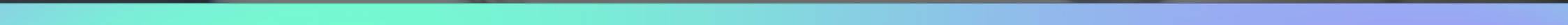


**ETC**

# **EPA end-of-year timelines 2024/25**



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# Introduction

At NCFE, we want to ensure you're prepared for year-end, so we've produced timelines across all Service Level Agreement's (SLAs) that provide key calendar dates from registering your apprentices, through to the completion of EPA. In this document, you'll find:

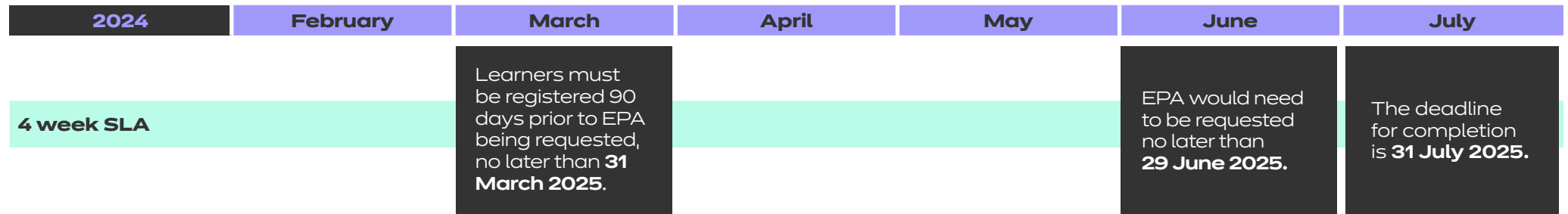
- a list of standards and the SLA we work within for these
- a timeline for each individual SLA
- a specific breakdown for Teaching Assistant and Learning and Skills Teacher standards, factoring in end-of-term
- hints and tips to support with registrations, gateway audits, and completions.



# 4 week SLA end-of-year timeline

At NCFE, we want to ensure you're prepared for year-end, so we've produced a timeline that will support with your planning to ensure your apprentices achieve end-point assessment (EPA) by 31 July 2025. The below timeline highlights key calendar dates to guarantee completion by 31 July 2025 for those standards that follow our 4 week SLA.

The timeline allows 5 working days for the Gateway audit to be carried out and the allocation to an Independent End-Point Assessor (IEPA). Please ensure you keep your expected EPA date on epaPRO up to date in order to access the desired SLA.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

## Standards

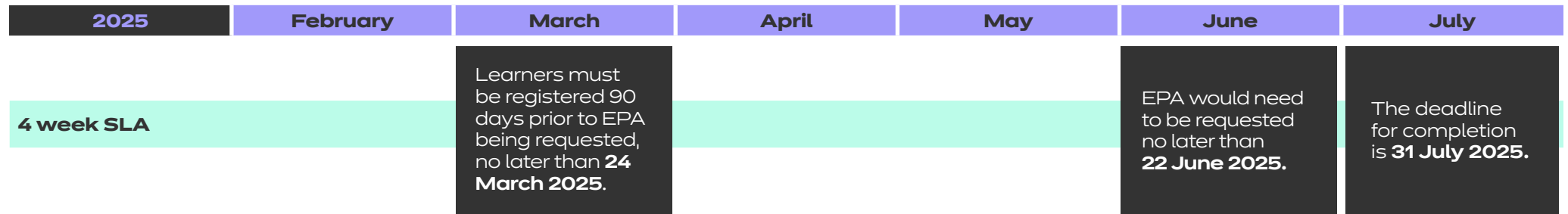
Sector	Standard title	Version
Digital	Data Technician	1
Early Years	Early Years Educator	1.2
Early Years	Early Years Practitioner	1
Education	Learning and Skills Assessor	1.1
Education	Learning and Skills Mentor	1.1, 1.2
Education	Assessor Coach	1
Education	Learning Mentor	1
Health	Dental Nurse	1.1
Health	Dental Nurse Integrated	1.2, 1.3
Health	Oral Health Practitioner	1
Social Care	Adult Care Worker	1.2
Social Care	Lead Adult Care Worker	1.2



# 5 week SLA end-of-year timeline

At NCFE, we want to ensure you're prepared for year-end, so we've produced a timeline that will support with your planning to ensure your apprentices achieve end-point assessment (EPA) by 31 July 2025. The below timeline highlights key calendar dates to guarantee completion by 31 July 2025 for those standards that follow our 5 week SLA.

