



End-Point Assessment Continuing Professional Development Policy



Revisions and Amendment Register

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1. Introduction

SFJ Awards is approved as an End-Point Assessment Organisation (EPAO) and appears on the Apprenticeship Provider and Assessment Register (APAR).

SFJ Awards is an approved End-Point Assessment Organisation (EPAO) for a range of apprenticeship standards. SFJ Awards administers End-Point Assessments (EPA) in line with specifications outlined in relevant assessment plans.

2. Purpose

This policy sets out SFJ Awards' approach to ensuring that Independent Assessors (IAs) and sector competent Internal Quality Assurers (IQAs), undertake continuing professional development (CPD) to ensure consistency, currency, and best practice when assessing and grading End-Point Assessments. CPD is a term used to describe learning activities that professionals engage in to develop and enhance knowledge, skills, and behaviours within their chosen professional career.

3. Roles and Responsibilities

Independent Assessors and Internal Quality Assurers

To maintain the level of knowledge and skill required to guarantee the quality of SFJ Awards service, and to ensure consistency of approach, Associate IAs and IQAs must undertake CPD and provide details of CPD activities at least annually via the SFJ Awards CPD Record Log.

It is a mandatory requirement for IAs and IQAs to attend SFJ Awards Standardisation events and activities. It is SFJ Awards policy to automatically remove associates from the associate bank who have failed to attend 2 consecutive SFJ Awards update training or Standardisation events unless there are exceptional circumstances.

IAs and IQAs are responsible for reviewing their CPD needs and for ensuring that their skills and knowledge remain current, in line with the requirement of the apprenticeship standard assessment plan.

SFJ Awards will organise training activities, where appropriate, and will provide performance feedback to Associate IAs and IQAs.

SFJ Awards EPA Quality Manager

The SFJ Awards EPA Quality Manager, alongside the sector specific IQA, are responsible for scrutinising completed CPD records as well as organising and delivering standardisation and/or training. SFJ Awards also provides guidance and support to associates to ensure that CPD activities undertaken are appropriate for the role.

The EPA Quality Manager ensures that IAs and IQAs meet the requirements of the apprenticeship standard assessment plan.

4. Examples of CPD

What constitutes CPD?

The list below are examples of the activities that can form part of CPD:

- Delivering EPA assessments across a range of organisations.
- Documented learning from carrying out EPAs
- Media releases and documentary programmes

- Government white papers
- Standardisation and moderation activities
- 1:1's with SFJ Awards Quality Team
- Attending conferences or webinars
- Shadowing or mentoring peers
- Sector specific training courses
- Delivering training to others.

Mandatory training, for example on topics such as Safeguarding and Prevent, form part of CPD.

Please note in some standards additional training such as First Aid is also a requirement.

5. Review of the Policy

This policy will be reviewed on a regular basis as part of SFJ Awards' self-evaluation arrangements and revised as necessary in response to lessons learnt, customer feedback, changes in legislation and guidance from the Qualifications Regulators.

If you have any queries about the content of the policy or you wish to give feedback then please contact SFJ Awards Tel: 01142 841970 or email info@sfjawards.com or epa@sfjawards.com.

6. Location of the Policy

A copy of this policy is available to download from ACE360 and from the SFJ Awards website www.sfjawards.com/policies and ACE360 EPA Portal.

7. Copyright

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