



A City & Guilds Group Collaboration

EPA - Bite Sized Webinar Series

Step 1 – Getting set up as a City & Guilds and ILM customer for End Point Assessment

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Focus

- Apprenticeship events and webinars and to access other bite-sized webinars in this series:
<https://www.cityandguilds.com/apprenticeships/events-and-webinars>
 - **Step one: Getting set up as a City & Guilds and ILM customer for EPA**
 - Step two: Registering apprentices for EPA and accessing support materials.
 - Step three: Moving from gateway and EPA booking, through to results.

EPA application

If you're already an approved centre with City & Guilds or ILM

1 Go to www.walledgarden.com

Choose 'EPA application' or 'ILM EPA application'

4

EPA application

If you're already an approved centre with City & Guilds or ILM

End-point Assessment Service



Application Form

This form can be used by both City & Guilds Approved Centres and EPA only Customers. Please complete this form only if you wish to apply for the EPA Service.

If you are a Centre and you intend to deliver both qualification(s) and EPA for this apprenticeship standard, you will need to submit a Qualification Approval Form (QAF) for the qualification(s) in addition to completing this form.

If you are not an Approved Centre, please note: i) this is not an application for Centre or qualification approval and ii) acceptance of this application does not confer Centre status. To apply for Centre approval or to deliver a qualification, visit cityandguilds.com/become-a-centre.

Section 1 Contact details

1.1 Customer name

1.2 Customer or Centre number

1.3 Contact name

1.4 Email address*

1.5 Telephone number*

1.6 Website

* Please use the most appropriate contact email address and telephone number for City & Guilds / ILM to use in the event of a query related to this application

Section 2 EPA occupations

Please indicate when you intend to commence delivery of EPA

Please note:

Q1 runs from September to November

Q2 runs from December to February

Q3 runs from March to May

Q4 runs from June to August

Please use the search button to select the end-point assessment occupational area(s) you are applying for.

Delete Product. Note: Always use the "Search" button below. Please do not type anything in this field.	Product Number(s)	Number of Apprentices expected to sit EPA in Year 1 (by quarter)				Number of Apprentices expected to sit EPA in Year 2 (by quarter)			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Section 3 EPA locations

Please confirm where the EPA will take place:

Centre Premises

Customer Premises

City & Guilds Premises

Other

If Other, please specify

Please confirm in which region the EPA will take place:

East Midlands

East of England

London

North East England

North West England

Accurate profiling really helps us to plan our resource


Top tip!
Please enter 0 in boxes with no volumes instead of leaving blank

By completing this application form you are agreeing to our terms and conditions and this forms your **contract** with us - you will not receive a separate contract.

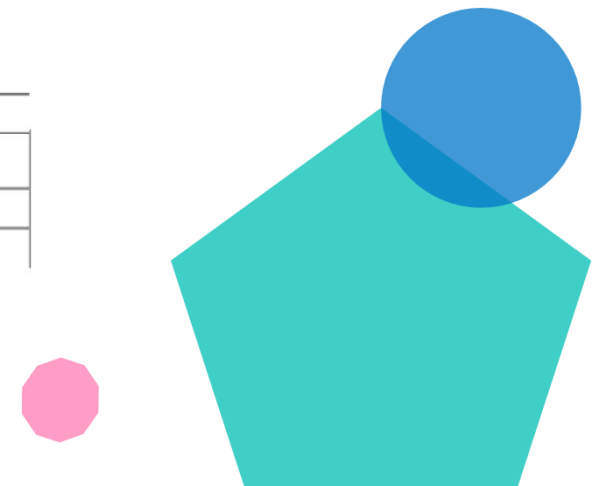
EPA manual: <https://www.cityandguilds.com/-/media/cityandguilds-site/documents/apprenticeships/manual-for-the-end-point-assessment-service-pdf.ashx?la=en&hash=765D6B768FAF5BEDEBAFE94B7AFD1A986EFE2A8E>

EPA application

- EPA product code e.g. Customer Service Practitioner 9794-12
- Apprenticeship standards page: <https://www.cityandguilds.com/apprenticeships/emerging-standards>
- Master list: <https://www.cityandguilds.com/-/media/cityandguilds-site/documents/apprenticeships/gtm/external-gtm-list-pdf.ashx?la=en&hash=FC03C222114466BE78C0441881EC01508E67CD49>

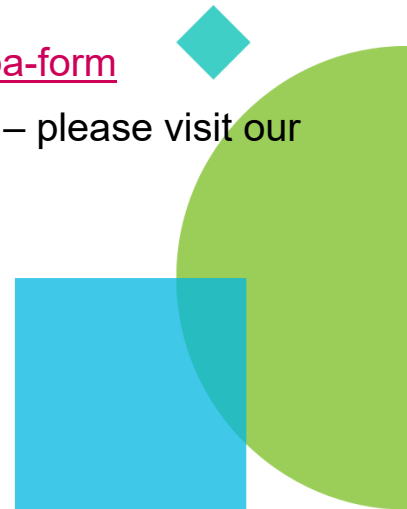


Apprenticeship standard	C&G ref	Level	ESFA Status	LAR	EPA or OP	Product	Title	Product code	Reservation code	Status
Customer Service Practitioner	CG0483	2	Ready for delivery	122	EPA	End-point assessment	Level 2 Customer Service Practitioner	9794-12	9794-500	Live
						EPA preparation tool	N/A	9794-12	N/A	Live
								9794-02	N/A	Live



EPA application

- If you are a new customer and you want to use our EPA-only service, but do not want to offer qualifications
- EPA-only centre enquiry form
- City & Guilds: <https://www.cityandguilds.com/delivering-our-qualifications/offer-our-qualifications/epa-only-form>
- ILM: <https://www.i-l-m.com/learning-and-development/management-apprenticeships/ilm-epa-form>
- If you do want to offer additional qualifications, you'll need to apply for centre approval first – please visit our [help and support section](#) for information on how to do this.



Keep up to date

- Sign up for 'email updates' or 'update your preferences' <https://www.cityandguilds.com/what-we-offer/centres/email-updates>
- City & Guilds Apprenticeship standards: <https://www.cityandguilds.com/apprenticeships/emerging-standards>
- ILM Management Apprenticeships: <https://www.i-l-m.com/learning-and-development/management-apprenticeships>
- City & Guild and ILM EPA service: <https://www.cityandguilds.com/apprenticeships/emerging-standards/end-assessment-service>
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Questions?

- **Technicals & EPA Support**
- T: 01924 206 719
- E: EPAapplications@cityandguilds.com