The timeline allows 5 working days for the Gateway audit to be carried out and the allocation to an Independent End-Point Assessor (IEPA). Please ensure you keep your expected EPA date on epaPRO up to date in order to access the desired SLA.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

## Standards

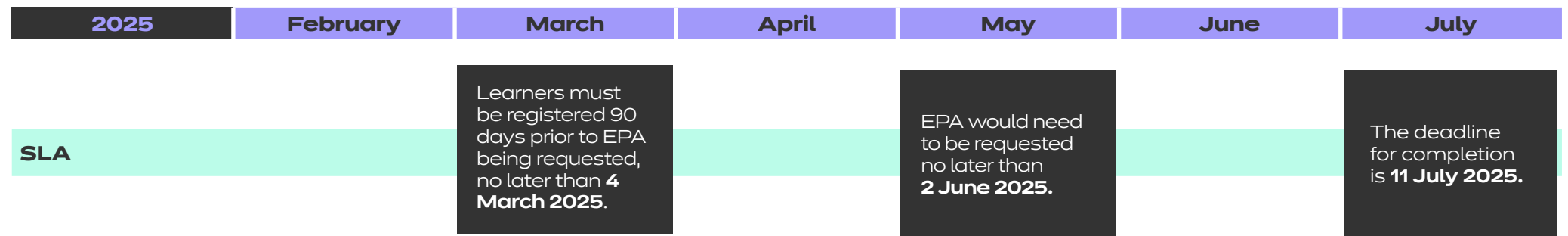
Sector	Standard title	Version
Business	Customer Service Practitioner	1.1
Business	Team Leader or Supervisor	1.2



# Teaching Assistant and Learning and Skills Teacher standards end-of-year timeline

At NCFE, we want to ensure you're prepared for year-end, so we've produced a timeline that will support with your planning to ensure your apprentices achieve end-point assessment (EPA) by 31 July 2025. The below timeline highlights key calendar dates to guarantee completion by 31 July 2025 for the Teaching Assistant and Learning and Skills Teacher standards.

The timeline allows 5 working days for the Gateway audit to be carried out and the allocation to an Independent End-Point Assessor (IEPA). Please ensure you keep your expected EPA date on epaPRO up to date in order to access the desired SLA.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

## Standards

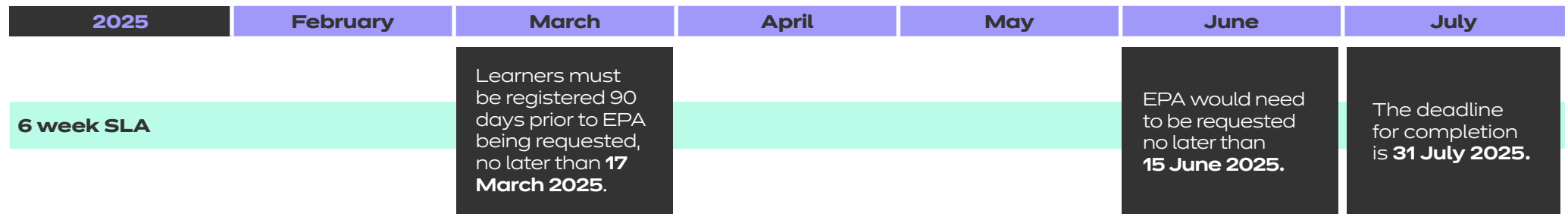
Sector	Standard title	Version
Education	Learning and Skills Teacher AP01	1.0
Education	Learning and Skills Teacher AP04	1.2, 1.3
Education	Teaching Assistant	1
Education	Teaching Assistant	1.1



