



A City & Guilds Group Collaboration

End Point Assessment – Bite Sized Webinar Series

Step 2 – Registering apprentices for EPA and accessing support materials

Sarah Turner

North West Business Development Manager

07 January 2019

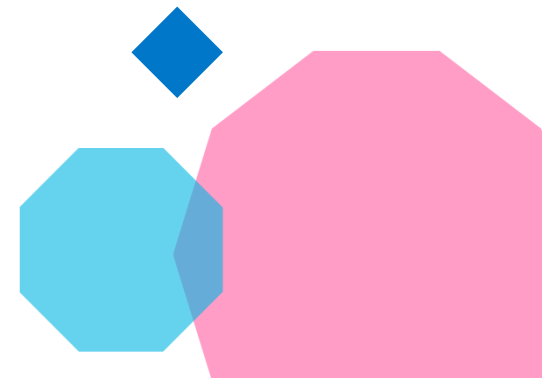


EPA bite-sized webinar series

- 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

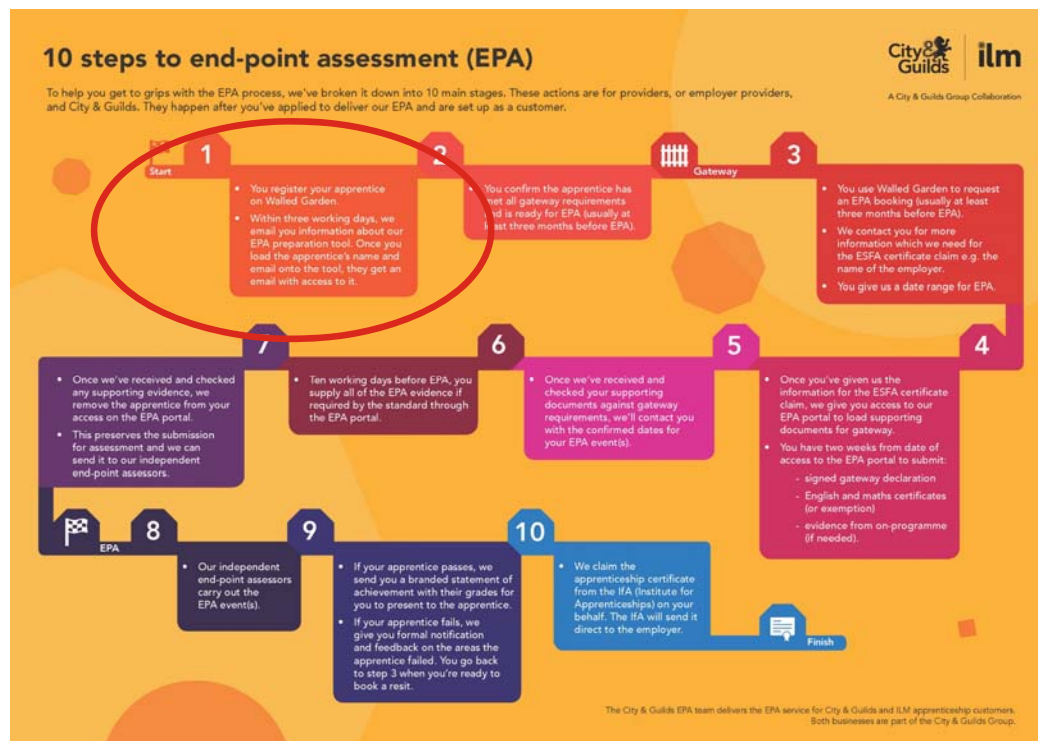
Focus

- How to register your apprentices for EPA
- How to access our EPA support materials
- How to access our EPA preparation tool (includes more in-depth support and exemplar materials)

