EPA Booking on Walled Garden

Adding Additional Info

Quick User Guide

When you are ready to add the additional

information required to complete an EPA

Booking, this guide will show you how to

access the relevant fields in Walled Garden

# Quick User Guide

|  |  |
| --- | --- |
| **What mandatory information you will need to add/amend in an EPA booking for an Apprentice**  **on Walled Garden after placing an order.** | |
|  |  |
| To start | Order No |
|  |  |
| To complete  Employer tab | Employer Name (Street, Town & Postcode if need to create) |
| Employer Contact Name (+ Telephone number & Email if need to create) |
| EPA Venue Address (Street, Town & Postcode if need to create) |
|  |  |
| To complete  EPA Booking Info tab | Centre Contact Telephone Number |
| Centre Contact Email |
| EPA Event Contact Name |
| EPA Event Contact Telephone Number |
| EPA Event Contact Email |
| Access Arrangements, if any (non-mandatory) |
| Apprenticeship Start Date |
| Apprenticeship End Date |
| Funded/Unfunded |

**How to add/amend details for an EPA for an Apprentice on Walled Garden after placing an order**

|  |  |
| --- | --- |
| Log in to Walled Garden  Select Data Services |  |

|  |  |
| --- | --- |
| Under I want to: select EPA Employer Details  Search for order using period, date range or Order No    Click  Select Order No |  |
| Order details are shown  Select individual candidate  or |  |
| Click on  to enter Employer details |  |
| Click on  to enter other EPA Booking details |  |