

The EPA logo is positioned in the top left corner, oriented vertically. It consists of the letters 'EPA' in white on a black rectangular background. To the right of the logo is a purple rectangular shape, and further right is a white rectangular area with a black border. A teal rectangular area is located below the white area.

EPA

End Point Assessment

epaPRO user guide

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Introduction

epaPRO is NCFE's platform that manages every aspect of end-point assessments (EPAs); from registering your apprentices, uploading evidence, requesting EPA, monitoring apprentice progress, viewing results of assessments and feedback and accessing their statement of achievement.

Logging into epaPRO

epaPRO webpage link: <https://ncfe.epapro.co.uk/login>



Type your username and password into the login box and click 'Sign in'.

Forgotten password

If you are unsure of your password for epaPRO, there is a forgotten password link on the [epaPRO homepage](#).

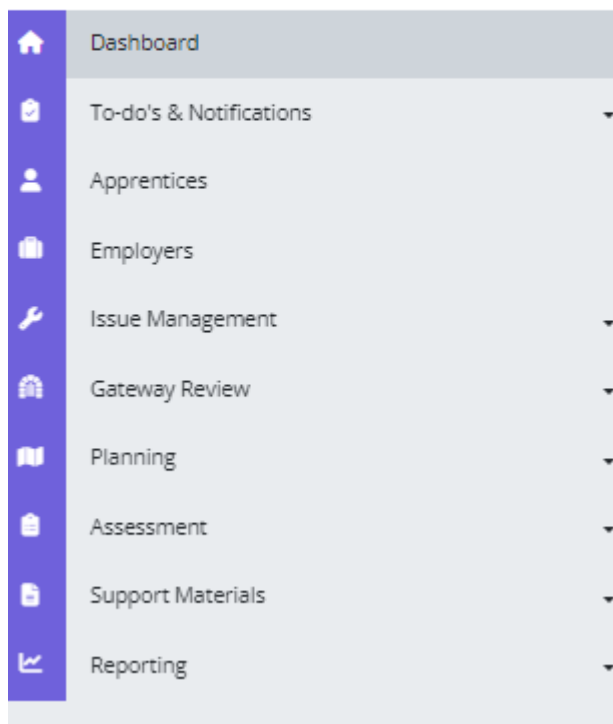
Your username is usually your email address and once you have clicked the link, an email should be sent through within an hour. If you do not receive the email, please contact your primary user or the EPA Relationship Team.



Navigation Menu

On the left side of the page, you will see the navigation menu.

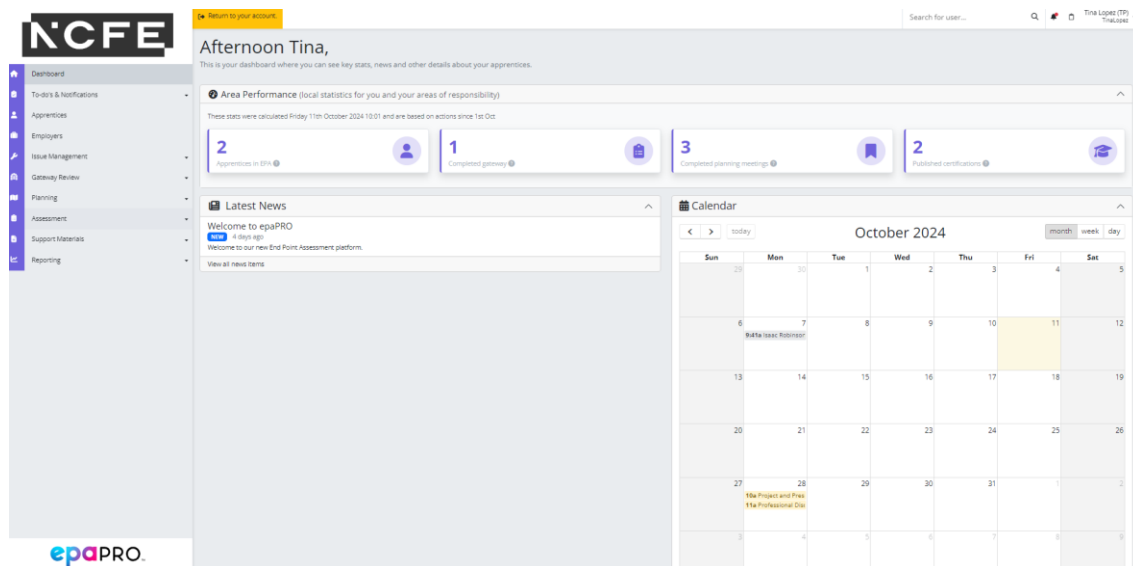
To expand the specific areas of the Navigation Menu, select the arrow to the right of the area you would like to view.





Dashboard

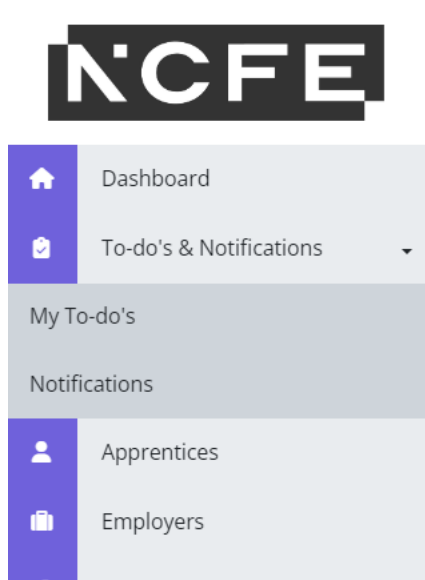
When you log into epaPRO, you will see your dashboard which includes Area Performance, Latest News and the EPA calendar.



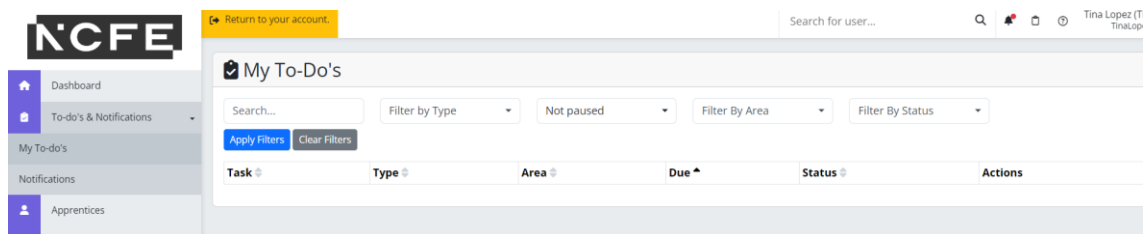
| Section | Description |
|------------------|--|
| Area Performance | This highlights key information regarding apprentice statuses. You can see how many apprentices are currently in EPA, how many apprentices for the current month have been accepted through to EPA and how many apprentices have been certificated in the current month. |
| Latest News | NCFE will provide you with important communications and updates. These updates will feature a new icon next to the title until you click on the notification to view the details. |
| EPA Calendar | The EPA calendar enables you to view scheduled assessments by month, week, or day. |

To-dos and Notifications

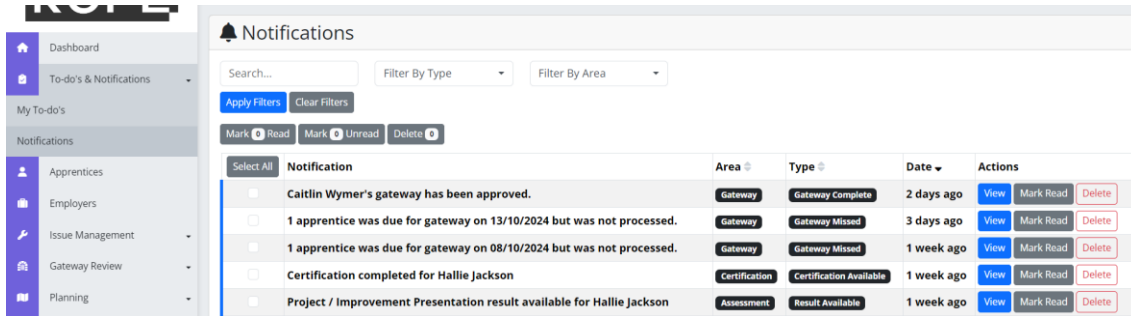
1. To access your to-dos and notifications, select 'to-dos and notifications' in the navigation panel on the left-hand side.



2. Selecting 'My To-Do's' will show you any actions you have set that are not yet complete.



3. Selecting 'Notifications' will show you any recent notifications from the system including gateway audit outcomes, results released, certification completed among various other actions.



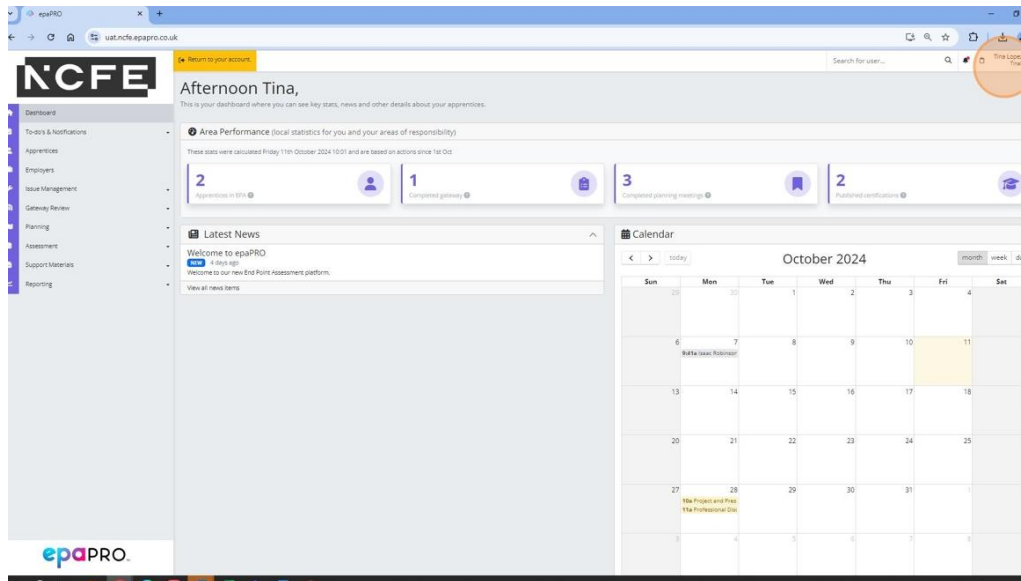
4. Selecting 'View' next to these notifications will take you to the relevant screen to access results, complete a gateway submission or update the apprentice's Gateway Start Date.

My Profile

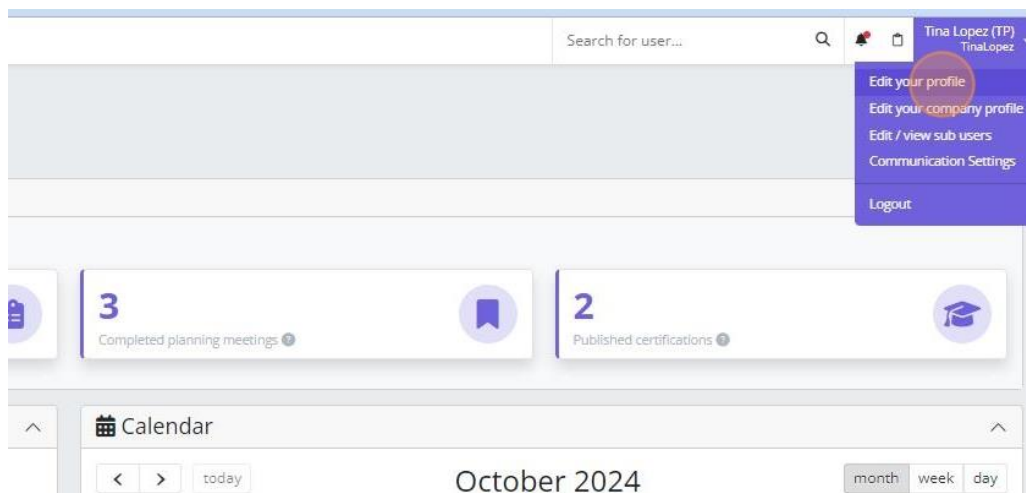
Setting up my signature

When you setup your profile, you will need to add in your signature to support administrative activities when signing off checklists and requesting reasonable adjustments etc.

1. Click your username in the top righthand corner



2. Click Edit your profile



3. Type in your signature name

The screenshot shows the 'Edit My Profile' page in the epaPRO system. The page is titled 'Edit My Profile' and has a navigation menu on the left with options like 'Dashboard', 'Tools & Notifications', 'Apprentices', 'Employers', 'Issue Management', 'Gateway Review', 'Planning', 'Assessment', 'Support Materials', and 'Reporting'. The main content area is divided into sections: 'User Details', 'External Calendars & SSD', 'Associated epaPRO Accounts', 'Multi-factor Authentication', and 'Security'. The 'User Details' section contains several fields: 'Username *' (TinaLopez), 'Email *' (Test@Testing.com), 'Purchase Order Number', 'Signature Name' (T Lopez), and 'Signature'. The 'Signature Name' field is highlighted with an orange circle. To the right of these fields are fields for 'Pronouns', 'Given Name *' (Tina), 'Preferred Name', 'Middle Name', 'Family Name *' (Lopez), and 'Telephone *' (01234567890). A 'Clear Signature' button is located below the signature field. At the bottom right, there is an 'Update My Profile' button.

4. Sign in the signature box.

This is a close-up view of the 'Edit My Profile' page, focusing on the signature fields. The 'Email *' field contains 'Test@Testing.com'. The 'Purchase Order Number' field is empty. The 'Signature Name' field contains 'T Lopez'. The 'Signature' field contains a handwritten 'T' and is highlighted with an orange circle. A 'Clear Signature' button is located to the right of the signature field.

5. Click update my profile.

This screenshot shows the 'Edit My Profile' page with the 'Update My Profile' button highlighted by an orange circle. The 'Signature Name' field now contains 'T Lopez' and the 'Signature' field contains a handwritten signature. The 'Update My Profile' button is located at the bottom right of the page.

Changing my password

Within the Edit My Profile section, you can also change your epaPRO password.

Click on Security.

The screenshot shows the NCFE user interface. On the left is a sidebar with a navigation menu including Dashboard, To-do's & Notifications, Apprentices, Employers, Issue Management, Gateway Review, Planning, Assessment, Support Materials, and Reporting. The top navigation bar includes a search field, a 'Return to your account' button, and user information for 'Tina Lopez (EP)'. The main content area is titled 'Edit My Profile' and has several tabs: 'User Details', 'External Calendars & SSD', 'Associated epaPRO Accounts', 'Multi-factor Authentication', and 'Security'. The 'Security' tab is selected, showing 'Security Details' with three input fields: 'Existing Password', 'New Password', and 'Confirm New Password'. An 'Update My Profile' button is at the bottom right.

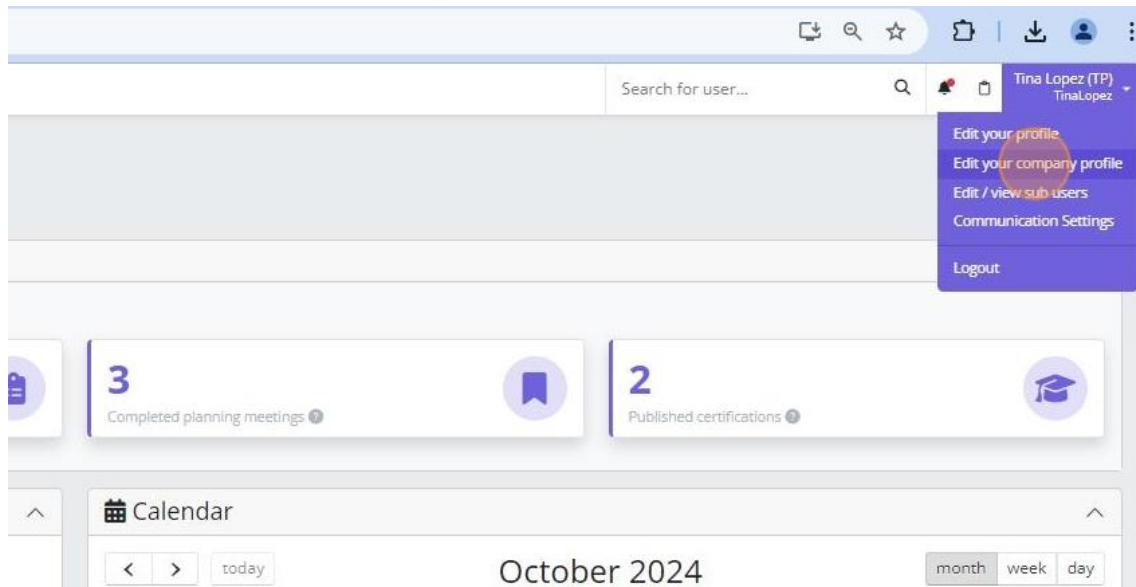
Add in your existing password, new password and then confirm new password and then click Update My Profile.