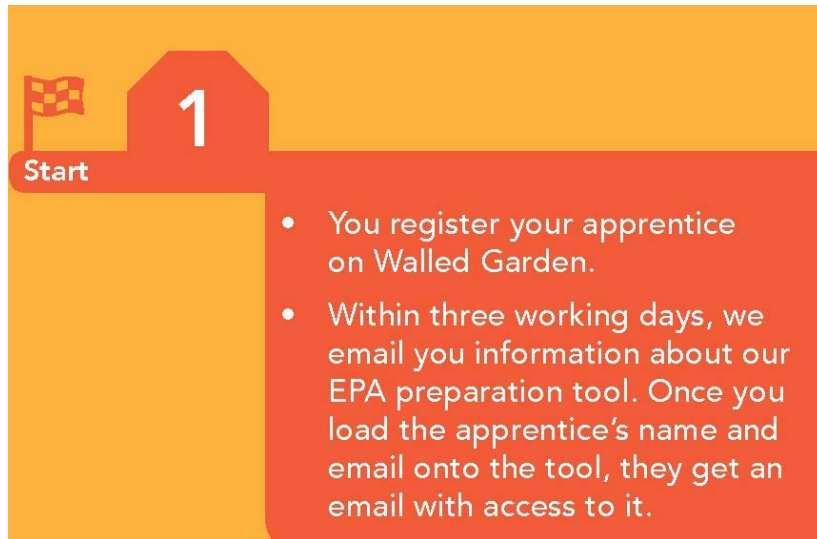


10-step guide to EPA

<https://www.cityandguilds.com/-/media/cityandguilds-site/documents/apprenticeships/epa-10-step-guide-pdf.ashx?la=en&hash=624B05C8A1C800BB4926C5791BB8D7F8032B609C>



How to register your apprentices for EPA



1
Start

- You register your apprentice on Walled Garden.
- Within three working days, we email you information about our EPA preparation tool. Once you load the apprentice's name and email onto the tool, they get an email with access to it.



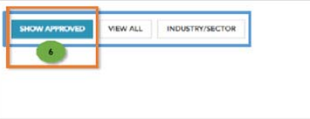
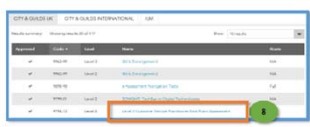
Early registration means **early** access to our EPA prep tool and in-depth support materials

Small upfront fee of £25 and the balance *after* EPA has taken place.

How to register apprentices for EPA

Go to www.walled-garden.com

2. How to register an apprentice

<ol style="list-style-type: none"> 1. Log into Walled Garden (www.walled-garden.com). 2. Enter the 'Username' and 'Password'. The username is an email address. 3. Confirm that you have read and accepted the terms and conditions. 4. Click 'Sign In'. 	
<ol style="list-style-type: none"> 5. From the home page, click 'Catalogue'. If a standard is not listed, then please contact the EPA Applications Team. (EPAapplications@cityandguilds.com) 	
<ol style="list-style-type: none"> 6. Click 'SHOW APPROVED'. This will list all the apprenticeship standards, you have been given access to, as part of the application process. 7. If a standard is not listed, then please contact the EPA Applications Team. (EPAapplications@cityandguilds.com) 	
<ol style="list-style-type: none"> 8. Click on the apprenticeship standards that you want to register an apprentice for. For the purpose of this document, the term 'candidate' will be used in reference to the apprentice. 	

- Detailed step-by-step guide to EPA registrations on pages 4-13 of our Walled Garden EPA booking guide: https://www.cityandguilds.com/-/media/cityandguilds-site/documents/help/centres/walled-garden/walled-garden_epa-booking-guide-pdf.ashx?la=en&hash=B876C733C38125674D83690D341568E2BAA3E30B

