# **NOMINATION OF AN INDEPENDENT END POINT ASSESSOR FOR A DEGREE APPRENTICESHIP**

# **Proposed End Point Assessor – Summary Details**

## **Section A:**

[NOTE: ‘B’ references on the form are to the criteria for the appointment of End Point Assessors on pages 3-4]

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| 1 | Programme title(s) in full | |  | | | |
| 2 | Route and Programme Codes on SITS | |  | | | |
| 3 | Indicate the Standard Name and Code of End Point Assessment the Assessor will contribute to  *[This information will be included in the GA8 End Point Assessor Agreement Form]* | |  | | | |
| 4 | Indicate the nature of the End Point Assessment activity to be undertaken – Portfolio, Presentation, Professional Conversation, or Other (if other, please provide details)  *This must correlate with the GA8 End Point Assessor Agreement Form* | |  | | | |
| 5 | **Full** name of the proposed Assessor (as it appears on their passport) | |  | | | |
| 6 | Will the Independent End Point Assessor be required to travel to the University or employer as part of their role?  *[This requirement should be made clear in discussions with the End Point Assessor and will be included in the GA8 End Point assessor Agreement Form]* | | YES / NO  If YES, provide details (e.g. location, anticipated number of days per visit, how many visits per annum) | | | |
| 7 | Title, e.g. Professor, Dr | |  | | | |
| 8 | Current Post Held | |  | | | |
| 9 | Academic and professional qualifications | |  | | | |
| 10 | Correspondence address | |  | | | |
| Email address | |  | | | |
| Telephone number | |  | | | |
| 11 | Criteria for selection (this should be with reference to the Assessor’s CV – a copy of which should be attached to this form). Make reference to previous or current EPA Assessorships held, including institution/organisation and level of study. In addition, provide information in this section that confirms how the proposed appointment aligns to the specific criteria for End Point Assessors in the relevant Apprenticeship Standard. | | | | | |
| 13 | Proposed years of appointment [B 10]. Specify academic years (maximum four), e.g. 2025/26– 2029/30 | |  | | | |
| 14 | Please give the dates of appointment at UWTSD if this Assessor has acted before [B 7]: | |  | | | |
| 15 | If the Assessor is a former member of UWTSD staff or former student/apprentice, please give date of leaving UWTSD and confirm whether they were involved in teaching or coaching on the apprenticeship programme for which they are being proposed as an Assessor [B 3]: | |  | | | |
| 16 | Do any members of staff in this academic subject area at UWTSD act as End Point Assessors in this Assessor’s discipline at their institution/organisation? If ‘yes’, please provide details: | |  | | | |
| 17 | Is this assessor related to a member of UWTSD staff or a UWTSD student/apprentice? If ‘yes’, please provide details: | |  | | | |
| 18 | Is there any perceived conflict of interest with this person taking up an EPA role at UWTSD?  If ‘yes’, please provide details: | |  | | | |
| 19 | Is the assessor involved in collaborative research activities with a member of UWTSD staff? | |  | | | |
| 20 | Does the assessor have any other roles or engagements with UWTSD? If ‘yes’, please provide details: | |  | | | |
| 21 | If there are other End Point Assessors appointed for this apprenticeship, please give their names and institutions/organisations and indicate how their activities are to be co-ordinated | Assessor(s) &  Institution/Organisation: | | | Co-ordination of activities: | |
| 22 | If this Assessor is new to Independent End Point Assessment, explain how the Institute will support them, e.g. through the appointment of a mentor and as part of an Assessor team. The University defines ‘mentor’ as an Assistant Dean (Quality) or nominee who has experience of the End Point Assessment in question and is familiar with the nature of the role at UWTSD in order to provide an explanation of processes and Regulations. Additionally, support may be provided by an outgoing End Point Assessor for the programme as part of succession planning or by another End Point Assessor from the same programme. Provide the name of the mentor and details of any additional support:  **OR:** This Assessor is not new to End Point Assessment *(please tick)* | | | | | |
| 23 | Is this Assessor to replace an existing Independent End Point Assessor? | | | YES/NO | | If ‘yes’, please give the name of the outgoing End Point Assessor and institution or organisation: |
| 24 | Is this an academic or professional practice assessor? | | | Academic  Professional Practice | | |

