Month 9
• KP will hold a conversation with the Apprentice and their Line Manager to discuss the EPA process and ensure the Apprentice is ready.
• KP complete the EPA booking with C&G.
• Apprentice will be given access to C&G EPA materials to help with their preparation.

Month 10
• KP will notify departments of the EPA booking.
• Apprentice must have completed level 2 and level 3 qualifications and Maths and/or English if required by this time.

Month 11
• Apprentice will complete EPA workshops in preparation.
• KP upload Apprentice’s Gateway declaration form together with all required certificates.

Month 12
• Apprentice completes preparation of showcase portfolio and work based project for EPA.
• C&G confirm EPA booking dates to KP after receiving the Gateway form and required documentation.

Month 13
• Apprentice uploads all EPA work to allow KP to share this with C&G.
• KP arrange locations and dates for EPA with department leads.
• C&G assess the showcase portfolio, work based project and presentation ahead of the EPA, to prepare questions for the EPA interview element.

Month 14
• KP confirms final booking details with department leads.
• KP & Departments ensure the apprentice is prepared ahead of the day and knows the time, date and location of their EPA and to bring their ID with them on the day.
• Apprentice attends their EPA and completes their presentation and interview.

Month 15 (pt.1)
• C&G share EPA results with KP within 20 working days of the EPA event.
• KP receive the results of the EPA and share this direct with the apprentice.
• Grades include Distinction, Pass or Fail.

Month 15 (pt.2)
• On successful completion apprentice certificates will be issued within 3-4 weeks.
• KP will book any re-sits and support apprentices further if required.

Month 15 (pt.2)
• Knowledgepool = KP
• City and Guilds = C&G
• End Point Assessment = EPA