



10 Top Tips – The Training Provider’s Guide

Ten top tips for a successful EPA with Awarding UK

1. Ensure the Learner and their Employer are fully aware of EPA, what it consists of and what to expect.
2. Ensure the Learner and their Employer are issued with their own Awarding UK handbook to help them prepare ahead of EPA.
3. Familiarise yourself, your Learner and their Employer with the assessment plan for the apprenticeship standard and ensure your Learner knows the knowledge, skills and behaviours required.
4. Build regular revision or practice sessions into your on-programme delivery.
5. Use our mock material to ensure your learners develop their confidence with the style and format of the assessment(s) and are ready for EPA.
6. Practice those command verbs! Include useful activities with your Learners so they are comfortable with various command verbs such as ‘explain’, ‘identify’, ‘describe’ and ‘evaluate’. Try using think-read-aloud techniques to help them model their answers.
7. We care about your Learner. And we know EPA could be daunting. So, remind them of the importance of enough sleep, hydration, eating well and relaxation, in the build up to their EPA.
8. Check out our Gateway checklists so you have a clear understanding of the specific evidence required at Gateway.
9. Check out our Gateway Considerations document which covers what to do in the event that something unexpected happens.
10. Engage with us early and throughout. Especially if a Gateway might be delayed. We are always on hand to help and support you and answer any questions you might have.

