

End Point Assessments Frequently Asked Questions - Employer

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

ICE Support

ICE has published support materials to help you and your apprentice through their Apprenticeship, some of which are listed in this document with others available from our [Apprenticeship Hub](#). ICE also offer mentor and apprentice training sessions aimed at guiding you through the Apprenticeship process and preparation for the End Point Assessment.

Contact ICE's [Membership Support Team](#) for more information.

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

When has the apprentice completed the gateway?

The apprentice has reached the gateway once they 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 you, the employer, are confident that the apprentice has demonstrated consistent occupational competency, and you and the apprentice agree that they are ready to undertake the EPA.

How will I know if my apprentice is ready to sit their EPA?

You, the employer, must be satisfied that the apprentice has completed all aspects of the gateway and is ready to undertake their EPA.

What do I (employer) have to do?

For the apprentice to sit their EPA, you must be confident in their demonstration of the Knowledge, Skills and Behaviours (KSBs) set out in the occupational standard, and therefore approve their occupational competency. The apprentice must be working at or above the level set out in the occupational standard and have met other specified criteria in readiness to sit their EPA.

Application

When does the apprentice need to submit their application?

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

What do they have to submit?

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

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

Please ensure that the apprentice submits **all** required material when applying as omissions may cause a delay to their EPA.

Is the mentor allowed to sponsor the application for professional registration?

If the apprentice wishes to become a qualified member of ICE and registered with the Engineering Council, they will need sponsors to support their application. If the mentor meets the [Technician](#) or [Incorporated member](#) sponsor requirements, then they are allowed to sponsor the apprentice's application.

Contracts and Fees

Who should I contact regarding EPA contracts?

Delivery of EPAs by ICE is contracted through the Training Provider. If you would like information or have any questions regarding EPA contracts, you should contact apprenticeships@ice.org.uk.

Who pays for the EPA?

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

What is the cost of the EPA?

EPA fees are listed on this [webpage](#).

Is there an additional cost for any apprentice needing special provisions?

The cost of the EPA will not change if special provisions are required. ICE request you inform us in advance to make the necessary arrangements. The apprentice should also inform ICE when submitting their application.

Does the fee and process include the requirements for EngTech/IEng registration?

As the KSBs are aligned to Engineering Council standards, the EPA process is very similar to a professional review for both EngTech and IEng candidates. Therefore, currently, there is no additional fee to cover assessment for professional registration.

Apprentices targeting professional registration will need to provide additional information as part of their EPA application, e.g. (CPD records and sponsors). Applicants who pass will need to pay the annual ICE [membership subscription](#) and Engineering Council registration fees.

How much will it cost for the apprentice to resit/retake their EPA?

The resit/retake cost is the same as the original EPA cost.

Who pays for the resit/retake?

Any resit/retake will ultimately be payable by you, the employer and is not covered by the Apprenticeship Levy. ICE will invoice the Training Provider, who will then request the resit/retake fee from you, the employer.

Technical Project Brief

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

What is the Technical Project Brief (TPB)?

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

ICE has developed a bank of TPBs intended to cover each of the commonly recognised disciplines that are relevant to the apprentice's work areas. The appropriate discipline should be selected on the application form. Please contact epa@ice.org.uk if a specific discipline is not listed.

Can I help the apprentice with the TPB? As the mentor how much support should I be giving?

You should support your apprentice in preparing for their Technical Project Brief and presentation. ICE has published [guidance](#) on this. Please contact apprenticeships@ice.org.uk for further information.

How long should the apprentice be spending preparing their answers to the TPB?

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

Written Report

What is the written report?

This report is a reflective account giving details of the work the apprentice has undertaken during their Apprenticeship. Full details are given in the respective EPA guidance documents.

When is the written report due?

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

How will I know if the apprentice's written report is acceptable?

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

Can we correct errors in the written report?

Yes. The report **must** be written by the apprentice in their own words, but they should seek guidance from their mentor and ICE, if appropriate. An ICE [webinar](#) is available to assist apprentices in their preparation.

Ultimately, the submission **must** be the apprentice's **own** work.

Presentation

How can we prepare our apprentices?

You can help prepare your apprentices by conducting mock interviews and assisting with their presentation preparation.

[Railway Engineering Design Technician](#)

The apprentice has the option to make a 5-minute presentation on their reports at the start of their interview.

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

The apprentice will be required to give a 10-minute presentation to two assessors, showcasing their response to the TPB. Their presentation should be supported by hard copy material, such as slides, drawings and/or spreadsheets. The 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](#)

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

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?

The apprentices' interview will last between 30 and 50 minutes depending on the Apprenticeship standard. During their interview, their assessors will seek to confirm whether they 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.

How can I help our apprentices prepare for their interview?

Employers are encouraged to help prepare their apprentices by conducting mock interviews and assisting with their presentation preparation.

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

Webinars are available on the Apprenticeship Hub and our Membership Recruitment Team run workshops that will assist you and your apprentice when preparing for their 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 the apprentice get the result straight away?