Training provider management and users

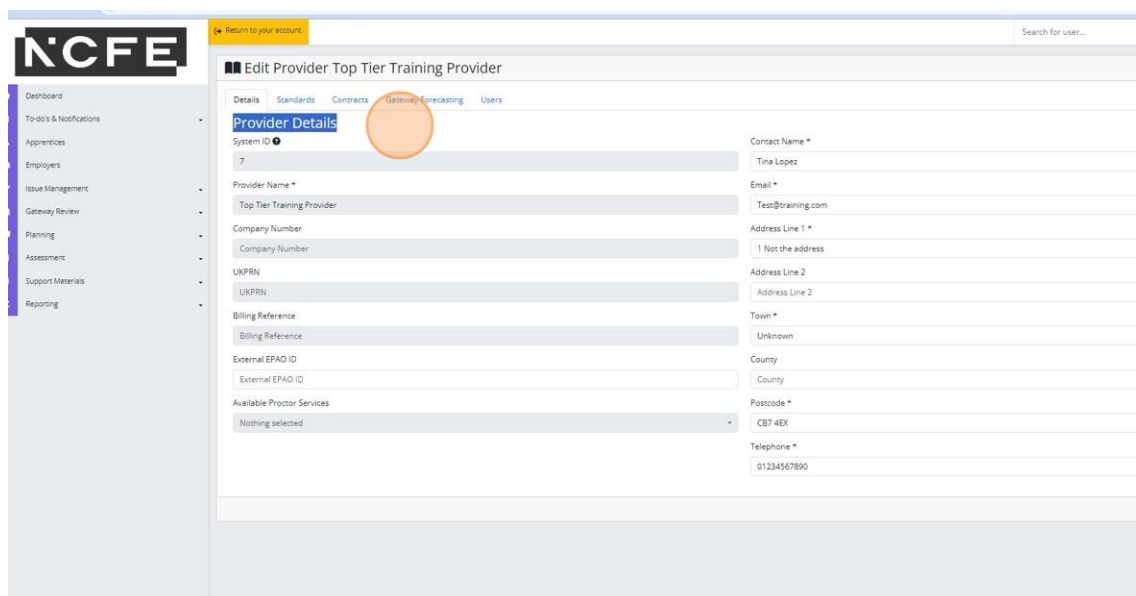
Only Primary Users can update Training Provider information and manage user accounts. If you need to change your Primary User, please contact the Relationship Team.

Viewing and updating your Training Provider profile.

1. Click on your company profile.

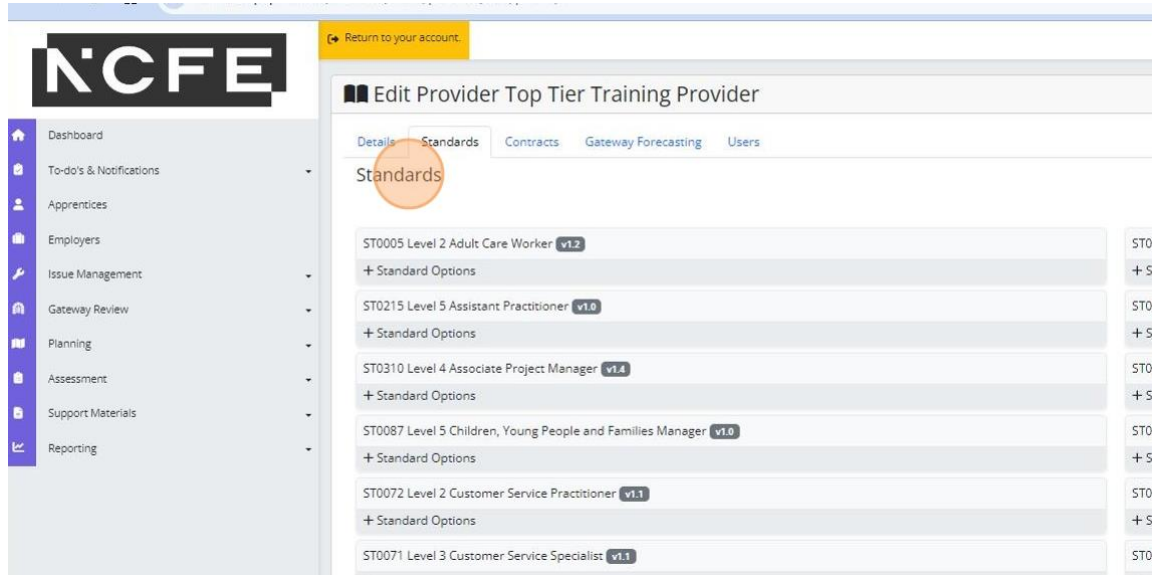


2. Within the details tab, you can amend any fields that are not greyed out. If you need to change your primary user, please contact the Relationship Team.



Viewing standards you have within your contract

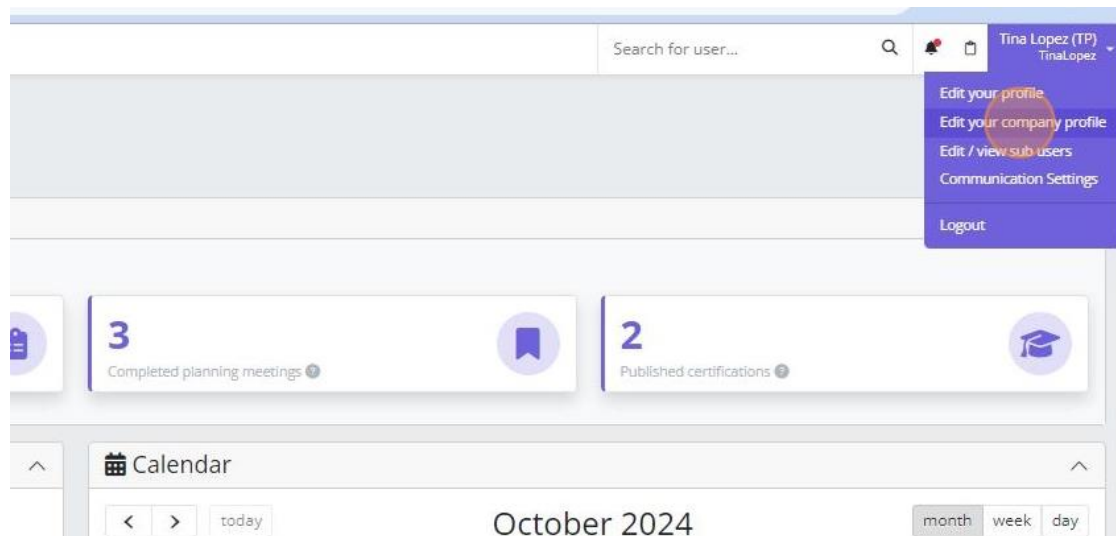
1. Click on standards to view the standards you have within your contract, please contact the Relationship Team if you wish to add any additional standards.



Creating Users

Only your Primary User can create new users on epaPRO.

1. Click on your company profile.



2. Click the users tab.

The screenshot shows a web browser window with the URL `uat.ncfe.epapro.co.uk/modules/users/provider/edit/profile/7`. The page title is "Edit Provider Top Tier Training Provider". A navigation menu on the left includes "Dashboard", "To-do's & Notifications", "Apprentices", "Employers", "Issue Management", "Gateway Review", "Planning", "Assessment", "Support Materials", and "Reporting". The "Users" tab is highlighted in the top navigation bar. Below the tabs, there is a search bar and filter options. A table lists the following users:

| Name | Username | Job Role | Con |
|-----------------------------------|----------------|----------|-----|
| Tina Lopez ★ Primary | TinaLopez | | 012 |
| Jennifer Turner | JenniferTurner | | 012 |

3. Click Create new provider user.

The screenshot shows a web browser window with the URL `uat.ncfe.epapro.co.uk/modules/users/provider/edit/profile/7`. The page title is "Tier Training Provider". A navigation menu on the left includes "Dashboard", "To-do's & Notifications", "Apprentices", "Employers", "Issue Management", "Gateway Review", "Planning", "Assessment", "Support Materials", and "Reporting". The "Users" tab is highlighted in the top navigation bar. Below the tabs, there is a search bar and filter options. A table lists the following users:

| Username | Job Role | Contact Number | Created | Status | Actions |
|----------------|----------|----------------|------------|--------|---------|
| TinaLopez | | 01234567890 | 27/09/2024 | Active | |
| JenniferTurner | | 01234567890 | 27/09/2024 | Active | |

A "Create New Provider User" button is highlighted with an orange circle. A "Save" button is visible at the bottom right of the page.

4. Enter the mandatory fields marked with an asterisk. We recommend using the users email address as their username.

epaPRO

uat.ncfe.epapro.co.uk/modules/users/provider/7/users/create

Return to your account

Create Provider User

Top Tier Training Provider

User Details | Permissions | Sub-User Details | Standards | Apprentices

User Details

Username *
Username

Email *
Email

Purchase Order Number
Purchase Order Number

Allowed login methods
 Login using username/password

Pronouns
Please select

Given Name *
Given Name

Preferred Name
Preferred Name

Pronunciation
Pronunciation

Middle Name
Middle Name

Family Name *
Family Name

5. Click save provider user.

Middle Name
Middle Name

Family Name *
Test

Telephone *
0191 239 8450

Save Provider User

Assigning standards to a user

1. Click on the user you would like to add standards to by selecting the ellipses.

The screenshot shows the 'Edit Provider Top Tier Training Provider' page. Under the 'Users' tab, there is a table with the following data:

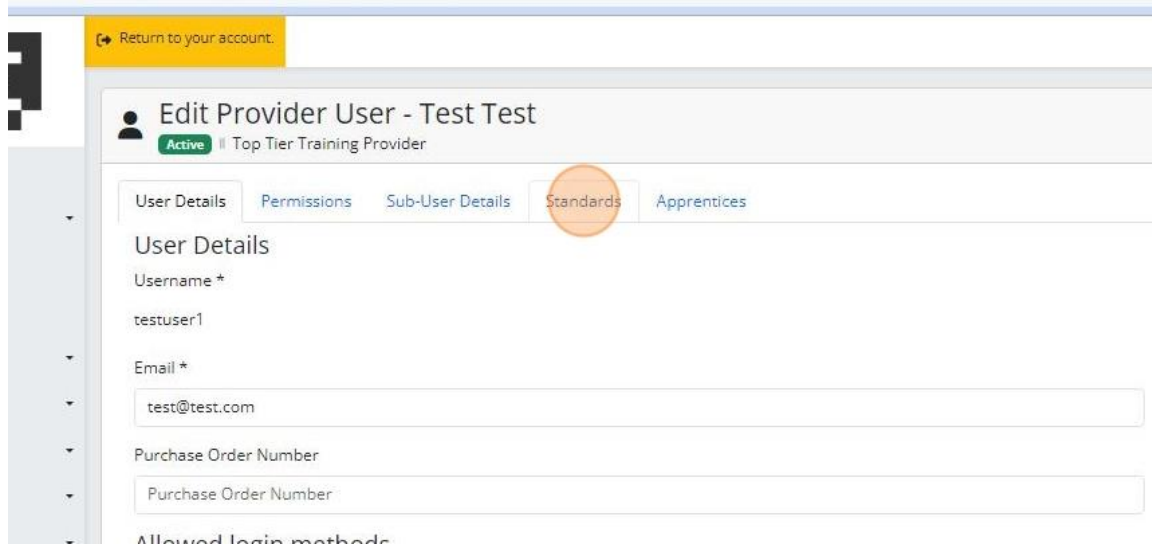
| Name | Username | Job Role | Contact Number | Created | Status | Actions |
|----------------------|----------------|----------|----------------|------------|--------|---------|
| Tina Lopez (Primary) | TinaLopez | | 01234567890 | 27/09/2024 | Active | ⋮ |
| Jennifer Turner | JenniferTurner | | 01234567890 | 27/09/2024 | Active | ⋮ |
| Test Test | testuser1 | | 0191 239 8450 | 11/10/2024 | Active | ⋮ |

An orange circle highlights the vertical ellipsis icon in the 'Actions' column for the first user, Tina Lopez.

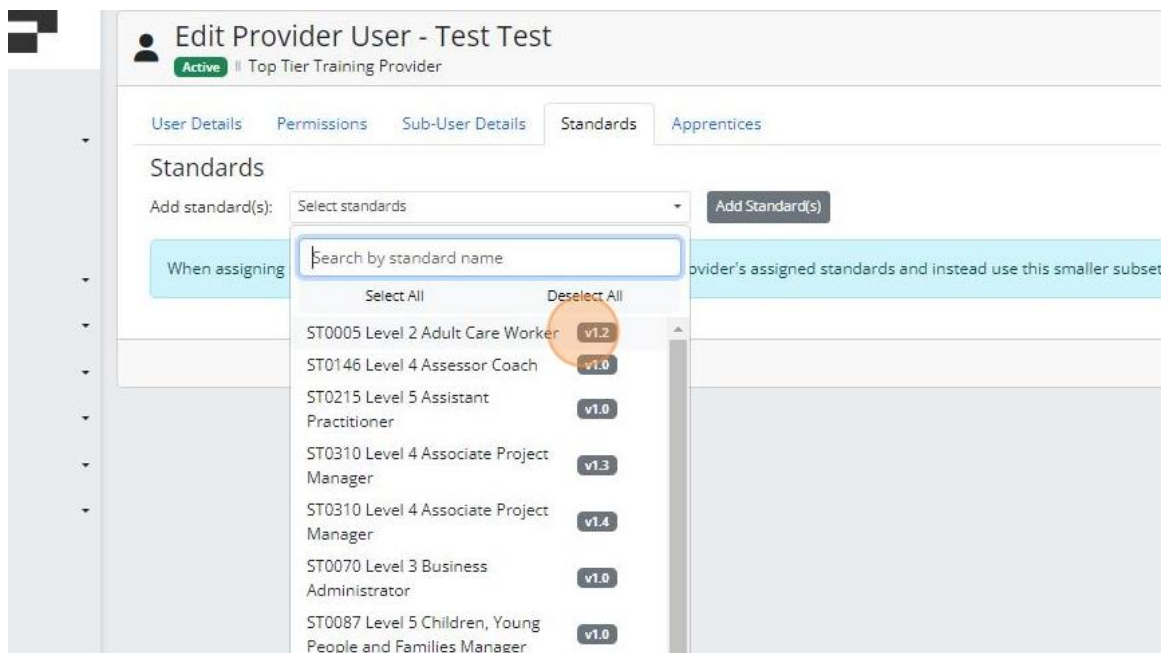
2. Click edit.

This is a close-up of the table from the previous screenshot. The 'Actions' column for the first user (Contact Number: 01234567890) is expanded, showing two options: 'Edit' (with a pencil icon) and 'View' (with an eye icon). An orange circle highlights the 'Edit' button.

3. Click on standards.



4. Select the standards from the drop-down menu.



5. Click add standard(s)

ers/provider/7/users/121/edit

our account.

it Provider User - Test Test

ve | Top Tier Training Provider

etails | Permissions | Sub-User Details | **Standards** | Apprentices

ards

ndard(s): ST0005 Level 2 Adult Care Worker v1.2 **Add Standard(s)**

assigning

Search by standard name

Select All Deselect All


| | | |
|--|------|---|
| ST0005 Level 2 Adult Care Worker | v1.2 | ✓ |
| ST0146 Level 4 Assessor Coach | v1.0 | |
| ST0215 Level 5 Assistant Practitioner | v1.0 | |
| ST0310 Level 4 Associate Project Manager | v1.3 | |
| ST0310 Level 4 Associate Project Manager | v1.4 | |

provider's assigned standards and instead use this smaller subset. If you need the user to sy

6. Click save provider user.

Expand All Collapse All

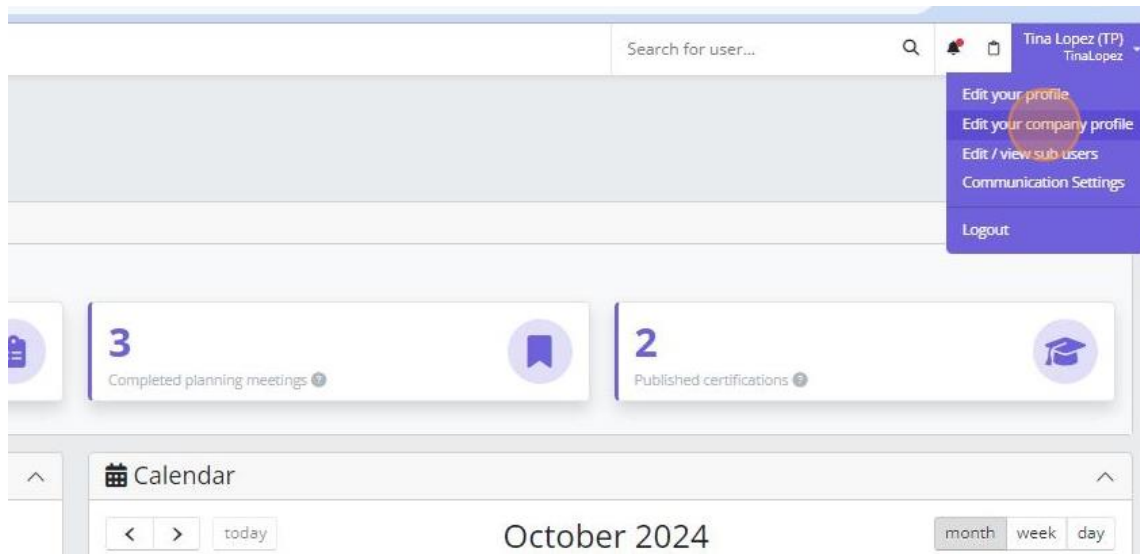
er subset. If you need the user to sync with the provider again then remove all of their assigned standards.



