GRREM
Education Services &
Management Consultancy Ltd

Level 5 Leader in Adult Care EPA Readiness Checklist

Free Professional Resource

Aligned to ST0008 Version 1.2

First Edition | October 2026

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- ✓ Gateway
- ✓ Observation of Leadership
- ✓ Professional Discussion
- ✓ Assessment-Day Confidence

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WELCOME

Welcome to Your EPA Readiness Checklist

This practical checklist is designed to help Level 5 Leader in Adult Care apprentices review their readiness for Gateway, the Observation of Leadership, the Professional Discussion and assessment day.

1
Review
Work through every checklist area honestly.

2
Identify
Highlight areas requiring further preparation.

3
Act
Agree actions with your tutor, employer or workplace mentor.

Readiness key

- **Green** Ready and confident
- **Amber** More preparation needed
- **Red** Support required

Important Use Note

This independent preparation resource is designed to support apprentices, tutors and employers. It does not replace the current official apprenticeship standard, end-point assessment plan, EPAO instructions or professional advice. Always confirm the version of the standard and assessment plan that applies to the apprentice. GRREM does not conduct the EPA and does not guarantee an assessment outcome.

This first edition is aligned to Skills England Leader in Adult Care ST0008 Version 1.2 assessment plan (approved for delivery from 22 April 2026). The current plan describes two EPA methods: Observation of Leadership and Professional Discussion. Confirm with your EPAO which assessment method applies to you, and the exact version in force on your assessment date.

01 | GATEWAY

Gateway Readiness

Confirm that all required components are complete before entering end-point assessment.

- [ ] Employer has confirmed my occupational competence.
  Evidence or action:

- [ ] The applicable Level 5 diploma requirement has been completed.
  Evidence or action:

- [ ] The applicable English and maths requirement has been completed.
  Evidence or action:

- [ ] The correct standard and assessment plan version has been confirmed.
  Evidence or action:

- [ ] EPAO and assessment arrangements have been confirmed.
  Evidence or action:

My Gateway priority action

Target completion date:

02 | OBSERVATION OF LEADERSHIP

Observation of Leadership

60-minute observation + 30-minute post-observation questioning

Activity Preparation

- [ ] Authentic workplace activity selected
  Evidence or action:
- [ ] Activity based on genuine service improvement or leadership
  Evidence or action:
- [ ] Suitable opportunity to demonstrate mapped KSBs
  Evidence or action:
- [ ] Employer, apprentice and EPAO agreement obtained
  Evidence or action:
- [ ] Organisational audience prepared
  Evidence or action:
- [ ] Required documents shared
  Evidence or action:

Knowledge and Delivery

- [ ] Safeguarding principles reviewed
  Evidence or action:
- [ ] Relevant legislation reviewed
  Evidence or action:
- [ ] CQC regulatory requirements reviewed
  Evidence or action:
- [ ] CQC Single Assessment Framework reviewed
  Evidence or action:
- [ ] Personal leadership contribution is clear
  Evidence or action:
- [ ] Contingency plan prepared
  Evidence or action:

My observation activity

What leadership will I demonstrate?

What outcome or impact will I explain?

03 | PROFESSIONAL DISCUSSION

Professional Discussion

90-minute structured discussion covering the mapped KSB groups

My evidence

- [ ] I have authentic examples.
- [ ] My examples cover the mapped assessment areas.
- [ ] I can retrieve the right example quickly.
- [ ] I can protect confidential information.

My explanation

- [ ] I can explain my personal contribution.
- [ ] I can explain why I selected the approach.
- [ ] I can describe measurable or observable impact.
- [ ] I can identify learning and improvement.

My delivery

- [ ] I listen to the full question.
- [ ] I answer the question directly.
- [ ] I can respond to probing questions.
- [ ] I avoid memorised scripts.
- [ ] I have completed a realistic mock discussion.

Model answer structure

Context ›› Personal Action ›› Reasoning ›› Impact ›› Reflection

This is more appropriate for leadership-level answers than a simple descriptive response.

04 | EVIDENCE QUALITY

Evidence Quality

Check	Ready?	Evidence or action required
The example genuinely happened	☐	
I can explain the context	☐	
My personal contribution is clear	☐	
I can explain my reasoning	☐	
The impact is measurable or observable	☐	
I can identify learning or improvement	☐	
Confidentiality is protected	☐	
The example connects to the assessment area	☐	

Evidence warning

Avoid: describing only what “we” did without explaining your own leadership, decisions and contribution.

Evidence bank

Strong example 1:

Strong example 2:

Strong example 3:

Assessment-Day Readiness

Assessment-day checklist

- [ ] Time and location or meeting link confirmed
- [ ] Travel or technology tested
- [ ] Required materials ready
- [ ] Contact arrangements confirmed
- [ ] Quiet and professional environment prepared
- [ ] Reasonable adjustments confirmed where applicable
- [ ] Contingency arrangements understood

Final confidence score

Readiness area	Score /10
Observation preparation	
Professional Discussion preparation	
Evidence retrieval	
Explaining reasoning and impact	
Responding to probing questions	
Overall EPA confidence	

Final Action Plan

My strongest area

My priority development area

Action I will complete before EPA

Final GRREM reminder

You are not preparing to become a leader on assessment day. You are preparing to demonstrate the leadership competence you have developed throughout your apprenticeship.

Continue Your EPA Preparation with GRREM

For further support, explore:

1. Gateway to EPA Guide
2. Interactive Workbook and 7-Day Preparation Planner
3. Observation of Leadership Toolkit
4. Professional Discussion Toolkit
5. Pass & Distinction Answer Guide
6. Complete Level 5 EPA Success Handbook
7. Complete EPA Success Bundle
8. Four-, eight- and twelve-week EPA preparation programmes