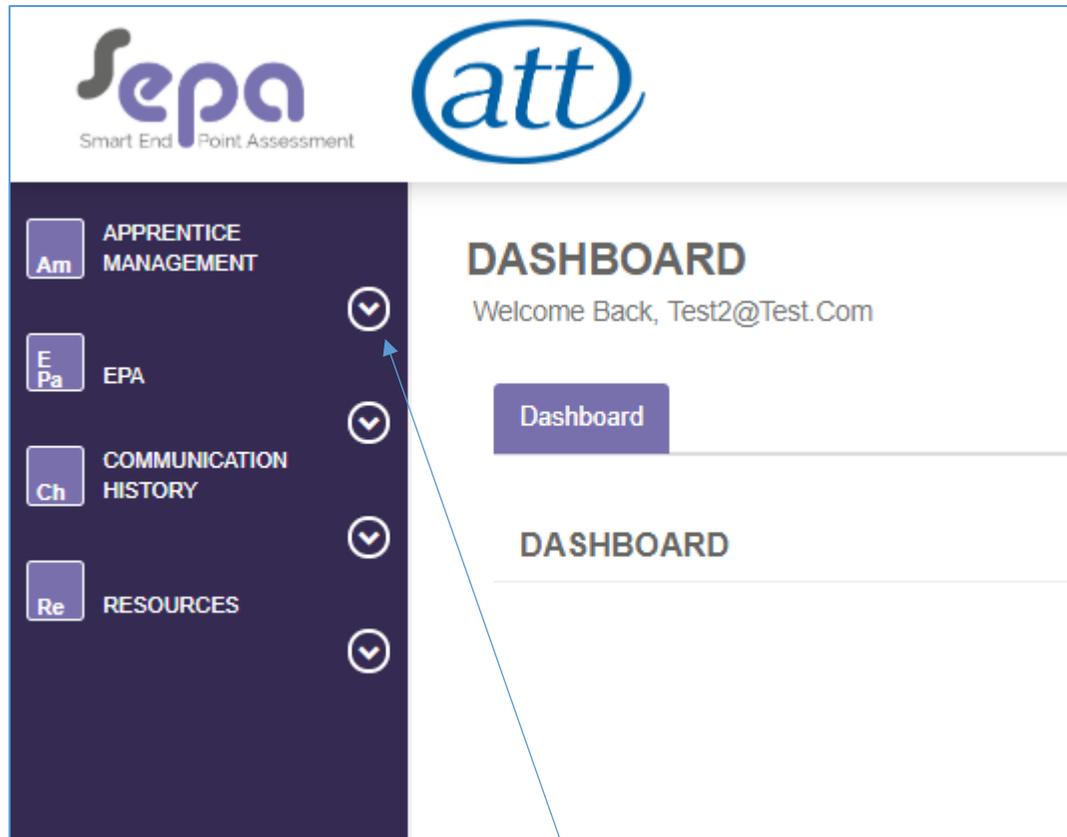


## SEPA GUIDANCE DOCUMENT FOR ATT APPRENTICES

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”.



