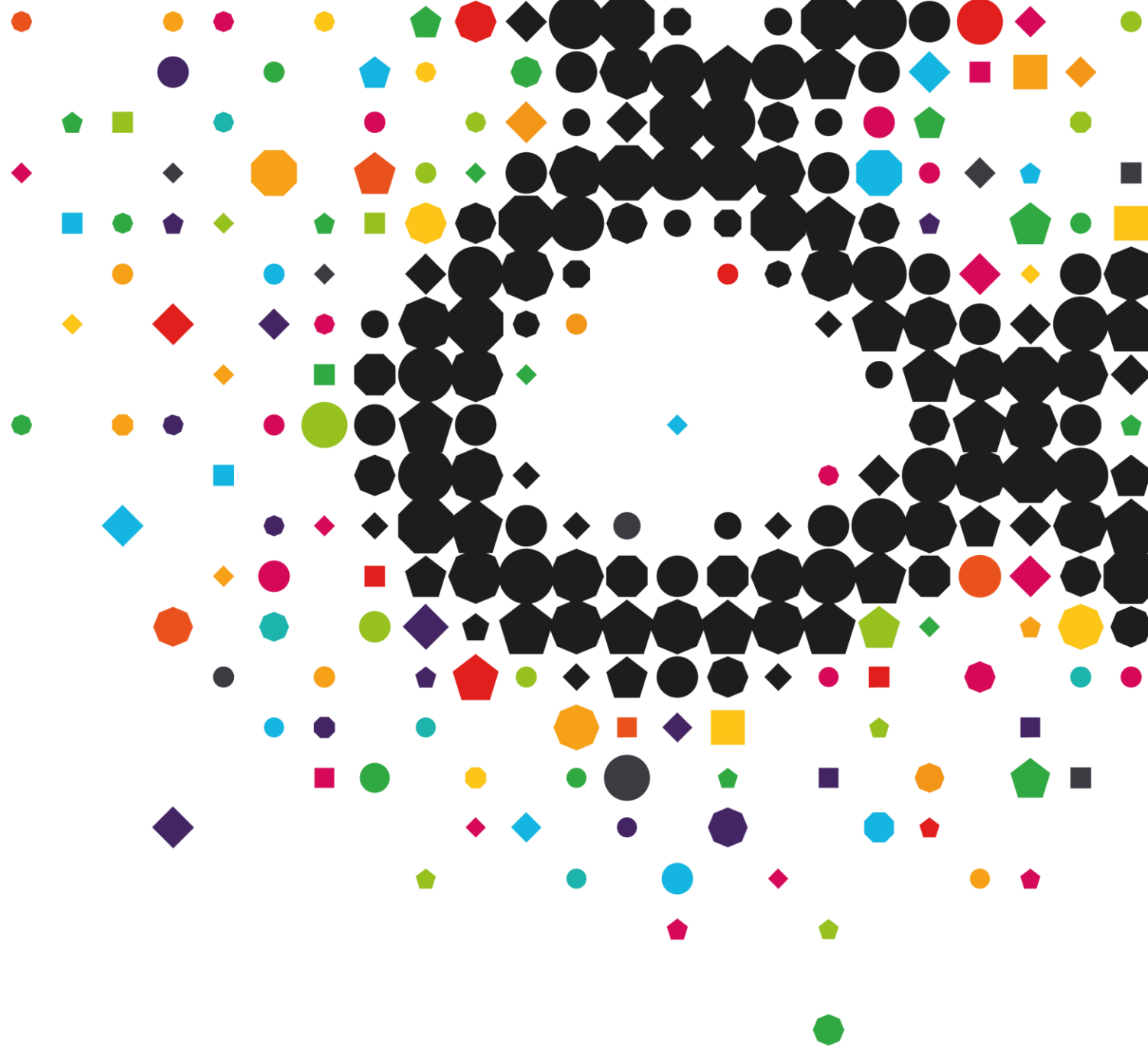# EPA Pro

Evolution of our EPA Delivery

You told us you wanted:

