

ICA INTERNATIONAL
COMPLIANCE
ASSOCIATION

**End Point Assessment
Organisation (EPAO)**

A man with a beard and mustache, wearing large white headphones, is smiling and looking at a laptop screen. He is sitting at a desk in a modern office environment. The scene is dimly lit with a blue tint. In the background, there are windows and a star-shaped logo on a wall.

**Data Protection
and Information
Governance
Practitioner**

ICA is an End Point Assessment Organisation (EPAO) working with training providers and employers to deliver high quality, robust End Point Assessment across a range of apprenticeships. We are part of the leading professional body for the regulatory and financial crime compliance community.

ICA's vision is to inspire, educate and enable the international compliance community to think more, perform better and help the right business to be conducted in the right way.

Why choose ICA as your End Point Assessment organisation?

We will provide:

- dedicated independent end-point assessors who are subject matter experts
- robust processes and quality assurance
- quick turnaround of results
- friendly, flexible, and responsive staff
- a flexible, fair, and easy-to-understand pricing structure
- a simple scheduling process, with a team on hand to support you at each stage
- an online platform for apprentices to use for collating and submitting portfolios
- guidance sessions for apprentices on how the EPA will be conducted.





Data Protection and Information Governance Practitioner

Level 4

Route: Business and administration

Typical duration to gateway: 18 months
(this does not include EPA period)

Maximum funding: £10,000

ICA Standard EPA Fee: £2,750 per apprentice

The fee quoted is our standard fee - we can offer discounts based on the number of apprentices.

Apprenticeship occupation overview:

This occupation is found in organisations of all sizes across all sectors where personal and commercial data is processed.

Organisations must comply with information governance legislation to protect the confidentiality, integrity, and availability of their information assets.

Typical job roles which would be suitable for this apprenticeship include:

- data protection lead
- data protection manager
- information compliance officer
- information governance lead
- privacy officer

Role profile:

The broad purpose of the occupation is to provide regulatory and technical advice and guidance providing assurance to key stakeholders and regulators of compliance with information governance and data protection requirements.

This includes:

- providing support and specialist advice across the organisation for all matters regarding information governance and data protection
- supporting senior management through the development of policies and procedures
- working with internal and external stakeholders to ensure the appropriate management of data
- developing and delivering in-house training for all internal stakeholders
- managing the response to information requests such as freedom of information, individual rights, environmental information regulation, and data protection
- identifying, mitigating, and monitoring any potential risks to the organisation
- providing advice and guidance to the organisation on how to respond to potential data breaches
- undertaking protection audits and testing controls (for both internal functions and third-party suppliers) and producing audit reports for senior managers
- contributing to the continuous improvement of systems and processes

Knowledge, Skills, and Behaviours: What apprentices need to learn

The required knowledge, skills and behaviours of the Data Protection and Information Governance Practitioner apprenticeship standard are found on the Institute for Apprenticeships & Technical Education (IfATE) website.

Gateway Requirements

At the end of the on-programme training period, the training provider and employer will need to agree that the apprentice has met the knowledge, skills and behaviours required for the apprenticeship standard.

Apprentices without level 2 English and Maths will need to achieve these prior to taking the end-point assessment.

At Gateway, apprentices must submit:

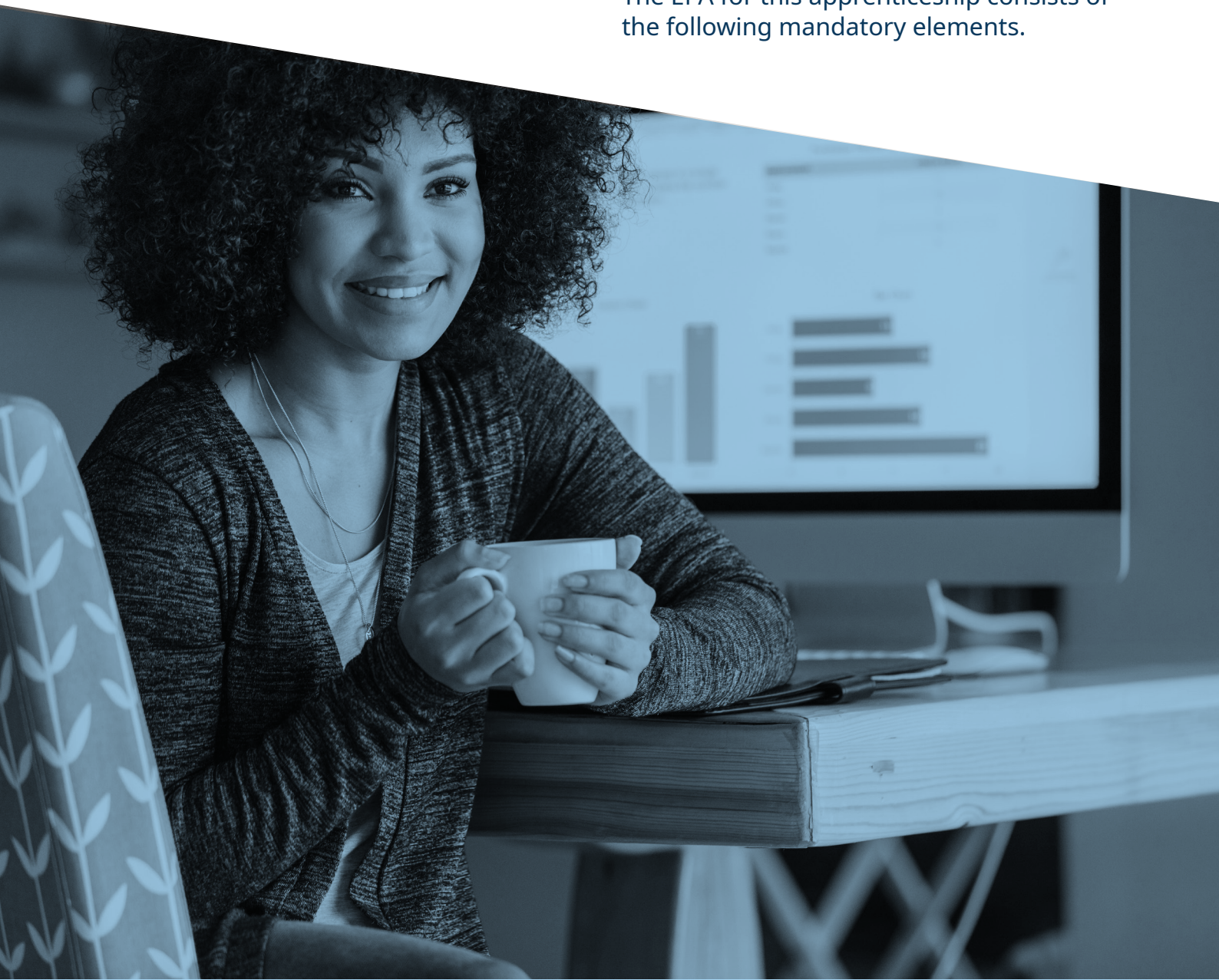
- a portfolio of evidence
- a project scoping document.

End Point Assessment

All apprentices must take an independent assessment at the end of their apprenticeship training to confirm that they have achieved occupational competence. Rigorous, robust, and independent end-point assessment (EPA) is essential to give employers confidence that apprentices completing an apprenticeship standard can actually perform in the occupation they have been trained in and can demonstrate knowledge, skills and behaviours set out in the apprenticeship standard.

EPA can only be conducted by an independent end-point assessment organisation (EPAO).

The Assessment Plan for each standard outlines the assessment methods to be used. The EPA for this apprenticeship consists of the following mandatory elements.





Work-based project report, presentation and questions and answers

The apprentice submits a 4,000-word report on a work-based project. The project will involve the apprentice completing a significant and defined piece of work that has a real business application.

Apprentices will then prepare and deliver a 15-minute presentation based on the project and report. This is followed by a 25-minute Q&A oral assessment that seeks clarification on aspects of the project or presentation and assesses those knowledge, skills and behaviours (KSBs) that the apprentice did not have the opportunity to demonstrate through the project or report.

Professional discussion, underpinned by a portfolio of evidence

This assessment will take the form of a 35-minute professional discussion that will provide an opportunity for the apprentice to demonstrate their competence and excellence and to cover the KSBs assigned to this assessment method.

A professional discussion is a two-way discussion which involves both the assessor and the apprentice actively listening and participating in a formal conversation. It gives the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the knowledge, skills and behaviours mapped to this method.

Apprentices will collect evidence for a portfolio during their on-programme training and development to evidence their learning and application of technical knowledge in practice, core regulatory competencies, and their values and behaviours.

The discussion verifies the content of the portfolio and that the apprentice has developed all of the skills, knowledge and behaviours listed in the apprenticeship standard.

Grading

Each assessment will be carried out independently, and all assessment components of the EPA must be passed in order to attain an overall pass grade.

The overall EPA will be graded fail, pass, or distinction based upon the performance across the two assessments.

Independent assessors must individually grade each assessment method – distinction, pass or fail.

To achieve an EPA Distinction, apprentices must achieve a Distinction in both assessment methods.

Results and Certification

Following the EPA, ICA will issue an EPA result letter and grade notification and apply to the Education and Skills Funding Agency (ESFA) to produce the final apprenticeship certificate.

Get in touch to discuss your EPA service requirements





End Point Assessment Organisation (EPAO)

Get in touch to discuss your EPA service requirements

Email epa@int-comp.org, call us directly on +44 (0) 121 362 7503, or complete the form at www.int-comp.org/epao to request a same day call back from the EPA Team.

 @intcompassoc

 /intcompassoc

 /intcompassoc

 ica_compliance

International Compliance Association - Head Office

Fort Dunlop, 6th Floor, Fort Parkway, Birmingham, B24 9FD, United Kingdom
+44 (0) 121 362 7503 | epa@int-comp.org | www.int-comp.org/epao