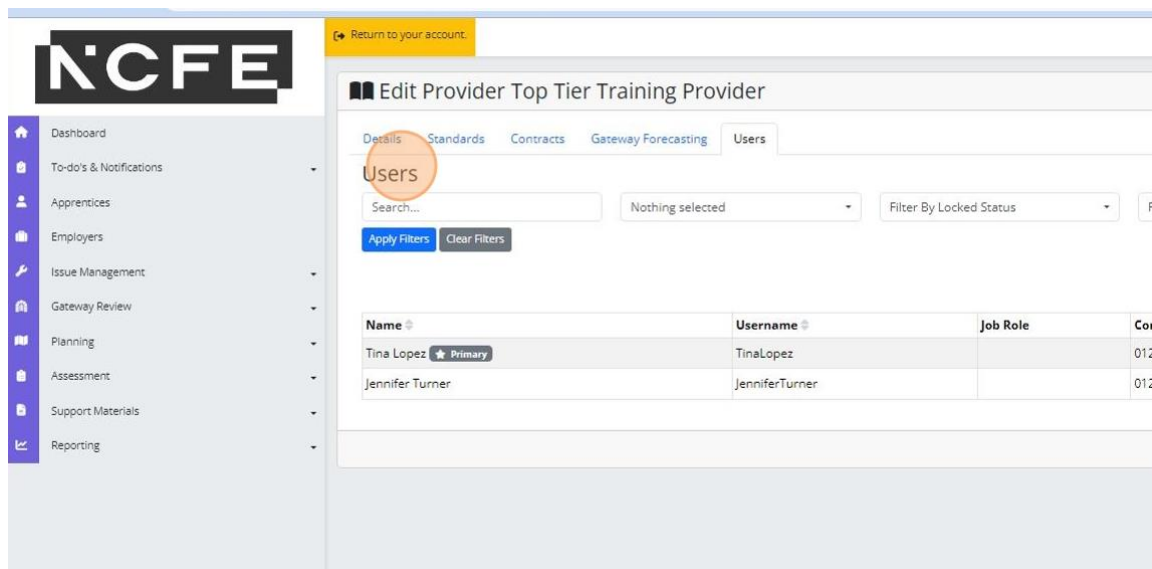
Save Provider User

Deactivating users

1. Click Edit your company profile.



2. Click the users tab.



3. Click on the user you would like to deactivate by selecting the ellipses.

Filter By Provider Job Role

Create New Provider User

| Contact Number | Created | Status | Actions |
|----------------|------------|--------|---------|
| 01234567890 | 27/09/2024 | Active | ⋮ |
| 01234567890 | 27/09/2024 | Active | ⋮ |
| 0191 239 8450 | 11/10/2024 | Active | ⋮ |

Save

4. Click edit.

Filter By Provider Job Role

Create New Provider User

| Contact Number | Created | Status | Actions |
|----------------|------------|--------|---------|
| 01234567890 | 27/09/2024 | Active | ⋮ |
| 01234567890 | 27/09/2024 | Active | ⋮ |
| 0191 239 8450 | 11/10/2024 | Active | ⋮ |

Edit
View

5. Click set user inactive.

Middle Name
Middle Name

Family Name *
Test

Telephone *
0191 239 8450

6. Click save provider user.

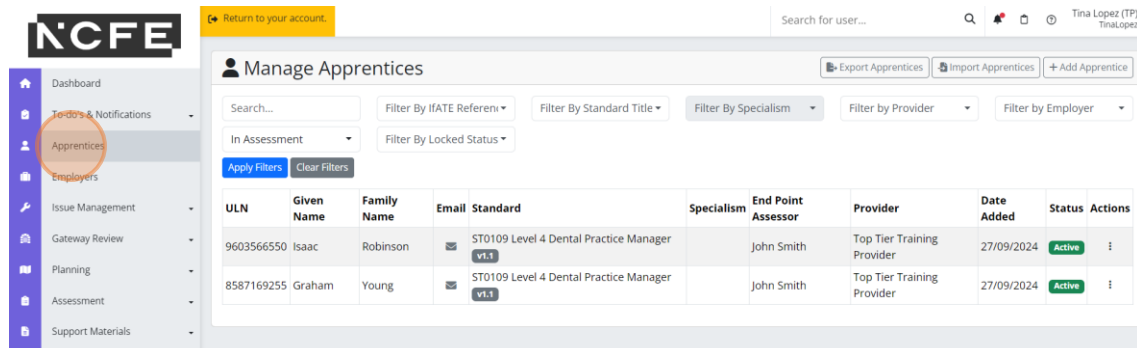
Middle Name
Middle Name

Family Name *
Test

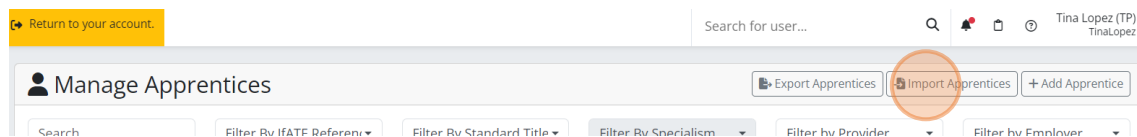
Telephone *
0191 239 8450

Registering apprentices via bulk upload

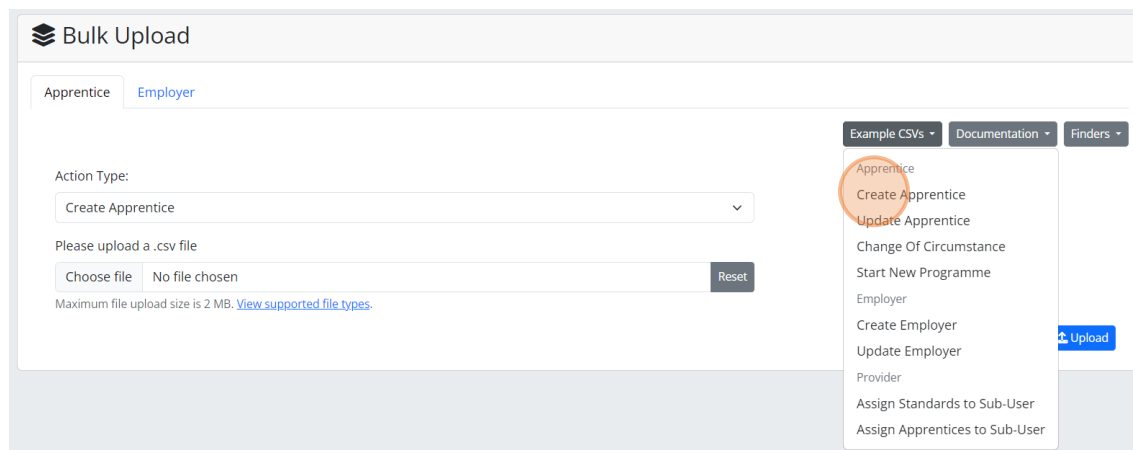
1. To register apprentices via the bulk upload option in the navigation bar on the left-hand side, select 'Apprentices'.



2. In the top right corner of the 'Apprentices' screen, select 'Import Apprentices'.



3. Select 'Example CSVs' and select 'Create Apprentice' from the drop-down menu. You can also update apprentice details, apply a change of circumstance and create/update employers through bulk upload.



- Once you open the template downloaded, you will see example apprentice data included to support you in completing the bulk upload template.

| external_s | specialism | unique_id | expected | expected | user_pron | given_nam | preferred | pronunciation | middle_na | family_nam | external_id | external_a | date_of_bi | can_login | gender | ethnicity | national_id | email | u |
|------------|------------|-----------|----------|----------|-----------|-----------|-----------|---------------|-----------|------------|-------------|------------|------------|------------|--------|-----------|--------------|-------|---|
| ST0551 | | 7.13E+09 | ##### | ##### | 3 | Nicole | Reece | Elsie | Marshall | 25276486 | 74852513 | ##### | | male | 46 | EN052187 | jloyd@ex.p | | |
| ST1379.1.1 | | 2.51E+09 | ##### | ##### | 2 | Zach | Yvette | Peter | Harris | 70277643 | 23797256 | ##### | | undisclose | 45 | MS459665 | ukelly@ex.w | | |
| ST0113.1.1 | | 4.81E+09 | ##### | ##### | 2 | Poppy | Keith | Tom | Khan | 94177380 | 72773275 | ##### | | female | 44 | NK745183 | emily.king@n | | |
| ST0454.1.1 | | 9.42E+09 | ##### | ##### | 3 | Ray | Lucas | Grant | Adams | 95060768 | 5470952 | ##### | | undisclose | 43 | MA384532 | lola47@ex.w | | |
| ST1380 | | 5.3E+09 | ##### | ##### | 1 | Andrew | Alex | Lindsay | Scott | 54733186 | 3178498 | ##### | | undisclose | 42 | RW821707 | iclarke@e.v | | |
| ST0795 | | 4.87E+09 | ##### | ##### | 1 | Kirsty | Lilly | Olivia | Harris | 74599348 | 83480126 | ##### | | male | 98 | HP325905 | davies.jad@s | | |
| ST0109.1.1 | | 9.75E+09 | ##### | ##### | 1 | Chloe | Lola | Erin | Ross | 21124638 | 46175197 | ##### | | male | 46 | PH855875 | icarter@eik | | |
| ST0384 | | 2.52E+09 | ##### | ##### | 2 | Emily | Scarlett | Neil | Kelly | 80518231 | 54044009 | ##### | | other | 36 | PG919321 | anderson.p | | |
| ST1379.1.1 | | 2.41E+09 | ##### | ##### | 1 | Joanne | Ken | Kirsty | James | 72264087 | 71371161 | ##### | | female | 41 | TJ073962A | wward@ex.c | | |
| ST0217 | | 8.84E+09 | ##### | ##### | 1 | Nikki | Philip | Andy | Cook | 51424761 | 95997227 | ##### | | female | 31 | NM89273E | sonia.prica | | |

- On the bulk upload screen on epaPRO, you can also download guidance to support in completing these fields. On the bulk upload screen, select 'Documentation' and from the drop-down menu, select 'Apprentice'.

Bulk Upload

Apprentice | Employer

Example CSVs | **Documentation** | Finders

Action Type: Create Apprentice

Please upload a .csv file

Choose file | No file chosen | Reset

Maximum file upload size is 2 MB. [View supported file types.](#)

- Validation
- Apprentice**
- Change Of Circumstance
- Start New Programme
- Employer
- Provider Assign Standards Sub-User
- Provider Assign Apprentices Sub-User

Upload

- Once you have completed the bulk upload template, return to epaPRO and locate the file saved on your computer by clicking 'Choose File' and then click 'Upload'.

Bulk Upload

Apprentice | Employer

Example CSVs | Documentation | Finders

Action Type: Create Apprentice

Please upload a .csv file

Choose file | Blank.docx | Reset

Maximum file upload size is 2 MB. [View supported file types.](#)

Upload

- Once you click 'Upload', you will receive confirmation of whether the apprentices have been created on epaPRO and if there are any issues, you will see an on-screen message showing the errors in the bulk upload template.

Register apprentices individually

1. Click on Apprentices.

The screenshot shows the NCFE dashboard for user Morning Leigh-Ann. The left sidebar contains a menu with items: Dashboard, To-do's & Notifications, Apprentices (highlighted with an orange circle), Employers, Issue Management, Gateway Review, Planning, Assessment, Support Materials, and Reporting. The main content area displays 'Area Performance' with statistics: 12 Apprentices in EPA and 11 Completed gateways. Below this is a 'Latest News' section with a 'Welcome to epaPRO' announcement.

2. Click Add Apprentice.

The screenshot shows the 'Apprentices' management interface. At the top right, there is a search bar and a user profile for Leigh-Ann Elliott. Below the search bar are buttons for 'Export Apprentices', 'Import Apprentices', and '+ Add Apprentice' (highlighted with an orange circle). A filter bar contains dropdown menus for 'Filter By IfATE Reference', 'Filter By Standard Title', 'Filter By Specialism', 'Filter by Provider', 'Filter by Employer', and 'Filter By Locked Status'. Below the filters is a table of apprentices.

| Family Name | Email | Standard | Specialism | End Point Assessor | Provider | Date Added | Status | Actions |
|-------------|-------|--|------------|--------------------|------------------------|------------|--------|---------|
| test3 | ✉ | ST0005 Level 2 Adult Care Worker v1.2 | | Dorothy Dolittle | Kristy's Test Provider | 16/10/2024 | Active | ⋮ |
| Test1 | ✉ | ST0005 Level 2 Adult Care Worker v1.2 | | Dorothy Dolittle | Kristy's Test Provider | 16/10/2024 | Active | ⋮ |
| Mewes | ✉ | ST0070 Level 3 Business Administrator v1.0 | | Dorothy Dolittle | Kristy's Test Provider | 15/10/2024 | Active | ⋮ |
| FLEAR | ✉ | ST0005 Level 2 Adult Care Worker v1.2 | | Dorothy Dolittle | Kristy's Test Provider | 15/10/2024 | Active | ⋮ |
| Finkle | ✉ | ST0070 Level 3 Business Administrator v1.0 | | Dorothy Dolittle | Kristy's Test Provider | 15/10/2024 | Active | ⋮ |
| MCGOVERN | ✉ | ST0070 Level 3 Business Administrator v1.0 | | IEPA Example | Kristy's Test Provider | 14/10/2024 | Active | ⋮ |
| Davies | ✉ | ST0070 Level 3 Business Administrator v1.0 | | IEPA Example | Kristy's Test Provider | 07/10/2024 | Active | ⋮ |
| Elliott | ✉ | ST0070 Level 3 Business Administrator v1.0 | | Dorothy Dolittle | Kristy's Test Provider | 25/09/2024 | Active | ⋮ |

3. Complete all fields that have the asterisk next to them within the Apprenticeship Details tab.

Standard - Please select the standard and version from the drop down that the apprentice is registered on.

Specialism - This field will need to be completed if the standard your apprentice is enrolled onto has pathways. Please select the relevant one if applicable.

On Programme Assessor - Please complete these fields as this will be the contact from the Training Provider who will be copied into all communications throughout the apprentice journey.

Expected Start date - This is the date that the apprentice was enrolled onto their Apprenticeship Programme.

Expected Gateway Date - This is the date you expect your apprentice to enter EPA.

Add Apprentice

Apprenticeship Details | User | Apprenticeship Details | Workplace Details | Reasonable Adjustments

Apprenticeship Details

Provider *
 Kristy's Test Provider

Employer
 Select employer

Standard *
 Select standard

Specialism
 Select standard first

Cohort ID
 Cohort ID
 50 character limit

On Programme Assessor

Assessor Name
 Assessor Name

Assessor Phone Number
 Assessor Phone Number

Assessor Email
 Given Name

Apprenticeship Dates

Expected Start Date *
 DD/MM/YYYY

Expected Gateway Date
 DD/MM/YYYY

Expected Completion Date *
 DD/MM/YYYY

Provider Transferred Date
 DD/MM/YYYY

4. Complete all fields that have the asterisk next to them within the User tab.

Allowed login method- If you would like your apprentice to have access to their epaPRO account to view the guidance materials and their profile please turn the toggle on. Apprentices will not be able to amend any of their records within their profile.

Add Apprentice

Apprenticeship Details | User | Apprenticeship Details | Workplace Details | Reasonable Adjustments

User Details

Username *
 Username

Email *
 Email

Purchase Order Number
 Purchase Order Number

Allowed login methods

Login using username/password

Pronouns
 Please select

Given Name *
 Given Name

Preferred Name
 Preferred Name

Pronunciation
 Pronunciation

Middle Name
 Middle Name

Family Name *
 Family Name

Telephone *
 Telephone

- Complete all fields that have the asterisk next to them within the Apprentice Details. Registration - You need to select the appropriate funding type from the drop down. ILR - For funded apprentices that can claim both funding and certificate via the ESFA portal. Other - For apprentices that can be certificated through the ESFA but do NOT receive funding and are submitted using the alternative ESFA portfolio. (This would usually be for devolved nations outside of England) Privately - For apprentices that do not meet standard requirements and cannot claim funding or certification via the ESFA.

The screenshot shows a web form for entering apprentice details. On the left is a sidebar with navigation options: 'ayers', 'Management', 'way Review', 'ning', 'ssment', 'ort Materials', and 'orting'. The main form contains the following fields: 'National Insurance Number', 'Date of Birth *' (with a DD/MM/YYYY placeholder), 'Unique Learner Number (ULN) *' (with a 'Unique Learner Number' placeholder), 'Registration *' (a dropdown menu currently open showing options: 'Please select', 'ILR', 'Other', 'Privately', and another 'Please select'), 'External Learner ID', and 'External AQ ID'. An orange circle highlights the 'Registration *' dropdown menu.

- Complete all fields that have the asterisk next to them within the Workplace Details tab. Workplace Mentor- Please complete these fields as this will be the contact from the Employer who will be copied into all communications throughout the apprentice journey.