- All of your EPA journey in **one platform**

- **Simplified** workflows, less *'back & forth'*

- To get **closer** to our IEPA's in terms of booking events

- **Clarity** around Gateway requirements

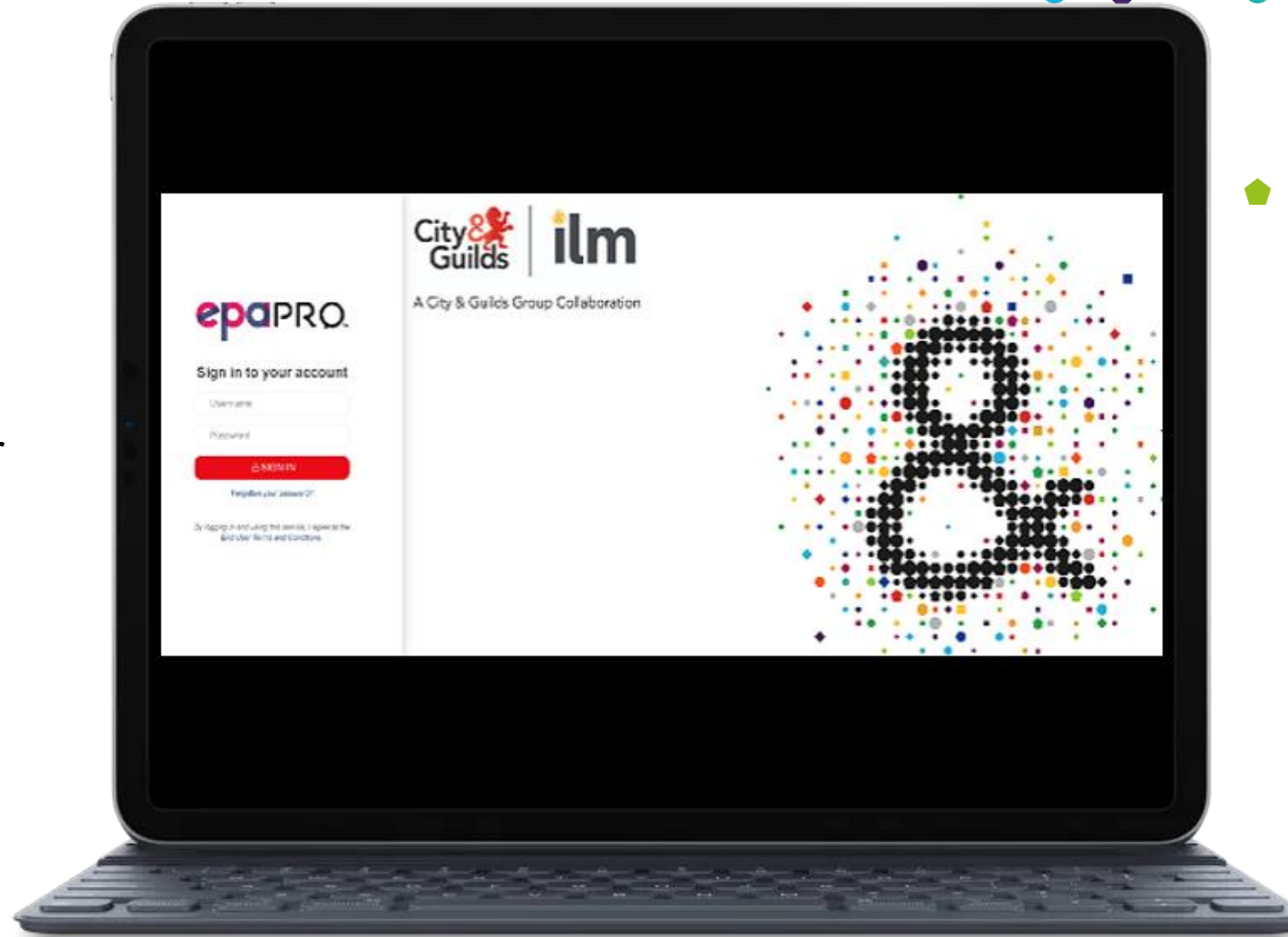- **Easier** process to upload gateway and assessment evidence

- **More visibility** of stage/progress or apprentices and cohorts

- **Better** reporting capability

- **Faster** access to results

- More ways to **celebrate success** for your apprentices

New EPA delivery Platform :
EPA Pro

- Your end-to-end EPA delivery platform from Registration to Results

- Access using any standard web browser

- Responsive design lets you use whatever device works best for you

- Available 24/7 – work where and when you want

https://epa.cityandguilds.com/login

New 8 Stage Journey for EPA

Stage 1 Choosing your EPAO

Stage 2 Getting set up with an EPA agreement

Stage 3 EPA registration

Stage 4 Gateway

Stage 5 EPA planning meeting

Stage 6 Upload assessment evidence

Stage 7 EPA event

Stage 8 EPA results and certification

Access our Detailed 8 Stage Guide here….

