10 steps to end-point assessment (EPA)

City & Guilds | ilm

A City & Guilds Group Collaboration

To help you get to grips with the EPA process, we've broken it down into 10 main stages. These actions are for providers, or employer providers, and City & Guilds. They happen after you've applied to deliver our EPA and are set up as a customer.

Start

1

- You register your apprentice on Walled Garden.
- Within three working days, we email you information about our EPA preparation tool. Once you load the apprentice's name and email onto the tool, they get an email with access to it.

2

- You confirm the apprentice has met all gateway requirements and is ready for EPA (usually at least three months before EPA).

Gateway

3

- You use Walled Garden to request an EPA booking (usually at least three months before EPA).
- We contact you for more information which we need for the ESFA certificate claim e.g. the name of the employer.
- You give us a date range for EPA.

4

- Once you've given us the information for the ESFA certificate claim, we give you access to our EPA portal to load supporting documents for gateway.
- You have two weeks from date of access to the EPA portal to submit:
  - signed gateway declaration
  - English and maths certificates (or exemption)
  - evidence from on-programme (if needed).

5

- Once we've received and checked your supporting documents against gateway requirements, we'll contact you with the confirmed dates for your EPA event(s).

6

- Ten working days before EPA, you supply all of the EPA evidence if required by the standard through the EPA portal.

7

- Once we've received and checked any supporting evidence, we remove the apprentice from your access on the EPA portal.
- This preserves the submission for assessment and we can send it to our independent end-point assessors.

EPA

8

- Our independent end-point assessors carry out the EPA event(s).

9

- If your apprentice passes, we send you a branded statement of achievement with their grades for you to present to the apprentice.
- If your apprentice fails, we give you formal notification and feedback on the areas the apprentice failed. You go back to step 3 when you're ready to book a resit.

10

- We claim the apprenticeship certificate from the IfA (Institute for Apprenticeships) on your behalf. The IfA will send it direct to the employer.

Finish

The City & Guilds EPA team delivers the EPA service for City & Guilds and ILM apprenticeship customers. Both businesses are part of the City & Guilds Group.