## EPA Appointment and Cohort Registration Form v3.0

## (Stage 1 payment)

## Section 1 Main Details

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| Standard and AP number |  |
| Number in cohort, by pathway |  |
| Cohort start date |  |
| Expected Gateway date |  |

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| Employer Name(s) | ENTER EMPLOYER NAME AND ADDRESS ON LEARNER DATA FORM |
| Lead Provider Name\* |  |

\* (this may be the employer).

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| --- | --- |
| Main Provider Contact Name |  |
| Main Provider Contact Details (address, phone and email) |  |
| Main Provider Reference Number (UKPRN) |  |

EUIAS Unique Cohort Identifier (UCI) Number:

## Section 2 Service Details

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| --- | --- | --- |
| End-point Assessment Price per apprentice | Stage 1 - Registration | £ |
| Stage 2 – End-point | £ |
| TOTAL | £ |

|  |  |
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| Re-sit / re-take prices (complete EPA) | £ |
| Knowledge Assessment Test | £ |
| Practical observation/trade test | £ |
| Technical interview | £ |
| Other |  |

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| Cancellation fees apply as follows, as detailed in the latest SLA. |
| - Within 48 hours of the EPA activity - 100% of the cancellation fees and any travel and subsistence costs incurred that cannot be re-scheduled. |
| - More than 48 hours and less than 5 days before the EPA activity - 50% of the cancellation fees and any travel and subsistence costs incurred that cannot be re-scheduled. |
| - More than 5 days and less than 10 days before the EPA activity - 25% of the cancellation fees and any travel and subsistence costs incurred that cannot be re-scheduled. |
| - More than 10 days before the EPA activity - No cancellation fees are payable. |

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| Cancellation of knowledge test –(if using the EUIAS to invigilate) | £ 50 per apprentice up to £100 per knowledge test |
| Cancellation of a practical assessment | £ |
| Cancellation of an interview/discussion | £ |
| Other |  |

Additional Service Charges (where applicable):

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| --- | --- |
| EUIAS – supplied assessors/technical experts: | £ (per day) |

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| EUIAS – initial standardisation of employer-supplied assessors/technical experts (mandatory if new assessors are supplied by employer, or if assessor has not assessed in previous 6 months): | £ (per day) |

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| Invigilation: | £  (per invigilator) |

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| Briefings, as required: | £ (per day) |

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## Section 3 - Declarations

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| Main Provider Declaration (this may be the employer) | |
| This is to confirm that the [insert main provider name] is approved on the Register of Apprenticeship Training Providers and will contract with and pay the Energy and Utilities Independent Assessment Service (legal name Energy and Utility Skills Limited) on behalf of the employer for the delivery of end-point assessment.  The main provider agrees to complete a Learner Data form (available from the EUIAS website) providing details of the apprentices this Registration relates to, and to ensure an EPAO Appointment Form (available from the EUIAS website) is completed by each employer of apprentices covered by this registration, and returned to EUIAS. | |
| Main Provider Name |  |
| Contact Name: |  |
| Job Title: |  |
| Signature: |  |
| Date: |  |

## Section 5 - Learner Data

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **App. Surname** | **App. Firstname** | **ULN** | **Tel.**  **Number** | **DOB**  **dd/mm/yy** | **Employer** | **Standard** | **Pathway** | **Proposed EPA Gateway date** |
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