

Pre-notification

ILR update from ESFA
informs Assessu of
planned EPA

3 months' notice prior to EPA

Provider informs Assessu at info@assessu.co.uk
through EPA notification form of EPA
requirements.

EPA notification

- Learner name
- Standard
- Place of work
- Provisional dates
- Special arrangements
- Skype capability
- Certificate destination

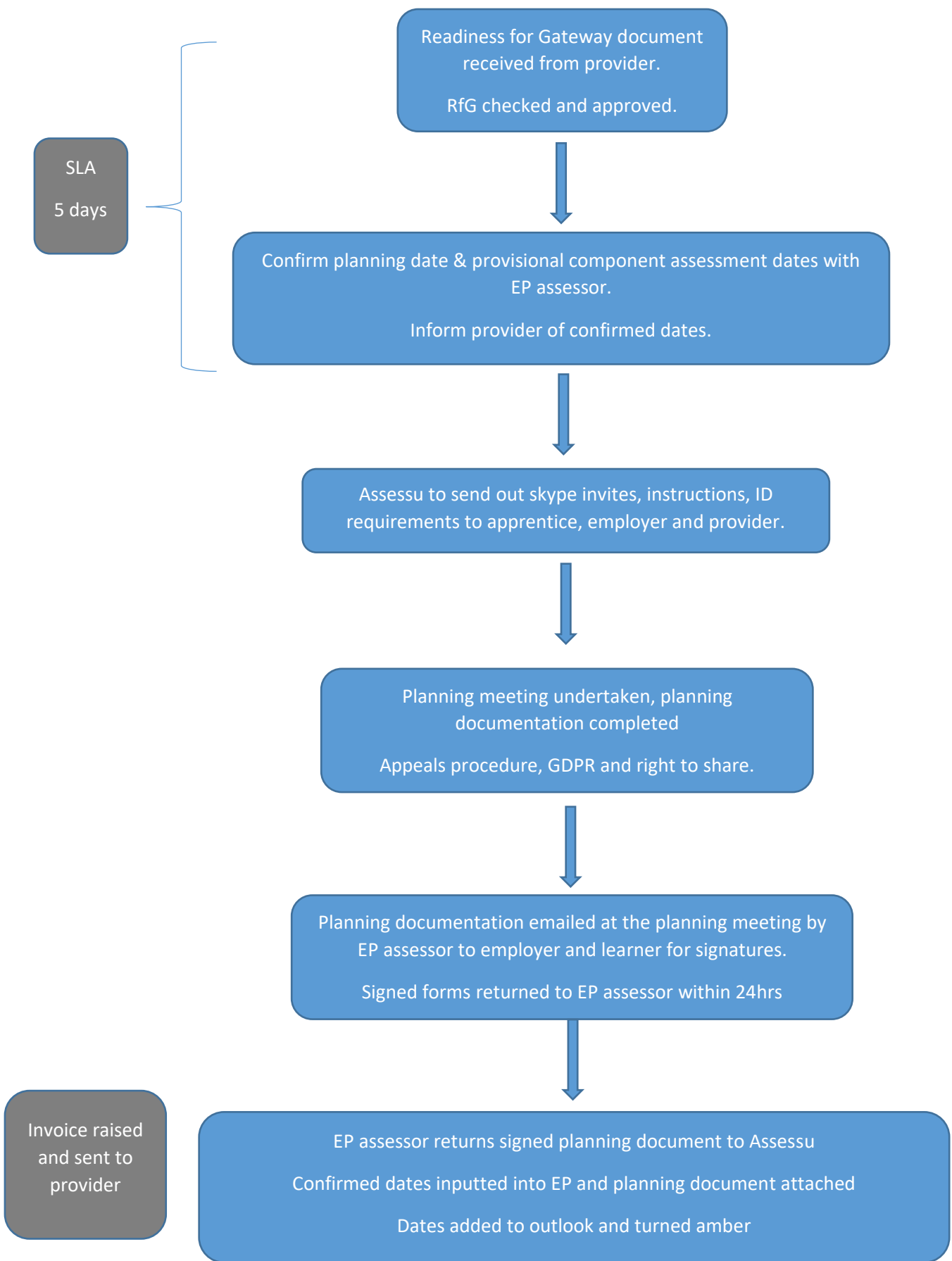
Learner generated in EP
Data added to EP

