**EPA customer suspected malpractice notification checklist**

**What is this checklist for?**

This checklist is intended to assist End-point Assessment (EPA) customers, when completing a notification of suspected malpractice by apprentice(s) or their staff involved in EPA.

Reference is made to this requirements within the ‘*Malpractice in End-point Assessments*’ policy.

**Please check the appropriate box, to indicate the response against the following points:**

|  |  |
| --- | --- |
| Staff member(s) and apprentice(s) have been informed of their rights (as outlined in section x of the above-mentioned document). | Yes |[ ]
|  | No |[ ]

The individual, whether an apprentice or a member of staff accused of malpractice:

|  |  |
| --- | --- |
| Has been informed (preferably in writing) of the allegation made against them? | Yes |[ ]
|  | No |[ ]
| Knows what evidence there is to support the allegation? | Yes |[ ]
|  | No |[ ]
| Knows the possible consequences or penalties that City & Guilds EPAO may apply, should malpractice be proven? | Yes |[ ]
|  | No |[ ]
| Has had the opportunity to consider their response to the allegation (if required)? | Yes |[ ]
|  | No |[ ]
| Has had the opportunity to submit a written statement. If no statement is included, please provide a reason why, in the text box in ‘7 – the nature of the malpractice’ on the customer notification form? | Yes |[ ]
|  | No |[ ]
| Has had the opportunity to seek advice (as necessary) and provide a supplementary statement (if required)? | Yes |[ ]
|  | No |[ ]
| Has been informed of the applicable appeals procedures, should a decision be made against them? | Yes |[ ]
|  | No |[ ]
| Has been informed of the possibility that information relating to the malpractice may be shared with other EPAOs, regulators and/or other agencies related to end-point assessment. | Yes |[ ]
|  | No |[ ]

|  |  |
| --- | --- |
| **Name (please print)** |  |
| **Signature\*** |  | **Date** |  |

\*Submission by email from the customer’s registered email address will be accepted in place of a ‘wet’ signature.

**Please enclose the completed checklist with the notification form.**