

What is the EPA process at OAL?

Stage 1: Contracting & support

- Employer formally appoints OAL as EPA organisation
- Training provider signs OAL terms and conditions
- Access given to OAL's online portal and supporting documents
- Employer selects EPA sites and applies to OAL for site recognition
- OAL conduct site visit to complete approval process

Stage 2: Accessing the gateway

- Apprentice must be registered with OAL and an estimated completion date given
- OAL will provide ongoing support to employers and providers during their apprenticeship delivery
- Employer/provider must confirm to OAL that the apprentice has met gateway requirements of the standard
- Gateway evidence must be supplied to OAL for confirmation of completion

Stage 3: Carrying out EPA

- EPA booked online
- OAL invoices provider for EPA
- OAL confirms EPA details with employer, provider and apprentice
- Employer ensures the following are in place at the allocated date and time: apprentice, facilities and resources
- OAL independent assessor carries out EPA with the apprentice

Stage 4: Grading & issuing results

- EPA outcomes moderated by OAL
- EPA results will issued within 10 working days
- Certificates confirming results sent to provider and data passed to the Institute for Apprenticeships (IfA) for final certification
- If resits are required the apprentice will undertake further learning, until their employer confirms they are ready to retake any part of EPA
- Once this is confirmed the process will restart from stage 3

EPA and apprenticeship complete