



Employability Practitioner

① What the role entails

The broad purpose of the occupation is to work with individuals (service users) who are distanced furthest from the labour market, helping them to address and overcome obstacles to securing suitable and sustainable employment. Employability Practitioners will specialise in working with a specific group of service users and devise strategies to address and overcome the multiple and complex barriers to employment, and to improve employability prospects. The end goal of an Employability Practitioner is to help the service users secure employment or to progress in work if they are already employed. This requires a broad appreciation of the types of public services, community offerings and funding streams available and an understanding of how these fit together, so that they can put in place a bespoke plan of support that takes a holistic approach to supporting the service user.



② On-programme assessment

The apprentice must achieve the following on-programme assessment requirements prior to Gateway:

- Level 2 English and maths
- A Portfolio of Evidence and Research to underpin the Presentation.



③ Gateway requirements

The decision to take an apprentice through Gateway is made between the employer, Independent Training Provider (ITP) and apprentice. The apprentice must have completed all the on-programme elements before they enter Gateway.



④ End-point assessment

The end-point assessment (EPA) contains 3 methods of assessment as outlined below:

Presentation underpinned by Portfolio of Evidence and Research

The title of the Presentation will be “A Summary of Employability Practice, Using Evidence”. The Presentation will be based on work done during the apprenticeship and will allow the apprentice to evidence the end-to-end support they delivered to service users. It will be underpinned by a Portfolio of Evidence and Research that covers evidence to show that the apprentice has taken a minimum of 4 and a maximum of 6 service users from first engagement through to achievement of agreed action plan goals.

The Presentation will last 90 minutes (+10% at the Independent End-Point Assessor’s [IEPA’s] discretion). The apprentice will present for 60 minutes and this will allow 30 minutes (+10% at the IEPA’s discretion) for the IEPA to ask up to 6 questions to clarify any points or allow the apprentice to expand where necessary.

The Presentation is graded Fail, Pass or Distinction.

Observation of Interventions with Service Users

The Observation will take place in the apprentice’s place of work and will last for 3 hours (+10% at the IEPA’s discretion). The IEPA will observe the apprentice interact with a minimum of 2 service users. These interactions could include conducting an initial assessment, writing an action plan, carrying out a progress review, conducting an intervention to improve their employability or providing in-work support if they have secured a job.

Following the Observation, there will be a 30-minute questioning session. The IEPA can ask up to 6 opening questions and then may ask follow-up questions where clarification is required, but these questions must be asked within a 30 minute period.

The Observation is graded Fail, Pass or Distinction.

Knowledge Test

The Knowledge Test will consist of 40 questions and will last for 120 minutes. This will include 14 multiple-choice questions (MCQs) and 26 short answer questions (SAQs). For the MCQs, each question will contain 4 possible answers, only one of which is correct. Each correct answer will be worth one mark and any missing or wrong answers will be awarded zero. For the SAQs, the apprentice will be required to provide a short, written response to a given question, and each answer will be worth up to 2 marks.

The Knowledge Test is graded Fail, Pass or Distinction

⑤ Grade aggregation table

If an apprentice fails any assessment, the EPA will be deemed an overall Fail.

Presentation	Observation of Interventions with Service Users	Knowledge Test	Overall Grading
Pass	Pass	Pass	Pass
Pass	Pass	Distinction	Pass
Pass	Distinction	Pass	Pass
Distinction	Pass	Pass	Pass
Distinction	Distinction	Pass	Distinction
Distinction	Pass	Distinction	Distinction
Pass	Distinction	Distinction	Distinction
Distinction	Distinction	Distinction	Distinction

⑥ Completion and certification

Once the IEPA verifies the apprentice has successfully completed all EPA methods, NCFE will activate certification. Working with the apprenticeship certificate issuing authority, we’ll ensure the apprentice receives their certificate.



⑦ What next?

Once the Employability Practitioner apprenticeship is completed, typical job titles include Job Coach, Employment Coach, Careers Advisor and IAG Advisor. Completion of this apprenticeship aligns with Associate or Member level membership of the Institute of Employability Professionals.

Why choose EPA Plus?

We are an approved End-Point Assessment Organisation (EPAO) specialising in EPA delivery across Health, Education & Care and Business apprenticeship standards. EPA Plus offers flexible and reliable EPA solutions supported by sector expertise, guidance documents, and proactive service and support.