



EPA Overview: Public Relations & Communications Assistant Level 4 End Point Assessment (EPA)

EPA overview:

1

Knowledge test
60 minutes, multiple choice

2

Work-based Project:
2,500 word project report, 10 min
presentation to evaluate the project,
25 min questioning

Registration

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

- Toolkit
- Project Proposal and example of a proposal
- Two mock knowledge tests
- 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 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

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 **knowledge test** should be taken first, usually within 6 weeks from gateway.
- The **report** deadline is 10 weeks from the date of approval, or sooner if the apprentice wishes.
- The **presentation and questioning** 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 **knowledge 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.

The **presentation and questioning** 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.