



10 Top Tips – The Learner’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 EPA consists of, what to expect and how to prepare.
2. Check your employer has a copy of the employer handbook, knows what to expect and how to support you.
3. Familiarise yourself with the knowledge, skills and behaviours (KSBs) you will be required to meet. These can be found in the workbooks for each assessment method.
4. Use every opportunity to revise or practice an assessment with your training provider using our mock material.
5. Make use of the range of supporting guides and videos on our website at www.awardinguk.com
6. Practice the difference between the command verbs your end-point assessor might start a question with such as ‘explain’, ‘identify’, ‘describe’ or ‘evaluate’. They all require slightly different responses from you. So, practising them will help you to know how to deal with them! Your training provider can help you do this.
7. Check out our Gateway Considerations document which covers what to do in the event that something unexpected happens.
8. Support us by supporting your employer and training provider at Gateway. It is really helpful if you to tell us as much information about you and your role as you feel is relevant. This will help us plan a successful EPA.
9. Remember to bring everything with you on the day such as your portfolio (if applicable) and your ID!
10. We know EPA can be a bit daunting, but we really want your EPA to be a good experience to mark the end of your apprenticeship. So, in the run up to your EPA, get enough sleep, hydrate and eat well and take some time to relax. Remember, we are always on hand to help answer any questions you might have.