The screenshot shows the 'Add Apprentice' form with the 'Workplace Details' tab selected. The form is divided into two columns. The left column contains fields for 'Company Name *', 'Site Name', 'Address Line 1 *', 'Address Line 2', 'Town *', 'County', 'Postcode *', and 'TAS Name'. The right column is titled 'Workplace Mentor' and contains fields for 'Mentor Name', 'Job Title', 'Telephone', and 'Email'. An orange circle highlights the 'Mentor Name' field. At the bottom right, there are 'Save and Continue' and 'Save and Exit' buttons.

7. Apprentices have a reasonable adjustment tab when registering however you cannot add Reasonable Adjustments until the apprentice's profile has been saved.

The screenshot shows a web form for adding an apprentice. At the top, there is a navigation bar with tabs: 'Apprenticeship Details', 'User', 'Apprentice Details', 'Workplace Details', and 'Reasonable Adjustments'. The 'Reasonable Adjustments' tab is highlighted with an orange circle. Below the tabs, there are several input fields for 'Apprentice Details' and 'Workplace Mentor' information. The 'Apprentice Details' section includes fields for 'Name *', 'Email *', and 'Telephone'. The 'Workplace Mentor' section includes fields for 'Mentor Name', 'Job Title', and 'Telephone'. A 'Save and Continue' button is visible at the bottom right of the form.

8. Once all of the apprentice's details have been added, please select Save and Continue.
If any mandatory fields have not been completed, a message bar will appear with the fields that need to be completed.
Once saved, you will be able to see the apprentice within the Apprentice tab.

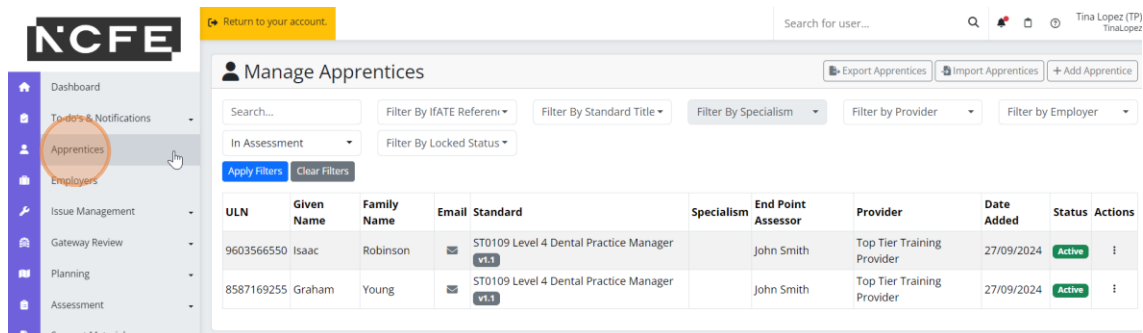
The screenshot shows the 'Add Apprentice' form with the 'Reasonable Adjustments' tab selected. A light blue message bar is displayed, stating: 'Reasonable adjustments can be added once the apprentice has been saved.' Below the message bar, there are two buttons: 'Save and Continue' and 'Save and Exit'. The 'Save and Continue' button is highlighted with an orange circle.

Employers

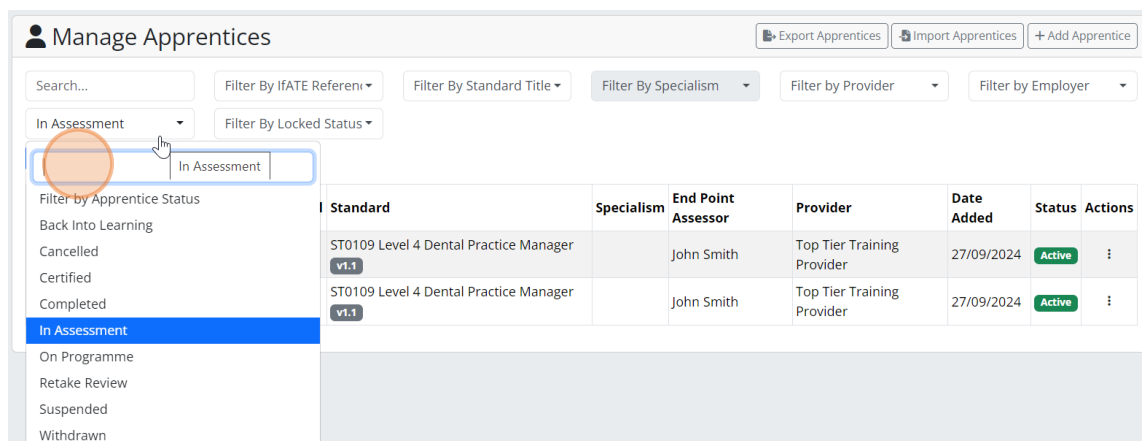
There is an employer section within the navigation menu at the left-hand side of the screen. You do not need to register the apprentice's employer prior to registering apprentices as apprentice's profiles have a workplace details tab where you will populate this information.

View/Edit apprentices

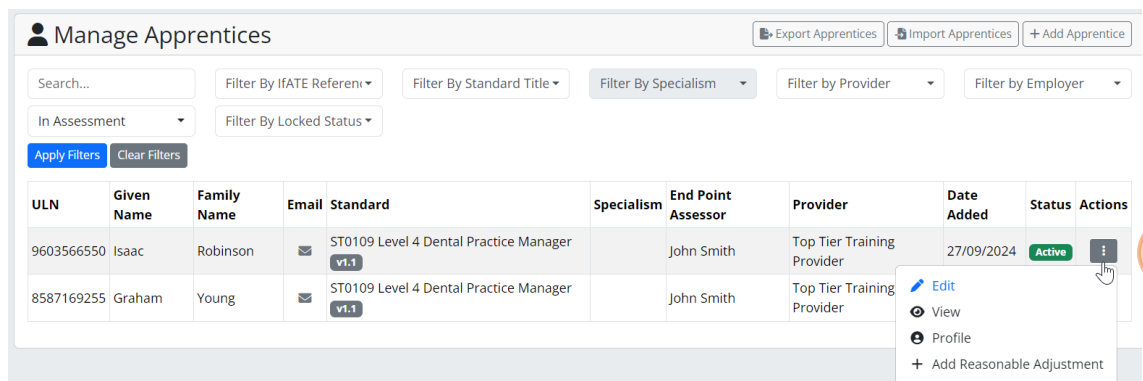
1. To view/edit your registered apprentices, select 'Apprentices' from the navigation menu at the left-hand side of the screen.



2. The filter on the 'Apprentices' screen defaults to those 'In Assessment' and will show those who have been accepted through to EPA. You can change this filter at the top to show apprentices at other stages or select 'Filter by Apprentice Status' to show all apprentices.



3. Once you locate the apprentice you would like to view/edit, select the ellipses at the end of the row and select either view or edit depending which action you would like to take.



4. Once you select 'Edit', you will be able to edit any of the details that exist for the apprentice, this includes contact details, on-programme assessor details and their workplace details. You can also apply a change of circumstance to the apprentice.

Edit Apprentice On Programme - Joe1 Bloggs1 Manage Apprentices View Profile

Apprenticeship Details | **User** | Apprentice Details | Workplace Details | Change of Circumstance | Reasonable Adjustments | Start New Programme

Apprenticeship Details

Provider *
Kristy's Test Provider

Employer
Costa Coffee

Standard *
ST0070 Level 3 Business Administrator v1.0

Specialism
No specialisms for standard

Cohort ID
Cohort ID
50 character limit.

On Programme Assessor

Assessor Name
Simon Jones

Assessor Phone Number
0191 239 8450

Assessor Email
simon@simon.com

Apprenticeship Dates

Expected Start Date *
12/09/2023

Expected Gateway Date *
17/10/2024

Expected Completion Date *
17/04/2025

Provider Transferred Date
DD/MM/YYYY

Save and Continue Save and Exit

- Once you have made the amends, select 'Save and Continue' if you would like to stay on the apprentice's profile, or 'Save and Exit' if you have made all changes necessary.

Edit Apprentice On Programme - Joe1 Bloggs1 Manage Apprentices View Profile

Apprenticeship Details | **User** | Apprentice Details | Workplace Details | Change of Circumstance | Reasonable Adjustments | Start New Programme

Apprenticeship Details

Provider *
Kristy's Test Provider

Employer
Costa Coffee

Standard *
ST0070 Level 3 Business Administrator v1.0

Specialism
No specialisms for standard

Cohort ID
Cohort ID
50 character limit.

On Programme Assessor

Assessor Name
Simon Jones

Assessor Phone Number
0191 239 8450

Assessor Email
simon@simon.com

Apprenticeship Dates

Expected Start Date *
12/09/2023

Expected Gateway Date *
17/10/2024

Expected Completion Date *
17/04/2025

Provider Transferred Date
DD/MM/YYYY

Save and Continue Save and Exit

Reasonable Adjustments

1. Select 'Apprentices' from the navigation menu at the left-hand side of the screen.

The screenshot shows the NCFE dashboard for user Leigh-Ann. The navigation menu on the left has 'Apprentices' highlighted with an orange circle. The main content area displays 'Area Performance' with statistics: 12 Apprentices in EPA, 11 Completed gateways, and 6 Completed planning meetings. There is also a 'Latest News' section and a 'Calendar' view.

2. Click on the search engine 'Filter by Apprentice Status' and select 'Filter by Apprentice Status' and then click apply filters.

The screenshot shows the 'Manage Apprentices' page. The 'Filter by Apprentice Status' dropdown menu is open, showing options like 'Filter by Apprentice Status' and 'Filter by Locked Status'. The 'Apply Filters' button is highlighted with an orange circle. Below the filters is a table of apprentices.

| ULN | Given Name | Family Name | Email | Standard | Specialism | End Point Assessor | Provider | Date Added | Status | Actions |
|------------|------------|-------------|-------|--|------------|--------------------|------------------------|------------|--------|---------|
| 1234567823 | Iou | test3 | | ST0005 Level 2 Adult Care Worker v1.3 | | Dorothy Dolittle | Kristy's Test Provider | 16/10/2024 | Active | |
| 1234561234 | Lou | Test1 | | ST0005 Level 2 Adult Care Worker v1.3 | | Dorothy Dolittle | Kristy's Test Provider | 16/10/2024 | Active | |
| 1234567876 | Amanda | Mewes | | ST0070 Level 3 Business Administrator v1.8 | | Dorothy Dolittle | Kristy's Test Provider | 15/10/2024 | Active | |
| 1234567894 | LOU | FLEAR | | ST0005 Level 2 Adult Care Worker v1.3 | | Dorothy Dolittle | Kristy's Test Provider | 15/10/2024 | Active | |
| 1234567896 | Darren | Finkle | | ST0070 Level 3 Business Administrator v1.8 | | Dorothy Dolittle | Kristy's Test Provider | 15/10/2024 | Active | |
| 1234567893 | MEL | MCGOVERN | | ST0070 Level 3 Business Administrator v1.8 | | IEPA Example | Kristy's Test Provider | 14/10/2024 | Active | |
| 9568745896 | Lisa | Davies | | ST0070 Level 3 Business Administrator v1.8 | | IEPA Example | Kristy's Test Provider | 07/10/2024 | Active | |
| 1234567897 | Leigh | Elliott | | ST0070 Level 3 Business Administrator v1.8 | | Dorothy Dolittle | Kristy's Test Provider | 25/09/2024 | Active | |

3. Locate your apprentice and click on the ellipsis (3 dots) under the actions column.

The screenshot shows the 'Manage Apprentices' page with the 'Actions' column highlighted for the first row (ULN 1234543211) with an orange circle. The table shows three rows of apprentices.

| ULN | Given Name | Family Name | Email | Standard | Specialism | End Point Assessor | Provider | Date Added | Status | Actions |
|------------|------------|-------------|-------|--|------------|--------------------|------------------------|------------|--------|---------|
| 1234543211 | Joe1 | Bloggs1 | | ST0070 Level 3 Business Administrator v1.8 | | | Kristy's Test Provider | 17/10/2024 | Active | |
| 1234567823 | Iou | test3 | | ST0005 Level 2 Adult Care Worker v1.3 | | Dorothy Dolittle | Kristy's Test Provider | 16/10/2024 | Active | |
| 1234567345 | Lou | Test2 | | ST0005 Level 2 Adult Care Worker v1.3 | | Dorothy Dolittle | Kristy's Test Provider | 16/10/2024 | Active | |

4. Select 'Add Reasonable Adjustment' from the drop-down list.

| Specialism | End Point Assessor | Provider | Date Added | Status | Actions |
|------------|--------------------|------------------------|------------|--------|---------|
| | | Kristy's Test Provider | 17/10/2024 | Active | ⋮ |
| | Dorothy Dolittle | Kristy's Test Provider | 16/10/2024 | Active | ⋮ |
| | Dorothy Dolittle | Kristy's Test Provider | 16/10/2024 | Active | ⋮ |
| | Dorothy Dolittle | Kristy's Test Provider | 16/10/2024 | Active | ⋮ |
| | Dorothy Dolittle | Kristy's Test Provider | 15/10/2024 | Active | ⋮ |
| | Dorothy Dolittle | Kristy's Test Provider | 15/10/2024 | Active | ⋮ |
| | Dorothy Dolittle | Kristy's Test Provider | 15/10/2024 | Active | ⋮ |
| | IEPA Example | Kristy's Test Provider | 14/10/2024 | Active | ⋮ |
| | IEPA Example | Kristy's Test Provider | 07/10/2024 | Active | ⋮ |
| | IEPA Example | Kristy's Test Provider | 07/10/2024 | Active | ⋮ |

5. Click in the 'Arrangement Type*' drop down and select the relevant arrangement type.
If the arrangement type you require is not in the drop-down list, please select other.
Please note, you will need to apply for each Reasonable Adjustment arrangement type separately.

CFE

Return to your account.

Add Reasonable Adjustment

Joe1 Bloggs1

Arrangement Type*

- Please select
- Please select
- 25% extra time
- Bilingual dictionary with 10% extra time
- Coloured/enlarged paper
- Computer reader/reader
- Extra time over 25%
- Other
- Practical assistant

- If you have selected 'Other' from the Arrangement Type drop down list, please add what adjustment is required within the 'type info' textbox.

Return to your account.

Add Reasonable Adjustment

Joe1 Bloggs1

Arrangement Type *

Please select

Type Info

Required if arrangement type is set to "Other".

Nature of Arrangement *

Please select

Status *

Please select

Additional Information

- Select Reasonable Adjustment within the Nature of Arrangement drop down. Currently, you can only request Reasonable Adjustments. Special Considerations will need to be applied through the webform which you can find within the Support Materials tab on the navigation tool on the left-hand side.

Add Reasonable Adjustment

Joe1 Bloggs1

Arrangement Type *

Please select

Type Info

You will need to apply for each individual Reasonable adjustment type.
If you have selected other drop the Arrangement Type drop down, you will need to explain here what reasonable adjustment you require.

Required if arrangement type is set to "Other".

Nature of Arrangement *

Please select

Reasonable Adjustment

Special Consideration - short term / temporary due to injury

Additional Information

Covers Programme Duration

Start Date *

End Date *

Requested Date *

8. Select pending from the 'Status' drop down.

The screenshot shows a sidebar menu on the left with categories: Issue Management, Appeals, Range of Circumstance, Reasonable Adjustments, Gateway Review, Planning, Assessment, Support Materials, and Reporting. The main form area contains the following fields:

- Text input: "If you have selected Other drop the Arrangement Type drop down, you will need to explain..."
- Text input: "Required if arrangement type is set to 'Other'".
- Text input: "Nature of Arrangement *"
Reasonable Adjustment
- Text input: "Status *"
Please select
Please select
Pending
Withdrawn
- Toggle: Covers Programme Duration (unchecked)
- Text input: "Start Date *"
- Text input: "End Date *"

9. Please add any relevant information into the 'Additional information' textbox.

The screenshot shows the same sidebar menu as above. The main form area contains the following fields:

- Text input: "Required if arrangement type is set to 'Other'".
- Text input: "Nature of Arrangement *"
Reasonable Adjustment
- Text input: "Status *"
Pending
- Text input: "Additional Information"
[Empty text area]
- Toggle: Covers Programme Duration (unchecked)
- Text input: "Start Date *"
- Text input: "End Date *"

10. If the adjustment arrangement requested covers the full programme duration, please toggle the 'Covers Programme Duration' otherwise please state the adjustment start date and end date if it's a temporary request.

Change of Circumstance

Reasonable Adjustments

- Gateway Review
- Planning
- Assessment
- Support Materials
- Reporting

Pending

Additional Information

Covers Programme Duration

Start Date *

End Date *

Requested Date *

17/10/2024

Evidence

Browse/Upload

| File type | Label | Linked by |
|-----------|-------|-----------|
|-----------|-------|-----------|

11. Please upload any supporting evidence and a copy of the NCFE Reasonable Adjustment Form which can be found in the Support Materials tab within the navigation tool.

