

EPA and Apprenticeship Assessment

Glossary of Terms

Scope key: All = all apprenticeship models | EPA = End-Point Assessment |
AA = Apprenticeship Assessment | FA = Foundation Apprenticeship

Term	Applies to	Explanation
Access-to-work knowledge and skills	FA	Knowledge and skills that are fundamental to entering or working safely in the occupations covered by a Foundation Apprenticeship. Where specified in the assessment plan, these may need to be assessed early and may be required to be set and marked by the assessment organisation.
Additional assessment method	AA	An assessment method selected by the assessment organisation, from any options permitted by the Apprenticeship Assessment Plan, to assess content not covered sufficiently by the mandatory assessment method.
Apprentice	All	An individual employed under an apprenticeship agreement who is completing an apprenticeship programme.
Apprenticeship	All	A paid job with structured training in which an apprentice develops the knowledge, skills and behaviours needed for an occupation.
Apprenticeship agreement	All	The statutory agreement between the employer and apprentice that confirms the apprenticeship and its key details.
Apprenticeship Assessment (AA)	AA	The reformed assessment model that replaces End-Point Assessment for revised standards. Assessment may take place during the apprenticeship or towards the end and contributes to the final apprenticeship grade.
Apprenticeship Assessment Plan (AAP)	AA	The plan published by Skills England for a reformed apprenticeship. It sets the assessment outcomes, mandatory knowledge and skills, assessment requirements, permitted methods and performance descriptors that the assessment organisation must follow.
Apprenticeship Provider and Assessment Register (APAR)	All	The government register used for apprenticeship providers and assessment organisations. It replaced the former Register of Apprenticeship Training Providers and the separate Register of End-Point Assessment Organisations terminology.
Apprenticeship service	All	The government digital service used by employers, providers and assessment organisations to manage apprenticeship information, funding, assessment records and certification activity.

Assessment	All	A planned activity used to evaluate whether an apprentice has demonstrated the required knowledge, skills or behaviours and, where applicable, to contribute to the final grade.
Assessment criteria	All	Detailed statements developed by an assessment organisation that describe what an apprentice must demonstrate to achieve a specified grade in an assessment.
Assessment materials	All	The documents and resources used to set, deliver and mark an assessment, such as question papers, tasks, briefs, mark schemes, marking criteria and assessor guidance.
Assessment method	All	The way evidence is generated and assessed. Examples include a knowledge test, observation, practical assessment, professional discussion, interview, project, presentation or portfolio.
Assessment organisation (AO)	AA / FA	An organisation selected to carry out Apprenticeship Assessment. It designs and sets the assessment and remains responsible for validity, reliability, standards and quality assurance, including where a provider or centre delivers or marks part of the assessment. This replaces the term EPAO for revised standards.
Assessment organisation-delivered and marked assessment	AA / FA	An assessment that is delivered and marked directly by the assessment organisation rather than by an approved centre or training provider.
Assessment outcome	AA / FA	A broad, measurable statement that groups related knowledge and skills and describes what an occupationally competent apprentice must know or demonstrate. Every assessment outcome must be covered in each assessment version.
Assessment requirements	AA / FA	Requirements in the assessment plan covering matters such as mandatory and optional assessment methods, setting, delivery, marking, timing, controls and any occupation-specific conditions.
Assessment specification	AA / FA	The public document produced by the assessment organisation that explains the detailed design, content, grading and delivery requirements for a particular Apprenticeship Assessment.
Assessment strategy	AA / FA	The assessment organisation's regulatory strategy explaining how it will design, set, deliver, mark, quality assure and maintain the assessment so that it remains valid, reliable, comparable, manageable and free from bias.
Assessment version	AA / FA	A particular live form or combination of assessment materials made available to apprentices. Mandatory content must be covered in every version; other content may be sampled across versions where permitted.

Assessor	All	A person who evaluates assessment evidence and makes or contributes to assessment judgements. This includes independent assessors and approved centre assessors.
Assessor standardisation	All	Training and activities used to ensure assessors interpret and apply assessment requirements and marking criteria consistently.
Authenticity	All	Confirmation that the evidence submitted or produced for assessment is the apprentice's own work.
Awarding organisation	AA / FA	An organisation recognised by Ofqual to offer regulated qualifications. Ofqual uses this term in its regulatory conditions, while DWP and Skills England generally use assessment organisation in the apprenticeship context.
Behaviour verification	AA	The employer's confirmation that the apprentice has sufficiently demonstrated the behaviours in the occupational standard. Under revised assessment plans, behaviours are verified by the employer rather than formally assessed by the provider or assessment organisation.
BIIAB/SEG Awards approved centre	AA / FA	A training provider or other organisation approved by BIIAB/SEG Awards to deliver and, where permitted, mark specified apprenticeship assessments under defined quality assurance arrangements.
Centre	AA / FA	An organisation approved by an assessment organisation to carry out specified assessment activities. A training provider is not automatically an approved centre.
Centre Assessment Standards Scrutiny (CASS)	AA / FA	The arrangements an awarding organisation uses to scrutinise centre-marked assessments and ensure centre judgements are accurate and standards are maintained.
Centre assessor	AA / FA	A person working for, or contracted by, an approved centre who is authorised to assess or mark specified apprenticeship assessments.
Centre internal quality assurer (Centre IQA)	AA / FA	A person at an approved centre who checks the quality and consistency of centre assessment and marking and supports assessor standardisation.
Centre-adapted assessment	AA / FA	An assessment or task set by the assessment organisation that a centre is permitted to adapt within clearly defined limits and controls.
Centre-marked assessment	AA / FA	An assessment set by the assessment organisation but marked by an approved centre where the assessment design and plan permit this. The assessment organisation retains overall responsibility for the accuracy and quality of marking.
Comparability	All	The extent to which assessment outcomes and grades have a consistent meaning across different apprentices, assessors, centres, assessment versions and assessment organisations.

