UNIVERSITY OF BUCKINGHAM
APPRENTICESHIP END-POINT ASSESSMENT
QUALITY ASSURANCE PROCEDURES & PROCESSES

INTRODUCTION

The University of Buckingham as an Apprenticeship provider and End Point Assessment Organisation, is required to deliver high quality training and an independent, objective assessment of the knowledge, skills and behaviours set out in the relevant Apprenticeship Standard. This is intended to ensure the integrity of Apprenticeship delivery and of the achievement of the associated Apprenticeship and any component qualifications.

The University has developed these Apprenticeship EPA QA Procedures and Processes, with respect to Higher Level and Degree Apprenticeship provision it may deliver directly, deliver via supporting provider arrangements, or for which it validates any element of a Standard, through franchise or other such arrangements, or when acting as an End

Apprenticeship. This will include where English & Maths updating is required to meet current national levels for entry to the Apprenticeship and where on-gn5.728 -12.614 0.0 Td [(hereeC EMC /P4.48

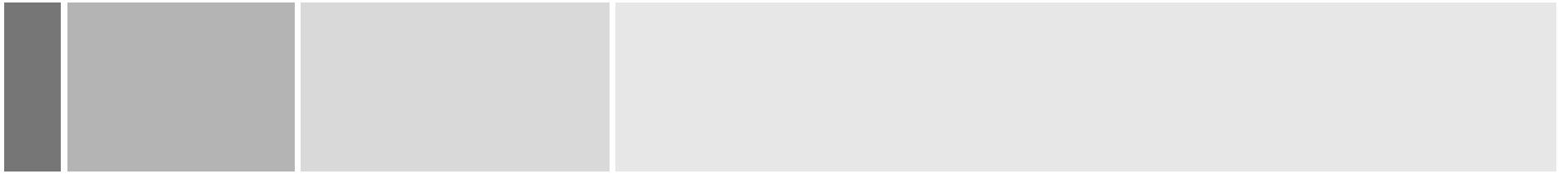## 🔍 QA & Monitoring of End-Point Assessment and Assessors

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APPRENTICESHIPS / TRAINING
DELIVERY AND OUTCOMES QA/QI EVALUATION PROCESS

The following processes are used to ensure and assess the quality and outcomes of the Apprenticeships delivered by the University. For End-Point Assessment additional quality assurance aspects are covered in the EPA Policies and are summarised at 5 below.

	PROCESS / STAGE	ACTIVITIES	EVALUATION RATIONALE
1	Organisational Targets	Set University (UoB) Apprenticeships KPIs & Measures, Monitoring & Reporting	o UoB undertakes rigorous QA/QI monitoring of Apprenticeships provision against annually set KPIs and measures set out in the Employer Engagement Strategy. These reflect QSR findings and Improvement Plan actions. o In-year performance is regularly monitored and reported at senior management meetings. Areas identified as needing intervention can then be addressed and improvement strategies implemented.
2	Apprentice Recruitment	Entry Criteria Employer Engagement Initial Assessment E&M Verification	o All Apprenticeships offered have applicable entry criteria to ensure quality. o The quality of apprenticeship provision is improved by careful selection and recruitment of apprentices. The process considers apprentices and employer needs. o Apprentices undertake initial assessment as appropriate. This ensures apprentices are realistically placed on a higher or degree level Apprenticeship. Where prior learning is identified as not sufficient or diagnostic assessment reveals an insufficient capability in English and / or Maths and/or other relevant entry requirements appropriate plans to add these elements to the Apprenticeship will be made, or the applicant referred to an alternative training and skills progression route. o Where relevant Apprentices will undertake additional E&M as part of their Apprenticeship. Where an Apprentice has met the E&M threshold it may still be an element of the Apprenticeship Standard's programme delivery or individual learning plan to update relevant skills appropriate to employment

7	Staff CPD	Staff Training Plans EPA and assessor training	o Apprenticeship delivery staff are supported in their development in line with the University's CPD Strategy and Academic School plans. o Underperformance identified through observations or other means will be supported to improve through developmental strategies. o Staff interested in developing their skills will be supported to gain the necessary assessor accreditation and / or any EPA related training that they may need. This includes IEPA training in line with the University's EPA service requirements or with linked EPAOs as applicable. o Staff may also undertake professional industry updating and where possible this will include employer placements or higher level CPD including work placement activity.