



**End Point Assessment
Organisation (EPAO)**

**Public Sector
Compliance
Investigator
and Officer**

ICA is an End-Point Assessment Organisation (EPAO) working with training providers and employers to deliver high-quality, robust End-Point Assessment (EPA) across a range of apprenticeships. ICA EPAOs 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 EPAO?

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, and
- guidance sessions for apprentices on how the EPA will be conducted.





Public Sector Compliance Investigator and Officer

Level 4

Route: Business and administration

Typical duration to gateway: 18 months (excluding EPA period)

Maximum funding: £4,000

ICA Standard EPA Fee: £800 per apprentice

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

Apprenticeship occupation overview:

The broad purpose of the occupation is to protect the UK's public interest, money and services, driving improved customer compliance that supports the honest majority who meet their obligations – and making it harder for the dishonest minority – identifying potential acts of criminality and supporting civil or criminal proceedings.

This occupation is found in supervisory and regulatory organisations and authorities across the public sector, who monitor and investigate levels of compliance.

Compliance staff need to understand, investigate and negotiate with individuals and organisations who, by accident or with intent, may not be complying with or are deliberately evading regulation or law.

Typical job roles which would be suitable for this apprenticeship include Casework Investigator, Compliance Investigator, Compliance Manager, Regulatory Officer and Assistant Inspector.

Role profile:

Occupational duties include:

- collating and interpreting data
- using relevant risk assessment methodologies
- the development of policies and procedures
- working with internal and external stakeholders to ensure the appropriate management of risk and compliance
- collecting, retaining, and disseminating evidence and information in a correct and lawful manner
- presenting evidence and information in ways that everyone can understand, in order to progress cases/activities
- identifying any potential acts of criminality/non-compliance from evidence within casework
- collaborating with own team and technical/policy specialists across the organisation and beyond, and
- making informed judgements and recognising when it is appropriate to escalate within your own organisation, or sign-post concerns to other relevant organisations

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 (KSBs) required for the apprenticeship standard.

Apprentices without level 2 English and Maths will need to achieve these prior to taking the EPA.

At Gateway, apprentices must submit a portfolio of evidence which will be a series of artefacts to reflect the activities that have been completed during the apprenticeship and provide evidence of competency of the KSBs required for this apprenticeship.

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 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 the KSBs set out in the apprenticeship standard.

EPA can only be conducted by an independent 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.

Professional discussion, underpinned by a portfolio of evidence

This assessment will take the form of a 90-minute professional discussion, which will provide an opportunity for the apprentice to demonstrate their competence and excellence and to cover the KSBs assigned to this assessment method.

Case Study Test

This is an online open-book case study-based test where apprentices answer questions linked to a scenario that is based on the apprentice's current job role.

The case study(s) will require the apprentice to answer five questions covering analysis and interpretation of data, assessment of compliance risk using commercial knowledge, identification of options, decisions-making, and communicating recommendations.

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 – Fail, Pass or Distinction.

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.

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