

End Point Assessments Frequently Asked Questions - Apprentice

This document answers some of the frequently asked questions regarding End Point Assessments (EPAs) for Apprenticeships for which ICE is the End Point Assessment Organisation (EPAO).

Overview

ICE is an approved End Point Assessment Organisation (EPAO) and has developed individual guidance documents, including application forms, for each of the following Apprenticeship standards:

- [Railway Engineering Design Technician](#)
- [Civil Engineering Technician](#)
- [Construction Site Engineering Technician](#)
- [Civil Engineer degree](#)
- [Civil Engineer Site Management degree](#)

Gateway

How will I know that I have reached the gateway?

You have reached the gateway once you have completed the requirements outlined in the individual guidance documents listed above. Requirements include the following, but may vary from standard to standard:

- 1) Minimum English and mathematics requirements;
- 2) Evidence of mandatory qualifications detailed in the occupational standard;
- 3) Any requirements/outputs that underpin an assessment method;
- 4) Confirmation that your employer is confident in your occupational competency and is content you are ready to undertake your EPA.

Application

When do I need to submit my application?

Application deadlines and EPA dates and locations can be found on [ICE's website](#).

What do I have to submit?

ICE's guidance documents outline what you will need to submit. Click on the appropriate link below to find out what the requirements are for your Apprenticeship:

- [Railway Engineering Design Technician](#)
- [Civil Engineering Technician](#)
- [Construction Site Engineering Technician](#)
- [Civil Engineer degree](#)
- [Civil Engineer Site Management degree](#)

Please ensure that **all** required material is submitted when applying as omissions may cause a delay to your EPA.

I am a degree apprentice; do I need to complete Initial Professional Development (IPD)?

Yes, if you are targeting professional registration with ICE at the end of your Apprenticeship. To qualify for professional registration at EPA you will need to complete IPD ([Company Approved or Mentor Supported Training Scheme, or a Career Appraisal](#)). Contact ICE's [Membership Support Team](#) for more information and support with IPD.

ICE has mapped the Knowledge, Skills and Behaviours (KSBs) of the degree Apprenticeships to ICE's attributes to allow employers to record evidence of IPD on ICE's IPD online system. The mapping documents can be found on ICE's [Apprenticeship Hub](#).

If you are **not** seeking professional registration at EPA, ICE strongly advise the use of IPD, otherwise evidence of a formal employer training scheme will be required for EPA.

Technical Project Brief (TPB)

[Civil Engineering Technician](#) and [Construction Site Engineering Technician](#)

What is the Technical Project Brief (TPB)?

The Technical Project Brief provides a means to assess your ability to integrate the range of Knowledge, Skills and Behaviours that you have acquired and demonstrated consistently throughout your Apprenticeship. ICE has published guidance on the TPBs and this can be found on our [Apprenticeship Hub](#).

Will it be written to reflect my discipline?

ICE has developed a bank of TPBs intended to cover each of the commonly recognised disciplines that are relevant to your work areas. Select the appropriate discipline on the application form. Please contact epa@ice.org.uk if your discipline is not listed.

When will I get my TPB?

You will receive your TPB no later than six working weeks before the date of your EPA.

How long do I have to prepare my TPB presentation?

It is expected that preparation for your TPB presentation will take approximately six weeks. It should take you between 25 and 30 hours to prepare for your presentation.

Written Report

[Civil Engineering Technician](#), [Construction Site Engineering Technician](#), [Civil Engineering \(non-integrated\) degree](#) and [Civil Engineering Site Management\(non-integrated\) degree](#)

What is the written report?

This report is a reflective account giving details of the work you have undertaken during your Apprenticeship. Full details are given in the respective EPA guidance documents.

When is my written report due?

Your report will be due no later than 15 working days prior to the date of your EPA.

How will I know if my written report is acceptable?

If your assessors are not satisfied with the evidence given in your report, you will be contacted by ICE to address their concerns. If your EPA is to be deferred, ICE will arrange a new date.

Can people help me prepare the written report?

While you may ask for assistance from mentors and colleagues, your final submission **must** be your **own** work.

Presentation

What do I need to do for my presentation and how long should it last?

[Railway Engineering Design Technician](#)

You have the option to make a 5-minute presentation on your reports at the start of your interview.

[Civil Engineering Technician](#) and [Construction Site Engineering Technician](#)

You will give a 10-minute presentation to your two assessors, showcasing your response to the TPB. Your presentation should be supported by hard copy material, such as slides, drawings and/or spreadsheets. Your presentation will be followed by 10 to 15 minutes of questions and discussion. [Civil Engineering \(non-integrated\) degree](#) and [Civil Engineering Site Management \(non-integrated\) degree](#).

You will give a 12 to 15-minute presentation to your two assessors, highlighting your achievements and expanding on aspects of the work you have done in more detail than you were able to in your report.

Can I use recordings in my presentation?

No.

Can I use a laptop? Can I use PowerPoint?

