**Pre-Gateway EPA Booking Request Form**

For the **following standards only**, EPA dates can be provisionally scheduled prior to apprentice(s) achieving Gateway approval (Pre-Gateway):

**Construction:**

* Carpentry and Joinery / Advanced Carpentry and Joinery (all specialisms): 9078-12, 9078-21, 9079-12, 9079-21
* Bricklayer: 9077-12
* Painter and Decorator: 9080-12
* Plasterer – Solid and/or Fibrous (all specialisms): 9086-11, 9086-12

**Transport Maintenance:**

* Autocare Technician: 9304-12
* Heavy Vehicle Service and Maintenance Technician: 9302-12, 9302-13
* Automotive Retail Motor Vehicle Service and Maintenance Technician (Light Vehicle): 9301-12, 9301-13
* Vehicle Damage: 9321-12, 9321-12, 9323-12

**Engineering:**

* Engineering Operative (all specialisms): 9325-12, 9325-13, 9325-14, 9325-15, 9325-16, 9325-17
* Engineering Fitter: 9335-12
* Maintenance and Operations Engineering Technician (all specialisms): 9320-12, 9320-13
* Lean Manufacturing Operative: 9315-22, 9315-23, 9315-24, 9315-25
* Metal Fabricator: 9345-12

**Please note: Confirmation of EPA dates are subject to the apprentice(s) achieving Gateway approval a minimum of 25 working days prior to the EPA event taking place.** If Gateway approval is not achieved a minimum of 25 working days prior to the EPA event taking place, the EPA Bookings Team will cancel the provisionally scheduled EPA event date and will work with you to arrange a new suitable EPA event date. This is to ensure cancellation charges are not applied in accordance with our EPA cancellation policy.

Apprentices **must** be registered on EPA Pro in advance of submission of this form.

**E-volve Knowledge Tests cannot be booked until an apprentice has achieved Gateway approval.**

The option of Pre-Gateway EPA Booking is not mandatory for the standards listed above. If preferred, Gateway can be submitted and approved before the EPA dates are scheduled, following the standard process. If this is the preferred route, please do not complete / submit this form.

**If you would like to proceed with a Pre-Gateway EPA Booking request, please provide the following details in full and email the completed form to** [**epa@cityandguilds.com**](mailto:epa@cityandguilds.com)**:**

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| **Apprentice Name(s)** |  |
| **Apprentice ENR(s) / ULN(s)** |  |
| **Centre Name / Centre Number** |  |
| **Standard** |  |
| **Preferred EPA Date / Time** |  |
| **Location of EPA Event** |  |