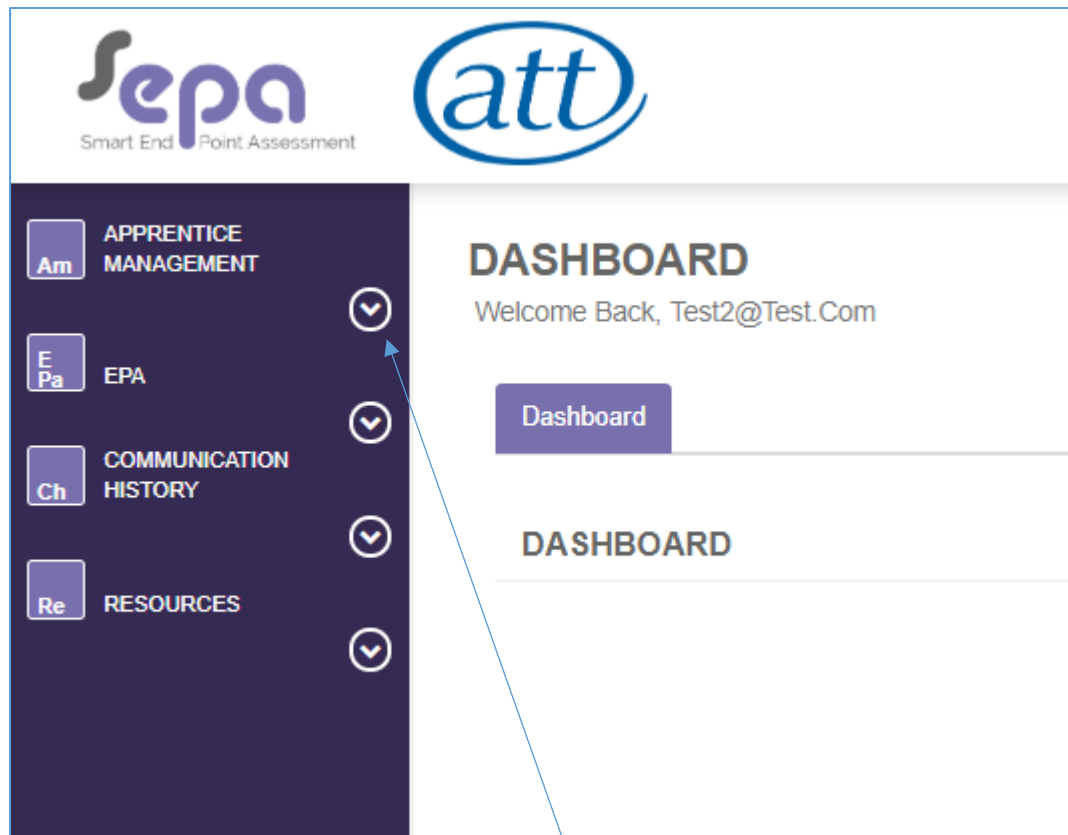


SEPA GUIDANCE DOCUMENT FOR ATT APPRENTICES

This guide explains how you will complete the “Checklist” once you have logged into SEPA.



When you first login, your page will look like this:




Click on the  button to the right of the “Apprentice Management” tab, then click on “View/Edit Apprentices”.



This will open up the “Checklist” for you to complete and your screen will now look like this:



test2@test.com 

[My Profile](#) [Logout](#)

Am APPRENTICE MANAGEMENT

View/Edit Apprentices

EP EPA

Ch COMMUNICATION HISTORY

Re RESOURCES

DASHBOARD

Welcome Back, Test2@Test.Com

Dashboard

Edit Apprentice

EDIT APPRENTICE

Apprentice Status - New

Upload Files

Save

Save and Close

Save and New

Cancel

Checklist

Checklist

SIGN OFF

Signed Off by Employer?


Signed Off by Training Provider?


DETAILS

Completed On





ITEMS

CHECKLIST	CHECKLIST DOCUMENT COUNT - 0
QUESTION	ANSWER
I have uploaded my completed form entitled "ATT EMPLOYER CHECKLIST AND CONFIRMATION OF APPRENTICE READINESS FOR END-POINT ASSESSMENT".	<input type="checkbox"/>
I have uploaded my Portfolio of Evidence. The Portfolio submitted to the ATT is my own work. Where there is evidence drawn from team working, I have clearly indicated where it is my own work.	<input type="checkbox"/>
The Reflective Statement is included in the Portfolio of Evidence that I have submitted.	<input type="checkbox"/>
Please select the location which you will sit your Role Simulation Exercise on 25 September 2019.	<div>Please select 1 or more answers</div> <div>-- Please Select --</div>

You must answer all Questions on the checklist. Click on the button under the heading “ANSWER” each time so that it now has a tick in it 

The first two Questions involve uploading documents. Once there is a tick showing, the box on the right hand side of the picture below opens up and you need to click on **ADD DOCUMENT**  and then click on the **Browse file** button and upload the relevant documents for each Question.

