



Step 1 Registration



Apprentices to be registered 60 days prior to expected gateway date

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Step 2 On-Programme Support



We provide a range of support material and training for on-programme trainers to support apprentices in achieving their apprenticeship standard

Resources include specifications, apprentice guidance and mock assessments

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Step 3 Gateway



Gateway documents uploaded to EPA system to complete the gateway review

03

Step 4 Booking Assessments



Whether delivering cohort or one-to-one assessments, we ensure scheduling assessments is as simple and straightforward as possible

04

Step 5 Assessments and Result



Apprentices attend our centres or we can attend your centres for practical assessments

Any apprentice unable to attend an assessment must let their End-point Assessor know as soon as possible

Results for each assessment and the overall grade are published on our EPA system within 10 working days.

05

Step 6 Certification



Certificates are claimed by us 15 days after the final grade is published on our EPA system

06