro and inform the apprentice of the requirements. Invigilator(s) should complete and return the Invigilator Declaration.
- The **interview** takes place at least 2 weeks after the project is submitted. The training provider will book this through EPA Pro. 1<sup>st</sup> for EPA will send a confirmation email to the apprentice, including details on what to bring and the meeting link.

## EPA takes place

The **project** week takes place. This may be invigilated by multiple invigilators as long as each has signed and returned the Invigilator Declaration. On completion, the apprentice is asked to email their project directly to 1st for EPA.

The **interview** 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.