



## EPA Overview: Senior Leader v1.1 & v1.2 Level 7 End Point Assessment (EPA)

### EPA overview:

1

#### Strategic Business Proposal, presentation and questioning

4,000 word proposal, 20 min presentation and 40 min questioning by video call

2

#### Professional Discussion underpinned by a portfolio of evidence

60 min video call between apprentice and assessor

### Registration

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

- Apprentice Toolkit, including full details on EPA.
- Strategic Business Proposal Summary and example
- Strategic Business Proposal Front Sheet
- Portfolio Mapping.

### Gateway

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

You should all discuss and agree a title and scope for the Strategic Business Proposal, and the apprentice should then complete the Summary document for approval by 1st for EPA. The Toolkit has suggested proposal topics.

### Evidence

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

- Maths and English [evidence](#)
- Gateway Agreement
- Portfolio and Mapping
- Strategic Business Proposal Summary

1st for EPA will review the evidence and provide feedback or approval of the proposal summary within 7 days.



## Schedule EPA

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

- The apprentice has **12 weeks** from approval to write and submit their Strategic Business Proposal and presentation.
- The **presentation delivery & questioning** and **professional discussion** will be undertaken approximately 2 weeks after the project submission. These are usually undertaken on the same day, with a short break between.

The training provider will book the **presentation delivery & questioning** and **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 EPA 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](mailto:admin@1stforepa.co.uk) or call 01642 205 207.