Support Materials

Reporting

Start Date *

End Date *

Requested Date *

17/10/2024

Evidence

Browse/Upload

| File type | Label | Linked by |
|---------------------------------------|-------|-----------|
| No files have been uploaded or linked | | |

* Indicates a required field

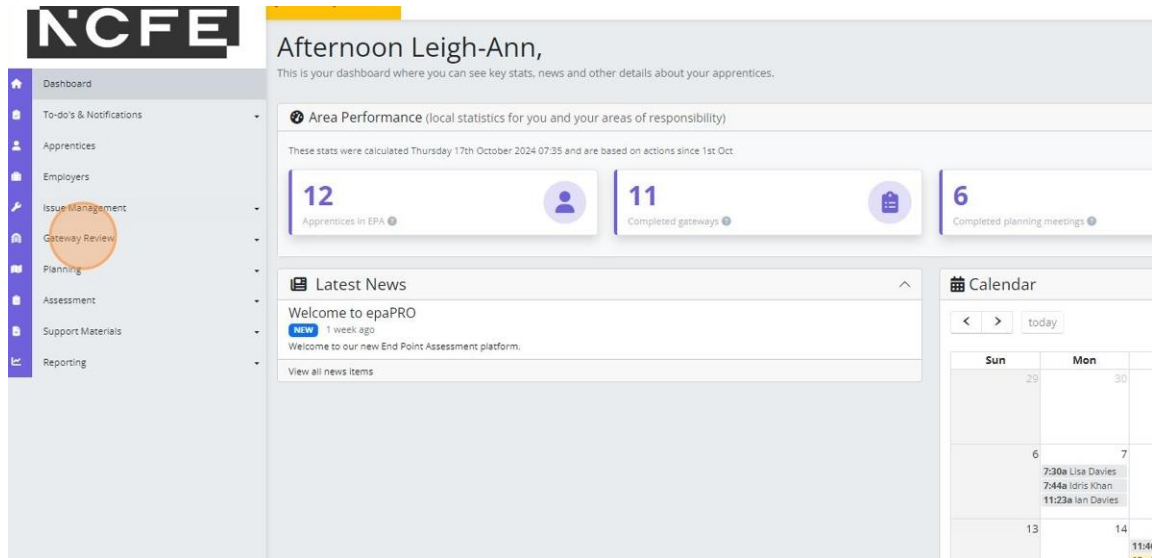
epaPRO

Requesting EPA

Enrolled - Awaiting Expected Gateway Date Confirmation

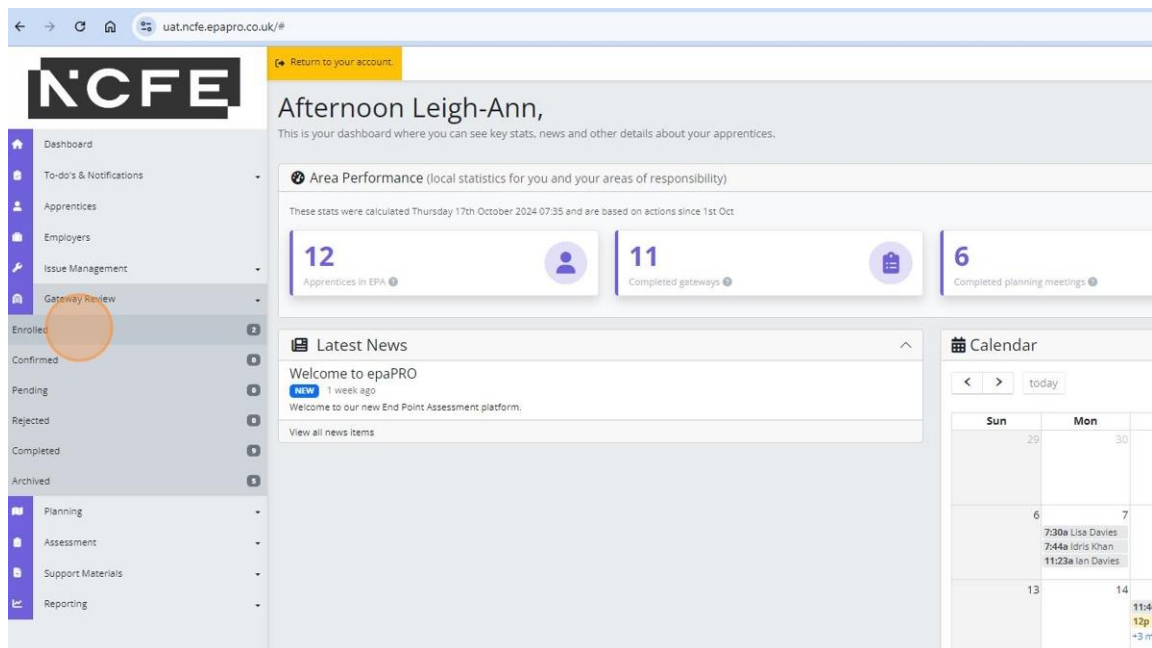
When apprentices are ready to enter gateway, you will be required to verify their standard and expected gateway date.

1. Select 'Gateway Review' from the navigation menu at the left-hand side of the screen.



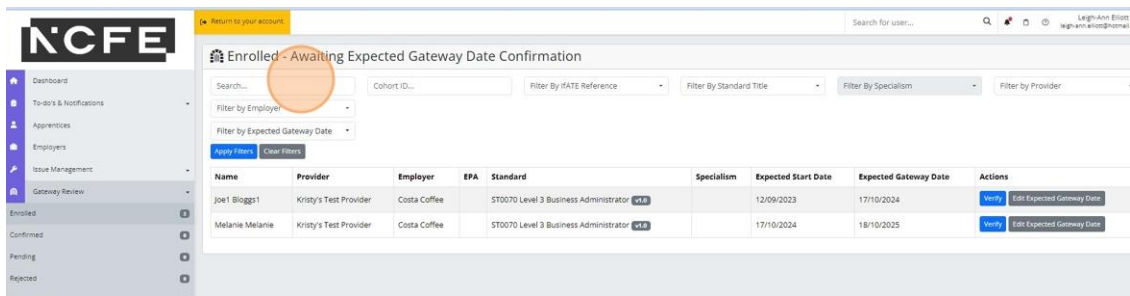
The screenshot shows the NCFE dashboard for user 'Afternoon Leigh-Ann'. The left-hand navigation menu is visible, with 'Gateway Review' highlighted by a red circle. The main content area displays 'Area Performance' with three key metrics: 12 Apprentices in EPA, 11 Completed gateways, and 6 Completed planning meetings. Below this is a 'Latest News' section with a 'Welcome to epaPRO' message and a 'Calendar' section showing a weekly view.

2. Select 'Enrolled' from the navigation menu at the left-hand side of the screen.

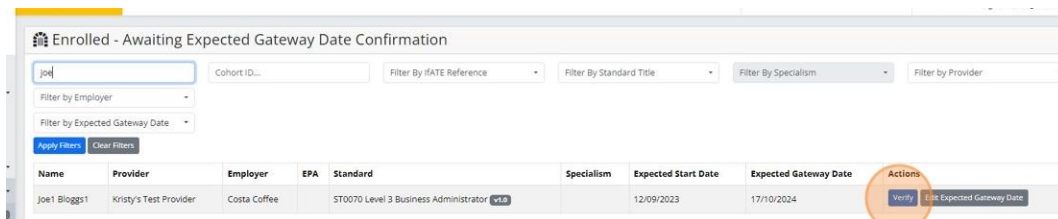


The screenshot shows the NCFE dashboard for user 'Afternoon Leigh-Ann'. The left-hand navigation menu is visible, with 'Enrolled' highlighted by a red circle. The main content area displays 'Area Performance' with three key metrics: 12 Apprentices in EPA, 11 Completed gateways, and 6 Completed planning meetings. Below this is a 'Latest News' section with a 'Welcome to epaPRO' message and a 'Calendar' section showing a weekly view.

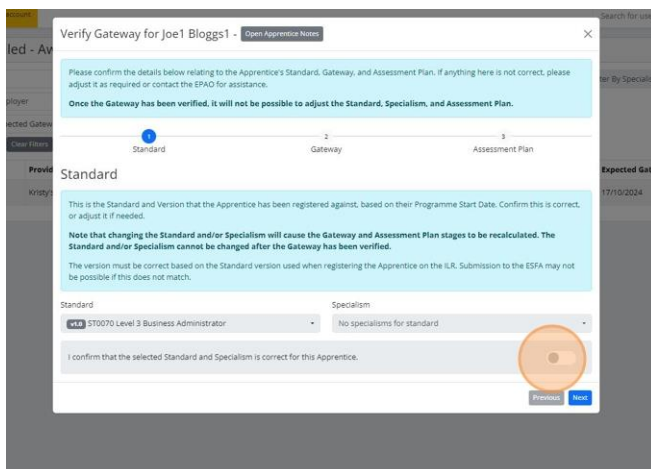
3. Search for your apprentice.



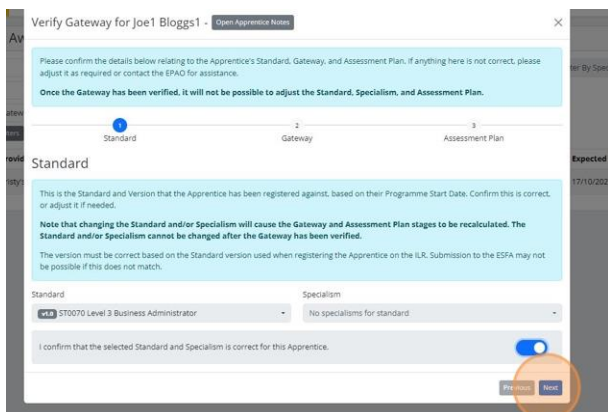
4. Select 'Verify' from actions column.



5. Verify the standard and version and specialism (pathway if applicable) and toggle the 'I can confirm the selected standard and specialism is correct for the Apprentice'. If this is incorrect, please refer to the Change of circumstance process on page 57.



6. Click next.



7. Verify the expected gateway date and toggle the 'I can confirm the Expected Gateway Date is accurate and that the required documentation will be available'.

Verify Gateway for Joe1 Bloggs1 - Open Apprentice Notes

Please confirm the details below relating to the Apprentice's Standard, Gateway, and Assessment Plan. If anything here is not correct, please adjust it as required or contact the EPAO for assistance.

Once the Gateway has been verified, it will not be possible to adjust the Standard, Specialism, and Assessment Plan.

Standard Gateway Assessment Plan

Gateway

If this Expected Gateway Date is not correct, please change it here before continuing.

Expected Gateway Date *

17/10/2024

Elements

These are the Gateway Elements that will need to be submitted and/or confirmed at Gateway based on the Apprentice's Standard and Start Date.

Level 2 English

Level 2 Maths

Portfolio

Project

Booking Details for assessments with a Knowledge Test, SJT, MCQ

I confirm that the Expected Gateway Date is accurate and that the required documentation will be available.

Previous Next

8. Click next.

Standard Gateway Assessment Plan

Gateway

If this Expected Gateway Date is not correct, please change it here before continuing.

Expected Gateway Date *

17/10/2024

Elements

These are the Gateway Elements that will need to be submitted and/or confirmed at Gateway based on the Apprentice's Standard and Start Date.

Level 2 English

Level 2 Maths

Portfolio

Project

Booking Details for assessments with a Knowledge Test, SJT, MCQ

I confirm that the Expected Gateway Date is accurate and that the required documentation will be available.

Previous Next

9. Verify the assessment plan and toggle the 'I can confirm the calculated Assessment Plan and Assessment Components are correct for the Apprentice'.

Verify Gateway for Joe1 Bloggs1 - Open Apprentice Notes

Please confirm the details below relating to the Apprentice's Standard, Gateway, and Assessment Plan. If anything here is not correct, please adjust it as required or contact the EPAO for assistance.

Once the Gateway has been verified, it will not be possible to adjust the Standard, Specialism, and Assessment Plan.

Standard Gateway Assessment Plan

Assessment Plan

This is the Assessment Plan Number that will be used for this Apprentice during EPA - this is based on the Apprentice's Programme Start Date. Please verify the Assessment Components are correct, based on what the apprentice has been trained on. If these are not correct, the Assessment Plan Number can be adjusted.

Assessment Plan Number

RPL3 Level 3 Business Administrator

Components

These are the Assessment Components for the selected Standard and Assessment Plan Number. If these are not correct, based on the Apprentice's preparation for EPA, amend the Assessment Plan Number accordingly and/or contact the EPAO.

Knowledge Test

Portfolio based interview

Project / Improvement Presentation

I confirm that the calculated Assessment Plan and Assessment Components are correct for the Apprentice.

Previous Verify Gateway

10. Click Verify Gateway.

Verify Gateway for Joe1 Bloggs1 - Open Apprentice Notes

Please confirm the details below relating to the Apprentice's Standard, Gateway, and Assessment Plan. If anything here is not correct, please adjust it as required or contact the EPAO for assistance.

Once the Gateway has been verified, it will not be possible to adjust the Standard, Specialism, and Assessment Plan.

1 Standard 2 Gateway 3 Assessment Plan

Assessment Plan

This is the Assessment Plan Number that will be used for this Apprentice during EPA, this is based on the Apprentice's Programme Start Date. Please verify the Assessment Components are correct, based on what the Apprentice has been trained on. If these are not correct, the Assessment Plan Number can be adjusted.

Assessment Plan Number

Level 3 Business Administrator

Components

These are the Assessment Components for the selected Standard and Assessment Plan Number. If these are not correct, based on the Apprentice's preparation for EPA, amend the Assessment Plan Number accordingly and/or contact the EPAO.

Knowledge Test **Knowledge Test**

Portfolio based Interview **Interview**

Project / Improvement Presentation **Presentation**

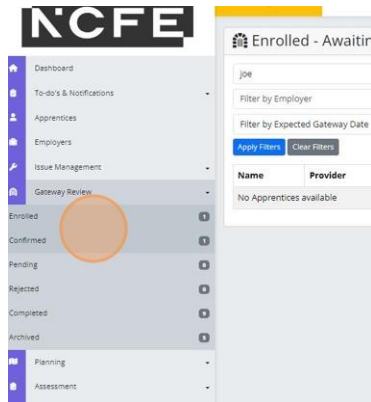
I confirm that the calculated Assessment Plan and Assessment Components are correct for the Apprentice.

Previous **Verify Gateway**

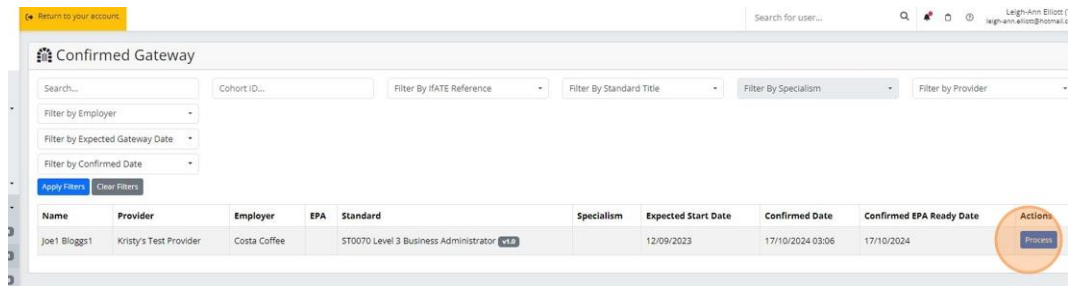
11. Once you have verified the apprentice in the enrolled tab, the apprentice will move to 'Confirmed' within the navigation tool at the left-hand side.

Confirmed - Requesting Gateway

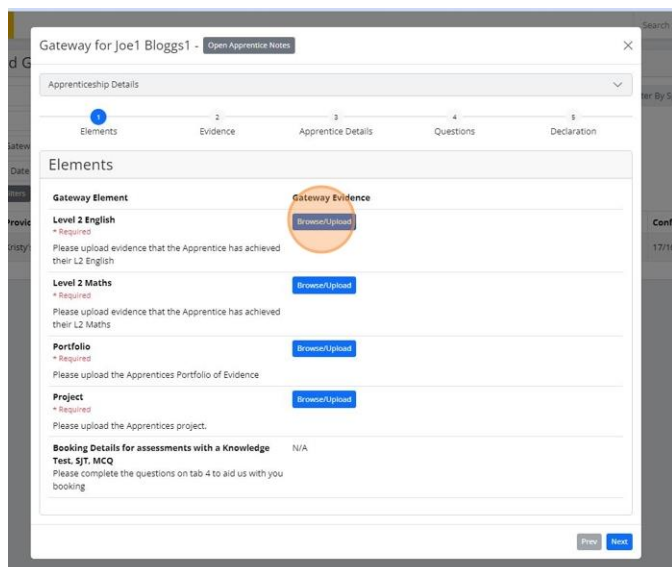
1. Select 'Confirmed' from the Gateway Review section of the navigation tool.



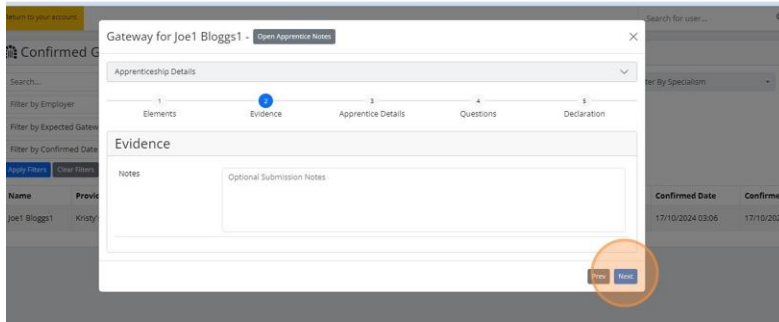
2. Search for your apprentice and click Process in the actions column.



