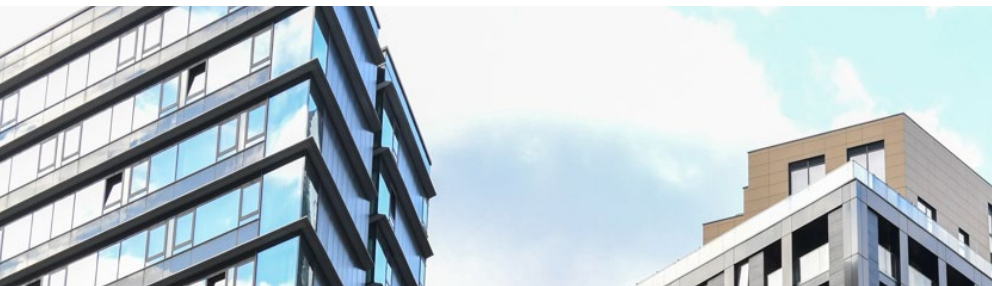




University of the  
Built Environment  
EST. 1919

# A line manager's guide to end-point assessment





## What is an end-point assessment?

An end-point assessment (EPA) is the final stage of an apprenticeship. It is an impartial assessment of whether your apprentice has developed the skills, knowledge and behaviours outlined in the apprenticeship standard.

Assessments are designed by employers in the sector and are conducted by independent bodies known as end-point assessment organisations (EPAOs).



**Chartered Surveyor (degree) L6** ➤

EPAO: Royal Institution of Chartered Surveyors (RICS) >

Non-intergrated

**Building Control Surveyor L6** ➤

EPAO: University of the Built Environment >

Intergrated

**Construction Site Management L6** ➤

EPAO: Chartered Institute of Building (CIOB) >

Non-intergrated

**Construction Site Supervisor L4** ➤

EPAO: Chartered Institute of Building (CIOB) >

Non-intergrated

**Construction Quantity Surveying Technician L4** ➤

EPAO: Chartered Institute of Building (CIOB) >

Non-intergrated

**Construction Design and Build Technician L4** ➤

EPAO: Chartered Institute of Building (CIOB) >

Non-intergrated

**Construction Quantity Surveyor (Degree) L6** ➤

EPAO: Chartered Institute of Building (CIOB) >

Non-intergrated

**Sustainability Business Specialist Integrated  
Degree Apprenticeship Standard L7** ➤

EPAO: University of the Built Environment >

Intergrated



## The assessment

Each apprenticeship programme includes an end-point assessment plan which describes how the apprentice should be tested against the appropriate criteria, using suitable methods. The links to these plans can be found in the Apprenticeship programme column in the table above.

The assessment methods your apprentice will need to complete for their EPA are listed in their specific assessment plan but may include:

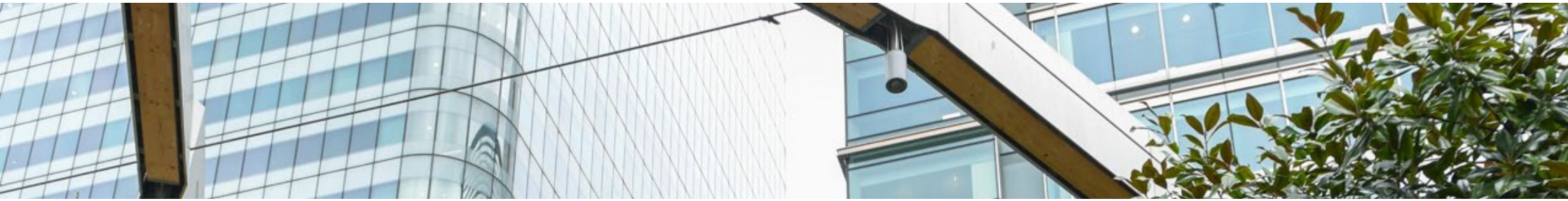
- > a practical assessment
- > an interview
- > a project
- > written and/or multiple choice tests
- > a presentation

Though this is not an exhaustive list.

It is important that you engage with your EPAO at the start of the apprenticeship to understand how your apprentice will be assessed. Links in the EPAO information column above will take you to the EPAO sites for further information and contact details.







## Preparing for assessment



**Ensure your apprentice knows who their EPAO is.**

This is identified in their training plan, apprenticeship journey graphic, pre-application apprenticeship information programme, new student orientation programme and is regularly discussed at progress reviews.



**Ensure your apprentice engages with their EPAO to understand what is expected of them.**

Chartered Surveyor and CIOB apprentices should register as student members with the RICS and CIOB at the earliest opportunity. When the Chartered Surveyor apprentices start their structured training period the University of the Built Environment will support them to enrol as candidates

CIOB will contact your apprentices directly after 3 months to advise them of EPAO requirements.



**Ensure you both understand the apprenticeship milestone dates for timely completion**

These milestones are in the training plan. Your Apprenticeship Outcomes Officer (AOO) will talk you through what they mean at the start of the apprenticeship and touch base throughout progress reviews to ensure they are achieved. Timely completion is a very important apprenticeship commitment.



**Discuss assessment preparation and targets with your apprentice.**

This will be discussed during regular progress reviews with the AOO. If you have any internal systems of EPA support, then make sure to let them know to achieve collaborative working.

You can read [the apprenticeship service best practice guide](#) for further information on how to support your apprentice through the end-point assessment.



## What happens after end-point assessment?

What happens after assessment depends on the type of apprenticeship being completed. Apprenticeships can either be integrated or non-integrated, the earlier table identifies which type applies to the apprenticeships the University deliver. In either case, if your apprentice successfully completes their apprenticeship and passes their assessment, they'll be awarded with an apprenticeship certificate.

The EPAO will request the certificate on your behalf. For integrated apprenticeships this is also the time when the mandatory qualification (the degree) will be awarded. For non-integrated apprenticeships the degree will be completed before the EPA is started. Evidence of this will be needed to pass through the apprenticeship gateway to EPA.

For some apprenticeships, passing the EPA and completing the apprenticeship will also lead to professional recognition by an authorised body.

Consider how you can celebrate your apprentice's success, for example, you could nominate them for a [Built Environment Apprenticeship Award](#).

If your apprentice fails one of more components of the EPA they will be offered the opportunity to take a resit or retake.

Following the failure of the assessment, we will discuss with you putting in place a supportive action plan that responds to the feedback provided by the assessor.



**For further information, please contact:**

Your Apprenticeship Outcomes Manager

Your Business Development contact or

The Apprenticeship End Point

Assessment Manager at

**[apprenticeshipmanagement@ube.ac.uk](mailto:apprenticeshipmanagement@ube.ac.uk)**

**University of the Built Environment**

**Horizons**

**60 Queen's Road**

**Reading**

**RG1 4BS, UK**

**[ube.ac.uk/employers](http://ube.ac.uk/employers)**

'University of the Built Environment' is a business  
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