



### EPA Process

At Storyy Training, all our courses have different EPA process, please look on the following pages laid out below for the EPA process for your assigned course. Any further questions please contact your course tutor, or Head development Tutor Amanda Edwards or Director of Education Paul Addis

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## **Level 2 CAC (Community Activator Coach)**

Course is 12 months

### **On Programme 12 months**

Must have achieved English and Maths level 1 and taken the test for English and Maths Level 2 if not achieved  
Building Documented evidence through Reflective accounts to demonstrate knowledge and mastery of the occupation.

### **EPA – GATEWAY**

Once the Employer is confident in occupational competence, the training provider (Storyy Training) will make sure that learner has attained the off the job hours and completed the programme attainment areas. The learner, employer and tutor will meet with the EPA Assessor and go through a gateway meeting to speak about the process of the EPA as well as resits and appeal process – You can find these policies and procedures within the resource centre – (tag) Storyy Training

### **EPA**

1. Practical Coaching Observation Before the practical observation you will have a planning session with the assessor to plan your lesson before the practical observation.
2. Presentation with Q & A
3. Panel Interview to go over the Knowledge Skills and Behaviours
4. Grading Decision
5. Final Sign off.



## **Level 2 Customer Service**

Course is 12 months

### **On Programme 12 months**

Must have achieved English and Maths level 1 and taken the test for English and Maths Level 2 if not achieved Building Documented evidence through Reflective accounts to demonstrate knowledge and mastery of the occupation.

### **EPA – GATEWAY**

Once the Employer is confident in occupational competence, the training provider (Storyy Training) will make sure that learner has attained the off the job hours and completed the programme attainment areas. The learner, employer and tutor will meet with the EPA Assessor and go through a gateway meeting to speak about the process of the EPA as well as resits and appeal process – You can find these policies and procedures within the resource centre – (tag) Storyy Training

### **EPA**

1. Apprentice Showcase
2. Professional discussion & Panel Interview to go over the Knowledge Skills and Behaviours
3. Observation
4. Grading Decision
5. Final Sign off.



#### **Level 4 Teaching Assistant**

Course is 12 months

#### **On Programme 12 months**

Must have achieved English and Maths level 2 and taken the test for English and Maths Level 2 if not achieved  
Building Documented evidence on Aptem to demonstrate knowledge and mastery of the occupation.

#### **EPA – GATEWAY**

Once the Employer is confident in occupational competence, the training provider (Storyy Training) will make sure that learner has attained the off the job hours and completed the programme attainment areas. The learner, employer and tutor will meet with the EPA Assessor and go through a gateway meeting to speak about the process of the EPA as well as resits and appeal process – You can find these policies and procedures within the resource centre – (tag) Storyy Training

#### **EPA**

1. Planning Meeting
2. Observation
3. Professional Discussion to go over the Knowledge Skills and Behaviours underpinned by evidence from portfolio
4. Grading Decision
5. Final Sign off.

**Level Team Leader**

Course is 12 months

**On Programme 12 months**

Must have achieved English and Maths level 2 and taken the test for English and Maths Level 2 if not achieved  
Building Documented evidence on Aptem to demonstrate knowledge and mastery of the occupation.

**EPA – GATEWAY**

Once the Employer is confident in occupational competence, the training provider (Storyy Training) will make sure that learner has attained the off the job hours and completed the programme attainment areas. The learner, employer and tutor will meet with the EPA Assessor and go through a gateway meeting to speak about the process of the EPA as well as resits and appeal process – You can find these policies and procedures within the resource centre – (tag) Storyy Training

**EPA**

6. Project to be submitted with evidence to Awarding Body
7. Presentation with Q & A
8. Panel Interview to go over the Knowledge Skills and Behaviours underpinned by evidence from portfolio
9. Grading Decision
10. Final Sign off.



### **CSHO Level 3 (Community Sports Health Officer)**

Course is 12 months

#### **On Programme 12 months**

Must have achieved English and Maths level 2 and taken the test for English and Maths Level 2 if not achieved  
Building Documented evidence on Aptem to demonstrate knowledge and mastery of the occupation.

#### **EPA – GATEWAY**

Once the Employer is confident in occupational competence, the training provider (Storyy Training) will make sure that learner has attained the off the job hours and completed the programme attainment areas. The learner, employer and tutor will meet with the EPA Assessor and go through a gateway meeting to speak about the process of the EPA as well as resits and appeal process – You can find these policies and procedures within the resource centre – (tag) Storyy Training

#### **EPA**

1. Case load review project presentation to be submitted and approved by Elite Awarding
2. Presentation on work-based observation with Q & A for Employers and Assessor
3. Professional Discussion to go over the Knowledge Skills and Behaviours underpinned by evidence from portfolio
4. Grading Decision
5. Final Sign off.



### **Early Years Educator Level 3**

Course is 24 months

#### **On Programme 24 months**

Must have achieved English and Maths level 2 and taken the test for English and Maths Level 2 if not achieved  
Building Documented evidence on Aptem to demonstrate knowledge and mastery of the occupation.

#### **EPA – GATEWAY**

Once the Employer is confident in occupational competence, the training provider (Storyy Training) will make sure that learner has attained the off the job hours and completed the programme attainment areas. The learner, employer and tutor will meet with the EPA Assessor and go through a gateway meeting to speak about the process of the EPA as well as resits and appeal process – You can find these policies and procedures within the resource centre – (tag) Storyy Training

#### **EPA**

1. Knowledge Test 60 mins face to face or remote
2. Panel Interview to go over the Knowledge Skills and Behaviours underpinned by evidence from portfolio
3. Grading Decision
4. Final Sign off.

**Sports Coach Level 4**

Course is 18 – 24 months

On Programme 18 months

Must have achieved English and Maths level 1 and taken the test for English and Maths Level 2 if not achieved  
Building Documented evidence through Reflective accounts to demonstrate knowledge and mastery of the occupation.

**EPA – GATEWAY**

Once the Employer is confident in occupational competence, the training provider (Storyy Training) will make sure that learner has attained the off the job hours and completed the programme attainment areas. The learner, employer and tutor will meet with the EPA Assessor and go through a gateway meeting to speak about the process of the EPA as well as results and appeal process – You can find these policies and procedures within the resource centre – (tag) Storyy Training

**EPA**

1. At 18 months, the learner will go through Gateway with the EPA awarding body, at this point they will be given a work-based project title. Learner will submit their draft for approval to the Assessor
2. Work based Project with Presentation with Q & A
3. Observation with Q & A
4. Panel Interview to go over the Knowledge Skills and Behaviours underpinned by evidence from portfolio
5. Grading Decision
6. Final Sign off.