



A City & Guilds Group Collaboration

End Point Assessment – Bite Sized Webinar Series

Step 3 – Moving from Gateway and EPA booking through to results

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07 January 2019

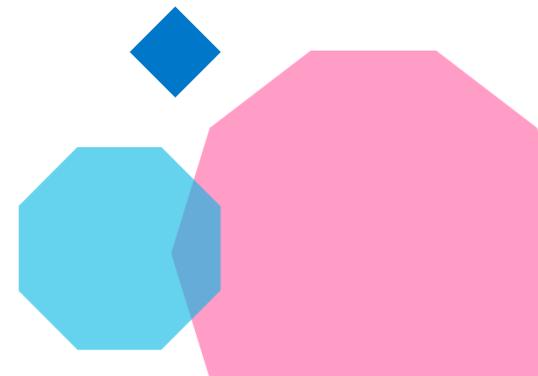


EPA bite-sized webinar series

- Apprenticeship events and webinars and to access other bite-sized webinars in this series:
<https://www.cityandguilds.com/apprenticeships/events-and-webinars>
 - Step one: Getting set up as a City & Guilds and ILM customer for EPA
 - Step two: Registering apprentices for EPA and accessing support materials
 - **Step three: Moving from gateway and EPA booking, through to results**

Focus

- How to access EPA process documents and EPA packs
- 10-step guide – moving from gateway and EPA booking through to results
- Keep up to date



EPA process documents

- <https://www.cityandguilds.com/apprenticeships/emerging-standards/end-assessment-service>

The screenshot shows a navigation menu on the left with three items: 'Pricing, payments and funding', 'Preparing for assessment', and 'Process'. The 'Process' item is selected and highlighted in red. Below the menu, there are three sections of text: 'You can look at our [10-step guide](#) to the EPA process to help understand the stages you'll follow.', 'What is the organisation ID number for City & Guilds?' (with text explaining the ID number EPA0008), and 'Where can I find your terms and conditions?' (with text pointing to a [Manual for the End-Point Assessment Service](#)).

The 'EPA checklists and guides' section is highlighted with a red box and contains the following text: 'Documents available:' followed by a list of three items: 'How to choose an EPA organisation', 'EPA checklist for training providers', and 'EPA checklist for employers'. Below the list is a link: '> Complete your details and we'll email you the document/s'. A blue arrow points to this link.

The 'Contact us' section is also highlighted with a red box and contains the text: 'If you want to talk about EPA with us in more detail please [contact us](#) and we'll do our best to help.'

- 10-step guide: <https://www.cityandguilds.com/-/media/cityandguilds-site/documents/apprenticeships/epa-10-step-guide-pdf.ashx?la=en&hash=624B05C8A1C800BB4926C5791BB8D7F8032B609C>
- EPA manual: <https://www.cityandguilds.com/-/media/cityandguilds-site/documents/apprenticeships/manual-for-the-end-point-assessment-service-pdf.ashx?la=en&hash=765D6B768FAF5BEDEBAFE94B7AFD1A986EFE2A8E>
- EPA booking guide: https://www.cityandguilds.com/-/media/cityandguilds-site/documents/help/centres/walled-garden/walled-garden_epa-booking-guide-pdf.ashx?la=en&hash=B876C733C38125674D83690D341568E2BAA3E30B

How to access EPA support materials

- What's involved in the end point assessment?

Resource/equipment requirements, timelines, EPA tasks, guidance on grading etc.

Business Administrator Apprenticeship (9473)

INFORMATION DOCUMENTS

Here you can find all documents related to this suite of apprenticeship.

By clicking on the section headings below, you can access a variety of documents such as the qualification handbooks and assessment materials, Statements of Purpose, and recognition letters from industry and employers.

Some documents may be password protected. Passwords can be retrieved by logging in to WalledGarden.com and visiting the Administration section of the relevant qualification catalogue page.

Interested in delivering this apprenticeship?

Find out more about [how to become an approved City & Guilds centre](#) or fill out our [online customer application form](#).

