

On the right path for end-point assessment (EPA)

Our guide to the full EPA customer journey with EPA Plus in 9 simple steps:

STEP 1: Information and Agreement



- To get started we will explain our EPA Plus offer, agree with you when your first cohorts of apprentices will require EPA and then move on to sign a formal service agreement.
- This process can be carried out remotely or face to face.

Step 2: Getting Started



- Within 24 hours of receiving your signed agreement we will set you up on SEPA, the cloud based platform we use to manage our EPA Plus service.
- SEPA allows you to register and manage your apprentices, take them through Gateway and offers a range of other features including access to support materials resources.
- You must register your first cohort of apprentices on SEPA within 10 working days of your SEPA access going live.

STEP 3: Onboarding support



- You will be invited to access support webinars and videos which provide information on:
 - Introduction to NCFE EPA Plus
 - The SEPA Platform – how to perform key functions
 - Preparing for Gateway
 - Assessment Components
 - Guidance on each Standard

Step 6: Preparing for Gateway



- When your apprentices are ready for Gateway you will need to download and complete the Gateway Declaration document. This is signed by the training provider, employer and apprentice, and then is uploaded to SEPA. You must also complete the Checklist, which can be completed within SEPA, and you will be prompted to upload the required evidence that Gateway requirements have been met. Once this is complete you can use the 'Request EPA' tool to inform us that the apprentice is ready for their EPA.

Step 5: Programme support



- Once you have signed your EPA Plus Service Agreement you can access a range of support services:
- A dedicated Account Manager
 - Detailed Standard specific guidance
 - Support materials and sample assessment resources
 - EPA Plus Help Desk

Step 4: Registering apprentices on SEPA



- It is important to register your apprentices on SEPA in good time. In line with ESFA Funding rules EPA Plus need to have sight of your apprentices on SEPA at least 90 days before their expected Gateway date. We have no withdrawal fees and this gives us the insight we need to ensure assessor availability and a smooth EPA for everyone.

Step 7: Gateway audit and IEPA contact



- The apprentice is then assigned to an Independent End-Point Assessor (IEPA) who will complete an audit of everything that has been uploaded to SEPA. They'll then get in touch to book in the EPA.
- When bookings are made, the apprentices will be given a specific date and time for each assessment method.

Step 8: Results and feedback



- After each assessment method we'll publish results and feedback on SEPA in 5 working days.
- We'll work with you to arrange any re-sits.

Step 9: Certification



- When an apprentice has successfully achieved their apprenticeship, we'll start the claims process. This is completed by the ESFA and the certificates are sent directly to the employer.

As you review the progress of your apprentices towards final Gateway you will naturally review their planned EPA start date. The Approved EPA Period runs for 10 working days from the day of their planned EPA date. As long as your apprentices start their EPA within the Approved EPA Period there is no need to make any changes to the planned EPA start date in SEPA.

All apprentices must be registered on the platform for at least 90 days before requesting EPA. The planned EPA date can be changed at any time before EPA within the SEPA platform.

Where the planned EPA date is amended to a date 8 weeks or more in the future the Gateway audit will be conducted in 4 working days or less and the EPA in 8 weeks or less.

If the planned EPA date is amended to a date less than 8 weeks in the future, the Gateway audit will be conducted in 8 working days and the EPA in 12 weeks or less.

Get in touch with our EPA Plus team on:

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