Provisional dates added in red to Outlook planner

EP assessor contacted by Assessu and
confirmation of provisional dates provided

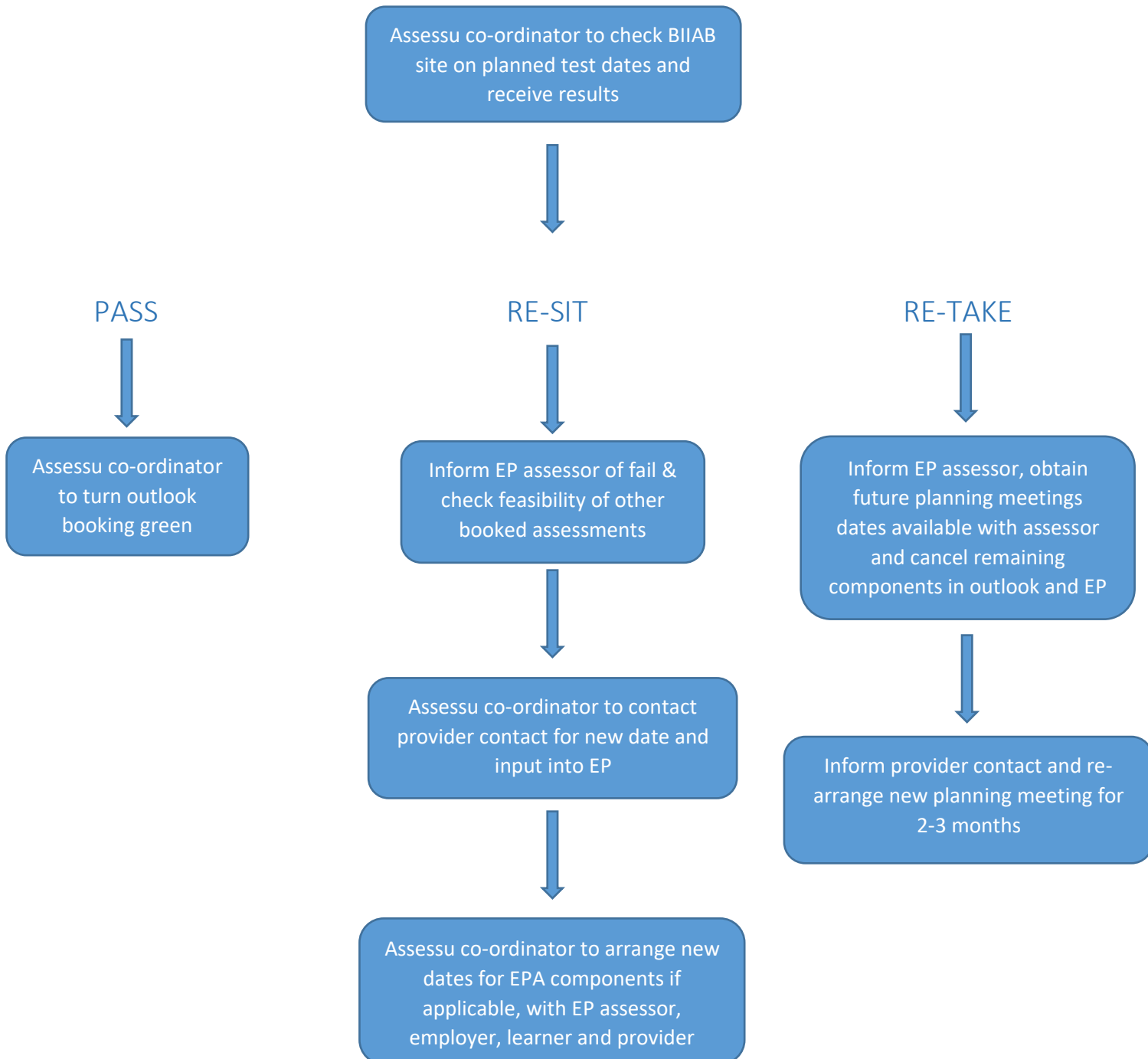
Assessu co-ordinator informs provider
contact of confirmed EPA
EP updated to show booking confirmed

5 days prior to planning meeting



Assessment window

MCQ



Assessment window
Remaining components

Multiple choice tests passed
Remaining assessments undertaken



PASS

RE-SIT

RE-TAKE

EP Assessor adds recordings and paperwork to EP and informs co-ordinator of provisional pass

EP assessor informs co-ordinator of re-sit requirements and provides action plan

EP assessor informs co-ordinator of re-take requirements and provides action plan
Moderator to confirm re-take



Co-ordinator to turn planned outlook assessment green

Assessu co-ordinator provides provider co-ordinator with actions.
Provides re-assessment costs
Outlook to remain amber

Co-ordinator to organise feedback meeting with employer, EP assessor, provider and apprentice



Provider provides new date, within assessment window for re-submittal or new date for assessment

EP assessor to complete feedback document, action plan and signed by employer & provider with agreed dates



Co-ordinator to confirm EP assessor availability and adds new dates to EP and outlook planner if applicable

Cancel remaining components in outlook and EP and re-book planning meeting as per process

Invoice raised and sent to provider

All components passed

