

End-point Assessment Glossary of Terms

Term	Explanation
Apprentice	The individual who is undertaking the apprenticeship
Apprenticeship	A programme that incorporates learning alongside on-the-job training.
Apprenticeship Standard	The apprenticeship standard is developed by employer-led Trailblazer groups and approved by Skills England. The standard will include various knowledge, skills and behaviours for the apprentice to achieve in order to complete the apprenticeship.
Assessment Plan	The assessment plan sets out the assessments apprentices must complete and pass. Apprentices are to evidence that they have the right knowledge, skills and behaviours for the role via different assessments in order to confirm they have passed the apprenticeship. The assessment plan for each standard is developed by employer-led Trailblazer groups and approved by Skills England.
Assessment	A set of tests to ensure knowledge, skills and behaviours have been acquired.
Centre/Provider	Centres/Providers work with Employers to deliver the training elements of the apprenticeship standard to the apprentice.
Education and Skills Funding Agency (ESFA)	The ESFA is a government agency responsible for funding education and skills training, including apprenticeships, in England.
Employer	The Employer is who hires the apprentice and supports and oversees the apprenticeship programme.
End-point Assessment (EPA)	EPA is the given name to a series of assessments that an apprentice must undertake at the end of their apprenticeship, proving their ability to do the job that they have been training for.
End-point Assessment Organisation (EPAO)	The EPAO is an organisation approved to deliver end-point assessment services. Independent End-Point Assessors (IEPAs) will be appointed to assess apprentices through the EPAO. The apprentice can only achieve their apprenticeship through an approved EPAO listed on the Register of End-point Assessment Organisations
External Quality Assurer (EQA)	External quality assurance is regulated by Ofqual to ensure that EPAOs maintain high standards in line with the assessment plan.
Funding Bands	The bands that dictate the amount of government funding available to support delivery of the standard.

Gateway	The process at which the employer and provider determine that the apprentice has completed all that is required in order for the end-point assessment to take place.
Skills England	Skills England is responsible for approving and maintaining apprenticeship occupational standards and assessment plans, working with employers and sector bodies.
Internal Quality Assurer (IQA)	The EPAO will undertake internal quality assurance of their EPA delivery to ensure a robust and fit for purpose service.
Off the job training	Training completed outside of the apprentice’s normal day-to-day working duties, but within their paid working hours. Apprentices must complete the minimum off-the-job training requirements for their apprenticeship.
On the job training	Training that is conducted on the job as part of the apprenticeship, within the working hours.
Practical Observation	A type of assessment. The IEPA observes the apprentice completing a set task and assesses against specific criteria.
Professional Discussion	A type of assessment. One-on-one structured discussion between the apprentice and the assessor in order to demonstrate knowledge, skills and behaviours.
Register of approved Apprenticeship Training Providers	The register of organisations approved to deliver apprenticeship training in England.
Register of End-point assessment Organisations	The register that all approved EPAOs are listed on that can deliver end-point assessment in line with the agreed assessment plan.
Trailblazers	A group of employers who work together to develop standards.
Trainer	The person who will be providing the apprentice with on-the-job training as part of their apprenticeship.