Conflict of interest	All	A situation in which a person's interests or relationships could, or could appear to, affect impartial assessment, marking or quality assurance.
Content sampling	AA / FA	A planned and structured approach to assessing a broad range of content efficiently over time. In revised assessment, non-mandatory knowledge and skills may be sampled where the assessment plan and assessment strategy permit it.
Department for Work and Pensions (DWP)	All	The government department responsible for apprenticeship policy and oversight of apprenticeship assessment reform in England following the 2025 machinery of government changes.
Distinction	EPA / AA	A grade above pass which recognises performance that exceeds the minimum standard of occupational competence. The assessment plan and the assessment organisation's grading approach define how it is achieved.
Employability skills and behaviours (EBs)	FA	Transferable skills and behaviours that support work-readiness across Foundation Apprenticeships. They are normally confirmed by the employer as having been suitably demonstrated rather than being formally assessed.
Employer	All	The organisation that employs the apprentice, provides workplace opportunities and support, contributes to programme planning and confirms readiness or behaviours where required.
Employer-provider	All	A levy-paying employer that is approved on APAR to deliver apprenticeship training to its own employees.
End-Point Assessment (EPA)	EPA	The assessment model used for apprenticeship standards operating under an EPA plan. It takes place after gateway, at the end of training, and is delivered independently of the training provider.
End-Point Assessment Organisation (EPAO)	EPA	An organisation approved to deliver EPA for a standard operating under the legacy EPA model. For revised standards, the replacement term is assessment organisation.
External quality assurance (EQA)	All	Independent oversight of the quality and standards of apprenticeship assessment. Ofqual, the Office for Students and specified industry bodies may provide regulatory oversight or external quality assurance.
Foundation apprentice	FA	An apprentice undertaking a Foundation Apprenticeship.
Foundation Apprenticeship (FA)	FA	An employed, Level 2 job with training for young people, focused on technical knowledge and skills, employability skills and behaviours, workplace experience and associated English and maths.
Foundation Apprenticeship Assessment Plan (FAAP)	FA	The assessment plan published by Skills England for a Foundation Apprenticeship. It sets the assessment outcomes, assessment requirements and performance descriptor that the assessment organisation must follow.

Functional English and maths	All / FA	English and maths applied in occupational and workplace contexts. Foundation Apprenticeship standards identify knowledge and skills that provide opportunities to develop functional English and maths.
Funding band	All	The maximum amount of government funding available for eligible apprenticeship training and assessment for a standard.
Gateway	EPA	The point at which the employer and training provider confirm that an apprentice has completed the required training and is ready to begin EPA.
Gateway to completion	AA	The final confirmation process for revised apprenticeships. It includes confirmation that all assessment and other completion requirements have been met, including employer verification of behaviours, so certification can be requested.
Grade	All	The overall result awarded for an apprenticeship or individual assessment, such as fail, pass or distinction, as defined by the relevant assessment plan and assessment organisation.
Growth and Skills Levy	All	The expanded levy funding approach that supports apprenticeships, Foundation Apprenticeships, apprenticeship units and other eligible skills training.
Holistic or synoptic assessment	All	Assessment that requires an apprentice to draw together and apply knowledge and skills in an integrated way rather than demonstrating each element separately.
Included occupations	FA	The related occupations that contribute knowledge, skills and workplace experiences to the broad content of a Foundation Apprenticeship.
Independent End-Point Assessor (IEPA)	EPA	An assessor appointed by an EPAO to conduct and judge EPA independently of the apprentice's training delivery.
Internal quality assurance (IQA)	All	The processes used within an assessment organisation or approved centre to monitor assessment and marking, support consistency and identify improvement actions.
Knowledge and skills (K&S)	AA / FA	The occupational content formally assessed under revised Apprenticeship Assessment and Foundation Apprenticeship assessment plans.
Knowledge test	All / FA	An assessment using written, digital or oral questions to assess an apprentice's underpinning knowledge. Foundation Apprenticeship assessment plans require a knowledge test.
Knowledge, skills and behaviours (KSBs)	All	The components of occupational competence set out in an occupational standard. Under revised Apprenticeship Assessment, knowledge and skills are formally assessed and behaviours are verified by the employer.
Licence to practise	All	A legal, regulatory or industry requirement that an individual must hold to carry out particular work or enter an occupation.