## **Section B: Criteria for the appointment of Independent End Point Assessors and Additional Considerations**

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| B | **Criteria for the appointment of End Point Assessors** | **Please tick against each point to indicate that it has been considered or noted. Where this is not the case, please explain.** |
| 1 | Every End Point Assessor will be expected to have: |  |
|  | • competence and experience in the field covered by the programme |  |
|  | • a Level 3 award in assessing vocational achievement or undertaking end point assessment, equivalent assessor qualification or experience of making competency judgements in a practical environment (demonstrated in the attached CV) |  |
|  | • sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of industry and academic colleagues |  |
|  | • familiarity with the standard to be expected of apprentices in the End Point Assessment to be assessed |  |
|  | • fluency in English |  |
|  | • met the criteria set out by any relevant professional and accrediting bodies |  |
|  | • expertise in and awareness of modern developments in the design and delivery of the flexible curriculum and apprenticeships |  |
|  |  |  |
| 2 | In addition to subject expertise, does the proposed End Point Assessor have a suitable profile in relation to apprenticeships and are they also likely to have good awareness of both the Revised UK Quality Code and relevant Apprenticeship Standards? |  |
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| 3 | Former staff and students/apprentices can only be appointed as End Point Assessors for the University after a period of not less than three years has passed since leaving UWTSD if they were directly involved in the teaching of the apprenticeship for which they are to become an End Point Assessor. No individual may be appointed as an End Point Assessor if they have been involved in the delivery of the relevant apprenticeship programme to current apprentices. |  |
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| 4 | Retirees can be considered provided they have sufficient evidence of continuing involvement in the industry sector in question. |  |
|  |  |  |
| 5 | To avoid potential conflicts of interest, End Point Assessors should not be appointed if they are covered by any of the following categories: |  |
|  | • they have a current, or have had in the past five years, a close professional, contractual or personal relationship with a member of staff involved in the delivery, management or assessment of the programme or with an apprentice currently on the programme |  |
|  | • they are required to act as End Point Assessors for member(s) of staff at their organisation who are apprentices on the programme of study |  |
|  | • they are, or know they will be, in a position to influence significantly the future of apprentices on the programme of study; |  |
|  | • they are significantly involved in recent (within the last five years) or current substantive collaborative research activities with a member of staff closely involved in the delivery, management or assessment of the programme(s) or modules in question |  |
|  | • they are a former member of staff or student of the University on the degree apprenticeship programme concerned, unless a period of five years has elapsed and all students/apprentices taught by or with them have completed their programme(s) |  |
|  | • they are closely associated with the sponsorship of apprentices on the programme |  |
|  | • they are employed in the same department and institution as their immediate predecessor(s) |  |
|  | • they are in a close relationship with their immediate predecessor(s) |  |
|  | • their appointment would result in more than one End Point Assessor from the same department of the same institution. |  |
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| 6 | Any reciprocal arrangements involving cognate apprenticeships at another institution must be reviewed annually to they remain valid. |  |
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| 7 | The duration of an End Point Assessor appointment will be up to four years. This duration may be extended on the agreement of both parties. |  |
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| 8 | The appointment of an End Point Assessor can be terminated by the University, approved at a senior level, if they fail to fulfil their obligations and upon other grounds as specified in the External Expertise Protocol. |  |
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| 9 | Once appointed, the University and Institute will make it clear to End Point Assessors what their duties and obligations are, including those relating to attendance and feedback, and any legal obligations. |  |

## **Section C: Additional Considerations**

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| C | **Additional items to be considered before formally recommending a proposed End Point Assessor for appointment:** | **Please tick against each point to indicate that it has been considered or noted. Where this is not the case, please explain.** |
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|  | Have you checked for any other kind of potential conflict, e.g. personal, commercial (if the Assessor is from industry and, for example, a supplier of equipment/services), or involved with an employer engaged with apprenticeship activity at the University? |  |
|  |  |  |
|  | Is the Assessor agreeable to their name and institution/organisation being made available to apprentices in programme handbooks? |  |
|  |  |  |
|  | Has consideration been given to any potential intellectual property difficulties, such as might arise from the need for commercial confidentiality? |  |
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|  | Where applicable, e.g. where the End Point Assessment requires travel to the apprentice’s place of work, is the Examiner willing to travel to these destinations if required? |  |
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**Section D: Proposed Costings**

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| D | **Proposed Financial considerations and costings for the End Point Assessor to be appointed:** | |
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| 1. | What costing/payment structure has been agreed for the End Point Assessor; per apprentice, day rate, or other (EPA’s will be paid at an hourly rate; hours required for each apprentice will be outlined in the GA8)? |  |
|  |  |  |
| 2. | Will the End Point Assessor be contributing to any additional activity on the End Point Assessment? If so, what additional fees for this additional activity are proposed? |  |
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| 3. | Have the Apprenticeship Unit and the institute agreed the proposed costings? |  |

## **Section E: Guidance Notes**

1. If you have concerns about any of the above points, please initially speak with the Apprenticeship Unit.
2. If you are satisfied that all of the above points have been taken into account and that no concerns have been identified, please complete the proposed End Point Assessor’s details in the template form.
3. The form will need to be considered by the Apprenticeship Unit prior to submission to the Quality Assurance section of Academic Office (email: [AOExternals@uwtsd.ac.uk](mailto:AOExternals@uwtsd.ac.uk))
4. Once approved, the Apprenticeship Unit will formally confirm the appointment to the End Point Assessor and complete the GA4.

## **Section F: Approval**

*If you have any queries about the eligibility of an Assessor for appointment, please contact your Institute Quality Team before submitting this nomination.*

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| --- | --- |
| **I confirm that this appointment meets the criteria for the appointment of Independent End Point Assessors detailed on page 1 and that the Assessor‘s CV is attached.** | |
| Institute Assistant Dean (Quality) (print name) |  |
| Signature |  |
| Date |  |

|  |  |
| --- | --- |
| **I confirm that I have checked this nomination and recommend it for approval.** | |
| Head of Apprenticeships (print name) |  |
| Signature |  |
| Date |  |

The completed form and CV should be sent to the Quality Assurance section of Academic Office (email: [AOexternals@uwtsd.ac.uk](mailto:quality@uwtsd.ac.uk)) for consideration.

**Final approval of Independent End Point Assessor**

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| --- | --- |
| Head of Academic Office (print name) |  |
| Signature |  |
| Date |  |

**Final approval of Independent End Point Assessor**

|  |  |
| --- | --- |
| Chair of Apprenticeships Board (print name) |  |
| Signature |  |
| Date |  |

**Please see the External Expertise Protocol for further information.**

**THIS FORM IS ALSO AVAILABLE IN WELSH**