If your presentation includes slides, you may use your laptop during your presentation. You **must** ensure your battery is charged sufficiently for the duration of the presentation as mains power may not be available.

Please ensure you bring printed copies of your slides to give to your assessors.

Can I use visual aids in my presentation?

Yes, you may use visual aids to help you as described for the Civil Engineering Technician and Construction Site Technician standards above. These should **not** be larger than A3.

Interview

When and where will interviews take place?

The application and EPA dates and locations can be found [here](#).

How is the interview structured? How long is the interview?

Your interview will last between 30 and 50 minutes, depending on the Apprenticeship standard. During your interview, your assessors will seek to confirm whether you have achieved the required level of competence as set out in the relevant Apprenticeship standard. The [guidance document](#) for each Apprenticeship standard outlines the interview process.

What if I become ill or unable to attend my EPA?

If you are unable to attend on the date of your EPA, you will need to contact ICE as soon as possible at epa@ice.org.uk or by calling the Membership Support Team on 0121 227 5942 and we will do our best to reschedule your EPA. This will be done at no additional cost.

What help can the ICE provide with preparing for my EPA?

Webinars are available on the [Apprenticeship Hub](#) and our Membership Recruitment Team run workshops that will assist you when preparing for your End Point Assessment and professional registration. Contact ICE's [Membership Support Team](#) for more information.

Written Examination

A written examination is an assessment method for those completing degree Apprenticeships. The written examination will include three questions and will last for two hours. Details are given in the respective guidance documents.

Results

Will I get the answer straight away?

No, ICE will send you your result between 6 to 8-weeks after your EPA.

When will I get my certificate?

If successful, ICE will request your certificate from the Institute of Apprenticeships and Technical Education (IfATE) and will inform you when you are likely to receive this.

What happens if I fail my EPA?

If you fail your EPA, you will need to take a resit/retake within twelve months of your original EPA date to complete your Apprenticeship.

Civil Engineering Technician and Construction Site Engineering Technician

If you pass the presentation element you will only have to resit the structured interview. The retake must include a structured interview even if it was passed first time round.

Civil Engineering (non-integrated) degree and Civil Engineering Site Management (non-integrated) degree

If you are unsuccessful at your EPA, you will be required to retake both the structured interview and the written examination.

What is the difference between a resit and a retake?

A resit is where an apprentice has been deemed as ready for the EPA, but has failed on the day, or was unable to sit on the scheduled date.

A retake is where the apprentice has failed the EPA where the assessment has highlighted gaps in knowledge which require further work prior to retaking the EPA.

The decision on a resit or retake is made by your employer.

Can I progress to another Apprenticeship if I am unsuccessful?

Before you progress to another Apprenticeship, you will need to have successfully completed your EPA.

Other

How much experience do I need?

You need to be confident in your ability to evidence all Knowledge, Skills and Behaviours as outlined in the Apprenticeship standard. ICE run various training events that will help you understand the level of experience required to be successful at your EPA. Contact ICE's [Membership Support Team](#) for more information.

Can I apply for EPA before the suggested completion time for the Apprenticeship?

Yes, but you must have satisfied the minimum duration requirements for the Apprenticeship, met all aspects of the gateway and your employer is confident that you are ready to sit your EPA, only then are you able to apply earlier.

An ICE approved Apprenticeship should last for at least 2-years. The standard specification or assessment plan may require this to be longer to support the delivery of the full Apprenticeship content.

What happens if I need to take an extended absence, e.g. illness, maternity or paternity leave?

If you need to take a period of leave from work, for reasons such as medical treatment, maternity or paternity leave, this is called a 'break in learning you are to receive.' You should contact your employer and training provider so that a revision in the Apprenticeship completion date can be made in the Apprenticeship agreement to account for the duration of the break. The duration of the Apprenticeship and the amount of off-the-job training needed to meet the 20% requirement will remain the same as though there had been no break in learning.

How do I apply for Engineering Technician (EngTech) or Incorporated Engineer (IEng) membership?

You can apply for the appropriate level of ICE membership at the same time as your EPA. If you are successful at your EPA, you will achieve professional qualification at the same time. Details and application form are provided in the in the respective EPA guidance document.

I didn't apply for EngTech/IEng registration and membership prior to sitting my EPA. What do I need to do if I have now changed my mind and want to become a member of ICE?

If you did not apply for Engineering Technician (EngTech) or Incorporated Engineer (IEng) at the same time as your EPA and have since changed your mind and wish to do so, please contact epa@ice.org.uk.

Who pays for the EPA?

The first EPA fee will be paid through the Apprenticeship Levy via your Training Provider. ICE will contact your Training Provider directly for this payment.

Any resit or retake will cost the same as the first EPA.

I want to start a higher-level Apprenticeship, but don't have my latest qualification certificate for my EPA application. What should I do?

ICE will accept confirmation of academic achievement on a signed and headed letter from your main training provider as evidence of academic achievement.

Why me? No one in the past has had to do EPA.

The EPA is part of the assessment process for the English [Trailblazer Apprenticeships](#), and is only mandatory in England.

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