



## EPA Overview: Junior Content Producer Level 3 End Point Assessment (EPA)

### EPA overview:

**1** **Workplace observation**  
3-4 hours, usually  
carried out remotely

**2** **Set brief test**  
3 hours to prepare,  
1 hour to pitch

**3** **Professional Discussion**  
1 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:

- Toolkit
- Portfolio Mapping
- Mock Set Brief Test

For employers:

- Preparing for the Workplace Observation

### Gateway

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

### Evidence

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

- Maths and English [evidence](#)
- Gateway Agreement
- Portfolio and Mapping

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 **workplace observation** will take place first.
- The **set brief test** and **professional discussion** usually take place on the same day, at least one week after the workplace observation.

The training provider will book three assessment dates through EPA Pro. 1<sup>st</sup> for EPA will send confirmation emails to the apprentice, including details on what to bring and the meeting links.

## EPA takes place

It's important to note that for Junior Content Producer, each assessment component must be passed before the apprentice can move onto the next. If a component is failed, the apprentice must resit it before they can continue to the next component.

The **workplace observation** is usually carried out remotely, by video call. If employers prefer on-site assessment, this can be requested at the time of booking (note that this may incur a higher fee). The assessor introduces the session and then will simply observe the apprentice carrying out their tasks (there are no questions asked). Employers are advised to use the guidance to prepare tasks for the apprentice to work on.

The **set brief test** takes place next, by video call. The assessor will introduce the test. The apprentice has 3 hours to prepare a pitch (invigilated by the assessor) and then 1 hour to deliver their pitch.

Finally, the **professional discussion** takes place by video call. This discussion is largely based on the portfolio the apprentice submitted at gateway.

## 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.