



# End Point Assessment (EPA)

Independent Apprenticeship Assessment Services



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*“I knew [our apprentices] were in good, well informed hands and would be assessed through appropriate tasks that evaluated them rigorously, whilst also taking account of the very diverse settings they work in.*

*So, from me; thank you!”*

Training Provider

# Best Practice Network is a truly independent End Point Assessment Organisation (EPAO) for the assessment of the School Business Professional Level 4 Apprenticeship

## Why choose us?



We were **one of the first two companies** to become an End-Point Assessment Organisation (EPAO) for the School Business Professional (SBP) Level 4 Standard.



We are **currently working with more than 20 training providers** supporting hundreds of SBP apprentices already registered and benefitting from our range of support materials



As an EPAO, Best Practice Network specialises as **a truly independent and separate body** to apprenticeship training providers, helping to ensure no conflict of interest



As industry leads, our SBP team have exceptional levels of **relevant experience, knowledge and expertise** in school business professional practice, development, assessment, and moderation



We provide **mid-programme review opportunities** with apprentices, employers and training providers to check progress and understanding of end-point assessment requirements



As a company **we specialise in education and the development of school leaders** to support best outcomes for children and young people



### 'Education Company of the Year' 2020

The judges said, *"The external DfE Quality review demonstrates clearly that Best Practice Network is providing high-quality programmes to schools and their online and face-to-face training combination is impressive".*

# Feedback from apprentices

Our survey of feedback from apprentices assessed to date\* revealed:



- How well the end-point **assessor understood the SBP context**
- How **at ease** the end-point assessor made the apprentice feel
- The **clarity of instruction and guidance** provided by the assessor during the assessment



- The **communication** between the assessor and apprentice, prior to the assessment
- The **opportunity provided to demonstrate KSBs** during the assessment
- The **online assessment method and support** with the technological aspects of this

*The assessor was amazing.  
Made me feel really at ease,  
in what was a difficult day.  
I really appreciated her support*

*A seamless process  
allowing me to  
get the EPA finished  
during lockdown*

\* Feedback from apprentices assessed February to July 2020

## About us

**Best Practice Network** is a national provider of training, development, and support for education professionals with 97% of our participants recommending us to a colleague. We are also a leading NPQ provider in the country, rated “exceptional” by the DfE (2019)

We work in close partnership with practising education professionals to develop and deliver high-quality CPD, qualifications, apprenticeships and assessments that help school leaders, early years practitioners, business managers, support staff and SENCOs be the best they can be and transform the lives of children and young people.

[Learn more about the programmes we offer](#)

## What is end-point assessment (EPA)?

End-point assessment (EPA) is a vital part of any apprenticeship.

The DfE has developed standards to raise the quality of apprenticeships by responding to the needs of employers, who know what they want from their employees. EPA is the assessment process for the apprenticeship standards in England.

The focus is on the outcome of an apprenticeship and apprentices must demonstrate the knowledge, skills and behaviours that employers have identified they need.

The purpose of the EPA is to test that an apprentice is fully capable of doing their job before they receive their apprenticeship certificate. It also helps to demonstrate that what an apprentice has learned can be applied in the real world.

Government legislation states that EPA must be delivered by a separate body to the employer and training provider.

Employers should choose an appropriate and independent End-point Assessment Organisation and agree on the price of EPA at the beginning of the apprenticeship journey.

## The SBP Apprenticeship Assessment Offer

For the School Business Professional Apprenticeship, we offer a national and fully independent and dedicated assessment service; we are not involved in any way in the training of SBP apprentices and as such can guarantee a service fully independent of the training provider.

[Our guidance to employers and training providers with full contact details can be found here](#)

We invite apprentices, employers, and training organisations to contact us for more details and to receive regular updates of what we can offer, where and when.

If you would like to discuss any aspect of our end-point assessment services, our team will be happy to help and can be contacted via:

Tel: **0117 920 9200**

Email: [epa@bestpracticenet.co.uk](mailto:epa@bestpracticenet.co.uk)

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*“We all feel the assessor made what could have been a very stressful process, almost anxiety free, through good organisation and communication.”*

Apprentice

## Our team

The role of an end-point assessor is to provide independent, fair, reliable, and consistent assessment services. Our assessors are required to use assessment experience with robust industry knowledge to form judgements and grading decisions.

Our credibility as an organisation is driven by our robust recruitment of highly credible personnel for School Business Professional related programmes, qualifications and apprenticeships, to ensure they have the appropriate qualifications, years of industry experience and expertise in the appropriate roles and membership of professional bodies.

### Our assessors:

- receive ongoing assessment and standardisation training from the BPN programme manager and Lead Assessor
- are independent of the employer, the apprentice, and the training provider
- are internally quality assured by Best Practice Network
- are externally quality assured by the Institute of Apprenticeships QA Agent

### Our core team includes:



**Nickii Messer**  
*Lead Assessor*

Nickii has worked in education for 27 years, both in senior business leadership roles and consultancy. Nickii worked with the National College to launch the SBM role and diploma programmes, receiving the NASBM (now ISBL) award for outstanding achievement for extensive work promoting SBMs.



