EPA Assessment Evidence & Results

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8 Stage Journey for EPA

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Stage 4
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We will focus on Stages **6-8** in this presentation
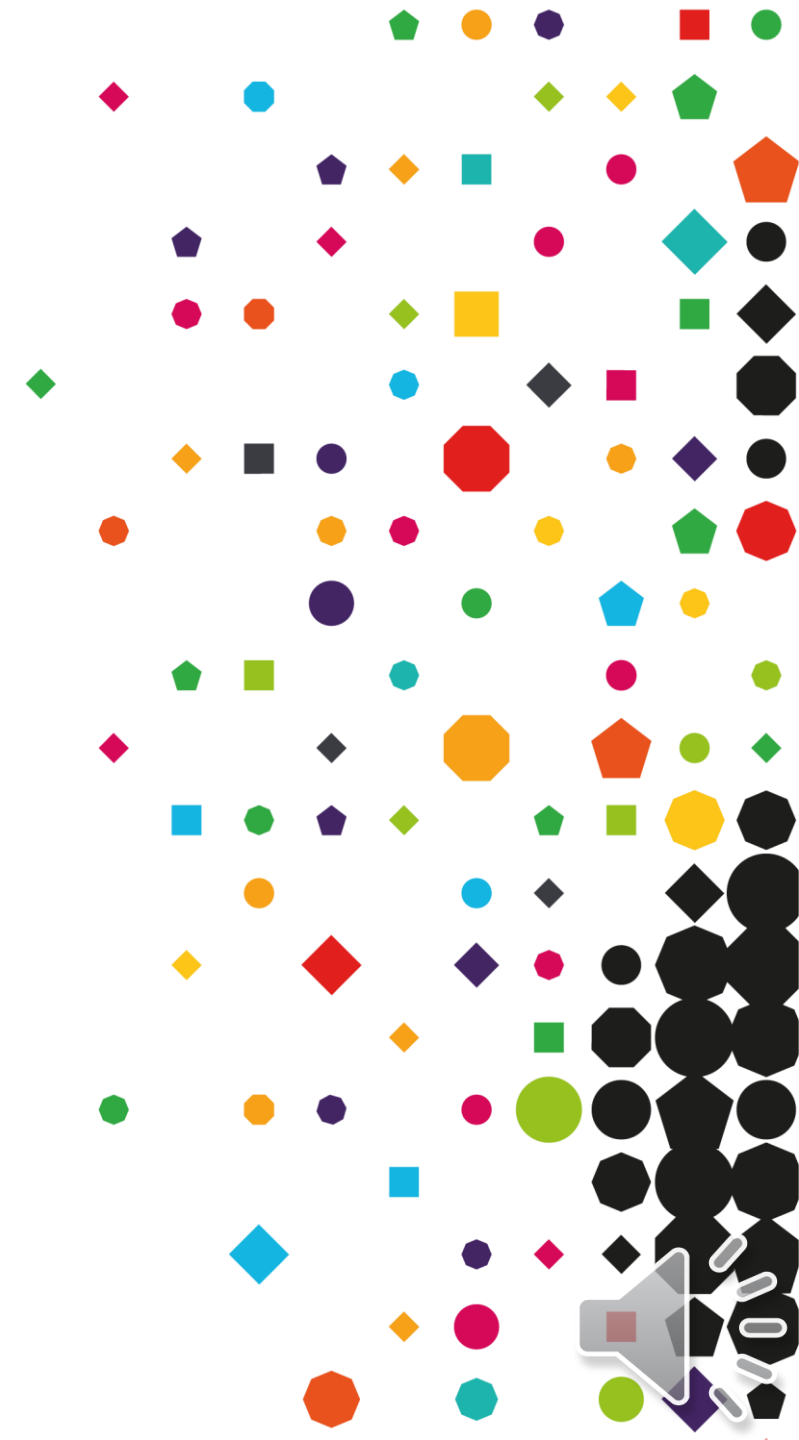
Access our detailed 8 Stage Guide here….

https://www.cityandguilds.com/apprenticeships/endpoint-assessment-service/epa-pro

