



## EPA Overview: Digital Marketer Level 3 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.

### Registration

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

For apprentices:

- Apprentice Toolkit
- Portfolio Mapping

For project invigilators:

- Responsible Persons Requirements and Brief
- Responsible Person Declaration
- Register of Attendance

For employers:

- Employer reference template with guidance
- Example of a completed employer reference
- Project synopses

### Gateway

The apprentice, employer and training provider should all complete the **Gateway Agreement** form.

The training provider will share the **project synopses** with the employer for the employer to select one. The content of the 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

1<sup>st</sup> 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 1<sup>st</sup> 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.