



10 Top Tips – The Employer’s Guide

Ten top tips for a successful EPA with Awarding UK

1. Ensure you have fully read our handbook - it will explain what your apprentices’ EPA consists of, what to expect and how to prepare them and yourself.
2. Check your apprentice has a copy of the learner handbook, knows what to expect and how to prepare.
3. Familiarise yourself with the assessment plan for the apprenticeship standard. The link to it will be in your employer handbook .
4. Familiarise yourself with the knowledge, skills and behaviours (KSBs) your apprentice will be required to meet.
5. Provide every opportunity to support your apprentice to revise and practice for their EPA. Mock discussion questions and practice observations all help them to prepare and be ready for EPA.
6. Make use of, and point your apprentice in the direction of, our range of supporting guides and videos on our website at www.awardinguk.com
7. Help us to help you and your apprentice. At Gateway and during the planning meeting, provide us with as much information as you feel relevant. This will help us plan a successful EPA .
8. Check out our Gateway Considerations document which covers what to do in the event something unexpected happens.
9. Work with your training provider to have a clear understanding of the specific evidence required at Gateway.
10. Talk to us. We are always on hand to help answer any questions you have.

