



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

EPA overview:

- 1 Work-based project, presentation and questioning**
3,500 word project report, 20 min presentation and 20 min questioning
- 2 Professional Discussion supported by a portfolio of evidence**
60 min video call between apprentice and assessor

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

Registration

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

For apprentices:

- Apprentice Toolkit
- Portfolio Mapping
- Project Front Sheet

Gateway

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

Together, you will discuss and agree which project from our bank the apprentice will carry out as part of their EPA.

Evidence

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

- Maths and English [evidence](#)
- Gateway Agreement, including proposed project title number
- Portfolio and Mapping

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 report and presentation slides** must be completed and submitted within 8 weeks of gateway.
- The **presentation and questioning** and **professional discussion** normally take place on the same day, 2 weeks after the project and presentation submission. The training provider will book these 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

It is the apprentice's responsibility to complete and submit their **project report and presentation slides** on time. They send these to their training provider, who upload it to EPA Pro.

The **presentation and questioning** and **professional discussion** take place 2 weeks later, giving the assessor time to review and prepare. These 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.