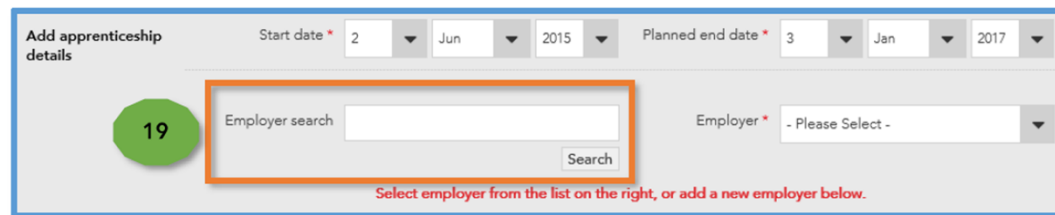
<https://www.cityandguilds.com/help/help-for-centres/walled-garden>

How to register apprentices for EPA

Mandatory information now required:

- Employer information
- Apprenticeship start date
- Planned end date

19. In the **Employer search** field, the search function looks for key words which 'CONTAINS'. It is set up to give customers more flexibility, rather than searching for a perfect match.



Add apprenticeship details

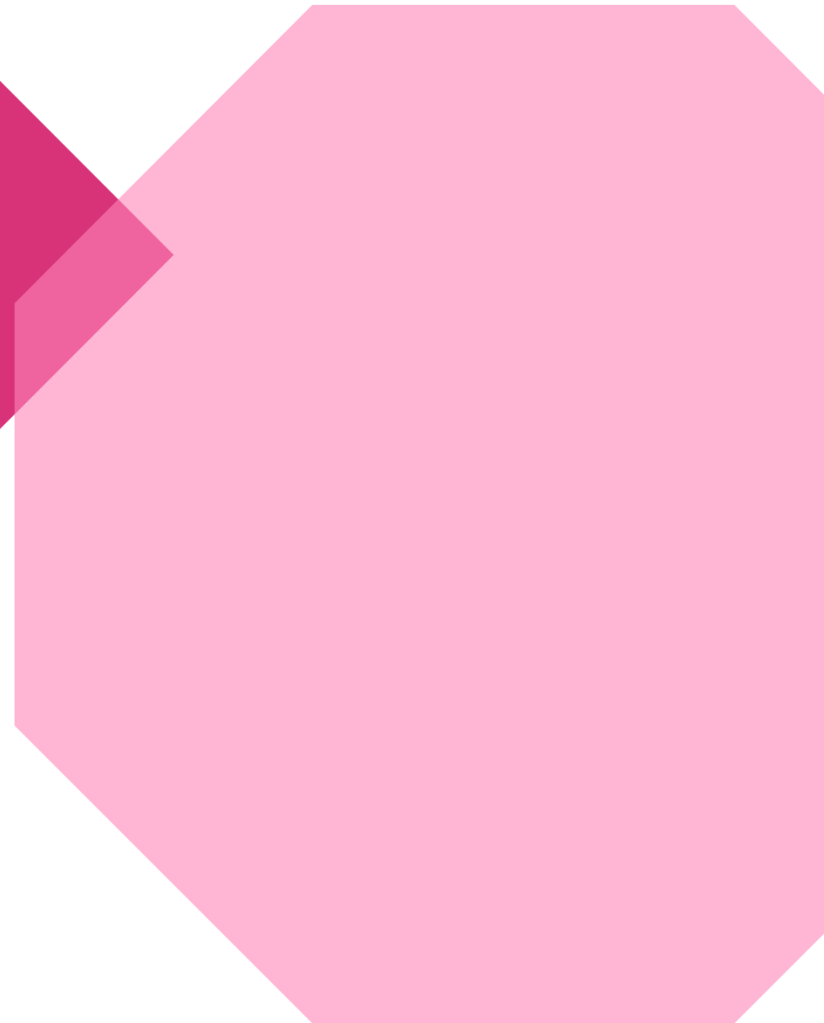
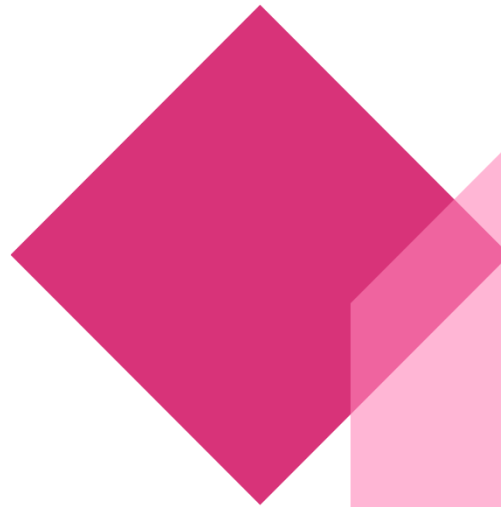
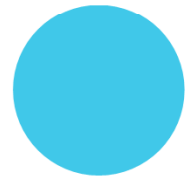
Start date * 2 Jun 2015 Planned end date * 3 Jan 2017

