

APPENDIX A

Specification of Services Required - End Point Assessment Services (EPAS)

INTRODUCTION

The National Institute of Teaching (NlOT) is looking to appoint an End Point Assessment Organisation (EPAO) by way of a formal tendering exercise to perform End Point Assessment Services (EPAS) for an initial two (2) year initial period with the option to extend such services at its discretion for a single year and not to exceed £214.000 in total value over the life-time of the contract.

An Agreement will be authorised by both parties following completion of a formal tender exercise and prior to commencement of the EPAS.

ROLES & RESPONSIBILITIES

The Apprentice shall:

- Have achieved QTS and the relevant English and mathematics qualifications prior to the EPAO and NlOT confirming that the gateway requirements have been met.
- Have completed one year of apprenticeship training prior to undertaking EPA services.
- Ensure that they are familiar with the statutory requirements of teachers in England and codes of professional conduct.
- Have developed a portfolio of evidence showing that the Teachers' Standards for QTS have been met.
- Demonstrate progress in and coverage of subject knowledge for teaching (across the full breadth of the curriculum) and have been assessed as meeting or exceeding the baseline requirements for QTS (against the Teachers' Standards).
- Provide a lesson plan for the end point assessor prior to the final observed lesson.
- Prepare for a professional discussion with a representative from both the EPAO and NlOT.
- Always maintain effective communication with the EPAO and the NlOT.

The EPAO shall:

- Continue for the Term of any Agreement, to be registered on the ESFA Register of End Point Assessment Organisations (RoEPAO) and comply with all rules of registration for EPAOs for the Postgraduate Teaching Apprenticeship
- Have employed potential assessors and completed Disclosure and Barring Service (DBS) and disqualification by association checks (including a check of the children's barred list), prohibition check and have been declared suitable to work with children.
- Only use suitably qualified personnel who have completed an agreed recruitment process to carry out the EPAS.
- With the NIoT provide clarity of roles, responsibilities, resourcing, and financial procedures.
- Release the Apprentice and a representative of the EPAO to attend the assessment.
- Provide the administration for the apprentice's assessment, including reporting and organisation of the quality assurance and moderation processes.
- Provide the EPAs within the assessment windows agreed – for most apprentices this is mid-July each year, with a small number rolling into September.
- Use the degree of skill, care, prudence, supervision, diligence, foresight, quality control, quality management and Good Industry Practice which would be adopted by a leading professional EPAO for the provision of EPAS.
- Liaise with the ESFA regarding apprenticeship certification.
- Take responsibility for any employment-based complaints relating to the conduct of the EPA (these should be addressed through the employing school's complaints procedure).
- Make every effort to manage and mitigate any potential or real conflict of interest in the delivery of the EPA services.
- Inform the ESFA that the NIoT has selected them as the EPAO within four weeks of a Contract Agreement being formalised.
- Provide NIoT with a copy of the final assessment report or summary of final outcomes for each apprentice.
- Confirm and agree costs and Terms & Conditions to be agreed the NIoT by signing of a Contract Agreement.
- Always maintain effective communication with the Apprentice and the NIoT.

The NIoT shall:

- Select the chosen EPAO via a formal tendering exercise and agree the costs and terms & conditions via an agreed Agreement to be authorised by both parties prior to the commencement of EPAS.
- Provide clarity of roles, responsibilities under the EPAS Agreement.
- Provide evidence that the apprentice has successfully met gateway requirements with the ESFA and confirm with the NIoT when the apprentice is ready for EPAS.
- Confirm with the EPAO that the apprentice has been awarded QTS and that the training completed has exceeded the minimum duration of the apprenticeship (12 months and one week).
- In agreement with the EPAO, ensure that all gateway requirements are met.
- Release a representative of NIoT to attend the assessment professional discussion.
- Take responsibility for any training-based complaints (these should be addressed through the ITE Provider's complaints procedure).
- Accurately update the apprentice's ILR in line with ESFA policy.
- Ensure prompt payment of EPAO invoices relating to EPAs completed.
- Always maintain effective communication with the EPAO, Apprentice and Apprentice's employer.