IFATE Certificate claiming process

As your EPAO we claim the apprenticeship certificates from IFATE, using the information you have given to on OAL ONLINE - Apprentice name and ULN. IFATE check the apprentice's details we enter using information from the training provider's individualised learner record (ILR).   If IFATE cannot find an apprentice, we are asked by IFATE to check that their details are correct with the training provider.

Check the apprentice's:

- name
- unique learner number (ULN)
- completion status (all apprentices must have 'completed' their apprenticeship)

If the details are incorrect, the training provider will need to update the ILR before we are able to request their certificate and then IFATE will need to synch their system with the new information entered before we can claim the certificate.

If you tell us the details are correct we will contact the IFATE helpdesk on your behalf to query the issue and work with IFATE and yourselves to remedy the problem and claim the certificate.

Claiming Certificates for Private Learners

The check box allowing EPAOs to create a privately funded certificate request has been removed and we now use the same process for all apprenticeship certificate claims of entering the Apprentice name and ULN. To ensure that IFATE can find a Private Learner, you will need to, as the Training provider, submit a **Funding Model 99 within the ILR** for the Private Learner to be found within the search IFATE carries out.

Please ensure that the ILR is correct when submitting your apprentices for EPA to ensure that the certificates reach the apprentice as soon as possible after they have achieved their apprenticeship.