Main provider	All	A training provider listed on the main provider route of APAR that has overall responsibility for the delivery and management of the apprenticeship programme.
Mandatory assessment method	AA	The assessment method specified in the AAP that must be used in every version of the Apprenticeship Assessment.
Mandatory knowledge and skills	AA	Knowledge and skill statements identified in the AAP that must be assessed in every assessment version. Other knowledge and skills remain subject to assessment but may be sampled across versions.
Mandatory qualification (MQ)	All / AA	A qualification required within an occupational standard because of legal, regulatory, professional or labour-market requirements. It may cover all, most or part of the apprenticeship assessment content.
Mark scheme	All	Instructions that allocate marks to acceptable responses or evidence and support consistent marking.
Marking criteria	All	Detailed requirements used by assessors to judge evidence, particularly in assessments that are directly graded rather than mark-based.
Non-mandatory knowledge and skills	AA	Knowledge and skills that are not required to be assessed in every assessment version. They must still be covered through the assessment organisation's planned approach over time.
Occupational competence	All	The ability to perform an occupation effectively by applying the required knowledge, skills and behaviours to the expected standard.
Occupational Group or Group of Persons	AA	A group of sector experts convened by Skills England to support the development or revision of an occupational standard and its Apprenticeship Assessment Plan. This is the current terminology used in place of Trailblazer groups for the assessment-plan development process.
Occupational standard	All	The Skills England document that describes an occupation, its duties and the knowledge, skills and behaviours required for occupational competence. The term apprenticeship standard may still be used more generally for the complete apprenticeship product.
Off-the-job training	All	Training received during paid working hours that develops the knowledge, skills and behaviours needed for the apprenticeship and is separate from the apprentice's normal productive duties.
Office for Students (OfS)	All	The regulator for higher education in England. It regulates apprenticeship assessment where this forms part of an integrated degree apprenticeship within its remit.
Ofqual	All	The independent regulator of qualifications and apprenticeship assessment in England. It regulates awarding organisations and sets the Apprenticeship Assessment Qualification Level Conditions.
On-the-job training	All	Learning and development gained through carrying out the apprentice's normal workplace duties.

Pass	All	The minimum successful grade. A pass confirms that the apprentice has demonstrated the required standard of occupational competence or, for a Foundation Apprenticeship, secure performance at the level of the standard.
Performance descriptor	AA / FA	A description in an assessment plan of the expected level of performance for a grade. Assessment organisations use performance descriptors to develop detailed grading approaches and assessment criteria.
Practical assessment	All / FA	An assessment in which an apprentice demonstrates practical application of knowledge and skills. It may include observation, a set task, simulation, a project, presentation, portfolio evidence or another suitable activity.
Practical observation	EPA / AA	An assessment in which an assessor observes the apprentice completing real or simulated work activities and judges the evidence against specified requirements.
Professional discussion	EPA / AA	A structured discussion between an apprentice and an assessor that explores occupational knowledge, skills, experience, decision-making and reflection.
Progress review	All	A structured review involving the apprentice, employer and training provider to consider progress, development, support needs and next steps.
Provider-delivered and marked assessment	AA	An assessment element delivered and marked by the training provider where the AAP and assessment organisation's specification permit this. BIIAB/SEG Awards requires the provider to be approved as a centre before carrying out this activity.
Reasonable adjustment	All	An adjustment to assessment arrangements that removes or reduces a disadvantage experienced by a disabled apprentice without changing the competence being assessed or providing an unfair advantage.
Reliability	All	The extent to which an assessment produces consistent results and judgements when applied by different assessors, centres or assessment versions.
Resit	All	A further attempt at an assessment, usually without additional training, after an unsuccessful result. For AA, it is also possible to resit to improve a grade.
Retake	All	A further attempt at an assessment after additional training or learning has been completed. For AA, it is also possible to retake to improve a grade.
Skills England	All	The body responsible for developing, approving and maintaining occupational standards and apprenticeship assessment plans, working with employers and sector experts.
Special consideration	All	A post-assessment adjustment or action considered where an apprentice was temporarily affected by circumstances outside their control at the time of assessment.

Standardisation	All	Activities used to align the interpretation and application of assessment requirements, marking criteria and quality assurance expectations.
Supporting provider	All	A provider on APAR that delivers part of an apprenticeship programme under an arrangement with the main provider, within the limits permitted by the funding rules.
Technical knowledge and skills	FA	The occupation-related knowledge and practical skills developed and assessed within a Foundation Apprenticeship.
Training plan	All	The document agreed by the apprentice, employer and training provider that sets out the planned training, assessment preparation, support and responsibilities for the apprenticeship.
Training provider	All	An organisation responsible for delivering apprenticeship training and supporting the apprentice and employer. A provider may only deliver or mark formal Apprenticeship Assessment where the assessment plan and assessment organisation permit it.
Validity	All	The extent to which an assessment measures the knowledge, skills or competence it is intended to measure and supports appropriate conclusions about the apprentice.