**Resource Title: EPAO EQA Readiness Check Evidence List**

End Point Assessment Organisation External Quality Assessment Readiness Check Evidence List

RESOURCES

RESOURCES

BBX-resource-template-EQAreadinesscheckevidencelist

# Overview

This resource is part of the UVAC Black Box. For more information about the other tools, templates, webcasts, podcasts and toolkits in the Black Box please see the Further Information & Resources section at the end of this document.

## Purpose:

This document has been designed to help curriculum teams and End-Point Assessment Organisation (EPAO) structures and leads in universities to prepare for their EPA External Quality Assurance (EQA) visit, and in particular to develop the key documentation and evidence pack for their Standard well in advance. The list of documents, policies and reports are based on the combined lists from a group of universities during their EQA and whilst only a suggested list, have been effective in preparation for a variety of Standards.

The checklist also divides into three sections; section 1 on core policies and evidence which will be needed for every Standard - section 2a which contains evidence required for each Standard and section 2b listing evidence for the elements relating to the specific EPA elements.

## Audience:

This resource is intended for use by curriculum teams and End-Point Assessment Organisation (EPAO) structures and leads in universities to prepare for their EPA External Quality Assurance (EQA) visits.

## How to use this resource:

## Download and save this resource

## Adapt and populate the checklist

 **EPAO EQA Readiness Check Evidence List DOC REF 000**

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| **1. Applicable to all Apprenticeships**  | **Ref No.** | **Comments/ Key Sections**  |
| EPAO Readiness Check Evidence List.docx  | **000** |  |
| University EPAO Handbook  |  |  |
| Extenuating Circumstance Policy  |  |  |
| Reasonable Adjustment Policy  |  |  |
| Apprentice Satisfaction Survey  |  |  |
| Employer Satisfaction Survey  |  |  |
| External Examiner Handbook  |  |  |
| External Examiner Induction  |  |  |
| External Examiner Role Description  |  |  |
| Conflict of Interest Policy & Procedure  |  |  |
| Internal Quality Assurance for EPA Policy & Procedure  |  |  |
| Apprenticeship Destination Survey  |  |  |
| External Examiner Report Template  |  |  |
| Staff Development Policy  |  |  |
| EPA Staff Development & CPD Policy |  |  |
| EPA Development Meeting Minutes  |  |  |
| Module review process |  |  |

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| **2a. Standards Standard Specific**  | **Ref No.** | **Comments/ Key Sections**  |
| **Apprenticeship EPA Evidence - Standard Specifico - examples of key documentation** |
| Register of End Point Assessment Organisation Submission |  |  |
| Assessment Plan  |  |  |
| EPA Handbook  |  |  |
| Apprentice Information  |  |  |
| Employer EPA Information  |  |  |
| EE Recruitment Specification  |  |  |
| Gateway Declaration form  |  |  |
| EPA Element Module Specification [e.g. Project] |  |  |
| EPA delivery plan  |  |  |
| EPA gateway declaration form |  |  |
| IQA Report on EPA  |  |  |
| Marking Schema or Benchmarking scale  |  |  |
| External Awards Board Minutes |  |  |
| EPA project impact and feedback examples  |  |  |
| EPA Impact Assessment Report  |  |  |
| EPA QIP |  |  |

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| **2b. Standards Standard Specific**  | **Ref No.** | **Comments/ Key Sections**  |
| **Apprenticeship EPA Evidence –EPA Element Specific - examples of key documentation** |
| Project brief and selection instructions  |  |  |
| Presentation or professional discussion brief  |  |  |
| Project preference submission form  |  |  |
| Project / report outline and plan template  |  |  |
| Project final report template.docx  |  |  |
| Sample questions  |  |  |
| Presentation marking template.docx  |  |  |
| Assessment template  |  |  |
| Guidance for Open Book Examination  |  |  |
| Guidance for Presentation of Practice  |  |  |
| Guidance for Professional Discussions |  |  |
| Guidance for scenario or case studies  |  |  |