ITEMS

CHECKLIST	CHECKLIST DOCUMENT COUNT - 0																				
QUESTION	ANSWER																				
I have uploaded my completed form entitled "ATT EMPLOYER CHECKLIST AND CONFIRMATION OF APPRENTICE READINESS FOR END-POINT ASSESSMENT".	<div> <div>CHECKLIST</div> <div>EVIDENCE</div> <div> <div>ADD DOCUMENT </div> <table> <thead> <tr> <th>DOCUMENT</th> <th>TYPE</th> <th>UPLOADED</th> <th>DATE</th> <th>ACTIONS</th> </tr> <tr> <th>NAME</th> <th>BY</th> <th>UPLOADED</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Browse file</td> <td>test2@test.com</td> <td>19/07/2019</td> <td></td> <td>Delete </td> </tr> <tr> <td></td> <td></td> <td>10:35:49</td> <td></td> <td></td> </tr> </tbody> </table> </div> </div>	DOCUMENT	TYPE	UPLOADED	DATE	ACTIONS	NAME	BY	UPLOADED			Browse file	test2@test.com	19/07/2019		Delete 			10:35:49		
DOCUMENT	TYPE	UPLOADED	DATE	ACTIONS																	
NAME	BY	UPLOADED																			
Browse file	test2@test.com	19/07/2019		Delete 																	
		10:35:49																			

For the first Question you must upload your completed form, signed by your employer, confirming that you are ready to enter for your End-Point Assessment (EPA). If you are unsure what this form is, see Appendix 1 for where to download this form and, if necessary, speak to your Training Provider.

For the second Question, you must upload your Portfolio of Evidence. Please remember your Portfolio **must** be uploaded as a **single PDF document**.

For information, the rest of the questions are shown below:

The Reflective Statement is included in the Portfolio of Evidence that I have submitted.	<input checked="" type="checkbox"/>
Please select the location which you will sit your Role Simulation Exercise.	<div><div>Leeds</div></div>
I confirm that I have achieved GCSE Maths and English at the required level (Grade C or Level 2).	<input checked="" type="checkbox"/>
I authorise the ATT to claim my certificate on my behalf from IfATE (Institute for Apprenticeships and Technical Education). The ATT may share my End-Point Assessment results with: the ESFA, my training provider, my employer, and any public bodies responsible for funding my training.	<input checked="" type="checkbox"/>

Please note that for the question on location for the Role Simulation Exercise (RSE), you have a choice of the five EPA venues to choose from – Birmingham, Bristol, London, Leeds and Manchester. As you can see, in this example the apprentice has selected “Leeds”.

The ATT will email you full details, including the start time and location, approximately 2 weeks before the RSE.

Once you have answered all the Questions, you need to return to the top of the screen and tick the two boxes confirming both your Employer and Training Provider have confirmed you are ready to enter for your EPA. Tick both boxes here, so that it looks like the screen below.

IMPORTANT – once you have done this, please click on the **Upload Files** button and then the **Save** button (top right corner of screen).



The screenshot shows the 'EDIT APPRENTICE' screen in the SEPA system. The page has a header with 'DASHBOARD' and 'Welcome Back, Test2@Test.Com'. A 'CLOSE ALL TABS' button is in the top right. Below the header, there's a navigation bar with 'Dashboard' and 'Edit Apprentice'. The main content area is titled 'EDIT APPRENTICE' and shows 'Apprentice Status - Gateway Unassigned'. On the right side, there are five buttons: 'Upload Files', 'Save', 'Save and Close', 'Save and New', and 'Cancel'. On the left side, there's a 'Checklist' section with two items: 'Signed Off by Employer?' and 'Signed Off by Training Provider?'. Both items have a checked checkbox. Below the checklist, there's a 'DETAILS' section with 'Completed On' and a date field showing '19/07/2019'. Three blue arrows point to specific elements: one points to the 'Upload Files' button, one points to the 'Save' button, and one points to the checked checkbox for 'Signed Off by Employer?'.

You can then click on **Save and Close** and logout of SEPA. Please note that you will get an automated email confirming that you have completed the checklist. Please note you can see any emails sent to you by clicking on “Communication History” on the left hand side.

The ATT will review the information you have submitted on the Checklist and be in touch with any queries about what you have uploaded.

Appendix 1

This form can be downloaded here:

<https://www.att.org.uk/sites/default/files/EPA%20Form%202019.pdf>



ATT EMPLOYER CHECKLIST AND CONFIRMATION OF APPRENTICE READINESS FOR END-POINT ASSESSMENT

Apprentice's Details

Apprentice's name:	
Employer name and address:	

Declarations

As the employer representative for this apprentice, I believe each of the following to be true and accurate statements:	Employer initials
The Portfolio of Evidence submitted to ATT is the work of the apprentice named on this form. Where there is evidence drawn from team working, the apprentice named on this form has their own work clearly indicated.	
The Reflective Statement is included in the submission.	
All training logs are authentic and represent the work of the apprentice named on this form.	
Evidence of successful completion of on-programme qualifications is included	
Confirm that the apprentice has achieved GCSE Maths and English at the required level (Grade C or Level 2)	
The apprentice is ready for End-Point Assessment, knows what to expect and has been appropriately prepared.	
Has completed a minimum of 12 months on an apprenticeship by the EPA examination date.	
As the apprentice:	Apprentice initials
I authorise ATT to claim my certificate on my behalf from the Institute for Apprenticeships. ATT may share my End-Point Assessment results with; the ESFA, my Training Provider, employer, and any public bodies responsible for funding my training.	

Your Details

Name of person representing the employer:	
Position within the company:	
Relation to apprentice:	
Work contact email:	
Work contact number:	
Signature:	
Date:	