



EPA Overview: Marketing Executive Level 4 End Point Assessment (EPA)

EPA overview:

- 1 Multiple choice test**
90 minutes
- 2 Project Showcase:**
3,500 word project report,
10 min presentation,
20 min Q&A
- 3 Professional Discussion**
50 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 Plan and example of a 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, and ask them to complete the Project Plan.

Evidence

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

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

1st for EPA will review the evidence. An assessor will review the project plan 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 **multiple choice test** should be taken first, usually within 6 weeks from gateway.
- The **report** deadline is 4 months from the date of approval, or sooner if the apprentice wishes.
- The **presentation, Q&A and professional discussion** take place in one session and 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 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 minimum pass criteria within 7 days. An email is sent to the apprentice, copying in the provider's nominated contact.

The **presentation, Q&A and professional discussion** 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.