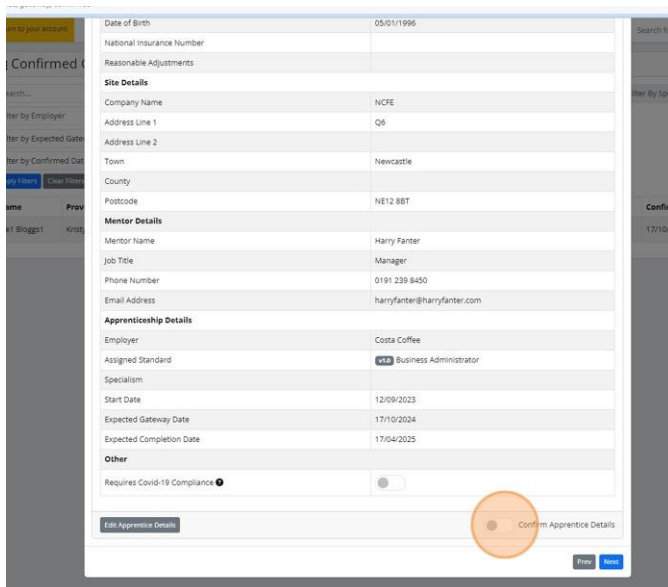
3. Here you will upload the requirement evidence to each section of the element's checklist. Once you have uploaded evidence to checklist, click next.



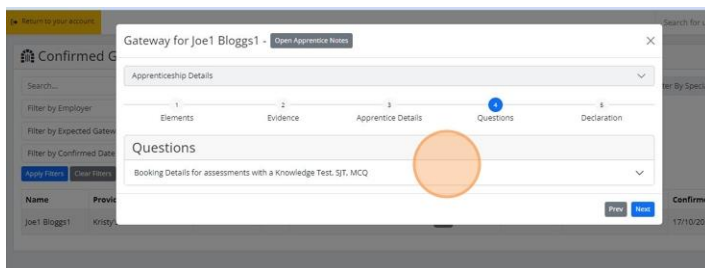
4. You have the option here to add in any additional notes and then click next.



5. Within this tab, you will have the option to review and verify all apprentice's information from their profile, if you need to edit any of the information, please select Edit Apprentices Details and then click next.



6. Within this section you will provide all key information on how the apprentice has selected to have their assessments delivered.



7. Once you have completed all relevant sections, please select next.

1. How would you like the assessments to be delivered? (required)
 All assessments via Microsoft Teams Face to Face-All assessments F2F Digital-Observation F2F and other assessment components via Microsoft Teams. (required)

2. EPA location if F2F please provide full address and postcode. (required)
 n/a

3. Please provide us with dates the Apprentice is NOT available. (required)
 31/10/2024
 1/11/2024
 15/11/2024

4. Please tell us which method the Apprentice would like to take their Knowledge Test / MCQ / SJT. (required)
 Proctoring
 Secure Client
 Paper-based

5. Please provide us with your preferred date and time for the Knowledge Test / MCQ / SJT. Please ensure the date is a minimum of 5 working days after gateway approval. (required)
 30/10/2024 at 9:00am

6. Please provide us with an alternative date and time for the Knowledge Test / MCQ / SJT should your preferred option not be available. (required)
 6/11/2024 at 9:00am

7. If you have selected secure client please provide us with the invigilator name, email address and the location of where the assessment is to take place.
 n/a

8. If you have selected paper-based please provide us with the invigilator name, email address, location of where the assessment is to take place, and the address the paper needs sending to.
 n/a

Buttons: Previous, Next

8. You will now need to approve the gateway evidence components by ticking each of the boxes.

Approval & Declaration

Please ensure that all components are approved

Level 2 English

Level 2 Maths

Portfolio

Project

Booking Details for assessments with a Knowledge Test, SJT, MCQ

NCFE require Independent Training Providers (ITPs) to complete this declaration before requesting end-point assessment (EPA).

By completing and requesting Gateway, ITPs confirm they have evidence that a Gateway meeting has taken place and evidence of this can be provided should it be required by NCFE or their regulators. The ITP, apprentice and apprentice's employer have confirmed that the apprentice named above is eligible for EPA by:

- Achieving all EPA entry requirements.
- Undertaking the required training in line with the specific apprenticeship standard requirements: this includes on and off-the-job training, and experiences which cover the full breadth and depth of the apprenticeship standard.
- Consistently working at or above the required standard.

NCFE will conduct random sampling and internal quality assurance (IQA) throughout the EPA process. It is the ITP's responsibility to retain suitable evidence. Any non-disclosure of information requested could be subsequently result in the EPA standard apprenticeship certificate being withdrawn.

Independent Training Provider Declaration

I confirm that the apprentice has achieved all EPA entry requirements and obtained the required teaching, workplace training and experience covering the full breadth and depth of the apprenticeship standard to be eligible for EPA.

A Gateway meeting has taken place between us, employer and apprentice to confirm the following:

- The apprentice has been employed throughout the duration of their apprenticeship and will remain employed for the duration of the EPA.
- The training agreement has been signed by the apprentice, the employer and us, and all three parties have retained a signed and dated version.
- The apprentice has been given appropriate time to attend the on and off-the-job training required for the apprenticeship standard.
- The apprentice has completed the minimum duration as outlined in the standard and assessment plan of on-programme learning and all pre-requirements for eligibility for EPA.
- The apprentice start date previously recorded in this system is correct.
- The apprentice's UIN previously recorded in this system is correct.

9. Once all sections are completed, you will need to add your name and sign if you haven't added your signature to your profile.

*Any person completing this declaration must have the appropriate level of authority to confirm and ensure all of the above points have been followed/completed in full and take accountability for any error.

If you require any further explanation of the points above, you can find further information within the Support Materials section of epaPRO.

Name: _____ Signature: _____

Gateway Completion Date: 17/10/2024

Submit Gateway

Checking this will submit the gateway for this apprentice. You will be charged in accordance with the agreed contract. This action cannot be reversed.

Buttons: Previous, Next

10. Once you are happy all information has been uploaded and signed off, please click the submit gateway toggled and click save.

*Any person completing this declaration must have the appropriate level of authority to confirm and ensure all of the above points have been followed/completed in full and take accountability for any error.

If you require any further explanation of the points above, you can find further information within the Support Materials section of epaPRO.

Name: I Elliott
Signature: [Handwritten Signature]
Gateway Completion Date: 17/10/2024

Submit Gateway
Checking this will submit the gateway for this apprentice. You will be charged in accordance with the agreed contract. This action cannot be reversed.

Buttons: Clear Signature, Save

11. Please click ok if you would like to request EPA.

A Gateway meeting has taken place

uat.ncfe.epapro.co.uk says
By submitting this gateway you agree that you will be charged in accordance with the agreed contract. Would you like to continue?

1. The apprentice has been empty
2. The training agreement has been version.
3. The apprentice has been given
4. The apprentice has completed pre-requisites for eligibility
5. The apprentice start date prev
6. The apprentice is ULN previously
7. For a period of 7 years, we will retain a signed declaration that confirms the employee believes the work submitted by the apprentice is of their own.

I further confirm that we hold auditable evidence to show the apprentice has confirmed:

- All evidence submitted at Gateway is their own work.
- All evidence provided at Gateway and gathered during assessments can be stored for a maximum of 7 years for audit purposes.
- If deemed appropriate, their work can be anonymised and used in NCFE literature as 'exemplar' assessment evidence.
- They authorise us to appeal regarding the EPA.
- That they have made us aware of the need for any reasonable adjustment requests.
- That NCFE can claim their apprenticeship certificate.
- They authorise NCFE to transmit their data to any other bodies as and when required in line with GDPR.
- They understand how the knowledge, skills and behaviours will be assessed during EPA.
- They agree to NCFE staff and any regulator bodies conducting sampling and IQA throughout the EPA process where required.

By requesting EPA, you confirm that all the points above have been discussed are correct and that the named apprentice is thereby eligible ready for EPA.

*Any person completing this declaration must have the appropriate level of authority to confirm and ensure all of the above points have been followed/completed in full and take accountability for any error.

If you require any further explanation of the points above, you can find further information within the Support Materials section of epaPRO.

Name: I Elliott
Signature: [Handwritten Signature]
Gateway Completion Date: 17/10/2024

Submit Gateway
Checking this will submit the gateway for this apprentice. You will be charged in accordance with the agreed contract. This action cannot be reversed.

Buttons: OK, Cancel, Clear Signature, Save, Submit Gateway

Pending - Gateway has been requested

Once you have requested EPA, the apprentice will move into the Pending section. The gateway audit team will conduct the audit within 4 working days.

Gateway has been submitted for approval.

Confirmed Gateway

Search... Cohort ID... Filter By iGATE Reference Filter By Standard Title Filter By Specialism Filter By F

Filter by Employer
Filter by Expected Gateway Date
Filter by Confirmed Date

Apply Filters Clear Filters

| Name | Provider | Employer | EPA | Standard | Specialism | Expected Start Date | Confirmed Date | Confirmed EPA Ready |
|-----------------|------------------------|--------------|-----|---|------------|---------------------|------------------|---------------------|
| Melanie Melanie | Kristy's Test Provider | Costa Coffee | | ST0070 Level 3 Business Administrator (1.6) | | 17/10/2024 | 17/10/2024 03:09 | 18/10/2025 |

Navigation: Dashboard, To-do's & Notifications, Apprentices, Employers, Issue Management, Gateway Review, Enrolled, Confirmed, Pending, Rejected, Completed, Archived

Rejected - Gateway request has been rejected

If the gateway audit has been rejected, they will move into the rejected motivation tool drop down and you will receive an email notification advising what information is missing.

| Name | Provider | Employer | EPA | Standard | Specialism | Expected Start Date | Submitted Gateway Date |
|--------------|------------------------|--------------|-----|--|------------|---------------------|------------------------|
| Joe1 Bloggs1 | Kristy's Test Provider | Costa Coffee | | ST0070 Level 3 Business Administrator v1.0 | | 12/09/2023 | 17/10/2024 |

Completed - Gateway has been accepted

When your learner is accepted, they will move to the Completed navigation drop down area.

| Name | Provider | Employer | EPA | Standard | Specialism | Submitted Gateway Date | Rejected Gateway Date | Actions |
|--------------------------|----------|----------|-----|----------|------------|------------------------|-----------------------|---------|
| No Apprentices available | | | | | | | | |

Archived

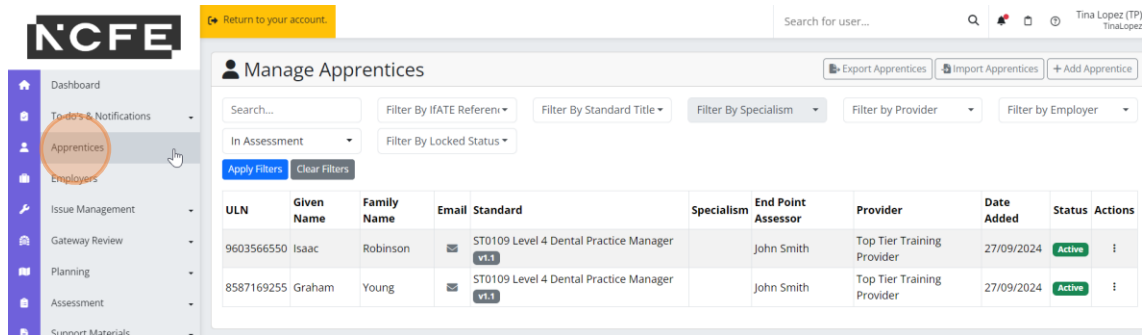
All apprentices that have been accepted and completed EPA and had their final grade released will move into the Archived area.

| Name | Provider | Employer | EPA | Standard | Specialism | Audit Submitted Date | Gateway Completion Date | Action |
|----------------------|------------------------|--------------|------------------|--|------------|----------------------|-------------------------|--------|
| Iou test3 | Kristy's Test Provider | | Dorothy Dolittle | ST0005 Level 2 Adult Care Worker v1.0 | | 16/10/2024 | 16/10/2024 | View |
| Lou Test1 | Kristy's Test Provider | | Dorothy Dolittle | ST0005 Level 2 Adult Care Worker v1.0 | | 16/10/2024 | 16/10/2024 | View |
| Amanda Meves | Kristy's Test Provider | Costa Coffee | Dorothy Dolittle | ST0070 Level 3 Business Administrator v1.0 | | 15/10/2024 | 15/10/2024 | View |
| LOU FLEAR | Kristy's Test Provider | Costa Coffee | Dorothy Dolittle | ST0005 Level 2 Adult Care Worker v1.0 | | 15/10/2024 | 15/10/2024 | View |
| Darren Finkle | Kristy's Test Provider | Costa Coffee | Dorothy Dolittle | ST0070 Level 3 Business Administrator v1.0 | | 15/10/2024 | 15/10/2024 | View |
| MEL MCGOVERN | Kristy's Test Provider | Costa Coffee | IEPA Example | ST0070 Level 3 Business Administrator v1.0 | | 15/10/2024 | 15/10/2024 | View |
| Lorraine Lander-esse | Kristy's Test Provider | | IEPA Example | ST0070 Level 3 Business Administrator v1.0 | | 07/10/2024 | 07/10/2024 | View |
| Lisa Davies | Kristy's Test Provider | | IEPA Example | ST0070 Level 3 Business Administrator v1.0 | | 07/10/2024 | 07/10/2024 | View |
| Lugh Elliott | Kristy's Test Provider | Costa Coffee | Dorothy Dolittle | ST0070 Level 3 Business Administrator v1.0 | | 25/09/2024 | 25/09/2024 | View |

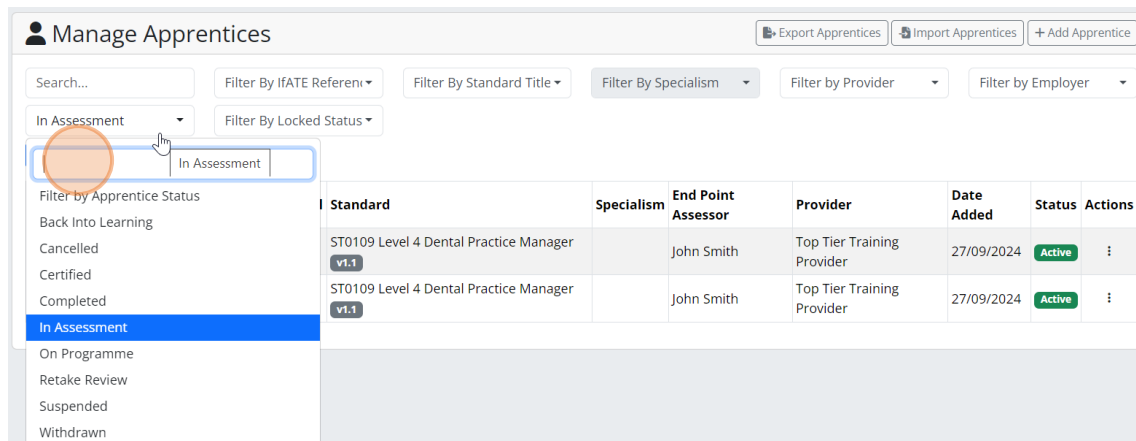
Assessment bookings and results

Viewing assessment bookings

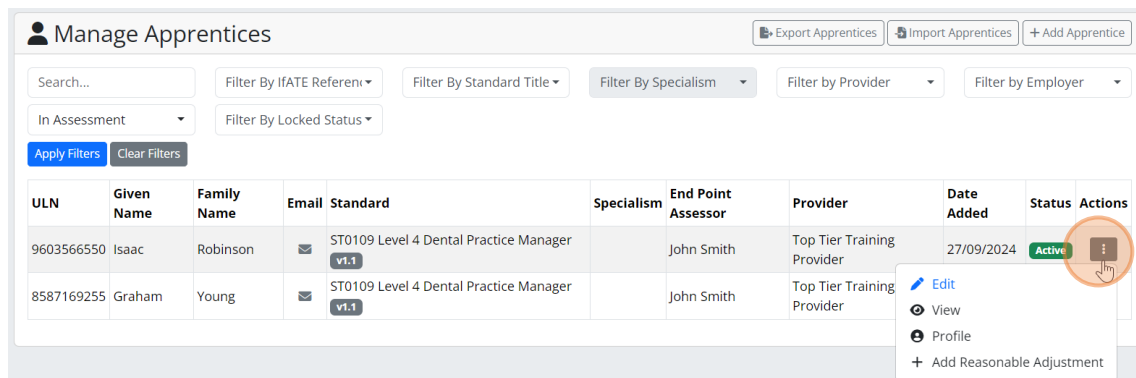
- To view assessment bookings for your apprentices, select 'Apprentices' from the navigation menu at the left-hand side of the screen.



- Ensure the filter on the 'Apprentices' screen defaults to those 'In Assessment' as this will show those who have been accepted through to EPA.



- Once you locate the apprentice you would like to view the bookings for, select the ellipses at the end of the row and select 'Profile'.



- Once the profile is open, you can view the assessment dates and results for completed assessments.