Stage 6

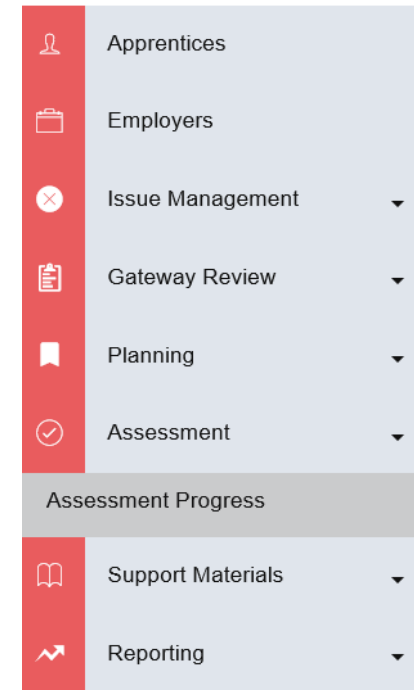*Uploading Assessment Evidence*

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Uploading Assessment Evidence

- At the planning meeting you'll agree any assessment evidence requirements and timing

- Access Assessment Progress on the main menu to get a view of all of your apprentices

- Use the filters to find an Apprentice that you need to upload assessment evidence for

Stage 7

The EPA Event

There are generally 3 main types of EPA Events…

On-line test

- Multiple choice or short answer questions
- Accessed through our e-volve platform and still booked on Walled Garden

Face-to-face

- Skills observation
- EPA Pro tells you where and when this will take place

Interview/discussion/presentation

- Carried out remotely using GoToMeeting
- We've created a user guide so you get the most out of it

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Check out our Supplementary Checklist

- Ensure your apprentices have everything ready for the day of their EPA Event

- Find this helpful guide in the support **resources section/checklists**

Stage 8

Results and Certification

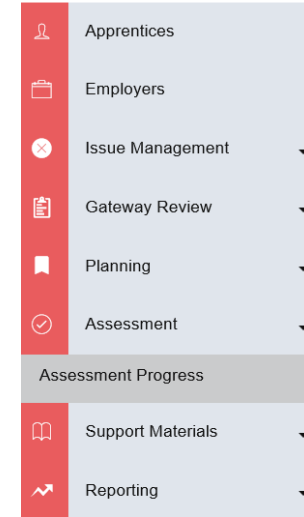# Viewing Apprentice Results

You will get a notification when an apprentice's results are ready.

To view results:

- Click the Assessment Progress tab in the left-hand menu
- Filter or search for the apprentice you wish to view

Here you can see the results for each component when they are ready.

If the result is unfortunately a fail the EPA Events Team will be in touch to book your resit.

Assessment Results/Feedback/Next Steps

Assessment Result - 9494-702 Presentation & Interview

1	2	3	4
Result	Feedback	Next Action	Declaration
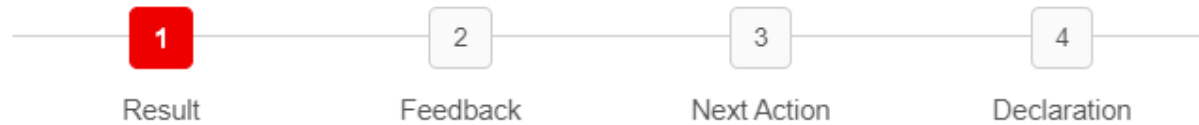
Result

Date Delivered / Duration

17/11/2020 09:00:00

Days

0

Hours/Minutes

01:00

Category

Outcome

Pass

Additional Info

Additional Info

Note: This component has been marked as successful

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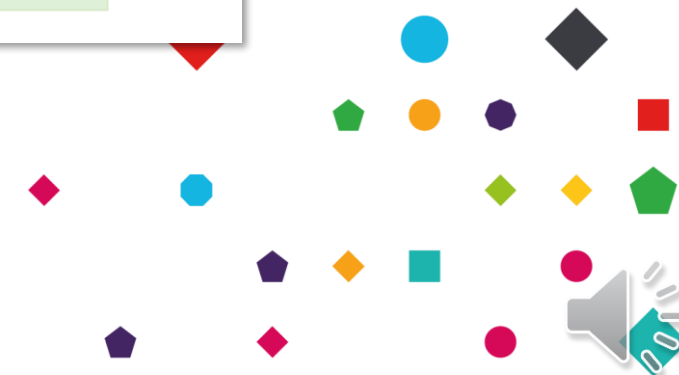
Statement of achievement for each EPA component

Reaching the end of the apprenticeship journey

Overall EPA grade

When results for each of the individual components are available, the IEPA certifies the overall result, ending your EPA journey!

