**EPA Gateway Redundancy Form**

The purpose of this document is for providers to guarantee that if an apprentice has had a break in learning or has been made redundant, that all subsequent information is captured to allow City & Guilds to complete their End-Point Assessment.

This document should only be used for apprentices who have been made redundant but have completed the minimum duration training period of 12 months on-programme, or who have less than 12 months on programme but have an exemption listed within the current [apprenticeship funding rules.](https://www.gov.uk/guidance/apprenticeship-funding-rules)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Apprentice Name** |  | **C&G ENR Number** |  | **ULN** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Original Apprentice Training Agreement** | **Employer** | **Start Date (ILR)** | **Expected end date (ILR)** | **Date of redundancy / break in learning** | **Total duration on apprenticeship (Months / Days)**  **(Exclude break in learning)** |
| Original Apprenticeship  Agreement details |  |  |  |  |  |

If the EPA event needs to be delivered at a new venue / premises please can you provide this detail below.

Provider ………………………………

Address ………………………………..

Street ……………………………….

Area ……………………………….

Postcode ………………………………..

Should the apprentice complete their EPA successfully our [Certificate Claims Team](mailto:ESFAcertclaims@cityandguilds.com) will email you within 10 working days of certification to request an alternative delivery address.

By signing the below, you are confirming you have the ability and resource to support the learner through their End-Point Assessment following the termination of their Employment.

Your signature below also confirms that you are adhering to current ESFA Funding rules.

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice Signature** |  | **Provider Name** |  |
| **Last Employer** |  | | |

Please complete this form and either upload alongside your Declaration Form as part of your gateway documentation or, if you have passed gateway please email it to [EPA.Gateway@cityandguilds.com](mailto:EPA.Gateway@cityandguilds.com).