



## **TERMS OF REFERENCE**

### **End Point Assessment Organisation (EPAO) Group**

#### **Purpose of group**

- To provide the Federation with an opportunity to gather evidence which can be used to strengthen the authority of the Federation in discussions with external agencies and consultation responses.
- To be a source of expertise to be called upon when the Federation or stakeholders are seeking EPAO representation or views on matters relating to end point assessment.
- To provide stakeholder such as IfATE, ESFA and External Quality Assurance (EQA) organisations with a forum for engaging in dialogue with a sample of EPAOs on a range of emerging policy issues.
- To provide members with a forum to discuss, share and consider a range of policy issues of particular relevance to EPAOs.
- To advise the Technical Education Group on policy and regulatory matters relating to end-point assessment and EPAOs.
- To report to the National Strategy Forum on issues that need to be reflected in the Federation's policy.

#### **The Group will:**

- Focus on operational and implementation issues of EPA and efficacy of apprenticeship standards and assessment plans (i.e. capacity, capability and cost issues).
- Oversee issues and changes across the EPAO landscape.
- Identify issues for the Federation to present at the IfATE Quality Alliance meetings.
- Monitor the impact EPAO policies on the financial and general health of the industry, providing evidence of impact to underpin discussions and formal responses to key stakeholders.
- Devise best practice in regard to end point assessment development and delivery.
- Devise processes and procedures that underpin robust and independent EPA.
- Consider relevant policy proposals made by key stakeholders and identify concerns and implications of the proposals for EPAOs.



- Identify key issues to be included/addressed in FAB formal consultation responses and on-going dialogue with key stakeholders. Where meeting dates do not correspond with consultation deadlines, input into consultation responses may be invited via telephone conferences, email or special events.
- Contribute to the development of FAB's policy and strategy in relation to end point assessment.
- Identify where a Task & Finish group needs to be formed (subject to Board approval) to carry out a specific piece of work on behalf of the group and to support or contribute to the work of that group, as appropriate.
- Act as a steering group for the annual EPAO conference.

## **Chair and Membership**

- A Lead Member will be elected by and from the FAB Board to chair the group.
- A Vice Chair will be elected from within the membership of the group.
- The meeting is open to named, nominated and selected full member representatives to attend.
- The group will be formed of 25 representatives of full members, each from a different full member organisation.
- Attendance should be confirmed, in advance of the meetings, via the FAB Events booking system on the FAB Website. Meetings may be attended in person or via a dial-in service which will be provided where possible.
- Where attendance by the named member is not possible, a substitute may occasionally attend a meeting. Any substitute should be briefed in advance by the person they are replacing.
- Representatives of the key stakeholder organisations will be invited to attend the meetings as appropriate and as agreed by the Lead Member. The purpose of such representation will be to provide and clarify information to members and receive feedback/information from the group.
- The minimum number of group members required for a meeting will be six, plus the Lead Member.

## **Frequency**

- The Group will meet three times per year.
- Meetings will be scheduled in advance, to provide reasonable notice of meeting dates and times.
- The meetings will usually be held in London.
- Where required, additional meetings may be scheduled to respond to regulatory developments in the sector.



## **Reporting**

The Group will:

- Maintain a record of key points discussed/agreed and actions arising which will be circulated to the group for reference.
- Identify and agree the key issues that should be reported to the National Strategy Forum during the development of FAB policy.

The reporting/ accountability line of the group is to the Board via the National Strategy Forum.

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