https://www.cityandguilds.com/apprenticeships/endpoint-assessment-service/epa-pro

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Onboarding you with EPA Pro

- Whether an existing customer migrating to EPA Pro or a new one working with City & Guilds once approved to deliver EPA with us you'll have a primary User set up on EPA Pro

- All standards that you are approved to deliver will be available to you in EPA Pro, new standards can be added as required

- Our Onboarding team will get you trained up on how to use the platform through a series of training webinars covering

  1. *Getting Started on EPA Pro*
  2. *Submitting Gateway and the Planning Meeting*
  3. *EPA Assessment Evidence and Results*

- We'll also be running regular drop-in sessions with the EPA Onboarding team giving you the opportunity to ask any additional questions or have a refresher on any elements of the platform

End-point assessment service

Notifications

- Next to your Username in the top corner, you will see the Notifications bell:
- EPA Pro sends notifications throughout your EPA journey highlighting key stages and activities
- This will inform you of all notifications regarding your apprentices, stages such as:
  - *Gateway due or completed*
  - *Results available*
  - *Assessment planned*
- Clicking onto a notification will take you to the record for that apprentice
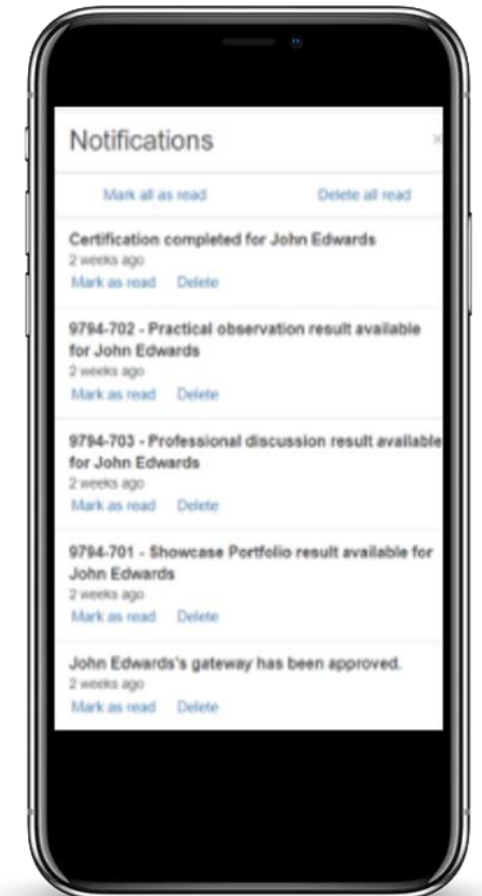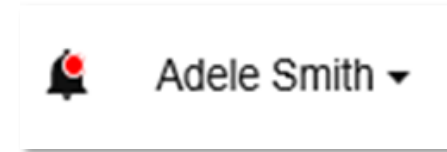
Apprentice Profile – Overview of EPA Journey

Support Resources

- Access Support Materials on the main menu
- Selection will provide a drop down of all available resources
- A wealth of support materials all accessed in one place
- Simply click here to open

Employers and Apprentices given access will only be able to view and access support resources applicable to them

Planning meeting

Apprentice meets IEPA and agrees dates

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The Planning Meeting

- Once your apprentice has successfully passed through the gateway they will be matched with their IEPA
- The apprentice and any workplace mentor will be informed by email and given the name of their IEPA
- The IEPA will take note of the dates and times on your Preferred Planning Meeting Dates form and will schedule the Planning Meeting
- All attendees at the planning meeting will receive invitations and GoTo Meeting links to join the meeting
- These are scheduled for 1Hr but typically only take 15-20 minutes
- The Planning Meeting is…..
  - *You agree the sequence and dates for each EPA component matching everyone's availability*
  - *Your IEPA builds these into an assessment plan and schedules the events into your EPA Pro calendar*
  - *Everyone agrees when evidence is needed and when it is required for you to upload it to EPA Pro*
  - *A chance for you and your apprentices to meet the IEPA ahead of the EPA event – so they won't be a stranger on the day!*

After the Planning Meeting

- Either in the planning meeting itself or shortly afterwards your IEPA will build the apprentice's assessment plan

- This will send out invitations to all the EPA events to those who need them, and dates will go into the EPA calendar

- You can view this plan at any time once a Planning meeting is finished by selecting View Plan

Check out our Supplementary Checklist

- Ensure your apprentices have everything ready for the day of their EPA Event

- Find this helpful guide in the support **resources section/checklists**

Results and certification

Reaching the end of the apprenticeship journey

When results for each of the individual components are available, the IEPA certifies the overall result, ending your EPA journey!