The screenshot shows the 'Apprentice Profile' for LOU FLEAR. The profile is currently 'In Assessment from 15/10/2024'. The progress bar indicates the following stages: Registration (Completed), Gateway (Completed), Planning (In Progress), Assessment (Not Started), and Certification (Not Started). Below the progress bar, there are two sections: 'Upcoming Events' (No upcoming events) and 'Assessments' (Situational Judgement Test: Fail, 15/10/2024; Professional Discussion: Pending). A large donut chart on the right shows 33% completion.

| Stage | Status | Date |
|---------------|-------------|------------|
| Registration | Completed | 15/10/2024 |
| Gateway | Completed | 15/10/2024 |
| Planning | In Progress | |
| Assessment | Not Started | |
| Certification | Not Started | |

| Assessment | Status | Date |
|----------------------------|---------|------------|
| Situational Judgement Test | Fail | 15/10/2024 |
| Professional Discussion | Pending | |

33
Complete

- To view the upcoming assessment dates, select 'Assessment Profile' in the top right corner.

This screenshot is identical to the previous one, but the 'Assessment Profile' button in the top right corner is circled in orange to indicate it should be selected.

| Stage | Status | Date |
|---------------|-------------|------------|
| Registration | Completed | 15/10/2024 |
| Gateway | Completed | 15/10/2024 |
| Planning | In Progress | |
| Assessment | Not Started | |
| Certification | Not Started | |

| Assessment | Status | Date |
|----------------------------|---------|------------|
| Situational Judgement Test | Fail | 15/10/2024 |
| Professional Discussion | Pending | |

33
Complete

6. You will then see the booked assessments.

Assessment Profile
Navigation

COMPONENTS

Apprenticeship Details

Status: In Assessment

Provider: Kristy's Test Provider

Employer: Costa Coffee

EPA: Dorothy Dolittle

Primary EPA Manager: Test Epa Manager

ULN: 1234567894

[Open Apprenticeship Notes](#)

Programme Details

Standard: ST0005 Level 2 Adult Care Worker v12

Specialism: -

Schema: Level 2 Adult Care Worker

Start Date: 11/10/2023

Gateway Approved Date: 15/10/2024

Completion Date: 16/01/2025

Cohort ID: -

Alerts

- Situational Judgement Test requires a retest booking
- Professional Discussion milestone Assessment is overdue
- The assessment plan has not been completed.

Programme checklist

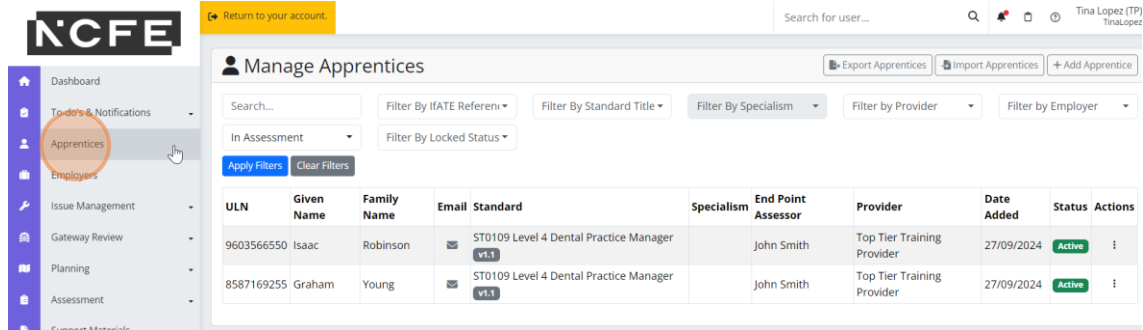
- Complete Assessment Plan
- Complete Situational Judgement Test
- Assessment: 1
- Complete Professional Discussion
- Assessment: 1
- Complete Certification
- Submit to ESFA

Components

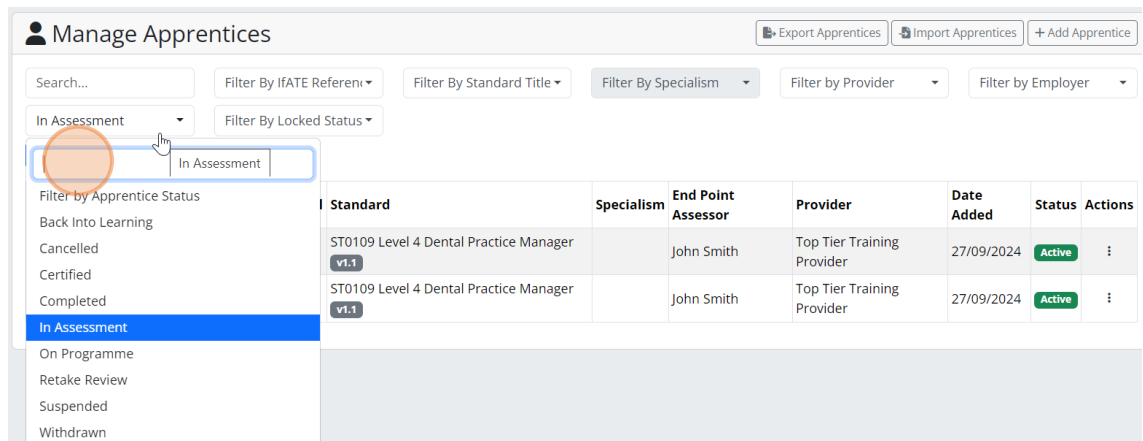
| Component | Assessment Date | Status | Element EPA | Result | Previous Results | Actions |
|----------------------------|------------------|--------------|------------------|--------|------------------|------------------------|
| Situational Judgement Test | 16/10/2024 08:30 | Needs Retest | Dorothy Dolittle | Fail | - | Manage |
| Professional Discussion | 15/10/2024 15:45 | Pending QA | Dorothy Dolittle | - | - | Manage |
| Certification | - | - | - | - | - | Manage |

Accessing assessment results

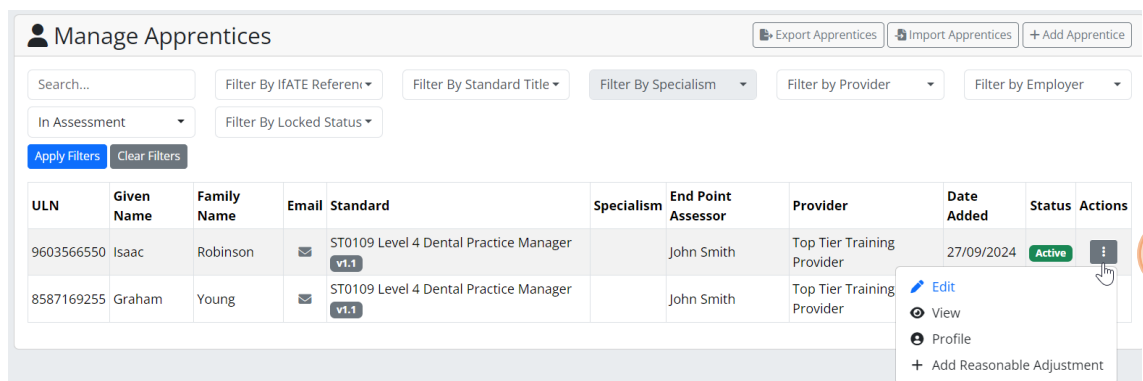
1. To view assessment results for your apprentices, select 'Apprentices' from the navigation menu at the left-hand side of the screen.



2. Ensure the filter on the 'Apprentices' screen defaults to those 'In Assessment' as this will show those who have been accepted through to EPA.



3. Once you locate the apprentice you would like to view the results for, select the ellipses at the end of the row and select 'Profile'.



- Once the profile is open, you can view the assessment dates and results for completed assessments.

The screenshot displays the 'Apprentice Profile' for LOU FLEAR, with a status of 'In Assessment from 15/10/2024'. The top navigation bar includes 'Edit Apprentice', 'Assessment Profile', and 'View Programme'. Below this, a progress bar shows five stages: Registration (Completed), Gateway (Completed), Planning (In Progress), Assessment (Not Started), and Certification (Not Started). The 'Registration' stage is marked 'Registered on 15/10/2024', and 'Gateway' is marked 'Submitted on 15/10/2024'. The 'Assessments' section lists 'Situational Judgement Test' as 'Fail' on 15/10/2024 and 'Professional Discussion' as 'Pending'. A donut chart on the right indicates that 33% of the profile is complete.

- To view the feedback for the assessment, select 'Assessment Profile' in the top right corner.

This screenshot is identical to the one above, but with an orange circle highlighting the 'Assessment Profile' button in the top right navigation bar, indicating the next step in the process.

6. Select 'Manage' at the end of the row for the relevant assessment component.

Assessment Profile Low Floor Navigation

COMPONENTS

ASSESSMENT PLAN ! ! ! ! CERTIFICATION 91 DAYS LEFT IN EPA

No Status Booked Complete In Progress Alert Preventing Progression

Apprenticeship Details

Status
Provider
Employer
EPA
Primary EPA Manager
ULN

Programme Details

In Assessment Standard: ST0005 Level 2 Adult Care Worker v12
 Kristy's Test Provider: Specialism
 Employer: Costa Coffee
 EPA: Dorothy Dolittle
 Primary EPA Manager: Test Epa Manager
 ULN: 1234567894

Start Date: 11/10/2023
 Gateway Approved Date: 15/10/2024
 Completion Date: 16/01/2025
 Cohort ID: -

Alerts

- Situational Judgement Test requires a resit booking
- Professional Discussion milestone Assessment is overdue
- The assessment plan has not been completed.

Programme checklist

- Complete Assessment Plan
- Complete Situational Judgement Test
- Assessment: 1
- Complete Professional Discussion
- Assessment: 1
- Complete Certification
- Submit to ESFA

[Open Apprenticeship Notes](#)

Components

| Component | Assessment Date | Status | Element EPA | Result | Previous Results | Actions |
|----------------------------|------------------|-------------|------------------|--------|------------------|---------|
| Situational Judgement Test | 16/10/2024 08:30 | Needs Resit | Dorothy Dolittle | Fail | - | Manage |
| Professional Discussion | 15/10/2024 15:45 | Pending QA | Dorothy Dolittle | - | - | Manage |
| Certification | - | - | - | - | - | Manage |

7. Select 'View Result'

Manage Element

- Alerts
- Booking Details
- Assessment Info [Upload](#)
- Element Milestones
- Attendees
- Mock Tests
- Result [View Result](#)
- Appeals [Appeal Result](#)
- Previous Results

Programme Progress: Complete, Assess, Complete, Assess, Complete, Submit

8. You will then be able to view the feedback for the assessment component.

Situational Judgement Test - View Result Back to Assessment Profile Open Element Summary

LOU FLEAR | Situational Judgement Test

Select a category for the outcome

Grade

Outcome *
Fail

Additional Information

Additional Info

Next Action • Earliest Date for Resit

Resit 15/11/2024 12:00:00

Details

Date Delivered / Duration
16/10/2024 08:30:00

Days
0

Hours/Minutes
01:30

Feedback

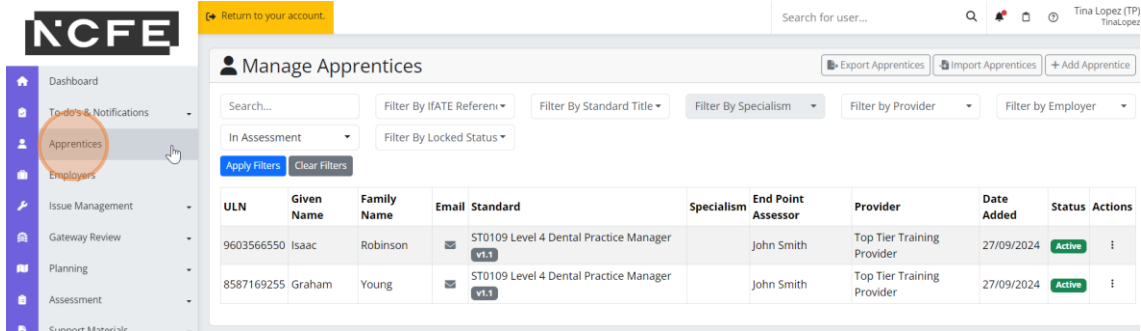
Reasonable Adjustments

Attendees

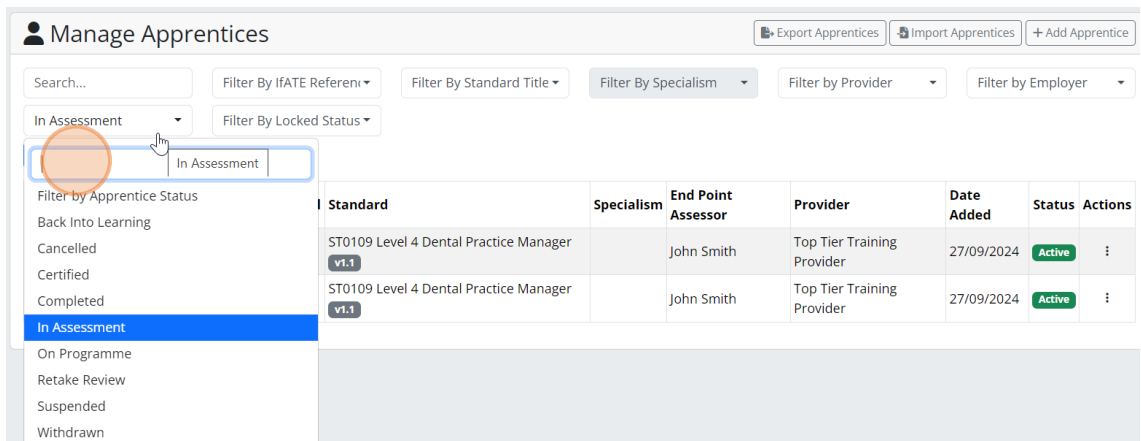
Declaration

How to apply for EAA and Appeals

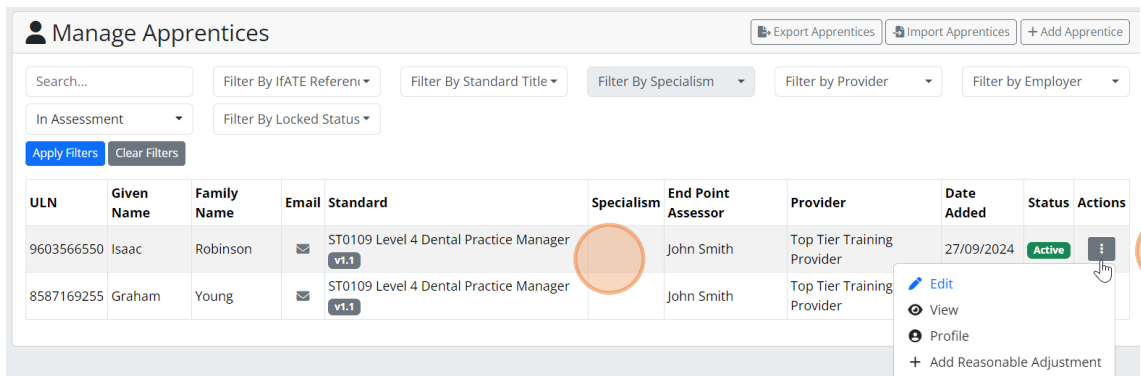
1. To apply for an EAA on an assessment result or to appeal a decision, select 'Apprentices' from the navigation menu at the left-hand side of the screen.



2. Ensure the filter on the 'Apprentices' screen defaults to those 'In Assessment' as this will show those who have been accepted through to EPA.



3. Once you locate the apprentice you would like to submit an EAA or appeal for, select the ellipses at the end of the row and select 'Profile'.



4. Select 'Assessment Profile' in the top right corner.

Apprentice Profile
LOU FLEAR | In Assessment from 15/10/2024

[Edit Apprentice](#) [Assessment Profile](#) [View Programme](#)

Overview | Profile | Notes | Files

Registration Gateway Planning Assessment Certification

Registered on 15/10/2024 Submitted on 15/10/2024 In Progress

Upcoming Events

No upcoming events

Assessments

| | | |
|----------------------------|---------|------------|
| Situational Judgement Test | Fail | 15/10/2024 |
| Professional Discussion | Pending | |

33
Complete

5. Select 'Manage' at the end of the row for the relevant assessment component.

Assessment Profile
Lou Flear | [Navigation](#)

ASSESSMENT PLAN | COMPONENTS | CERTIFICATION

91 DAYS LEFT IN EPA

● No Status ● Booked ● Complete ● In Progress ● Alert Preventing Progression

Apprenticeship Details

Status: In Assessment

Provider: Kristy's Test Provider

Employer: Costa Coffee

EPA: Dorothy Dolittle

Primary EPA Manager: Test Epa Manager

ULN: 1234567894

[Open Apprentice Notes](#)

Programme Details

Standard: ST0005 Level 2 Adult Care Worker v13

Specialism: Level 2 Adult Care Worker

Start Date: 11/10/2023

Gateway Approved Date: 15/10/2024

Completion Date: 16/01/2025

Cohort ID: -

Alerts

- Situational Judgement Test requires a retest booking
- Professional Discussion milestone Assessment is overdue
- The assessment plan has not been completed.