19 Employer search Search

Employer * - Please Select -

Select employer from the list on the right, or add a new employer below.

✓ Please remember to enter our EPAO ID number **EPA0008** into the ILR



EPA support materials

How to access EPA support materials

- What's involved in the end point assessment?

Resource/equipment requirements, timelines, EPA tasks, guidance on grading etc.

Business Administrator Apprenticeship (9473)

INFORMATION DOCUMENTS

Here you can find all documents related to this suite of apprenticeship.

By clicking on the section headings below, you can access a variety of documents such as the qualification handbooks and assessment materials, Statements of Purpose, and recognition letters from industry and employers.

Some documents may be password protected. Passwords can be retrieved by logging in to WalledGarden.com and visiting the Administration section of the relevant qualification catalogue page.

Interested in delivering this apprenticeship?

Find out more about [how to become an approved City & Guilds centre](#) or fill out our [online customer application form](#).

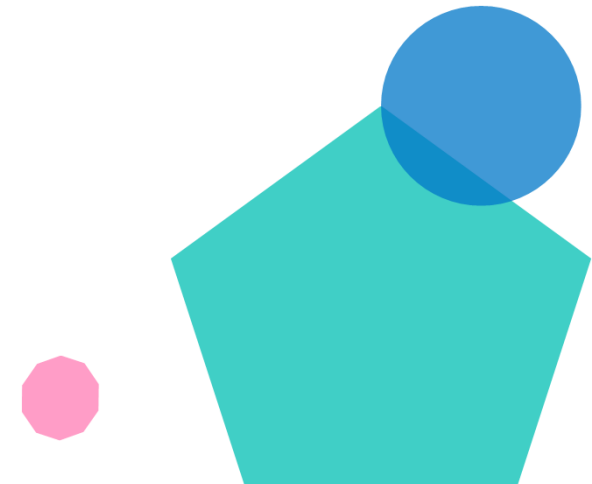
End-point Assessment EPA

9473 Business Administrator EPA Assessment Pack	378 KB	24 Jul 2018	🔒
9473 Business Administrator EPA Assessment Pack Recording Form	148 KB	24 Oct 2018	🔒
9473 Business Administrator EPA Customer Portfolio Checklist	45 KB	12 Nov 2018	🔒
9473 Business Administrator EPA Handbook	353 KB	29 Oct 2018	🔒

ILM customers can download the EPA pack, recording forms and sample test by logging into Walled Garden.