# 6 week SLA end-of-year timeline

At NCFE, we want to ensure you're prepared for year-end, so we've produced a timeline that will support with your planning to ensure your apprentices achieve end-point assessment (EPA) by 31 July 2025. The below timeline highlights key calendar dates to guarantee completion by 31 July 2025 for those standards that follow our 6 week SLA.

The timeline allows 5 working days for the Gateway audit to be carried out and the allocation to an Independent End-Point Assessor (IEPA). Please ensure you keep your expected EPA date on epaPRO up to date in order to access the desired SLA.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

## Standards

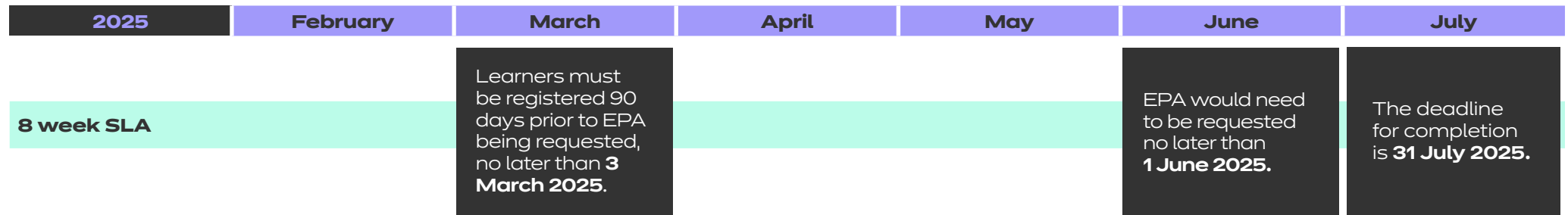
Sector	Standard title	Version
Business	Associate Project Manager	1.3, 1.4
Business	Business Administrator	1
Social Care	Children, Young People and Families Manager	1
Social Care	Children, Young People and Families Practitioner	1
Social Care	Lead Practitioner in Adult Care	1.1
Social Care	Leader in Adult Care	1.1, 1.2



# 8 week SLA end-of-year timeline

At NCFE, we want to ensure you're prepared for year-end, so we've produced a timeline that will support with your planning to ensure your apprentices achieve end-point assessment (EPA) by 31 July 2025. The below timeline highlights key calendar dates to guarantee completion by 31 July 2025 for those standards that follow our 8 week SLA.

The timeline allows 5 working days for the Gateway audit to be carried out and the allocation to an Independent End-Point Assessor (IEPA). Please ensure you keep your expected EPA date on epaPRO up to date in order to access the desired SLA.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

## Standards

Sector	Standard title	Version
Business	Employability Practitioner	1
Digital	Fundraiser	1
Early Years	Early Years Educator	1.3
Facilities	Facilities Management Supervisor	1.0
Facilities	Facilities Service Operative	1.0
Health	Assistant Practitioner (Health)	1
Health	Healthcare Support Worker	1.0, 1.1
Health	Senior Healthcare Support Worker	1.2, 1.5
Leisure	Leisure Team Member	1.0, 1.1
Sports	Community Activator Coach	1.0, 1.1, 1.2

Sector	Standard title	Version
Sports	Community Sports and Health Officer	1.0, 1.1, 1.2
Sports	Outdoor Activity Instructor	1.0, 1.1
Sports	Personal Trainer	1.0, 1.1
Dental	Dental Nurse Integrated	1.2, 1.3

