

Advanced and Creative Hair Professional

End-point Assessment Booking Request Form

(Observation and questioning and Professional Discussion)

Before an End-point Assessment (Observation and questioning and Professional Discussion) can be scheduled, the apprentice must have achieved their Knowledge Test. This form must be completed to provisionally schedule the End-point Assessment.

Part 1 – Training Provider to complete			
Training Provider:			
Contact details:	Name:		
	Email address:		
	Phone number:		
Standard – Pathway:			
Name of apprentices: <i>(please indicate resits)</i>	1.		
	2.		
Requested EPA date:			
EPA start time:			
Name of contact at EPA location if different from above contact:			
EPA location address:			
	Please indicate if the EPA will take place at the Training Provider salon or Employer salon:		
Any special instructions for the EPA location:			
Name of Exam Assistant and role employed by centre:			
Is parking available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, where?	

Part 2 – For office use only pre EPA date

Apprenticeship Assessor assigned:			
Gateway checked:		Confirmed in SEPA:	
Proceed with booking:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Part 3 – For office use only post EPA date

EPA cancelled:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, cancelled within 10 working days of EPA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reason for cancellation:		
EPA occurred:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, date of EPA:		
Signed by EPA Co-ordinator		
Date:		

Notes: