**End-point Assessment Glossary of Terms**

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| **Term** | **Explanation** |
| Apprentice | The individual who is undertaking the apprenticeship |
| Apprenticeship | A programme that incorporates learning alongside on the job training. |
| Apprenticeship Standard | The apprenticeship standard is to be determined by the Trailblazer group.  The standard will include various knowledge, skills and behaviours for the apprentice to achieve in order to complete the apprenticeship. |
| Assessment Plan | The plan that apprentices must complete and pass. Apprentices are to evidence that they have the right knowledge, skills and behaviours for the role via different assessments, in order to confirm they have passed the apprenticeship.  The assessment plan for each standard is determined by the Trailblazer Group. |
| Assessment | A set of tests to ensure knowledge, skills and behaviours have been acquired. |
| Centre/Provider | Centres/Providers work with Employers to deliver the training elements of the apprenticeship standard to the apprentice. |
| Education and Skills Funding Agency (ESFA) | The ESFA is a government run agency that fund adult skills, training and apprenticeships in England. |
| Employer | The Employer is who hires the apprentice and leads on the apprenticeship programme. |
| End-point Assessment (EPA) | EPA is the given name to a series of assessments that an apprentice must undertake at the end of their apprenticeship, proving their ability to do the job that they have been training for. |
| End-point Assessment Organisation (EPAO) | The EPAO is an Awarding Body that is approved by the ESFA to deliver EPA services.  IEPA’s will be appointed to apprentices through the EPAO.  The apprentice can only achieve their apprenticeship through an approved EPAO, on the Register of End-point assessment Organisations. |
| External Quality Assurer (EQA) | The EQA is contracted by the IfATE.  The role of the EQA is to ensure that the EPAO are maintaining high standards in line with the standard. |
| Funding Bands | The bands that dictate the amount of government funding available to support delivery of the standard. |
| Gateway | The process at which the employer and provider determines that the apprentice has completed all that is required in order for the End-point assessment to take place. |
| Institute for Apprenticeships and Technical Education (IfATE) | The IfATE is the institute that is responsible for Apprenticeship development and delivery. |
| Internal Quality Assurer (IQA) | The EPAO will undertake internal quality assurance of their EPA delivery to ensure a robust and fit for purpose service. |
| Off the job training | Training that is conducted off the job, outside of the apprenticeship working hours, and classed as studying. A minimum of 20% of the apprenticeship is to be completed as off the job training. |
| On the job training | Training that is conducted on the job as part of the apprenticeship, within the working hours. |
| Practical Observation | A type of assessment.  The IEPA observes the apprentice completing a set task and assesses against specific criteria. |
| Professional Discussion | A type of assessment.  One-on-one structured discussion between the apprentice and the assessor in order to demonstrate knowledge, skills and behaviour. |
| Register of approved Apprenticeship Training Providers | The register that all approved training providers are listed on that can deliver apprenticeship training. This list is compiled by the ESFA. |
| Register of End-point assessment Organisations | The register that all approved EPAOs are listed on that can deliver assessments in line with the agreed standard. This list is compiled by the ESFA. |
| Trailblazers | A group of employers who work together to develop standards. |
| Trainer | The person who will be providing the apprentice with on the job training as part of their apprenticeship. |
| Training Provider | An organisation that provides training services for the apprentice. They are included in the Register of Apprenticeships Training Providers. |