



EPA Overview: HR Consultant/Partner Level 5 End Point Assessment (EPA)

EPA overview:

1

Consultative Project
5,000 word project report

2

Professional Discussion
60-75 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
- Project Proposal and example of a completed Project Proposal
- Activity - Planning your Consultative Project Report
- Project Report Front Sheet.

Gateway

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

You should all discuss the project the apprentice will undertake, and ask them to complete the Project Proposal.

Evidence

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

- Maths and English [evidence](#)
- Gateway Agreement
- Completed Project Proposal
- CIPD certificate, or if not yet received, a statement confirming this has been completed. The certificate will need to be uploaded prior to completion.

1st for EPA will review the evidence. An assessor will review the project 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 project.



Schedule EPA

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

- The **report** deadline is 3 months from the date of approval, or sooner if the apprentice wishes.
- The **professional discussion** must be at least 2 weeks after report submission.

The training provider will book an assessment date for the professional discussion 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 apprentice submits their final **project report** to the training provider to upload to EPA Pro. 1st for EPA's assessor will review the report and confirm whether it has met the requirements to pass within 7 days. An email is sent to the apprentice, copying in the provider's nominated contact.

If the project passes, the **professional discussion** takes place by video call, one-to-one between apprentice and assessor.

If the project does not pass, a resit is needed before the apprentice can take the professional discussion.

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.