Programme checklist

- Complete Assessment Plan
- Complete Situational Judgement Test
- Assessment: 0
- Complete Professional Discussion
- Assessment: 0
- Complete Certification
- Submit to ESFA

| Component | Assessment Date | Status | Element EPA | Result | Previous Results | Actions |
|----------------------------|------------------|--------------|------------------|--------|------------------|------------------------|
| Situational Judgement Test | 16/10/2024 08:30 | Needs Retest | Dorothy Dolittle | Fail | - | Manage |
| Professional Discussion | 15/10/2024 15:45 | Pending DA | Dorothy Dolittle | - | - | Manage |
| Certification | - | - | - | - | - | Manage |

6. Select 'Appeal Result'.

Manage Element

- Alerts
- Booking Details
- Assessment Info [Upload](#)
- Element Milestones
- Attendees
- Mock Tests
- Result [View Result](#)
- Appeals [Appeal Result](#)
- Previous Results

7. Complete the mandatory fields marked with the asterisk.

Create Element Appeal [Back to Assessment Profile](#)

| | |
|---|--|
| Apprentice Details | Element Details |
| Name: LOU FLEAR | Component Name: Situational Judgement Test |
| Status: In Assessment | Date Published: 15/10/2024 |
| ULN: 1234567894 | Result: Dorothy Dolittle |
| EPA: Dorothy Dolittle | Element EPA: Dorothy Dolittle |
| Provider: Kristy's Test Provider | Element QA: N/A |
| Standard: ST0005 Level 2 Adult Care Worker v1.2 | Has Been Adjusted: No |
| Specialism: - | Is Previous Result: No |

[Open Apprentice Notes](#) [Open Element Summary](#)

Appeal Details

| | |
|----------------------|------------------------|
| Title * | Requested By * |
| <input type="text"/> | Select User Type |
| Summary * | Primary Contact Name * |
| <input type="text"/> | <input type="text"/> |
| 0 / 1000 | Requested Date * |
| | dd/mm/yyyy |
| | Type |
| | Select Type |

File Uploads [Browse/Upload](#)

* Indicates a required field [Submit](#)

8. Select the 'Type' of appeal you are submitting. Full guidance on the types of appeals can be found in our Enquiries and Appeals Policy.

Select Type

- Enquiries About Assessment (EAA)
- Stage 1 - EAA Outcome
- Stage 1 - Special Consideration outcome
- Stage 1- Reasonable Adjustment outcome
- Stage 1 - Malpractice/Maladministration outcome
- Stage 2 -Any Stage 1 Outcome

Select Type

9. Please upload any files to support the EAA or appeal submission in the 'File upload' section.

Create Element Appeal

Back to Assessment Profile

Apprentice Details

Name: LOU FLEAR
Status: In Assessment
ULN: 1234567894
EPA: Dorothy Dolittle
Provider: Kristy's Test Provider
Standard: ST0005 Level 2 Adult Care Worker v1.2
Specialism: -

Component Name: Dorothy Dolittle
Date Published: -
Result: Element QA
Element QA: -
Has Been Adjusted: -
Is Previous Result: -

Situational Judgement Test: 15/10/2024
Dorothy Dolittle
N/A
No
No

Open Apprentice Notes

Open Element Summary

Appeal Details

Title *

Summary *

0 / 1000

Requested By *

Select User Type

Primary Contact Name *

Requested Date *

dd/mm/yyyy

Type

Select Type

File Uploads

Browse/Upload

* Indicates a required field

Submit

10. Click 'Submit' in the bottom right corner.

ST0005 Level 2 Adult Care Worker v1.2

Has Been Adjusted: -

Is Previous Result: -

Open Element Summary

Requested By *

Select User Type

Primary Contact Name *

Requested Date *

dd/mm/yyyy

Type

Select Type

Browse/Upload

Submit

Change of Circumstances

Pre Gateway

You can apply change of circumstances for the following for apprentices that have not yet entered End Point assessment.

Types of Change of Circumstances:

Cancelled - apprentice withdrawing from EPA.

Suspended - Place an apprentice on hold

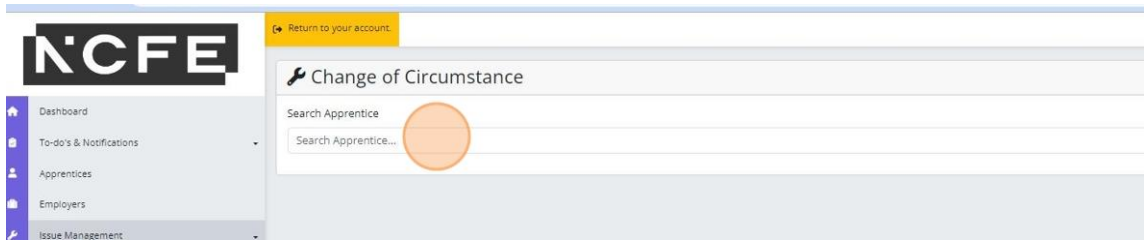
1. Click on Issue Management within the navigation tool.

The screenshot shows the NCFE epaPRO dashboard for Leigh-Ann. The dashboard includes a navigation menu on the left with 'Issue Management' highlighted. The main content area displays 'Area Performance' statistics, a 'Latest News' section with a 'Welcome to epaPRO' message, and a 'Calendar' for October 2024.

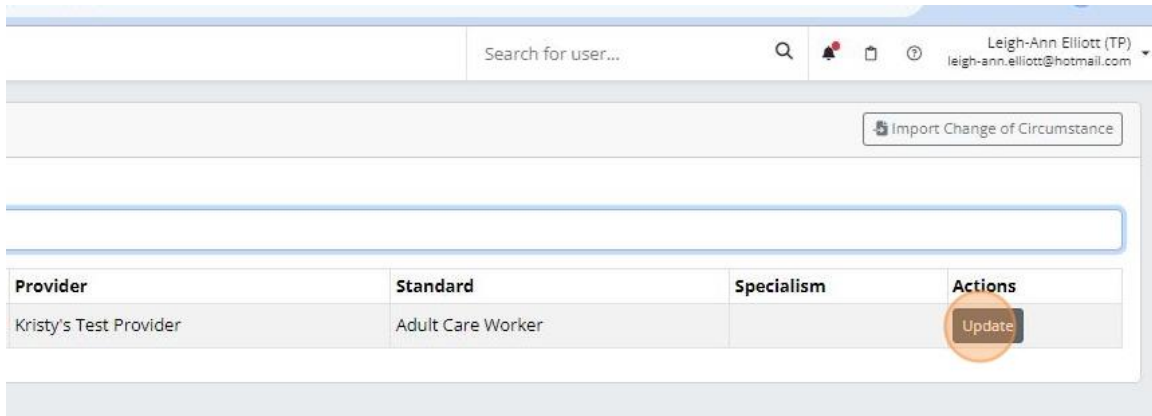
2. Select Change of Circumstances in the drop down.

This close-up screenshot shows the navigation menu with the 'Change of Circumstance' option highlighted in the dropdown menu.

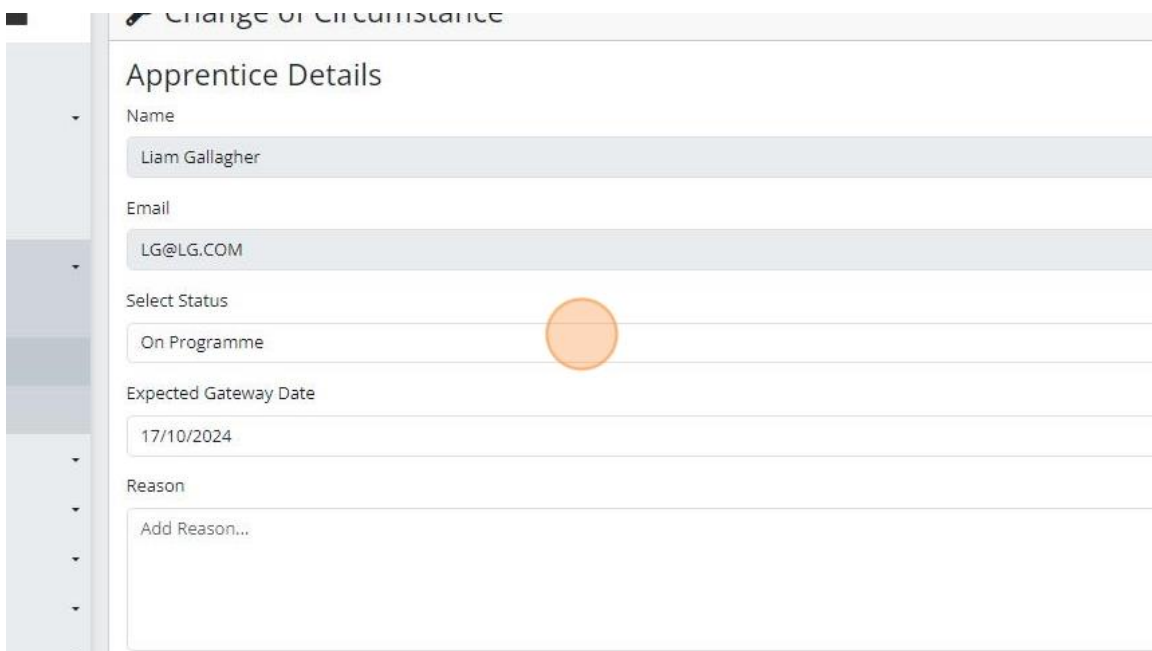
3. Click in the Search Apprentices field and type in the apprentice's name.



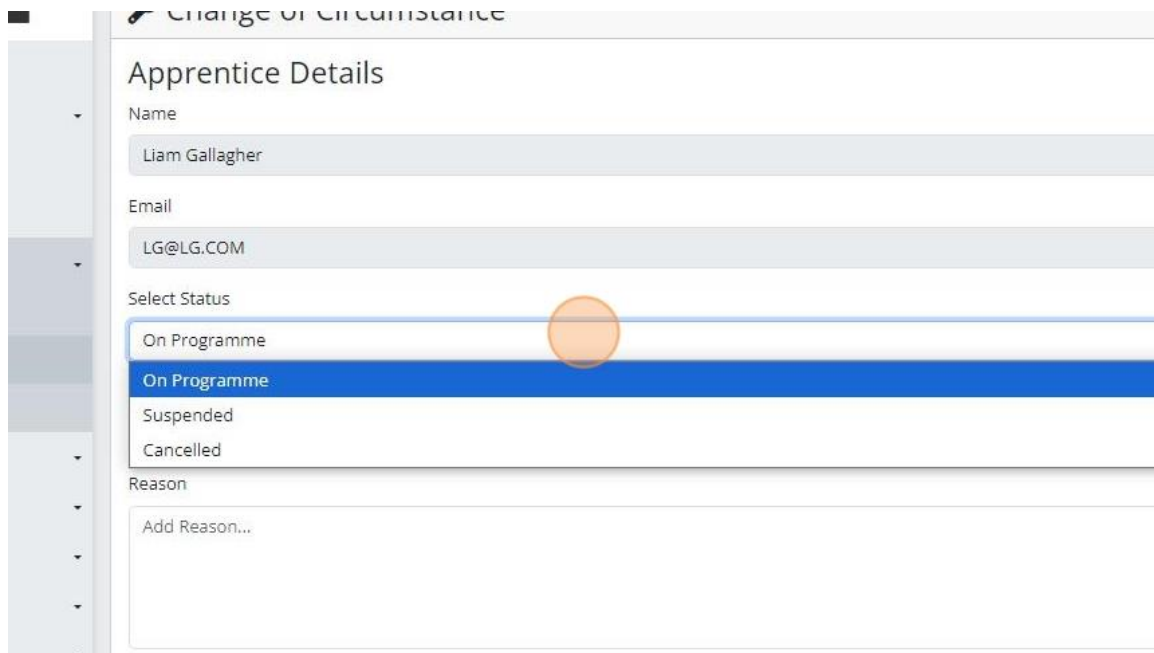
4. Once you found your apprentice please click update in the actions column.



5. Click on the Select Status



6. Select the required option in the drop-down list.



Change of Circumstance

Apprentice Details

Name
Liam Gallagher

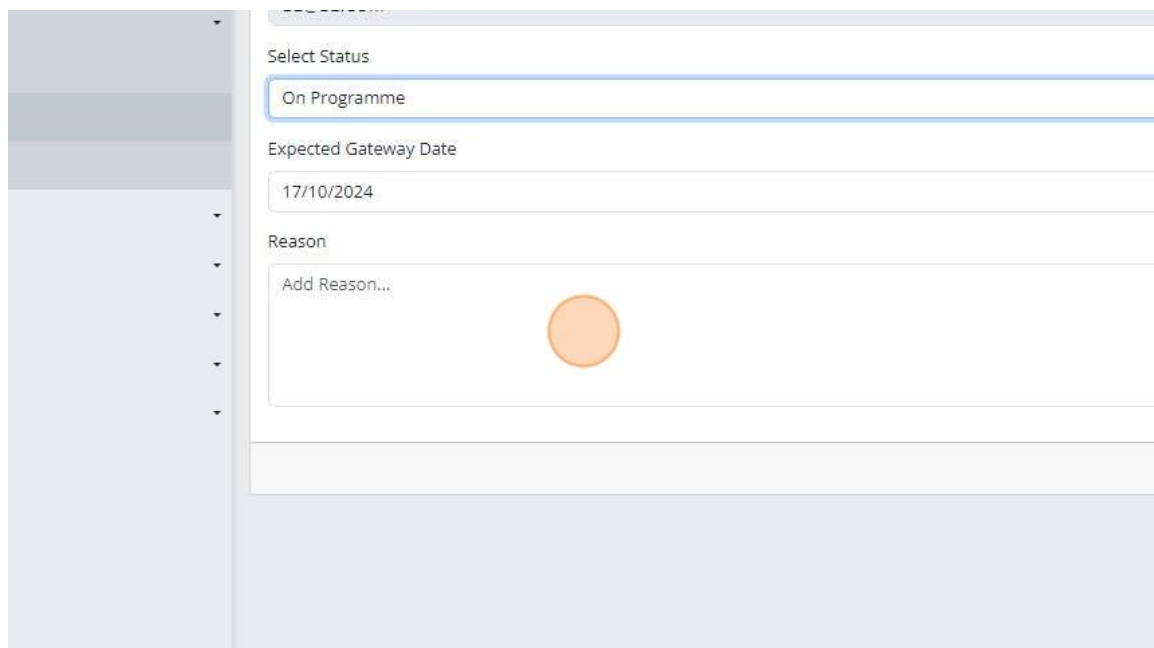
Email
LG@LG.COM

Select Status

- On Programme
- On Programme**
- Suspended
- Cancelled

Reason
Add Reason...

7. Add in the reason.



Select Status

On Programme

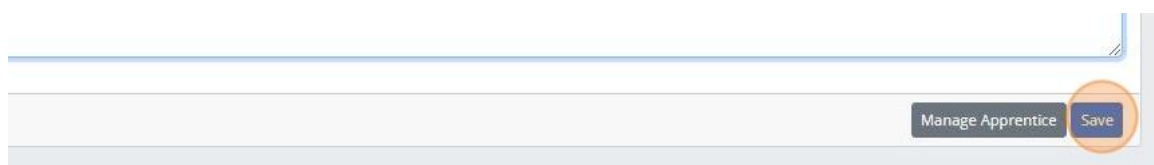
Expected Gateway Date

17/10/2024

Reason

Add Reason...

8. Click save.



Manage Apprentice Save

Post Gateway

If you need to withdraw/place an apprentice on hold/cancel an assessment for apprentices who have been accepted through to End Point Assessment, please contact the following teams.

| Action | Team | Email Address. |
|-----------------------------|-------------------|--|
| Withdraw an Apprentice | Relationship team | eparelationshipteam@ncfe.org.uk |
| Place an apprentice on hold | Relationship Team | eparelationshipteam@ncfe.org.uk |
| Cancel an assessment | EPA Bookings Team | epabookings@ncfe.org.uk |

Support Materials

In this section, you'll find standard specific guidance materials, templates, and additional general resources to support apprentices on their EPA journeys.

Reporting

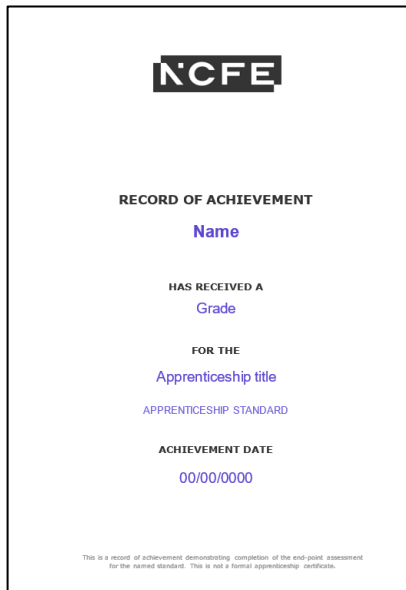
In this section on the navigation tool, you will be able to pull your own reports from the system depending on the requirements. Your Relationship Manager or Relationship Coordinator will work with you to save templates and set reports to automatically run and email to the relevant contact.



Statement of Achievement

Within the apprentice's profiles once they have had their final grade released, you will be able to download a copy their statement of achievement.

Please see below an example of the statement of achievement. Apprentices that complete a Sports, Leisure or Facilities standard will receive an NCFE and Active IQ branded certificate; apprentices who complete any other standards will receive an NCFE branded certificate.



Contact us

NCFE
Q6
Quorum Park
Benton Lane
Newcastle upon Tyne
NE12 8BT

Tel: 0191 240 8950

Email: eparelationshipsteam@ncfe.org.uk