Overall EPA grade

Access overall statement of achievement certificate

Show Every Skill with Digital Credentials

As well as the online individual component and overall EPA statement of achievement on-line certificates, City & Guilds issue a digital credential on completion of end-point assessment

- You can share this digital credential on LinkedIn and Facebook or as part of an on-line CV

- Anyone viewing the digital credential sees what things you did (and what skills you picked up) to earn this badge

www.cityandguilds.com/digital-credentials/end-point-assessment
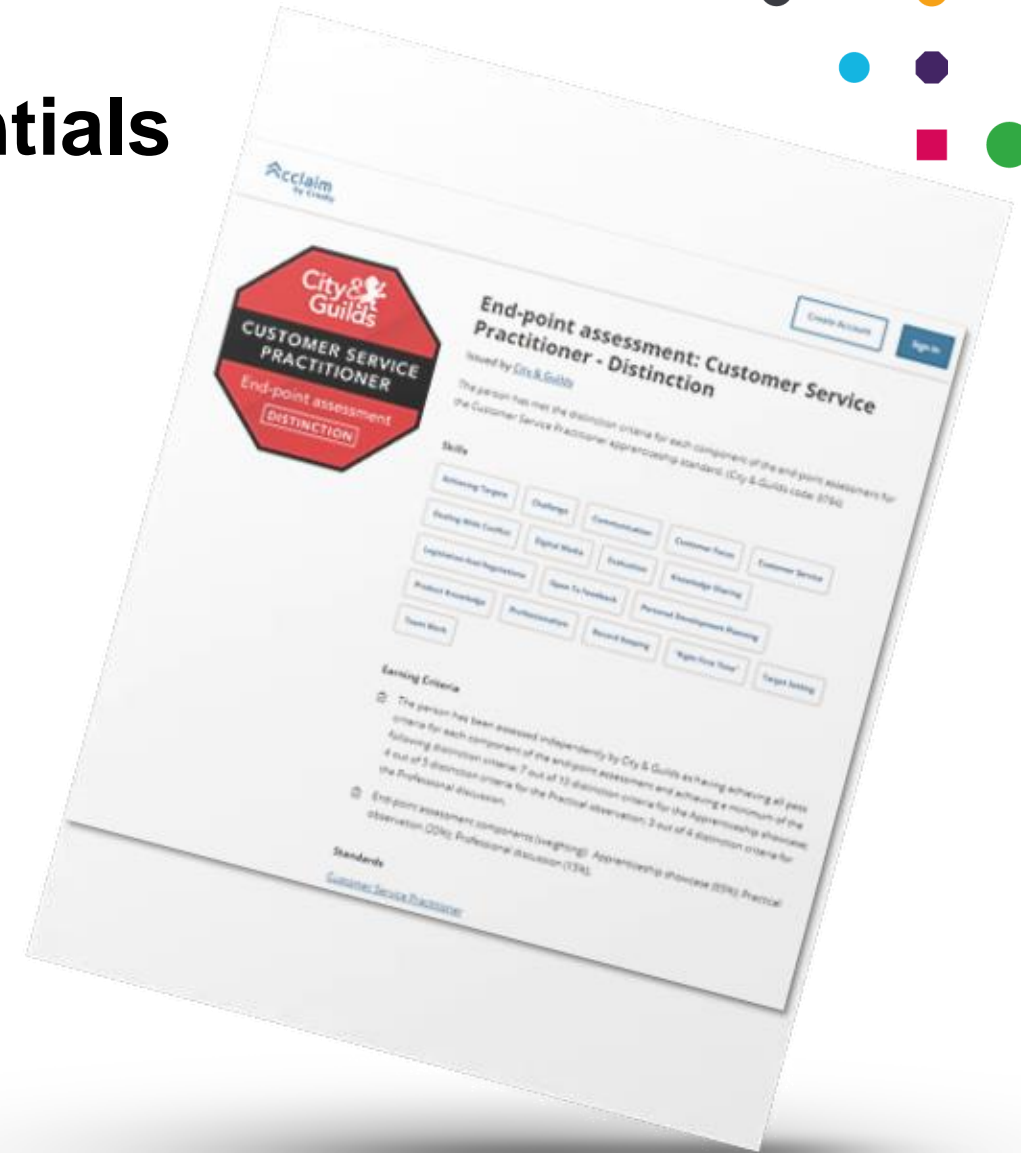
Support throughout the 8 stages