No, ICE will notify the apprentice and the Training Provider of the result via email, six to eight weeks after the EPA.

When will the apprentice get their certificate?

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

Resit or retake

What happens if the apprentice fails?

If the apprentice fails, they will need to resit/retake their EPA within twelve months of their original EPA date to complete their Apprenticeship.

Civil Engineering Technician and Construction Site Engineering Technician

If the apprentice passes the presentation element, they 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 the apprentice is unsuccessful at their EPA, they 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 to be made by the employer.

What if they need to resit?

If the apprentice needs to resit the EPA, the apprentice and employer should contact ICE to discuss dates for a resit. The apprentice should also discuss the reasons for failing with their mentor or local Membership Development Officer.

Is there a limit on number of resits allowed?

There is no formal limit on the number of resits, but this will become costly as the fee will need to be paid each time by you, the employer. Ultimately the number of resits is decided by the employer.

Can my apprentice progress to another Apprenticeship if they are unsuccessful?

Before an apprentice progresses to a higher-level Apprenticeship, they will need to have successfully completed their EPA.



Other

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

Yes, but the apprentice must have satisfied the minimum duration requirements for the Apprenticeship, met all aspects of the gateway and you, the employer, are confident that they are ready to sit their EPA, only then are they 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.

How do the Apprenticeship competencies link to the EngTech standards or the IEng attributes?

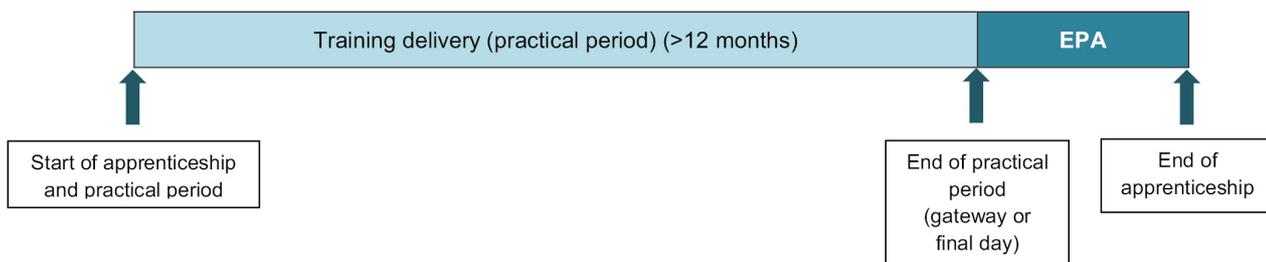
ICE has mapped the Knowledge, Skills and Behaviours against the EngTech and IEng Attributes. These mapping documents are available on ICE's [Apprenticeship Hub](#) listed under 'Links and Guidance.' Alternatively, please contact apprenticeships@ice.org.uk.

What do we need to provide for the 20% off-the-job training when my apprentice is not studying?

For guidance on Off-the-job training, please refer to the [ESFA website](#).

When does off-the-job training finish?

The recording of off-the-job training is for the practical period of the apprenticeship: the training delivery period where new Knowledge, Skill and Behaviours are delivered. Once this period is complete then recording of off-the-job training finishes and gateway requirements should be reviewed.



When is the Apprenticeship considered to be complete - at application for EPA or once the EPA has been passed?

The Apprenticeship is complete once the apprentice has passed the EPA.

What happens if the apprentice needs to take an extended absence, e.g. illness, maternity or paternity leave?

If the apprentice needs to take a period of leave from work, for reasons such as medical treatment, maternity or paternity leave, this called a 'break in learning.' You should record a revision of the apprenticeship completion date in the apprenticeship agreement to account for the duration of the break. You will need to notify the Training Provider of this revision. 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.

Full guidance on recording a break in learning can be found [here](#).

How does my apprentice apply for Engineering Technician (EngTech) or Incorporated Engineer (IEng) membership?

Your apprentice can apply for professional registration and the appropriate level of ICE membership at the same time as they apply for their EPA. If they are successful at EPA, they will achieve professional qualification at the same time. Details and application form are provided in the in the respective EPA guidance documents.

My apprentice didn't apply for EngTech/IEng membership prior to sitting their EPA. What do they need to do if they have now changed their mind and want to, or we require them to be registered?

If your apprentice did not apply for Engineering Technician (EngTech) or Incorporated Engineer (IEng) at the same time as their EPA and have since changed their mind, or it is a company requirement, please contact epa@ice.org.uk.

Do my degree apprentices need to do Initial Professional Development (IPD)? How do they do this?

Yes, if the apprentice is targeting professional registration with ICE at the end of their apprenticeship. To qualify for professional registration at EPA they 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 the apprentice is **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.

Can I claim back the cost of paying for my apprentice's Training Agreement, Mentor Supported Training or Career Appraisal from the Apprenticeship Levy?

No, this is not covered by the Apprenticeship Levy.

What is the role of the mentor?

The role of the mentor is to support and provide guidance to the apprentice. The [Mentor Supported Training guidance](#) outlines the role of a mentor, and those interested can contact the [Membership Support Team](#).

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