

EPA end-of-year timelines 2025/26

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Introduction

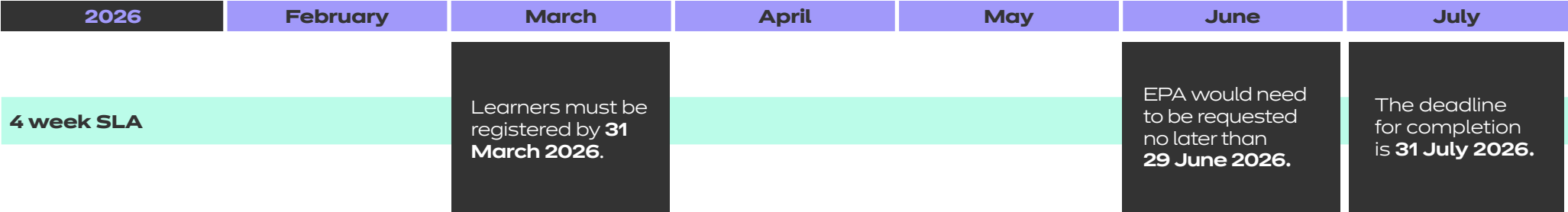
At NCFE, we want to ensure you're prepared for year-end, so we've produced timelines across all Service Level Agreements (SLAs) that provide key calendar dates from registering your apprentices, through to the completion of EPA. In this document, you'll find:

- a list of standards and the SLA we work within for these
- a timeline for each individual SLA
- a specific breakdown for Teaching Assistant and Learning and Skills Teacher standards, factoring in end-of-term
- hints and tips to support with registrations, gateway audits, and completions.



4 week SLA end-of-year timeline

The below timeline highlights key calendar dates to guarantee completion by 31 July 2026 for those standards that follow our 4-week SLA. The timeline allows 5 working days for the Gateway audit to be carried out. To access this SLA, the Gateway audit completed for EPA requests by the below date must be approved.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

Standards

Sector	Standard title	Version
Digital	Data Technician	v1.0
Early Years	Early Years Educator	v1.2
Early Years	Early Years Practitioner	v1.0
Education	Learning Skills Assessor	v1.1
Education	Learning Skills Mentor	v1.1 and v1.2
Health	Dental Nurse Integrated	v1.2 and v1.3
Health	Oral Health Practitioner	v1.0
Social Care	Adult Care Worker	v1.2
Social Care	Lead Adult Care Worker	v1.2



5 week SLA end-of-year timeline

The below timeline highlights key calendar dates to guarantee completion by 31 July 2026 for those standards that follow our 5-week SLA. This includes specific timelines for apprentices undertaking the Learning and Skills Teacher apprenticeship who work in schools or colleges. The timeline allows 5 working days for the Gateway audit to be carried out. To access this SLA, the Gateway audit completed for EPA requests by the below date must be approved.

2026	February	March	April	May	June	July
5-week SLA		Learners must be registered by 24 March 2026.			EPA would need to be requested no later than 22 June 2026.	The deadline for completion is 31 July 2026.
LST School SLA		Learners must be registered by 3 March 2026.			EPA would need to be requested no later than 1 June 2026.	The deadline for completion is 10 July 2026.
LST College SLA	Learners must be registered by 21 February 2026.			EPA would need to be requested no later than 22 May 2026.	The deadline for completion is 30 June 2026.	

Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place

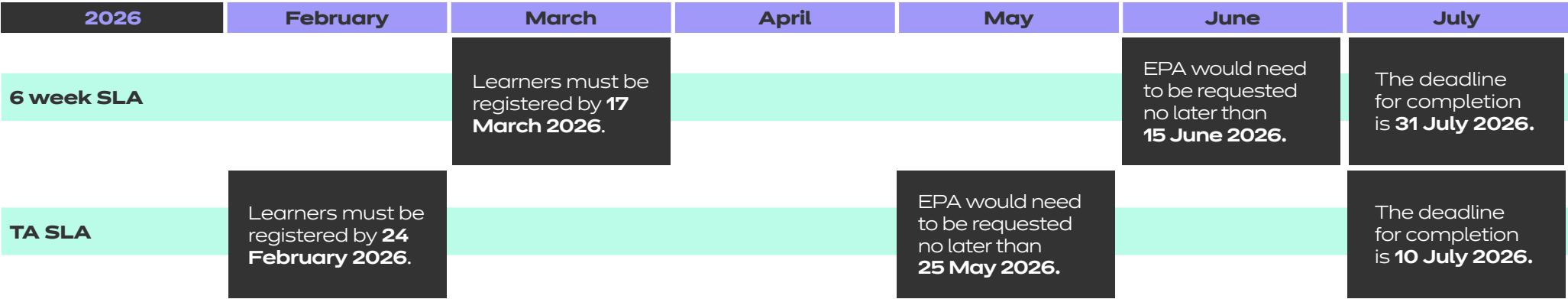
Standards

Sector	Standard title	Version
Business	Customer Service Practitioner	v1.1
Business	Team Leader or Supervisor	v1.2
Education	Learning and Skills Teacher	v1.2, v1.3 and v1.4



6 week SLA end-of-year timeline

The below timeline highlights key calendar dates to guarantee completion by 31 July 2026 for those standards that follow our 6-week SLA. This includes specific timelines for apprentices undertaking the Teaching Assistant apprenticeship. The timeline allows 5 working days for the Gateway audit to be carried out. To access this SLA, the Gateway audit completed for EPA requests by the below date must be approved.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

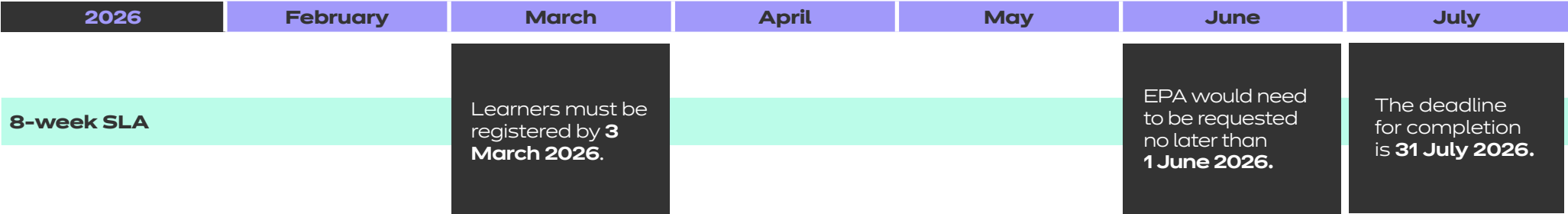
Standards

Sector	Standard title	Version
Business	Business Administrator	v1.0
Social Care	Children, Young People and Families Manager	v1.0
Social Care	Children, Young People and Families Practitioner	v1.0
Social Care	Lead Practitioner in Adult Care	v1.1
Social Care	Leader in Adult Care	v1.0 and v1.1
Education	Teaching Assistant	V1.0 and 1.1



8 week SLA end-of-year timeline

The below timeline highlights key calendar dates to guarantee completion by 31 July 2026 for those standards that follow our 8-week SLA. The timeline allows 5 working days for the Gateway audit to be carried out. To access this SLA, the Gateway audit completed for EPA requests by the below date must be approved.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

Standards

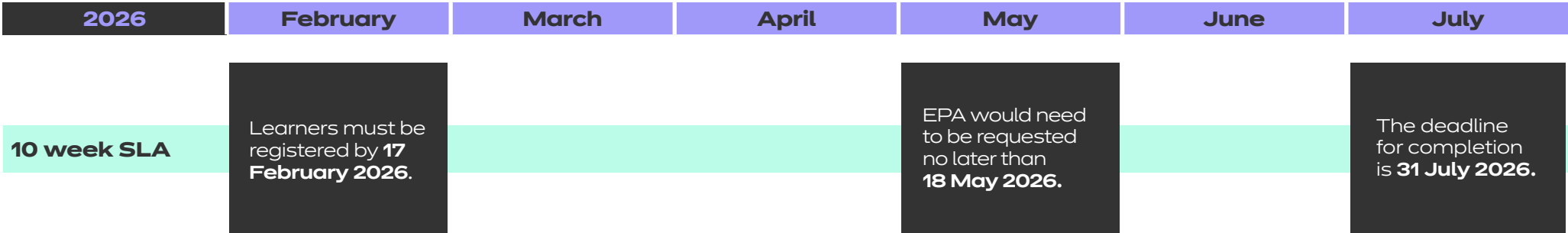
Sector	Standard title	Version
Business	Employability Practitioner	v1.0
Business	Team Leader	v1.4
Business	Team Leader or Supervisor	v1.2
Digital	Fundraiser	v1.0
Early Years	Early Years Practitioner	v1.1
Early Years	Early Years Educator	v1.3, v1.4 and v1.5
Facilities	Facilities Service Operative	v1.0
Health	Healthcare Support Worker	v1.1 and v1.2
Health	Senior Healthcare Support Worker	v1.5 and v1.6
Leisure	Leisure Team Member	v1.0 and v1.1

