**EQA REPORT - END-POINT ASSESSMENT ORGANISATION**

EQA Provider Logo

EPAO logo

**Name of standard – Level X - STXXXX**

**Reporting Period: 00 Month 20XX – 00 Month 20XX**

**No. of apprentices in end-point assessment during this period:** XX

**Overall Judgement:** Comment on whether the EPA plan is being adhered to. If not, which area(s) are non-compliant. Is there any area that the EPAO has gone over and above on?

**Strengths**

* List the main strengths of the EPAO.

**Recommendations**

If there are non-compliances, they should be listed here with a recommendation for action plans with an indication of timescales.

If there are no non-compliances, the recommendations should be considered as part of the relevant continuous improvement processes or implemented when the standard and assessment plan are to be reviewed.

Use bullet points

Make it clear who each recommendation is for.

**Background of the End-Point Assessment Organisation**

Outline a brief background of the EPAO, useful to refer to their website for this. If appropriate outline, any industry specific requirements e.g. the energy and utilities sector is sensitive from a safety and regulatory perspective.

**Full Report –** this will be largest section approx 1 page long

The gateway

Summary of findings

Assessment validity, reliability, comparability and independence

Summary of findings

Internal quality assurance and delivery of service

Summary of findings

Costs and data

Summary of findings

**EQA Approach**

Outline who completed the audit and whether a desk review or thorough review was completed. List on-site visits made if appropriate and the assessment activity observed during the visit. Summarise the areas of focus for the desk review.

*Notes for EQA Providers:*

* *EPAO reports should ideally be less than 2 sides if a desk review was completed and 2-3 sides if a thorough review was completed.*
* *Use 12pt Arial font, although 11pt can be used if it helps keep the document within the 2 or 3 page restriction.*
* *They may be some overlap of information in this report and the report across the standard especially if there is only one EPAO. Please try to keep repetitive information down to a minimum.*