Access overall statement of achievement certificate

Show every skill with digital credentials

As well as the online individual component and overall EPA statement of achievement on-line certificates, City & Guilds issue a digital credential on completion of end-point assessment

- You can share this digital credential on LinkedIn and Facebook or as part of an on-line CV

- Anyone viewing the digital credential sees what things you did (and what skills you picked up) to earn this badge

- Find out more at https://www.cityandguilds.com/digital-credentials/end-point-assessment
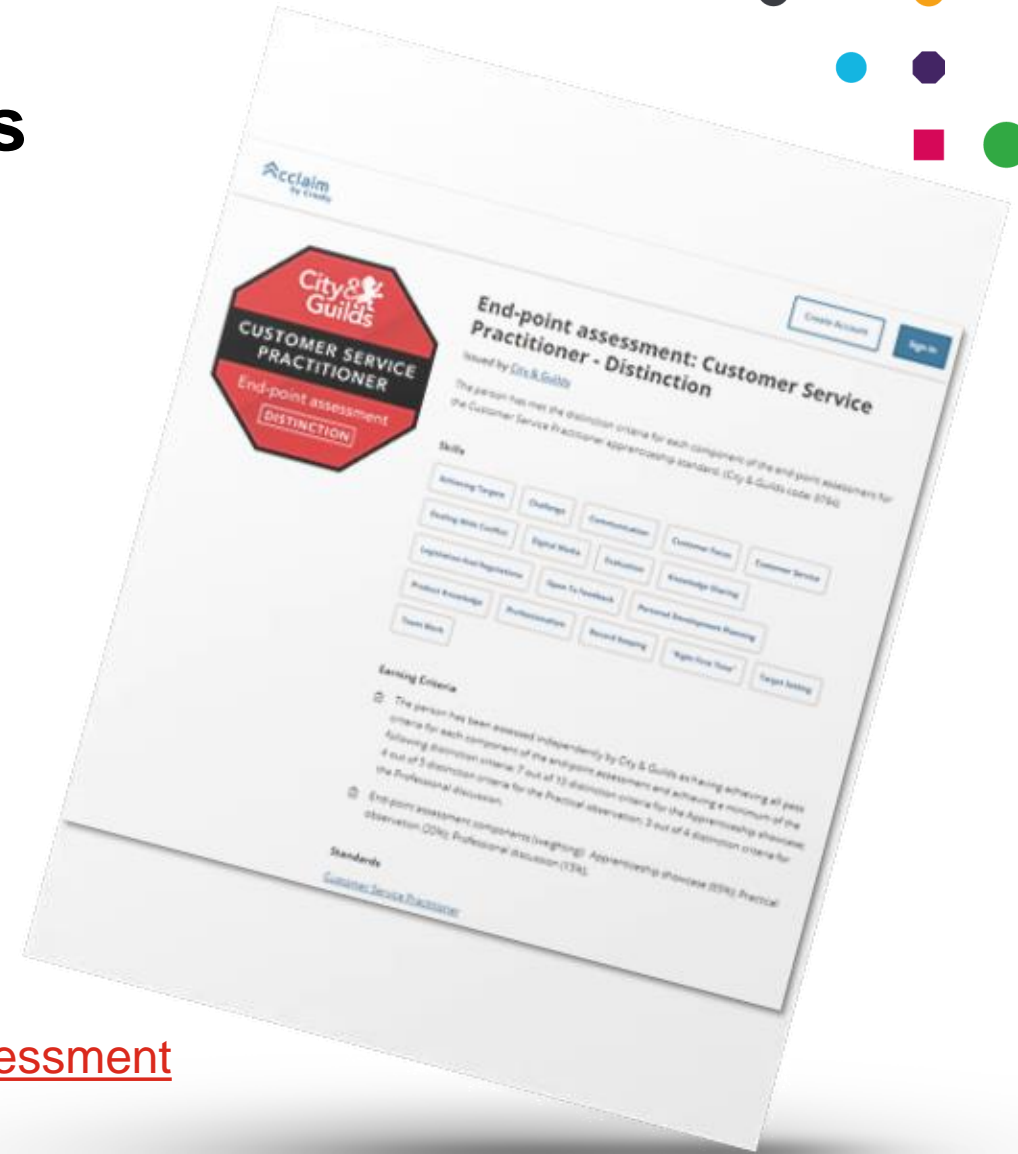
Support throughout the 8 stages
SLA's, dashboard and reporting