Sector	Standard title	Version
Sports	Community Sport and Health Officer	v1.0, v1.1 and v1.2
Sports	Community Activator Coach	v1.0, v1.1 and v1.2
Sports	Outdoor Activity Instructor	v1.0 and v1.1
Sports	Personal Trainer	v1.0 and v1.1



10 week SLA end-of-year timeline

The below timeline highlights key calendar dates to guarantee completion by 31 July 2026 for standards that require a 10-week SLA due to assessment plan requirements. The timeline allows 5 working days for the Gateway audit to be carried out. To access this SLA, the Gateway audit completed for EPA requests by the below date must be approved.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

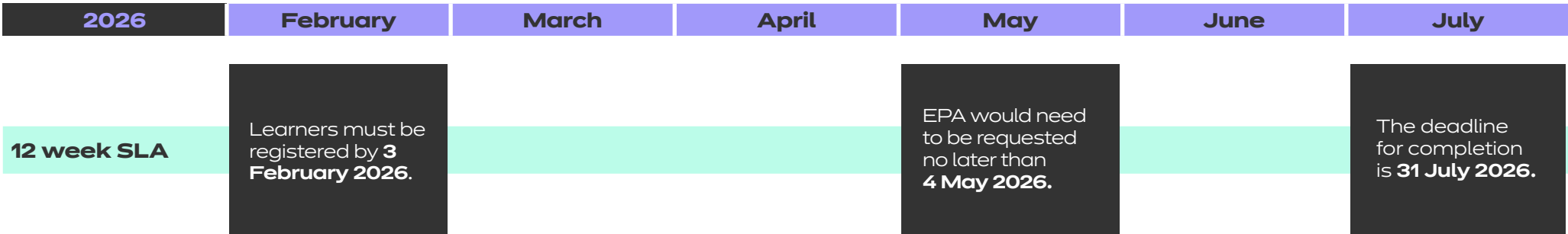
Standards

Sector	Standard title	Version
Digital	Data Analyst	v1.1



12 week SLA end-of-year timeline

The below timeline highlights key calendar dates to guarantee completion by 31 July 2026 for standards that require a 12-week SLA due to assessment plan requirements. The timeline allows 5 working days for the Gateway audit to be carried out. To access this SLA, the Gateway audit completed for EPA requests by the below date must be approved.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

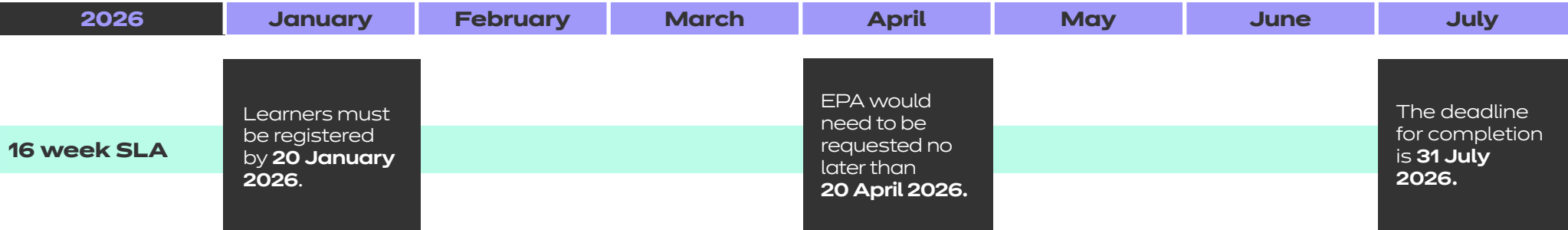
Standards

Sector	Standard title	Version
Business	Customer Service Specialist	v1.1 and v1.2
Facilities	Facilities Management Supervisor	v1.1
Health	Dental Practice Manager	v1.1 and v1.2
Leisure	Leisure Duty Manager	v1.1
Social Care	Early Intervention Practitioner	v1.0