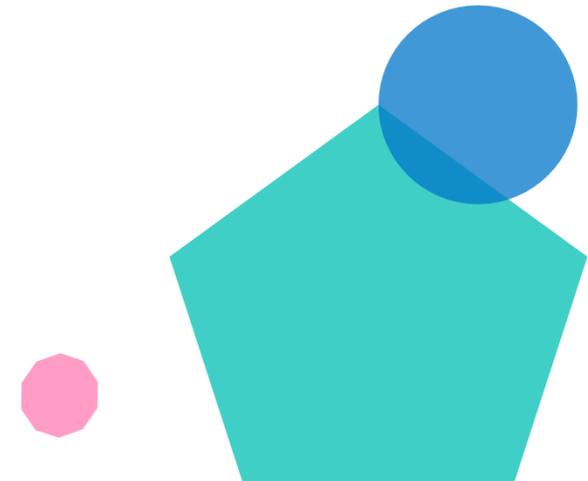
End-point Assessment EPA

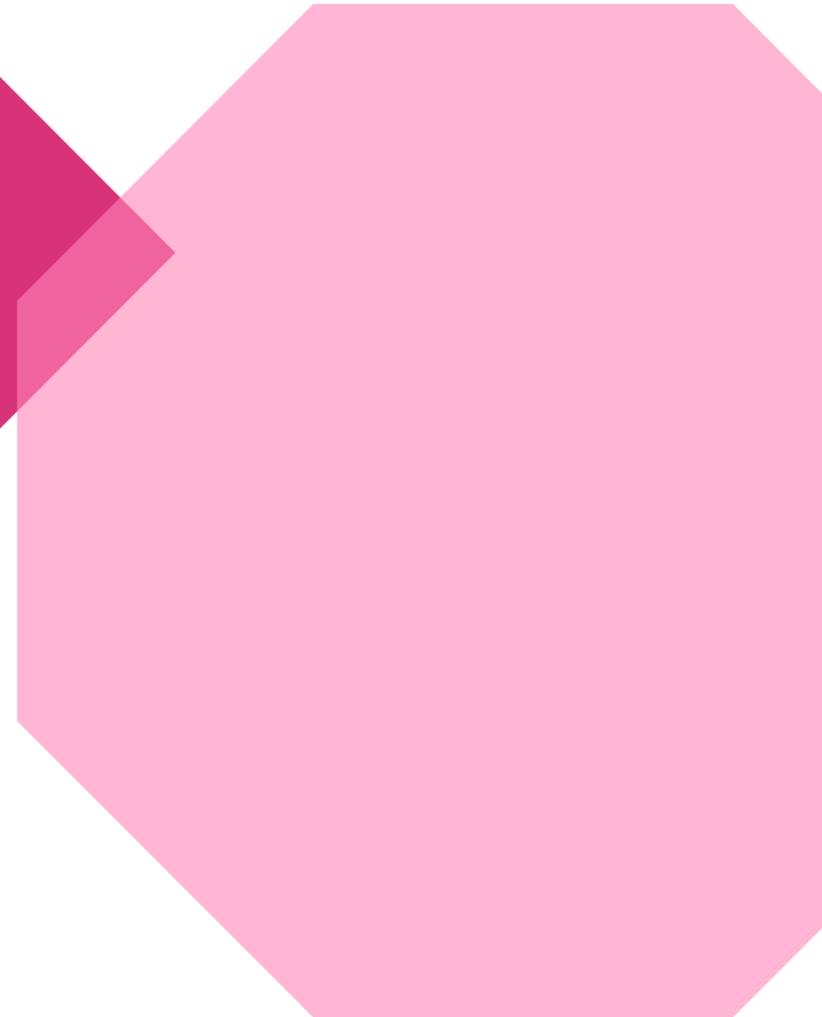
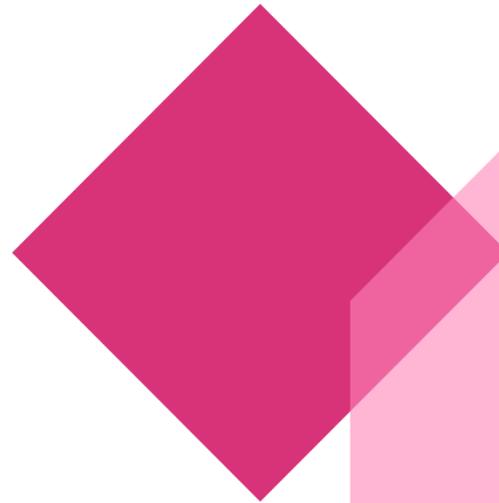
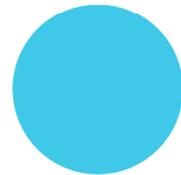
9473 Business Administrator EPA Assessment Pack	378 KB	24 Jul 2018	🔒
9473 Business Administrator EPA Assessment Pack Recording Form	148 KB	24 Oct 2018	🔒
9473 Business Administrator EPA Customer Portfolio Checklist	45 KB	12 Nov 2018	🔒
9473 Business Administrator EPA Handbook	353 KB	29 Oct 2018	🔒

ILM customers can download the EPA pack, recording forms and sample test by logging into Walled Garden.