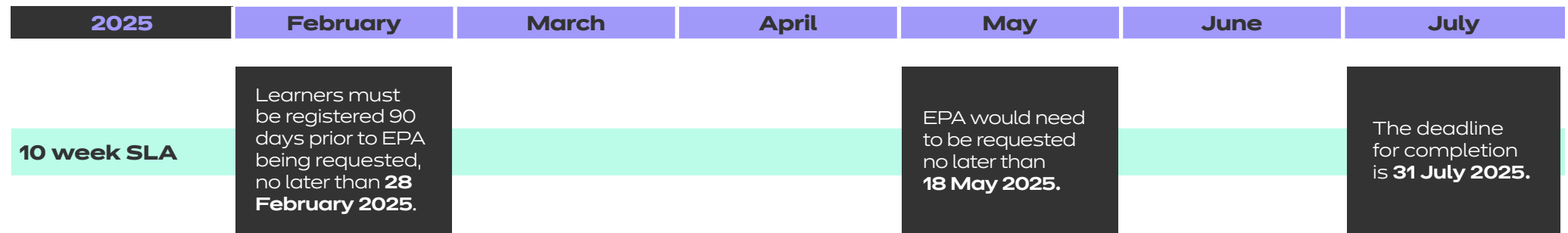




# 10 week SLA end-of-year timeline

At NCFE, we want to ensure you're prepared for year-end, so we've produced a timeline that will support with your planning to ensure your apprentices achieve end-point assessment (EPA) by 31 July 2025. The below timeline highlights key calendar dates to guarantee completion by 31 July 2025 for those standards that follow our 10 week SLA.

The timeline allows 5 working days for the Gateway audit to be carried out and the allocation to an Independent End-Point Assessor (IEPA). Please ensure you keep your expected EPA date on epaPRO up to date in order to access the desired SLA.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

## Standards

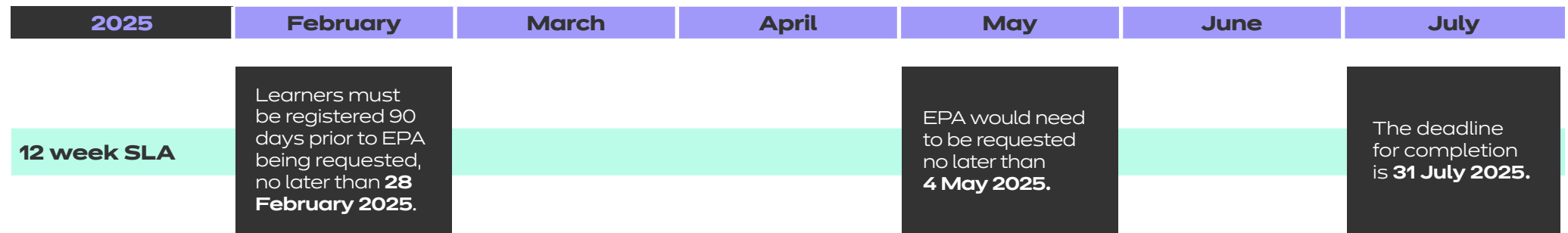
Sector	Standard title	Version
Digital	Data Analyst	1.1



# 12 week SLA end-of-year timeline

At NCFE, we want to ensure you're prepared for year-end, so we've produced a timeline that will support with your planning to ensure your apprentices achieve end-point assessment (EPA) by 31 July 2025. The below timeline highlights key calendar dates to guarantee completion by 31 July 2025 for those standards that follow our 12 week SLA.

The timeline allows 5 working days for the Gateway audit to be carried out and the allocation to an Independent End-Point Assessor (IEPA). Please ensure you keep your expected EPA date on epaPRO up to date in order to access the desired SLA.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

## Standards

Sector	Standard title	Version
Business	Customer Service Specialist	1.0, 1.1
Facilities	Facilities Management Supervisor	1.1
Health	Dental Practice Manager	1.1, 1.2
Leisure	Leisure Duty Manager	1.1
Social Care	Early Intervention Practitioner	1



# 14 week SLA end-of-year timeline

At NCFE, we want to ensure you're prepared for year-end, so we've produced a timeline that will support with your planning to ensure your apprentices achieve end-point assessment (EPA) by 31 July 2025. The below timeline highlights key calendar dates to guarantee completion by 31 July 2025 for those standards that follow our 14 week SLA.

