1 • Employer authorises Training Provider to register Apprentices and sign BIoR EPA Contract on their behalf. Training Provider completes online registration form at https://summit.ior.org/

2 • Training Provider signs BIoR EPA Contract for End Point Assessment. BIoR arranges online access to SUMMIT EPA platform and log in details issued to the Training Provider.

3 • Training Provider registers Apprentice on BIoR SUMMIT EPA platform (approximately 6 months after being 'on programme'). Registration is approved by the BIoR upon receipt of online payment of 10% of the EPA fee.

4 • BIoR provide Mock Prepration Guidance Toolkit to Training Provider to assist in the prepration of Apprentices for the assessments at EPA.

5 • Gateway meeting between Employer, Training Provider and Apprentice to determine readiness for EPA.

6 • Gateway Checklist completed and signed by Employer and Training Provider (see Appendix One) on BIoR SUMMIT EPA platform

7 • Training Provider to book end point assessments with BIoR (a minimum of 20 working days notification is required). Booking is approved by the BIoR upon receipt of online payment of remaining balance of the EPA fee. All bookings and payments are done via BIoR SUMMIT EPA platform .

8 • BIoR, Employer and Training Provider agree Consultative Project brief and BIoR issue Report Template for Apprentice to complete (to upload electronically onto BIoR SUMMIT EPA platform by Apprentice within 3 months)

9 • IA marks Consultative Project and uploads result for Internal Verification, moderation and quality assurance (within 2 weeks of consultative project submission). A 'fail' of the CP would require a resit in accordance with the BIoR Contract and resit procedures *before the PD can take place*.

10 • If a 'pass' or 'distinction' is verified for the CP, the Training Provider, Employer and IA agree a date for Professional Discussion (within 2 weeks). Date and time should be convenient for Apprentice and IA.

11 • IA records and marks the Professional Discussion and uploads result for Internal Verfification, moderation and quality assurance (within 2 weeks of the date that the PD takes place). A 'fail' of the PD would require a resit in accordance with the BIoR EPA Contract and resit procedures.

12 • IA calculates overal grade and uploads to BIoR SUMMIT EPA platform for Internal Verification.

13 • Result is confirmed by BIoR to Employer and Training Training Provider. Employer and Training Provider communicates result to Apprentice.

14 • BIoR applies for Certificate from ESFA and issues to the Employer. Employer makes arrangements for the Apprentice to receive their Certificate.