



A2A Qualifications

Turning Aspiration to Achievement

Ofqual regulated awarding organisation

Energy Manager

EPA Overview

ST0161 · Version 1.2

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The end-point assessment has two elements:

1 Technical Report and Presentation with Questions

A 3,000-word technical report on a real business problem, idea or recurring theme, $\pm 10\%$ (so 2,700–3,300 words).

Followed by a 35-minute presentation with questions: 15 minutes presentation + 20 minutes assessor questions.

2 Interview Underpinned by a Portfolio of Evidence

A 45-minute interview with your independent end-point assessor (IEPA).

Your portfolio (typically 10 pieces of evidence, KSB-mapped) is submitted at gateway and used to support the interview discussion.

1. Technical Report and Presentation with Questions

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Gateway proposal

Submit a short technical report proposal of up to 500 words at gateway. We check and approve the title and scope — or give you feedback and ask for amendments.

Writing the report

After gateway approval, you have 8 weeks to complete your technical report. The report itself must be unaided and reflect your own role and contribution.

Word count

3,000 words $\pm 10\%$ (minimum 2,700, maximum 3,300). Appendices, references and diagrams don't count towards the total.

What's assessed

Seven themes across 36 KSBs, covering planning, health & safety, energy analysis, problem solving, technical reporting, implementation, and utilities usage.

Presentation timing

35 minutes total: 15 minutes presenting + 20 minutes assessor questions. At least 5 questions. 10% time tolerance allowed. You'll be given at least 2 weeks' notice.

What the presentation covers

An overview of your technical report, a summary of the actions you undertook, and your outcomes and how they were achieved.

2. Interview Underpinned by a Portfolio of Evidence

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Your portfolio

Built during your on-programme period. Typically 10 discrete pieces of evidence, showcasing your best work — all mapped against the KSBS assessed at interview.

What it shouldn't include

No reflective accounts or self-assessment. Any employer contributions should be direct observation of your performance (e.g. witness statements), not opinions.

When to submit

Submitted at gateway. The IEPA needs at least 2 weeks after gateway to review your portfolio and prepare personalised questions before your interview can take place.

How it's used

Your portfolio is NOT directly assessed. It underpins the interview — the IEPA uses it to prepare questions, and you can refer to it during the interview to illustrate your answers.

The interview

45 minutes with your IEPA, conducted online. At least 8 questions. Conducted under examination conditions — you must be alone in a quiet room and bring photo ID.

Your EPA Timeline

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GATEWAY

Submit gateway evidence

Upload English/maths evidence (where required by funding rules), the gateway form, your technical report proposal (up to 500 words), and your portfolio of evidence with KSB mapping.

WEEKS 1–8

Write your technical report

8 weeks after gateway approval to complete your 3,000-word technical report and prepare your presentation slides. Submit by end of week 8.

~WEEK 10

EPA day

Around 2 weeks after submission, you'll complete your EPA online: presentation with questions (35 mins), a short break (10–30 mins), then your interview (45 mins). Allow around 2 hours in total.

WITHIN 7 WORKING DAYS

Receive your results

Your overall grade (Pass / Merit / Distinction / Fail) is confirmed within 7 working days of your EPA — usually sooner.

All gateway evidence must be submitted at least 2 weeks before your EPA date.

Overall EPA Grading

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The overall grade for the EPA is one of: Fail · Pass · Merit · Distinction. The grade is determined by combining the results of both assessment methods:

Technical Report & Presentation	Interview & Portfolio	Overall Grade
Any grade	Fail	Fail
Fail	Any grade	Fail
Pass	Pass	Pass
Pass	Distinction	Merit
Distinction	Pass	Merit
Distinction	Distinction	Distinction

To achieve an overall pass, you must achieve at least a pass in both assessment methods.

Your EPA will be conducted online under examination conditions. Here's what to expect and how to prepare:

1 Be alone in a quiet room

You must be on your own in a quiet, private space free from distractions. The EPA can be taken from home, work, or your training provider's premises.

2 Examination conditions apply

You can refer to your portfolio during the interview but you cannot be aided. Your IEPA will verify your identity and check the room at the start.

3 Log in 15 minutes early

Test your camera, microphone, internet connection and audio before the EPA starts. Have any backup contact details ready in case of technical issues.

4 Bring photo ID

You must show photographic ID at the start of your EPA so your IEPA can verify your identity. A passport, driving licence or similar is fine.

5 Allow around 2 hours

35 minutes for the presentation with questions, a 10–30 minute break between components, then 45 minutes for the interview. Plus time for set-up.

6 Check the assessment plan

Always familiarise yourself with the current ST0161 v1.2 assessment plan. Your training provider can support you with the latest version.



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Any questions?

FIRST STEP

Speak to your training provider

Your training provider is your first point of contact for any questions about your EPA, your portfolio, your technical report, or your readiness for gateway.

EPAO CONTACT

A2A Qualifications

For EPAO queries:

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