

Dear Centre,

We have reviewed the EPA documentation and have published V2 of the following:

- EPA pack for Centres
- Recording forms for Centres

All of the changes are listed in the version control section of each document however we would like to highlight the following:

EPA pack for Centres

- Section 3: Determining the Overall Apprenticeship grade – The points allocated for a pass, merit and distinction have been updated as well as the grade boundaries.
- My Journey Log (Showcase Portfolio) Task Instructions for centres/endpoint assessment customers:
 - Guidance on submitting of evidence section updated to include clearer instructions on how to use Appendix 1.
 - Selecting Evidence section updated to include a written example.
- Assessment 700/701, 750/751 - Professional Discussion Task instructions
 - Preparation for assessment section updated to give instructions on the use of the Discussion Topics which will be sent by the IEPA to the apprentice ahead of the professional discussion taking place.
 - Structure of the professional discussion section has been updated to give a clearer view of how the discussion will be structured.
 - Grading of the professional discussion section added.
- Appendix 1 updated to include numbering of outcomes and elements to help the apprentice reference their evidence.
- Appendix 2 added – an exemplar of how a piece of evidence may cover a number of outcomes and elements across the standard.

Recording forms pack for Centres

- Note added to the guidance on how to use the evidence reference form informing centres that this form must be uploaded to the EPA portal as a word document.

NOTE: Please can you dispose of any previous versions of these documents and ensure that you have downloaded and are using these new versions from November 2018.