

# **Blackpool and The Fylde College**

## **External Quality Assurance**

### **Guidance for External Assessors of Integrated Degree Apprenticeship Standards**

Blackpool and The Fylde College is the End Point Assessment Organisation (EPAO) for the programme you have been approved as the External Quality Assurance External Assessor (EQAEA).

This document outlines the role and responsibilities of EQAEAs for integrated degree apprenticeships at Blackpool and The Fylde College. EQAEAs are responsible for ensuring that the End Point Assessment (EPA) process for these programmes meets national standards and effectively assesses the occupational competence of apprentices.

#### **Role**

As the External Assessor it is important that you provide external oversight of EPA, as outlined in the documentation provided by The Office for Students<sup>1</sup>. You will be asked to undertake sampling of assessment and internal quality assurance decisions for the EPA to confirm that national standards have been achieved and upheld by the EPAO.

#### **Activities**

The following should be considered and/or observed by the External Assessor in relation to the EPA. We would expect a lot of these duties to be done in parallel with your External Examiner duties.

- Confirm that the EPA is delivered in line with the published EPA plan.
- That the management of the gateway; including any mandatory qualification requirements and the involvement of the employer in deciding the apprentice is ready for the EPA.
- The individual assessment instruments/methods are fit for purpose.
- Confirm the EPA assessor's knowledge is up to date.
- Verify the accessibility of the EPA and the management of reasonable adjustments.

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<sup>1</sup> [External quality assurance of apprenticeship end-point assessment for integrated higher and degree apprenticeships - Office for Students](#)

- Review a sample of assessments, including live assessments, in line with the standard verification process of the College.
- Review physical and digital versions of documents, including marked assessment materials from apprentices, in line with the standard moderation process of the College.
- Review assessor standardisation or moderation meetings through the evaluation of each standardisation or moderation form.
- Conduct interviews with assessors and other EPAO staff.
- Evaluate feedback from apprentices and employers.
- Confirm assessment is reliable and comparable across different EPAOs, employers, places, times and assessor.
- Attend the Programme Board of Examiners meeting where the final decision on the EPA is confirmed.
- You are expected to conduct at least one visit to Blackpool and The Fylde College for each cohort of apprentices completing an EPA. The purpose of the visit will usually be to assess the performance of the College in delivering the EPA, but visits can also be used to monitor progress against actions previously identified to improve delivery. *Visits do not always require the External Assessor to attend on site and can be conducted online.*

## Reporting (July)

You are required to submit an annual report as part of your External Assessor duties, this is in addition to the External Examiner Report. The External Assessor Report will ensure that, as the EPAO, we are able to provide evidence to the OfS regarding their scheduled monitoring checks.

The report should include:

- A summary of the activities and findings you have identified in your role as External Assessor.
- Identification of any non-compliance with standards or risks to effective EPA.
- A track of progress on previously identified improvement areas.
- Feedback on EPA delivery, highlighting good practice and areas for enhancement.

Following the completion of your report, a fee of £250 may be claimed. To receive this fee, a claim form must be submitted to [externalexaminers@lancaster.ac.uk](mailto:externalexaminers@lancaster.ac.uk). Guidance on what expenses can be claimed for can be found on our External Examiner webpage.