Password protected

Existing customers can obtain passwords from Walled Garden





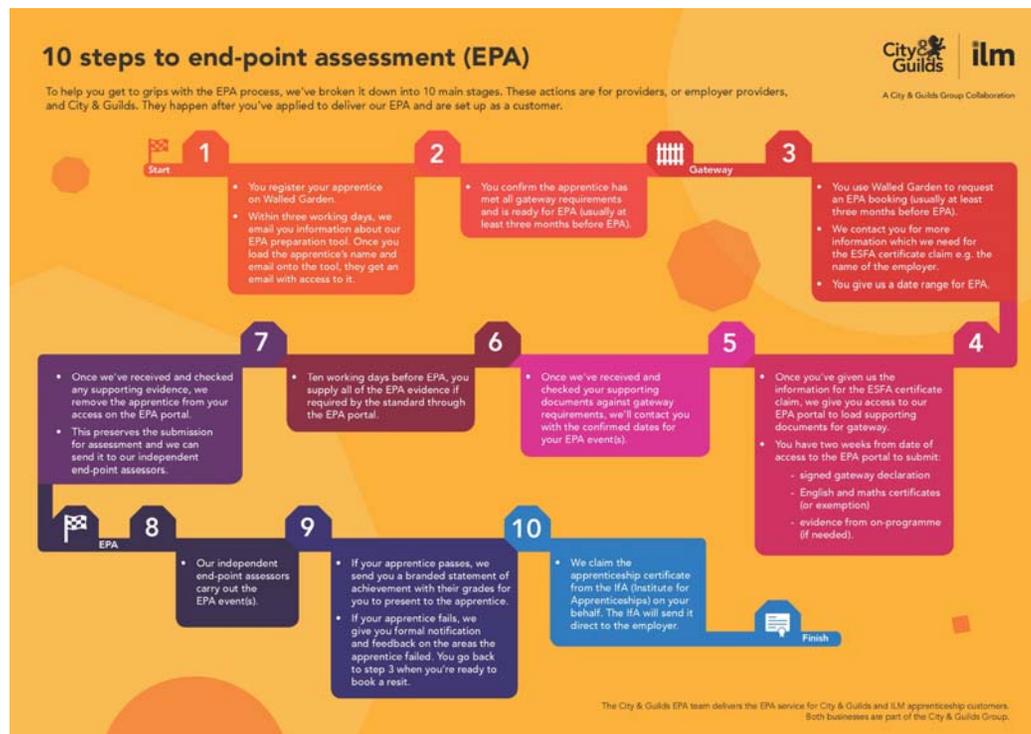
10-step guide to EPA

Our EPA process

Please read together with our 'EPA Manual'

10-step guide to EPA

<https://www.cityandguilds.com/-/media/cityandguilds-site/documents/apprenticeships/epa-10-step-guide-pdf.ashx?la=en&hash=624B05C8A1C800BB4926C5791BB8D7F8032B609C>



Step 2

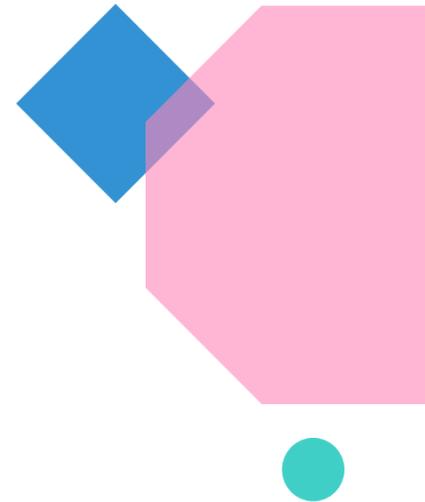
Apprentice completes on-programme activity (at least 12 months)

2

- You confirm the apprentice has met all gateway requirements and is ready for EPA (usually at least three months before EPA).