14 week SLA end-of-year timeline

The below timeline highlights key calendar dates to guarantee completion by 31 July 2026 for standards that require a 14-week SLA due to assessment plan requirements. The timeline allows 5 working days for the Gateway audit to be carried out. To access this SLA, the Gateway audit completed for EPA requests by the below date must be approved.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

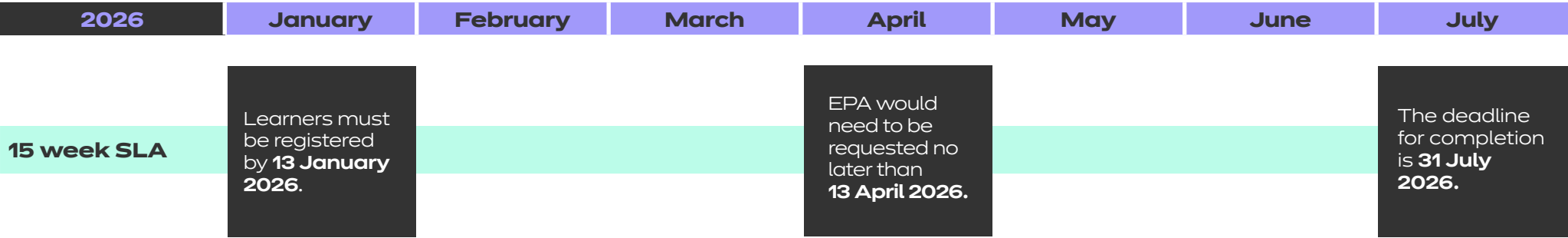
Standards

Sector	Standard title	Version
Sports	Sports Coach	v1.0, v1.1, v1.2, and v1.3



15 week SLA end-of-year timeline

The below timeline highlights key calendar dates to guarantee completion by 31 July 2026 for standards that require a 15-week SLA due to assessment plan requirements. The timeline allows 5 working days for the Gateway audit to be carried out. To access this SLA, the Gateway audit completed for EPA requests by the below date must be approved.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

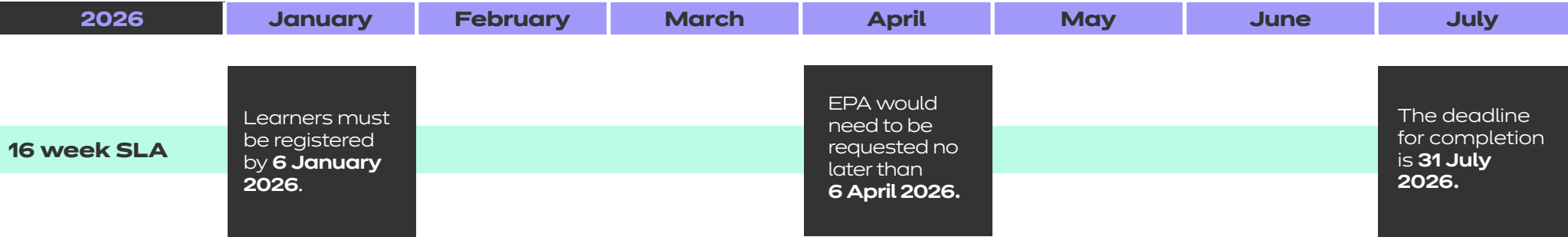
Standards

Sector	Standard title	Version
Business	Operations Manager	V1.4



16 week SLA end-of-year timeline

The below timeline highlights key calendar dates to guarantee completion by 31 July 2026 for standards that require a 16-week SLA due to assessment plan requirements. The timeline allows 5 working days for the Gateway audit to be carried out. To access this SLA, the Gateway audit completed for EPA requests by the below date must be approved.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

Standards

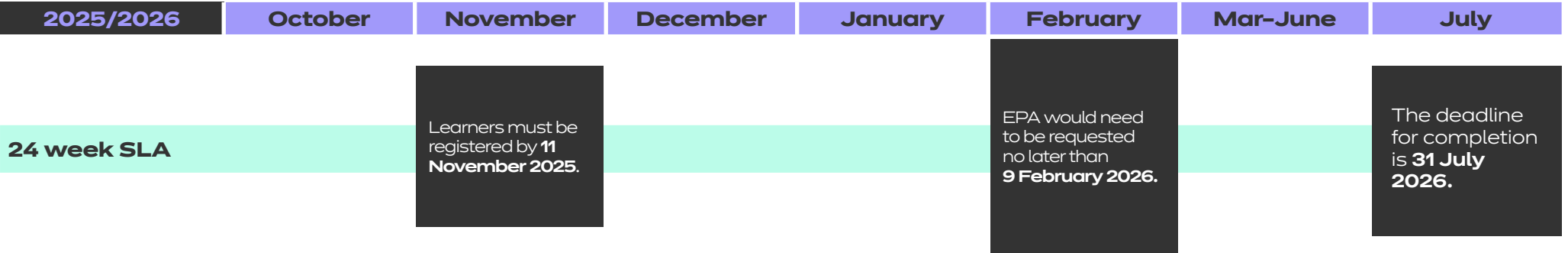
Sector	Standard title	Version
Early Years	Early Years Lead Practitioner	v1.0
Business	Operations/Departmental Manager	v1.2
Business	Associate Project Manager	v1.3 and 1.4



