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| Fair Access Guidance for End Point Assessment (EPA) |
| **2024-2025** |

**Fair Access Guidance for End Point Assessment (EPA)**

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# Summary

This guidance sets out how Edge Hill University, as a registered End Point Assessment Organisation (EPAO) and anyone acting in our name deliver an end point assessment service that treats every apprentice equally.

# Glossary of Terms

| EPA | End Point Assessment |
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| EPAO | End Point Assessment Organisation |

# Purpose

The intention of this guidance is to deliver an endpoint assessment which is accessible, fair and without any barriers to entry for every apprentice.

All apprentices and potential apprentices should be able to enter and successfully participate in an apprenticeship programme and end-point assessment in pursuit of their learning objectives subject to normal admissions criteria.

# Guidance

## Scope

This guidance covers all staff and contractors involved in or contributing to the support or delivery of apprenticeship end-point assessment

All staff must act to implement this guidance and associated policies themselves and intervene where they have evidence that others are contravening.

Apprenticeship training providers and employers involved in hosting end-point assessment venues must ensure that that they understand the contents of this guidance and adhere to the principles set out below.

## Accountability

This guidance and acting on the outcomes of fair access monitoring and review or complaints is the responsibility of EPAO Lead.

We will include relevant duties and objectives for implementing this fair access guidance into the objectives of all staff involved in the delivery of end-point assessments.

We will provide relevant training and guidance for staff and contractors for induction and update training to incorporate fair access to all components of the assessment.

If you do not understand how to apply this guidance and related policies to your work or activity, or you have evidence that others are acting in contravention of his policy you must immediately contact the EPAO Lead.

Contact: [EPAO@edgehill.ac.uk](mailto:EPAO@edgehill.ac.uk)

We will, though our data monitoring of equality and diversity throughout the University review our entry, achievement, grading, complaints and satisfaction feedback outcomes to check that all apprentices are achieving equally.  

Monitoring our Fair Access Policy is the responsibility of EPAO Lead and Faculty Quality committee and will be reviewed annually. Action Plans will be created and implemented and monitored to confirm that all aspects of our end point assessment are delivering equally. 

# Key to Relevant Documents

This guidance must be considered in accordance with the following documents;

* [Edge Hill University's Equality, Diversity and Inclusion (EDI) Strategy](https://www.edgehill.ac.uk/document/equality-diversity-and-inclusion-edi-strategy/)
* [Edge Hill University’s Whistleblowing Policy](https://www.edgehill.ac.uk/document/whistleblowing-policy/)
* [Edge Hill University’s Assessment Policy](https://www.edgehill.ac.uk/document/assessment-policy/)

# Endmatter

| Title | Fair Access Guidance for End Point Assessment (EPA) |
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| Policy Owner | Denise Dutton EPAO Lead |
| Policy Manager | Kathryn Drury, Associate Dean |
| Approved by | FASQEC |
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