

Dear Centre,

We have reviewed the EPA documentation and have published updated versions of the following:

- EPA pack for centres
- Recording forms for centres

All of the changes are listed in the version control section of each document however we would like to draw your attention to the following:

EPA pack for IEPAs

- Section 3: EPA Guidance for Centres
  - Centre contact section added
  - EPA timing section added
- Section 4: Guidance for Apprentices
  - Timing and Planning section updated to inform the apprentice of what the process is should their EPA over run.
  - Models section updated to give further information on the use of 'peers'
- Section 5: EPA resources list updated – minor amendments
- Section 6: EPA assessment timeline – Gateway timeline changes from three to two months.

Recording forms pack for IEPAs

- Gateway declaration form – Digital credentialing information added.

**NOTE: Please can you dispose of any previous versions of these documents and ensure that you have downloaded and are using these new versions from November 2018.**