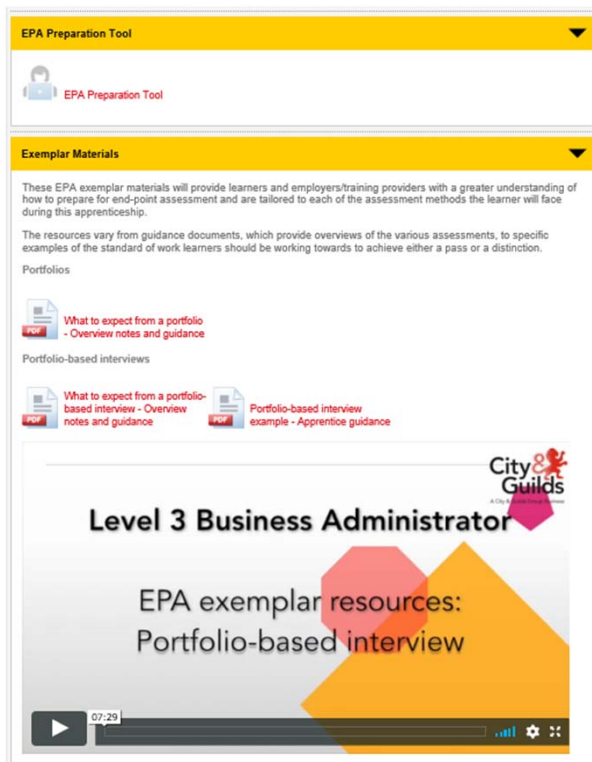
Password protected

Existing customers can obtain passwords from Walled Garden



How to access our EPA preparation tool

- Within 3 working days of **registering** your learner for EPA we will send you details on how to set your learners up with access to the tool



EPA Preparation Tool

Exemplar Materials

These EPA exemplar materials will provide learners and employers/training providers with a greater understanding of how to prepare for end-point assessment and are tailored to each of the assessment methods the learner will face during this apprenticeship.

The resources vary from guidance documents, which provide overviews of the various assessments, to specific examples of the standard of work learners should be working towards to achieve either a pass or a distinction.

Portfolios

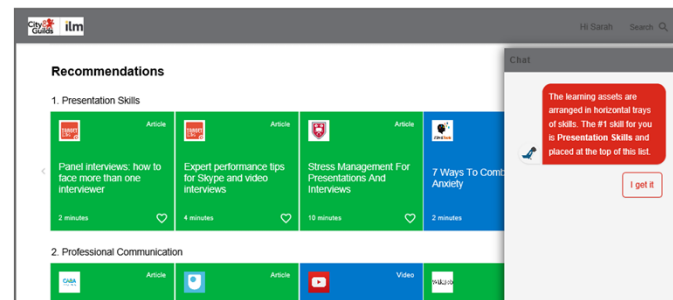
- What to expect from a portfolio - Overview notes and guidance

Portfolio-based interviews

- What to expect from a portfolio-based interview - Overview notes and guidance
- Portfolio-based interview example - Apprentice guidance

Level 3 Business Administrator

EPA exemplar resources:
Portfolio-based interview



Recommendations

1. Presentation Skills

- Panel Interviews: how to face more than one interviewer (2 minutes)
- Expert performance tips for Skype and video interviews (4 minutes)
- Stress Management For Presentations And Interviews (10 minutes)
- 7 Ways To Control Anxiety (2 minutes)

2. Professional Communication

Chat: The learning assets are arranged in horizontal bays of skills. The #1 skill for you is Presentation Skills and placed at the top of this list. I get it

EPA prep tool video:

<https://www.youtube.com/watch?v=DM2uAQkHI8E>

How to access our EPA preparation tool

- <https://www.smartscreen.co.uk/>
- Please note that EPA preparation tools are included in the cost of EPA (there is no additional cost to access). If you don't have access to the EPA preparation tool and you have registered learners for EPA please contact your SmartScreen administrator.
- Smartscreen administrators can set up new users, allocate resources to users and set up other SmartScreen administrators.
- Our simple user guide can be accessed here: <https://www.cityandguilds.com/help/help-for-centres/smartscreen-help>
- If you need any other support please contact digitalsales@cityandguilds.com



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>
- 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 booking EPA, through to results**

Questions?

- **City & Guilds Customer Services**
 - T: 0844 543 0000
 - E: centresupport@cityandguilds.com

- **ILM Customer Service Team**
 - T: 01543 266 867
 - E: customer@i-l-m.com