The timeline allows 5 working days for the Gateway audit to be carried out and the allocation to an Independent End-Point Assessor (IEPA). Please ensure you keep your expected EPA date on epaPRO up to date in order to access the desired SLA.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

## Standards

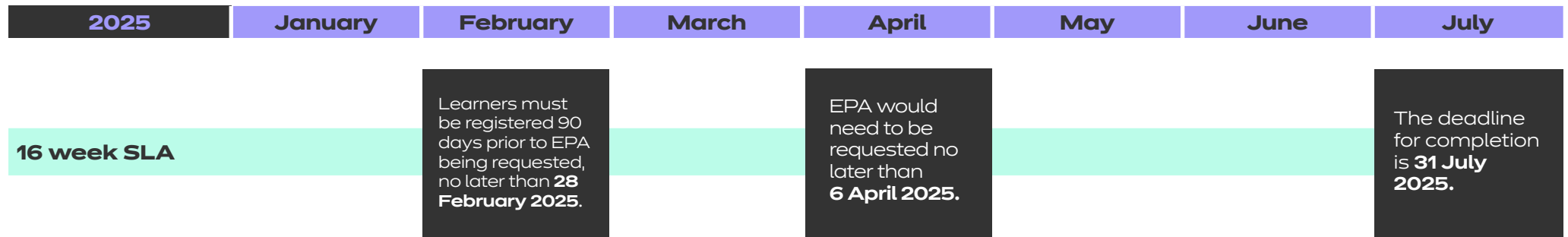
Sector	Standard title
Sports	Sports Coach 1.0, 1.1, 1.2, 1.3



# 16 week SLA end-of-year timeline

At NCFE, we want to ensure you're prepared for year-end, so we've produced a timeline that will support with your planning to ensure your apprentices achieve end-point assessment (EPA) by 31 July 2025. The below timeline highlights key calendar dates to guarantee completion by 31 July 2025 for those standards that follow our 16 week SLA.

The timeline allows 5 working days for the Gateway audit to be carried out and the allocation to an Independent End-Point Assessor (IEPA). Please ensure you keep your expected EPA date on epaPRO up to date in order to access the desired SLA.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

## Standards

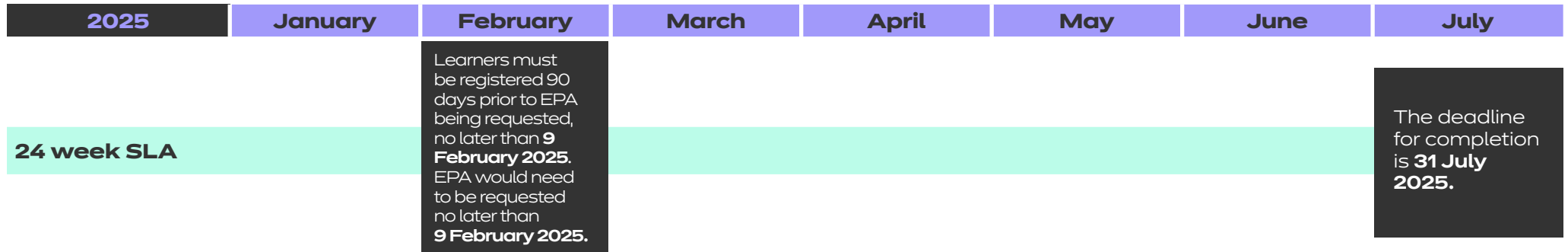
Sector	Standard title	Version
Early Years	Early Years Lead Practitioner	1
Business	Operations/Departmental Manager	1.2



# 24 week SLA end-of-year timeline

At NCFE, we want to ensure you're prepared for year-end, so we've produced a timeline that will support with your planning to ensure your apprentices achieve end-point assessment (EPA) by 31 July 2025. The below timeline highlights key calendar dates to guarantee completion by 31 July 2025 for those standards that follow our 24 week SLA.