**Val Andrew**  
*Senior Assessor*

Val is a Fellow of ISBL, former ASCL Business Leadership Specialist, highly experienced assessor, moderator of SBM qualifications and recipient of the 2018 ISBL CEO award for exceptional contributions to the profession.



**Dean Boyce**  
*Director of CPD and Accreditation*

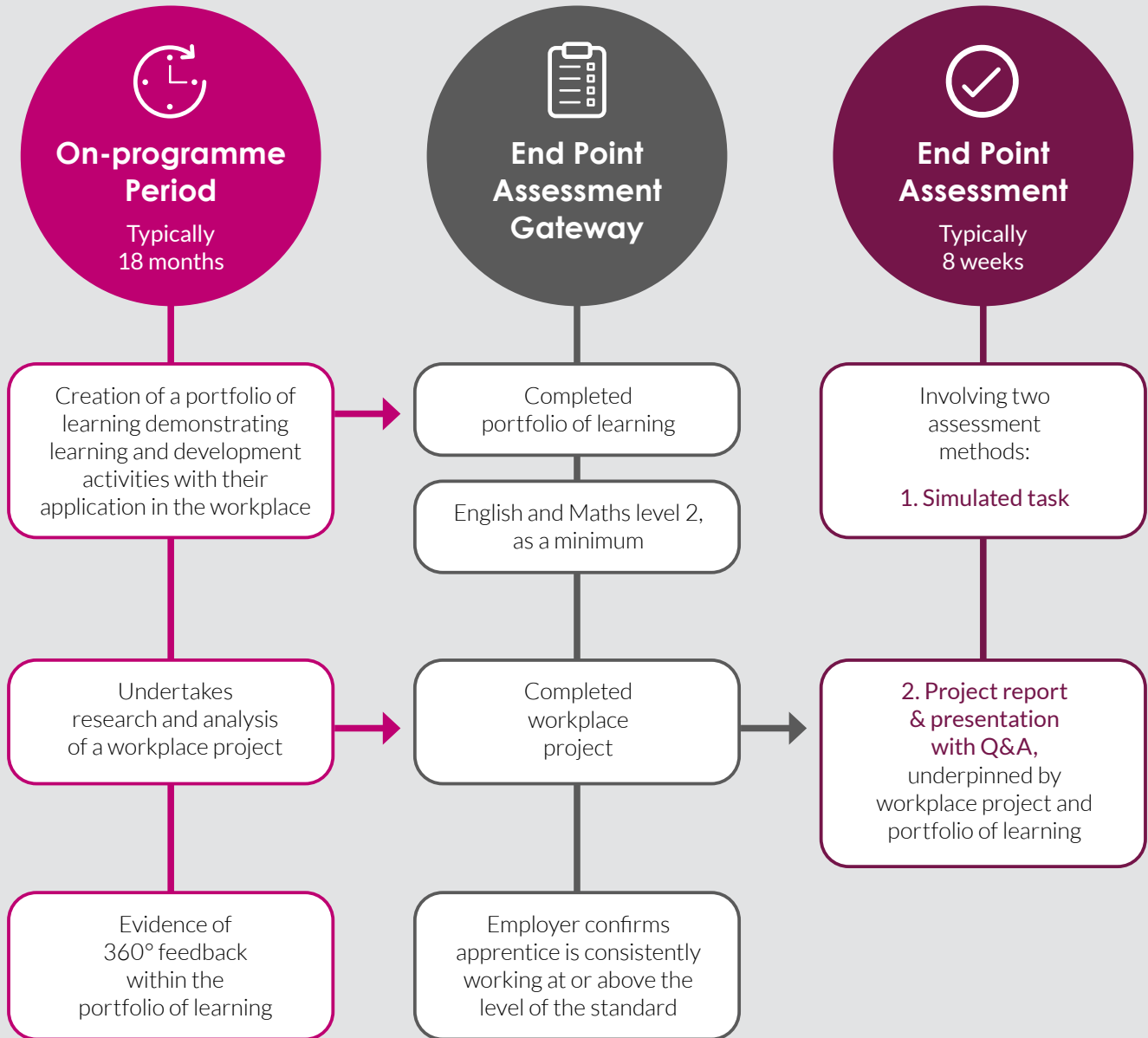
Dean oversees the EPAO service as well as other BPN programmes such as DSBM, HLTA and NASENCO. He has sector specific experience as a tutor, assessor and moderator of CSBM and DSBM since 2008.



We are also a learning partner with the **Institute for School Business Leadership (ISBL)**

# The end point assessment process

Apprentices will be assessed according to the requirements of the SBP L4 Assessment Plan




Best Practice Network will test the apprentice against the entire standard through the two identified assessment methods:

- Simulated task
- Project report & presentation with questions and answers (Q&A)

We provide a range of high-quality resources to support apprentice, employer and training provider understanding of how to train, prepare for and carry out, each stage of the assessment process.

## Learn more

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 [www.bestpracticenet.co.uk/End-point-assessment](http://www.bestpracticenet.co.uk/End-point-assessment)