24 week SLA end-of-year timeline

At NCFE, we want to ensure you're prepared for year-end, so we've produced a timeline that will support with your planning to ensure your apprentices achieve end-point assessment (EPA) by 31 July 2025. The below timeline highlights key calendar dates to guarantee completion by 31 July 2025 for those standards that follow our 24 week SLA.

The below timeline highlights key calendar dates to guarantee completion by 31 July 2026 for standards that require a 24-week SLA due to assessment plan requirements. The timeline allows 5 working days for the Gateway audit to be carried out. To access this SLA, the Gateway audit completed for EPA requests by the below date must be approved.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

Standards

Sector	Standard title	Version
Facilities	Facilities Manager	v1.1



End-of-year hints and tips

We want to ensure you're prepared for year-end, so we've produced this hints and tips document to support you with your planning.

Please ensure to refer to the end-of-year timeline for deadlines and submission dates if you need your apprentices to complete their end-point assessment (EPA) by 31 July 2026.

Registration

- Apprentices must be registered on the EPA Management Platform (epaPRO) for a minimum of 90 days before the planned EPA start date selected at the point of registration. We recommend that apprentices are registered as early as possible in their programme

Date changes

- Ensure to keep your expected EPA date on epaPRO up to date so we know when your apprentice is expected to enter EPA. To amend the expected EPA date, you can open the apprentice's profile, click on 'EPA details' and update the 'EPA start date (expected)'.

Reasonable adjustments

Ensure any reasonable adjustments that are required for an apprentice are requested through the epaPRO platform a minimum of 90 days prior to the apprentice being requested for EPA.

Gateway evidence

We've listed below the most common gateway rejection reasons.

Refer to the Gateway requirement checklists to ensure you have all evidence required for a successful gateway audit. Below are key things to remember to get your Gateway request accepted:

- Only one method of invigilation is completed on the booking form
- Dates provided follow the booking rules and timelines
- English and maths evidence is in line with ESFA guidance
- Apprentice names on the English and maths evidence match the registration, or evidence of name change is provided
- Upload NARIC/ENIC with supporting certificates
- Provisional statement of results for English and maths Functional Skills exemptions can't be accepted unless a statement is provided by the provider to confirm the grades have been checked and not changed
- Apprentice are registered on the correct pathway and version.

End-of-year hints and tips

Bookings

- Ensure the booking form captures the dates the apprentices are not available to avoid delaying the assessments being scheduled in.
- Factor in where settings close down earlier than 31 July. For example, for Teaching Assistant standard, you'll need to factor in schools closing from mid-July onwards and where reduced lessons plan are delivered as the apprentice may not be able to demonstrate all KSB criteria outlined in the assessment plan for the observation component. The professional discussion can be delivered remotely outside of the work environment if the apprentice is still employed and has an apprenticeship contract.

Apprentice contracts

- Ensure the apprentice is employed for the duration of their EPA period (including any re-sits/re-takes required) and has an apprenticeship contract.

Resits and retakes

- When requesting EPA where you require apprentices to complete before 31 July, ensure you take into consideration any resits that may need to take place. If your apprentice requires a retake, further learning is required, and they can only retake the assessment after a minimum period of 30 days. Please review the resit/retake policy for further guidance for each standard.

Further support

For further support with end-of-year planning, contact your dedicated EPA contact or email eparelationshipteam@ncfe.org.uk. The EPA Relationship team can support with the below activities (plus more!):

- End-to-end support throughout the EPA journey
- Gateway requirements
- Preparing for gateway
- epaPRO
- Reporting and accessing reports to monitor apprentice registrations, assessments results and certification
- Resources.

