

Request for EPA sub-contractor customer account

This form should be used by Provider customers who have an existing agreement (an approved EPA application) with City & Guilds/ILM (EPAO) and wish to set up sub-contractor customer account(s).

Existing provider customer number (6 numerals plus any suffix letter)	
Full customer name:	
Contact person:	
Email:	
Contact number:	
ESFA primary contract holder?	
RoATP UKPRN no.	

Sub-contract customer request

Please provide the name of the sub-contractor you wish to set up and link to your provider customer account:		
Are they an existing City & Guilds customer?	Yes	No
If yes; please provide their customer/centre number		
Do you want the sub-contractor to have access to your own secure Walled Garden account to make registrations and bookings for EPA?*	Yes	No
*Access will be provided via an account set up under the provider customer. Where permission is not provided, the provider customer will need to place all registrations and bookings themselves.		
If yes; please provide their details below:		
Full name		
Email address (must be the same domain as provider customer)		

Declaration

Tick to confirm that by submitting this form, you agree as the provider customer you shall:

- ensure that each sub-contractor complies with City & Guilds' policies, procedures and regulations; mainly the 'Manual for the End-point Assessment Service', 'Centre Manual' and Our Quality Assurance Requirements';
- actively monitor compliance by the sub-contractor in accordance with City & Guilds' policies, procedures and regulations relating to the 'Manual for the End-point Assessment Service', 'Centre Manual' and Our Quality Assurance Requirements';
- remain primarily liable to City & Guilds for the errors and omissions of any such sub-contractor;
- ensure adherence to the [ESFA funding rules and conditions](#); and
- take full accountability for all apprentices, their registration, bookings and EPA arrangements for all sub-contractors.

Name:	
Job title:	
Date:	

Please submit this form to EPAapplications@cityandguilds.com. The team will then be in touch to discuss the details of the request and ensure we have everything we need to set up the customer account and relationships.