

EPA Registration Policy

Introduction

This policy aims to give providers and employers guidance on the registration of apprentices for all End-point Assessments (EPA). IAO encourages clients to make registrations on epaPRO as early as possible and maintain the accuracy of apprentice's data to ensure the most efficient End-point Assessment (EPA) process can take place. Where registrations are made 'late' a charge may be incurred without exceptional circumstances.

Who does this policy apply to?

This policy applies to all Innovate Awarding training provider partners, employers and Innovate Awarding employees.

When to use this policy

Use this policy when registering learners with Innovate Awarding for EPA.

Policy Statement

The training provider is responsible for apprentice registrations. Registrations must be made directly onto epaPRO by either single registration, bulk upload or via a system API. Instructions for the first two registration options can be found in the epaPRO System User Guidance on epaPRO within support materials. It is the provider's responsibility to ensure that all information entered onto epaPRO is correct. Training Providers must maintain their apprentices' data including workplace details, contact information and to ensure accurate projection of readiness. In addition to this accurate projection (and maintenance thereof), the gateway review date is required to ensure that gateway forms are submitted to Innovate Awarding as close to the estimated date as possible.

Training providers are encouraged to register apprentices early on epaPRO to ensure adequate time for IAO to prepare and plan for the assessments.

This policy outlines the processes that Innovate Awarding will follow when an apprentice is registered on epaPRO less than 60 calendar days prior to gateway review date. This is known as '**late registration**'.

Where there is a late registration, in accordance with the terms of this policy a standard fee will be chargeable per apprentice.

Objectives

Innovate Awarding aims to provide an efficient End-point Assessment service for apprentices, employers and providers based on the ability to manage resource effectively.

Scope

This policy covers all registrations made on epaPRO for all approved standards.

Policy and Process

Innovate Awarding, through epaPRO, require the provider to ensure that data provided is done so in good time and is maintained to enable accurate planning and efficient delivery of the EPA process. To enable this a late registration fee of **£25** per individual apprentice registration will be charged in the following circumstances:

- Where an apprentice has been registered on epaPRO *less than **60 days** prior* to the receipt of the gateway review in epaPRO.

Exceptional Circumstances

Innovate Awarding understands that exceptional circumstances may exist for the late registration of an apprentice or group of apprentices. In the case of such exceptional circumstances the registration will need to be accompanied by an email to epa@innovateawarding.org if no prior agreement has been made with the Client Relationship Team, ensuring evidence is provided for the given reason/s.

Where late registrations are made, Innovate Awarding will endeavor to adhere to its published Service Level Agreements (SLAs), however in the case of late registration these may not always be achievable.

Associated policies/documents

- epaPRO System User Guidance

Key Contacts

For further information on the late registration process please contact epa@innovateawarding.org