City & Guilds SLA's *(where applicable)*

Gateway submission

Accept or Reject Gateway
3 days

Assign IEPA
5 days

Schedule Planning Meeting
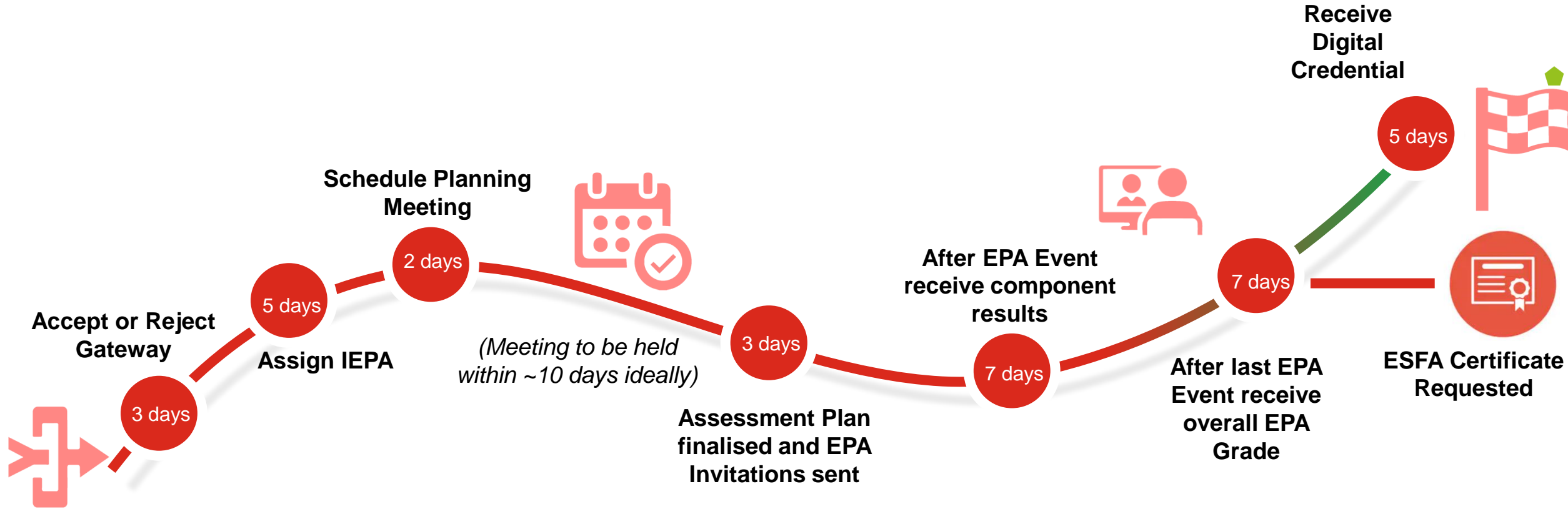2 days

(Meeting to be held within ~10 days ideally)

Assessment Plan finalised and EPA Invitations sent
3 days

After EPA Event receive component results
7 days

After last EPA Event receive overall EPA Grade
7 days

Receive Digital Credential
5 days

ESFA Certificate Requested

Planning Meeting ← Estimated 3-4 weeks → *EPA Events*

* Days are working days

Apprentice Assessment Progress – View and monitor

Support and Feedback

Contact us via:
centresupport@cityandguilds.com

0844 543 0000 (option 5)

Webchat on our contact us page
www.cityandguilds.com/help/contact-us

Feedback on our EPA Service Delivery

We'd love to hear your feedback and ideas on how we can improve our EPA Service Delivery, how can we make your life easier?

Let us know >

We'd love your feedback on how we can improve through our feedback link found either on

- https://www.cityandguilds.com/apprenticeships/endpoint-assessment-service

- or in the useful links section in EPA Pro

A City & Guilds Group Collaboration

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