



Roles and Responsibilities

Apprentice

- Complete on-programme training to meet the KSBs outlined in the occupational standard
- Undertake off-the-job training arranged by the employer and training provider
- Understand the purpose and importance of EPA
- Meet all gateway requirements
- Undertake EPA

Employer

- Work with the training provider to support the apprentice in the workplace
- Provide opportunities for the apprentice to develop the KSBs
- Arrange and support a minimum of 20% off-the-job training to be undertaken by the apprentice
- Work with the training provider to decide when the apprentice is working at, or above the occupational standard and therefore ready for EPA
- Ensure that all evidence required at gateway is submitted in accordance with the assessment plan
- Confirm arrangements with the EPAO for the EPA
- Ensure that the EPA is scheduled with the EPAO for a date and time which allow appropriate opportunity for the KSBs to be met
- Ensure the apprentice is given sufficient time away from regular duties to prepare for and complete all post-gateway elements of the EPA
- Ensure that any required supervision during EPA is in place

Training Provider

- Work with the employer to ensure that the apprentice is given opportunities to develop the KSBs outlined in the occupational standard
- Deliver training which covers the KSB requirements
- Monitor the apprentice's progress during their on-programme period
- Advise the employer on the apprentice's readiness for EPA
- Remain independent from delivery of the EPA