

# End Point Assessments Frequently Asked Questions - Training Provider

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 apprentices 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](#)

## Contracts and Fees

### Who should I contact regarding an EPA contract and Data Sharing agreement?

If you would like information regarding our EPA contract and Data Sharing Agreement or have any questions, you should contact [apprenticeships@ice.org.uk](mailto:apprenticeships@ice.org.uk).

### Who pays for the EPA?

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

### What is the cost of the EPA?

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

### Does the price include the cost of catering 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.

### How much will it cost for the apprentice to resit?

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

### Who pays for the resit/retake?

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

## Gateway

### When has the apprentice completed the gateway?

The apprentice has reached the gateway once they have completed the requirements outlined in the 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.

### What do I (Training Provider) have to do to confirm the apprentice is ready to sit their EPA?

The employer makes the final decision as to whether the apprentice is ready to sit their EPA or not. The Training Provider should confirm to the employer that all aspects of the apprenticeship, from your perspective, are complete.

## 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.

## Technical Project Brief and Written Report

### Can I assist the Apprentice with their Technical Project Brief and report?

It is expected that the employer will help in preparing the apprentice for their Technical Project Brief presentation and their report submission. The final product must be the apprentice's own work. [ICE's Membership Support Team](#) is available to provide training workshops.

## Presentation and Interview

### How can we prepare our apprentices?

It is expected that the employer will help prepare the apprentice by conducting mock interviews and assisting with their presentation preparation. [ICE's Membership Support Team](#) is available to provide training workshops.

## 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 the 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.

## Results

### When will we be notified of the result?

ICE will notify you, the Training Provider, by email of the outcome six to eight weeks after the EPA.

## Other

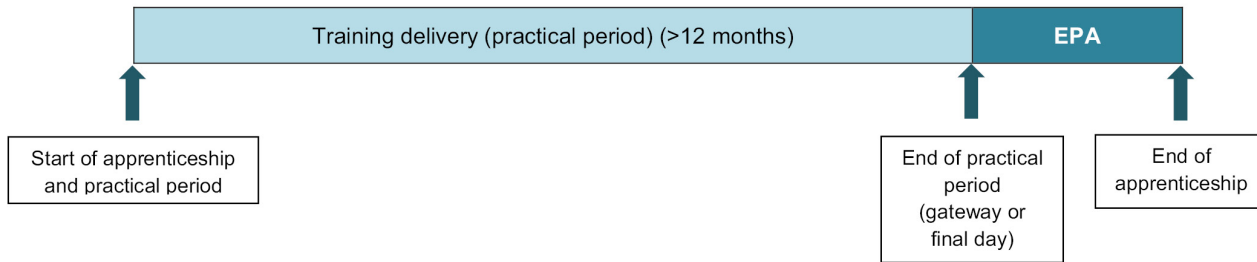
### Does the fee and process include the requirements for EngTech/Eng registration?

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.

### 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.



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

The Apprenticeship is complete once the apprentice has passed the EPA. However, once the EPA application has been sent, you are able to claim the final funding.

### Do training providers receive the final 20% of the funding when the apprentice sits the EPA or when they pass it?

The ESFA has confirmed that 20% payment is a completion payment and is therefore paid regardless of whether an apprentice passes or fails their 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.' The employer should record a revision of the Apprenticeship completion date in the Apprenticeship agreement to account for the duration of the break. They 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 a 'break in learning' can be found [here](#).

### The apprentice wants to start a higher-level Apprenticeship, but we haven't issued their qualification certificate for their EPA application. What should we do?

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

### Do 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](#)). This is an employer-based scheme, but academic administrators may access overall progress. 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.

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