- ✓ Gateway meeting
- ✓ Signed gateway declaration form
- ✓ English & Maths
- ✓ Mandatory qualification (if applicable)

Customer confirms that the apprentice has met all of the gateway requirements and is ready for EPA



Step 3

A graphic for 'Gateway 3' with a red background and yellow accents. It features a white fence icon in a red octagon, the word 'Gateway' in white, and a large white number '3' in a red octagon. A list of three bullet points is on the right.

Gateway 3

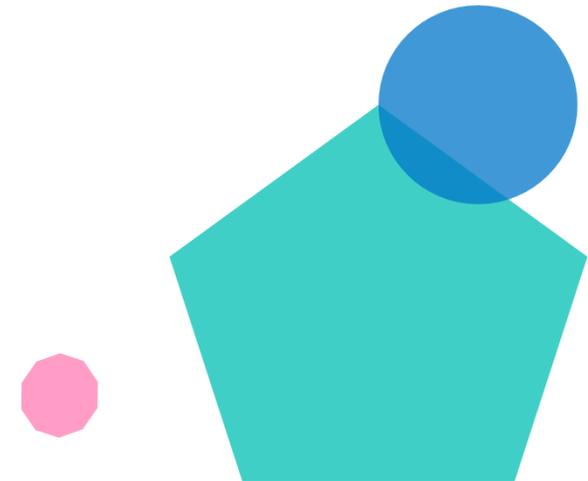
- You use Walled Garden to request an EPA booking (usually at least three months before EPA).
- We contact you for more information which we need for the ESFA certificate claim e.g. the name of the employer.
- You give us a date range for EPA.

Select a date *range* on Walled Garden

Complete the *data capture form* and return to epa@cityandguilds.com

Remember to check the *named contact* details on the *data capture form*

Please refer to the Walled Garden 'EPA booking guide' on slide 6



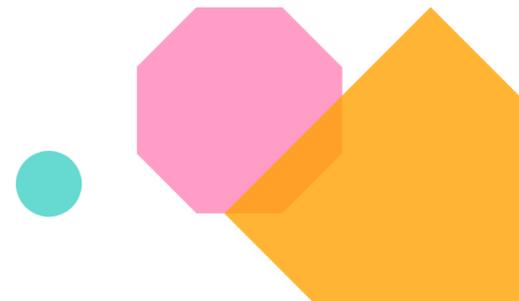
Step 4

4

- Once you've given us the information for the ESFA certificate claim, we give you access to our EPA portal to load supporting documents for gateway.
- You have two weeks from date of access to the EPA portal to submit:
 - signed gateway declaration
 - English and maths certificates (or exemption)
 - evidence from on-programme (if needed).

Gateway evidence to be submitted within 10 days of gaining access to the portal

It's best practice to ensure that the gateway evidence is in place before the EPA booking takes place



Step 5

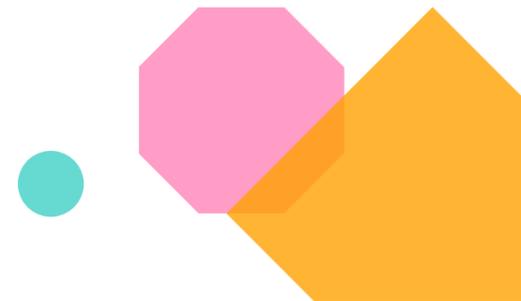
5

- Once we've received and checked your supporting documents against gateway requirements, we'll contact you with the confirmed dates for your EPA event(s).

We will contact the *named contact* (as supplied on the data capture form) to agree an exact date and time for EPA

The booking will be confirmed via an electronic *booking confirmation form* which needs to be signed and dated and returned within 3 working days

Once the booking has been confirmed any EPA knowledge test(s) can be booked and taken (if applicable)



Step 6

6

- Ten working days before EPA, you supply all of the EPA evidence if required by the standard through the EPA portal.

We strongly recommend that only the strongest evidence is selected to demonstrate how the Apprentice has met the criteria.