City & Guilds SLA's *(where applicable)*

Gateway submission

Accept or Reject Gateway
3 days

Assign IEPA
5 days

Schedule Planning Meeting
2 days

(Meeting to be held within ~10 days ideally)

Assessment Plan finalised and EPA Invitations sent
3 days

After EPA Event receive component results
7 days

After last EPA Event receive overall EPA Grade
7 days

Receive Digital Credential
5 days

ESFA Certificate Requested
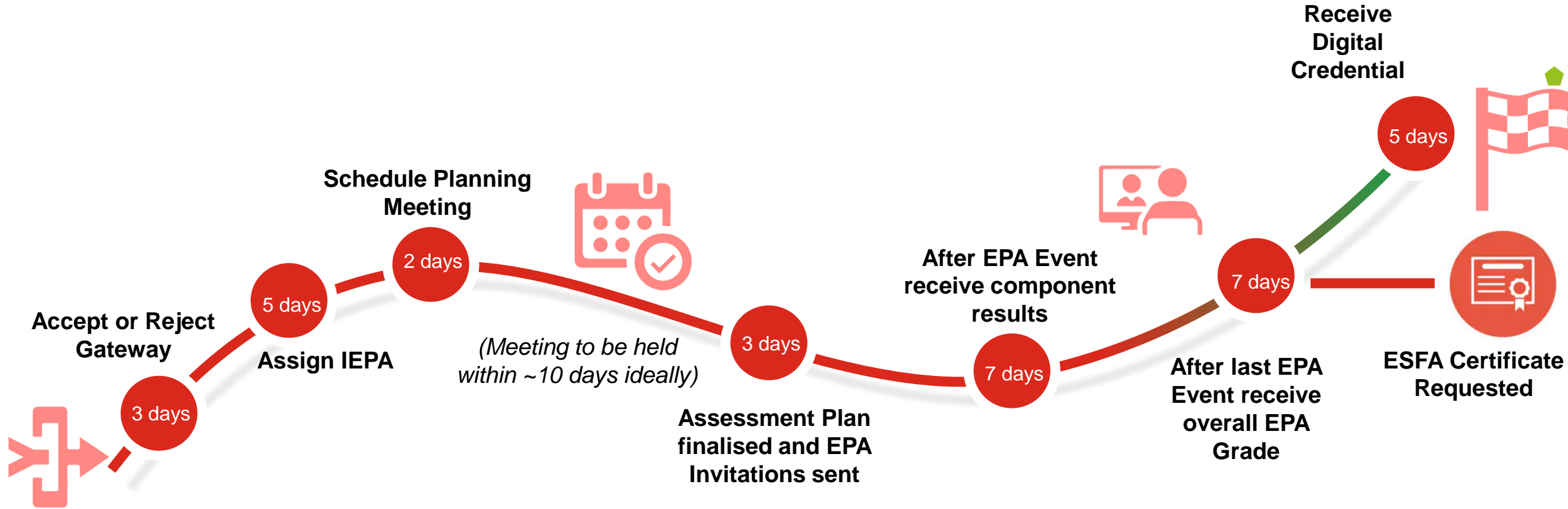
Planning Meeting ← Estimated 3-4 weeks → *EPA Events*

