

# EPA Timeline

RA - Registered Assessor

TE - Technical Expert

Stage	Typical Timeline	SIAS Activity
1	At Enrolment	Issue to lead provider: <ul style="list-style-type: none"> <li>EPA Technical Guide</li> <li>Issue to host employer:</li> <li>SIAS Enrolment Pack</li> <li>Competence Evaluation Log &amp; Tracker</li> </ul>
2	Penultimate Year	Invitation to employer and lead provider for: <ul style="list-style-type: none"> <li>Annual EPA readiness workshop</li> </ul>
3	At Start of Final Year	Issue to host employer and lead provider <ul style="list-style-type: none"> <li>Preparing the apprentice pack</li> <li>SIAS RA/TE application pack</li> </ul>
	At Start of Final Year (After RA/TE assessor application has been received)	SIAS RA/TE Induction Training
	9 Months From Planned End Date	Issue to nominated SIAS RA: <ul style="list-style-type: none"> <li>Assessment Planning Pack</li> </ul>
	6 Months From Planned End Date	Commerce EPA Schedule Process
4	3 Months From Planned End Date	Confirm EPA date
		Request Gateway 2 Evidence
5	1 Month Prior To EPA Date	Approve Gateway 2 Evidence
6	End-Point Assessment	Assessment Takes Place
7	12 Weeks after EPA Date	Results & Certification Issued
8	Up to 3 Months after Gateway	Re-sits Window (additional fee)