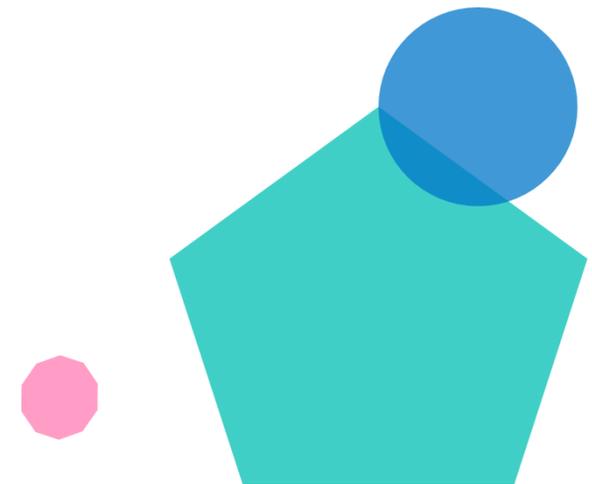
Top tip – please remember to upload the *recording form* (you will find this in the EPA pack)

The relevant EPA pack (see slide 7) will indicate what assessment evidence is required.

Step 7

7

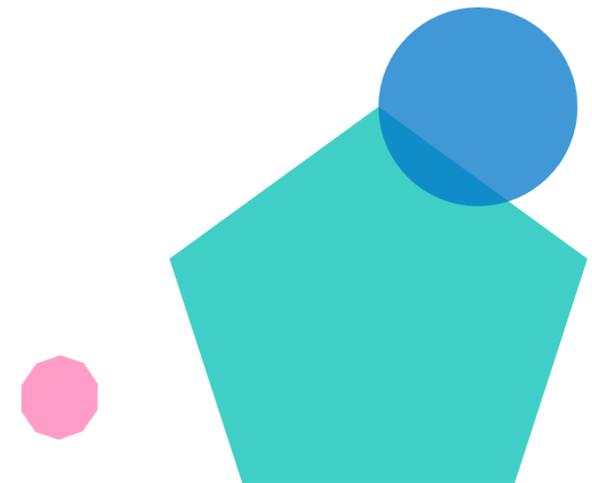
- Once we've received and checked any supporting evidence, we remove the apprentice from your access on the EPA portal.
- This preserves the submission for assessment and we can send it to our independent end-point assessors.



Step 8



There's lots of **important** information within the EPA manual about the responsibility of the IEPA on the day



Step 9



9

- If your apprentice passes, we send you a branded statement of achievement with their grades for you to present to the apprentice.
- If your apprentice fails, we give you formal notification and feedback on the areas the apprentice failed. You go back to step 3 when you're ready to book a re-sit.

Where an Apprentice has successfully completed all components of an EPA we will then issue a City & Guilds or ILM statement of achievement to yourselves

If the apprentice fails we will provide the named contact with formal notification and feedback on the areas the apprentice has failed. You then need to go back to step 3 to book an EPA re-sit.

We aim for it to take a time period of 20 working days from submission of assessment documentation to final grades.

Step 10

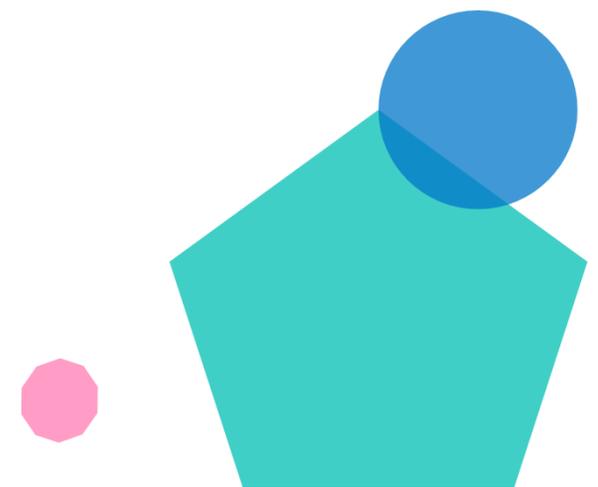


10

- We claim the apprenticeship certificate from the IfA (Institute for Apprenticeships) on your behalf. The IfA will send it direct to the employer.



Finish



Keep up to date

- Sign up for 'email updates' or 'update your preferences' <https://www.cityandguilds.com/what-we-offer/centres/email-updates>
- City & Guilds Apprenticeship standards: <https://www.cityandguilds.com/apprenticeships/emerging-standards>
- ILM Management Apprenticeships: <https://www.i-l-m.com/learning-and-development/management-apprenticeships>
- City & Guild and ILM EPA service: <https://www.cityandguilds.com/apprenticeships/emerging-standards/end-assessment-service>
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Questions?

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<https://www.cityandguilds.com/apprenticeships/merging-standards/end-assessment-service>