The timeline allows 5 working days for the Gateway audit to be carried out and the allocation to an Independent End-Point Assessor (IEPA). Please ensure you keep your expected EPA date on epaPRO up to date in order to access the desired SLA.



Please note, the above timeline is for guaranteed completion at the first attempt of each assessment component required by the relevant assessment plan. This does not factor in any resits or retakes that may need to take place.

## Standards

Sector	Standard title
Facilities	Facilities Manager 1.1



# End-of-year hints and tips

**We want to ensure you're prepared for year-end, so we've produced this hints and tips document to support you with your planning.**

Please ensure to refer to the end-of-year timeline for deadlines and submission dates if you need your apprentices to complete their end-point assessment (EPA) by 31 July 2025.

## Registration

- Apprentices must be registered on the EPA Management Platform (epaPRO) for a minimum of 90 days before the planned EPA start date selected at the point of registration. We recommend that apprentices are registered as early as possible in their programme

## Date changes

- Ensure to keep your expected EPA date on epaPRO up to date so we know when your apprentice is expected to enter EPA. To amend the expected EPA date, you can open the apprentice's profile, click on 'EPA details' and update the 'EPA start date (expected)'.

## Reasonable adjustments

Ensure any reasonable adjustments that are required for an apprentice are requested through the epaPRO platform a minimum of 90 days prior to the apprentice being requested for EPA.

## Gateway evidence

We've listed below the most common gateway rejection reasons.

Refer to the Gateway requirement checklists to ensure you have all evidence required for a successful gateway audit. Below are key things to remember to get your Gateway request accepted:

- Your Gateway declaration has been signed in the last 3 months and is the correct/latest version for the standard
- Only one method of invigilation is completed on the booking form
- Dates provided follow the booking rules and timelines
- English and maths evidence is in line with ESFA guidance
- Apprentice names on the English and maths evidence match the registration, or evidence of name change is provided
- Upload NARIC/ENIC with supporting certificates
- Provisional statement of results for English and maths Functional Skills exemptions can't be accepted unless a statement is provided by the provider to confirm the grades have been checked and not changed
- Apprentices are registered on the correct pathway.

# End-of-year hints and tips

## Bookings

- Ensure the booking form captures the dates the apprentices are not available to avoid delaying the assessments being scheduled in.
- Factor in where settings close down earlier than 31 July. For example, for Teaching Assistant standard, you'll need to factor in schools closing from mid-July onwards and where reduced lessons plan are delivered as the apprentice may not be able to demonstrate all KSB criteria outlined in the assessment plan for the observation component. The professional discussion can be delivered remotely outside of the work environment if the apprentice is still employed and has an apprenticeship contract.

## Apprentice contracts

- Ensure the apprentice is employed for the duration of their EPA period (including any re-sits/re-takes required) and has an apprenticeship contract.

## Resits and retakes

- When requesting EPA where you require apprentices to complete before 31 July, ensure you take into consideration any resits that may need to take place. If your apprentice requires a retake, further learning is required, and they can only retake the assessment after a minimum period of 30 days. Please review the resit/retake policy for further guidance for each standard.

## Further support

For further support with end-of-year planning, contact your dedicated EPA contact or email [eparelationshipteam@ncfe.org.uk](mailto:eparelationshipteam@ncfe.org.uk). The EPA Relationship team can support with the below activities (plus more!):

- End-to-end support throughout the EPA journey
- Gateway requirements
- Preparing for gateway
- epaPRO
- Reporting and accessing reports to monitor apprentice registrations, assessments results and certification
- Resources.