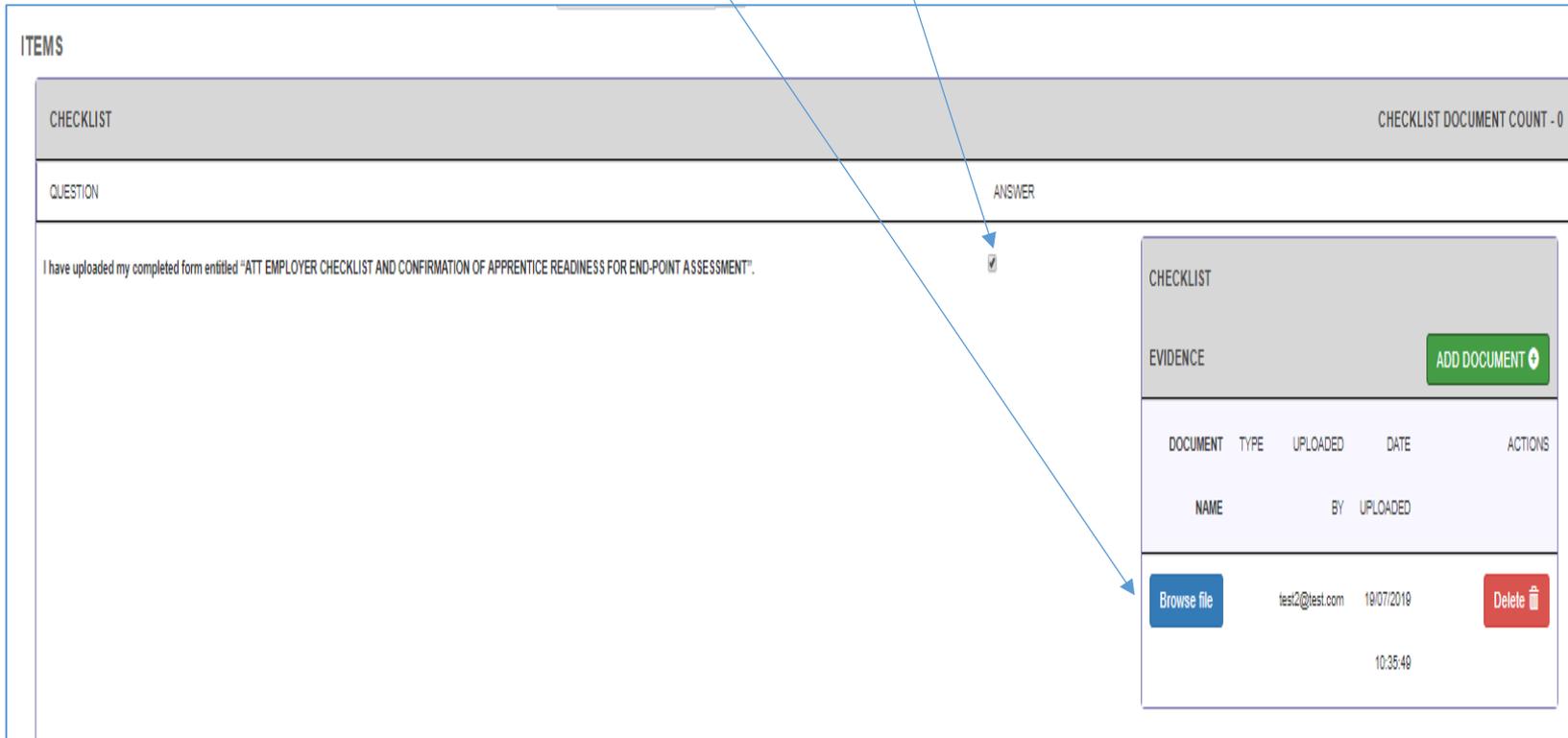
This will open up the "Checklist" for you to complete and your screen will now look like this:

The screenshot displays the 'EDIT APPRENTICE' interface. At the top left, the 'sepa' logo (Smart End Point Assessment) and 'att' logo are visible. The user is logged in as 'test2@test.com'. The main content area is titled 'EDIT APPRENTICE' and shows 'Apprentice Status - New'. A 'Checklist' button is highlighted. Below this, there are 'SIGN OFF' checkboxes for 'Signed Off by Employer?' and 'Signed Off by Training Provider?'. A 'DETAILS' section shows 'Completed On' with a date input field. The 'ITEMS' section contains a table with the following content:

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 style="border: 1px solid #ccc; padding: 5px; width: fit-content;">Please select 1 or more answers</div> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">-- 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.



The screenshot shows a web interface for a checklist. At the top, there is a header 'ITEMS' and a sub-header 'CHECKLIST' with 'CHECKLIST DOCUMENT COUNT - 0' on the right. Below this is a table with columns 'QUESTION' and 'ANSWER'. The first row contains the question 'I have uploaded my completed form entitled "ATT EMPLOYER CHECKLIST AND CONFIRMATION OF APPRENTICE READINESS FOR END-POINT ASSESSMENT":' and a checked checkbox. To the right of the question, a panel is open, showing 'CHECKLIST' and 'EVIDENCE' sections. The 'EVIDENCE' section has an 'ADD DOCUMENT' button with a plus icon. Below this is a table with columns 'DOCUMENT', 'TYPE', 'UPLOADED', 'DATE', and 'ACTIONS'. The table has two rows: one with 'NAME', 'BY', and 'UPLOADED' headers, and another with a 'Browse file' button, the email 'test2@test.com', the date '19/07/2019', and a 'Delete' button with a trash icon. The time '10:35:49' is displayed at the bottom of the panel.

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.	<input type="text" value="Leeds"/>
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 a web dashboard titled "DASHBOARD" with a user greeting "Welcome Back, Test2@Test.Com" and a "CLOSE ALL TABS" button. The main content area is titled "EDIT APPRENTICE" and shows "Apprentice Status - Gateway Unassigned". A navigation bar includes "Dashboard" and "Edit Apprentice". A checklist section contains two items: "Signed Off by Employer?" and "Signed Off by Training Provider?", both with checked checkboxes. A row of action buttons is located at the top right of the main content area, including "Upload Files", "Save", "Save and Close", "Save and New", and "Cancel". The "Upload Files" and "Save" buttons are highlighted with green boxes, and blue arrows point from the text above to these buttons. At the bottom, a "DETAILS" section shows "Completed On" with a date field set to "19/07/2019".

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

<b>Apprentice's name:</b>	
<b>Employer name and address:</b>	

#### Declarations

<b>As the employer representative for this apprentice, I believe each of the following to be true and accurate statements:</b>	<b>Employer initials</b>
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.	
<b>As the apprentice:</b>	<b>Apprentice initials</b>
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

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