* Days are working days

Apprentice Assessment Progress – View and monitor

Reporting – Main Dashboard View
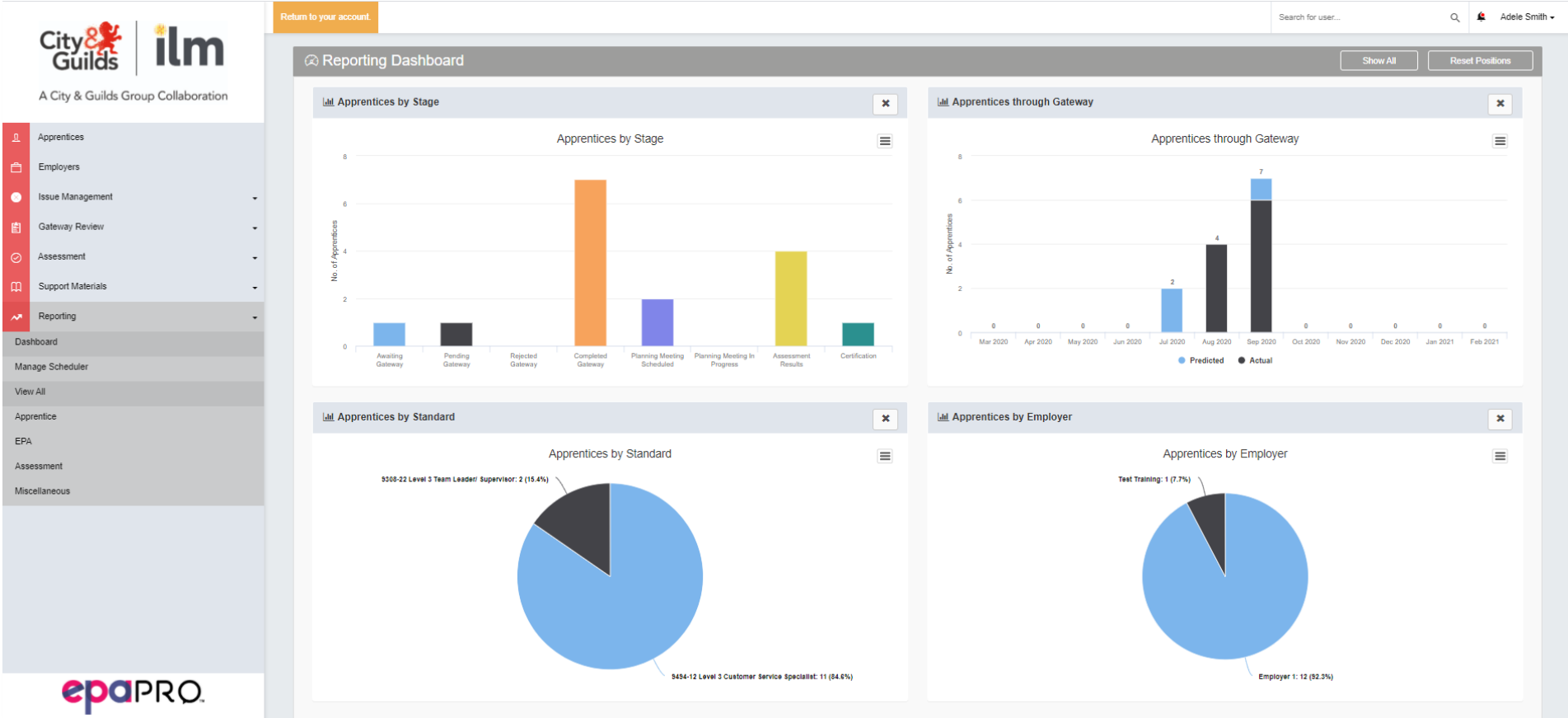
Reporting – Suite of reports and scheduler

Reporting

Apprentice	EPA	Planning	Assessment	Certification	Miscellaneous

Name	Action
Apprentice Details	Load Manage Saved Reports ▾
Change of Circumstance	Load
Past Programmes	Load

- Full suite of reports and this is growing all the time.

- You can use the schedule tool to send specific reports by email at the frequency you need to whoever needs them.

Add Schedule

Schedule Details

Name	Schedule Name
Report	Select a report for the schedule to run
Frequency	Select how often the schedule should run
Recipients	Email Address Name ⊕
Active	⚪

Save

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Support and Feedback

Contact us via:
centresupport@cityandguilds.com

0844 543 0000 (option 5)

Webchat on our contact us page
www.cityandguilds.com/help/contact-us

Feedback on our EPA Service Delivery

We'd love to hear your feedback and ideas on how we can improve our EPA Service Delivery, how can we make your life easier?

💬 Let us know ❯

We'd love your feedback on how we can improve through our feedback link found either on

• https://www.cityandguilds.com/apprenticeships/endpoint-assessment-service

• or in the useful links section in EPA Pro

Thank you

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