

GUIDANCE FOR EMPLOYER REPRESENTATIVES PRESENT DURING END POINT ASSESSMENT

The guidance sets out the role of employer representatives during assessments. Each standard sets out guidance within assessment plans and more detail regarding the specific requirements can be found in the standard's EPA Kit. This guidance aims to support employer representatives where there are no specific requirements within the assessment plan.

During an assessment you are permitted to:

- Clarify any terms of policy and procedure when requested by the assessor
- Contextualise any points that require clarification when requested by the assessor
- Provide information regarding the organisation should the assessor request this

During the assessment you are not permitted to:

- Take on the role of the assessor by leading the assessment
- Answer a question or raise a point on behalf of the apprentice
- provide any kind or prompt to the apprentice whether this is verbal or non-verbal. EG, writing notes or gesturing.

