



EPA Overview: Marketing Assistant Level 3 End Point Assessment (EPA)

EPA overview:

1

Multiple choice knowledge test
90 minutes

2

Project Showcase:
3,500 word project report, presentation slides, 60 min professional discussion

Registration

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

- Toolkit
- Project Plan including example of a completed Project Plan
- Mock test instructions
- Project Report Front Sheet
- Project Report Mapping

Gateway

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

Evidence

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

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

1st for EPA will review the evidence and approve it. The apprentice should complete the Project Plan (this is provided as a guide and does not need to be submitted). They can then start work on their project.



Schedule EPA

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

- The **multiple choice test** should be taken first, usually within 6 weeks from gateway.
- The **project**, including written report, appendices and presentation slides, should be submitted within 4 months of the gateway date, or sooner if the apprentice wishes.
- The **professional discussion** must be at least 2 weeks after report submission.

The training provider will book assessment dates through EPA Pro. 1st for EPA will send a confirmation email to the apprentice, including details on what to bring and the meeting links.

EPA takes place

The **multiple choice test** is carried out online and invigilated remotely by 1st for EPA. The invigilator introduces the session and apprentices see their results on screen as soon as they finish the test.

The apprentice submits their final **project** to the training provider to upload to EPA Pro.

The **professional discussion** 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 or call 01642 205 207.