

End Point Assessment (EPA) centre registration form



This form should be completed by organisations that wish to register as an EPA centre for the Accounting Apprenticeships and who are already AAT approved training providers or assessment venues. Organisations should register at least two months before their first planned EPA.

If you're planning to offer AQ2016 Accounting Qualifications as part of the on-programme learning components of the Apprenticeship, it is recommended that you apply for approval to deliver these qualifications first and then use the online registration form to register as an EPA centre.

The registration process

Complete all sections of the form, providing us with details of your organisation and apprenticeship offer.

Once we receive your completed registration form we'll review it, requesting any additional information.

Providing our requirements for approval are met, we'll complete your registration and confirm this in writing.

Operating as a registered EPA centre

Once you're operating as an EPA centre, we'll monitor your compliance with all relevant requirements published by AAT for the delivery of EPAs, including the conduct of CBAs.

AAT conducts unannounced Assessment Quality Assurance Visits (AQAVs) from time to time. The purpose of these visits is to ensure that CBAs are conducted in accordance with AAT policies and procedures, and as an opportunity to offer support. The visits may be conducted at random, or in response to specific incidents or feedback. The AAT representative that conducts the visit will provide a letter detailing the parameters of the AQAV. EPA centres are required to co-operate with those carrying out such visits. If the findings of a visit are deemed unsatisfactory, a follow up visit may be conducted. AAT reserves the right to recover the cost of follow up visits from the EPA centre.

Suspected malpractice or maladministration, i.e. conduct or practices that may jeopardise the validity and integrity of the assessment process, must be immediately reported to AAT. Any suspected cases will be investigated to determine whether or not any irregularities have occurred. Investigations will be conducted in a fair and reasonable manner. During the investigation it may be necessary for AAT to temporarily suspend the EPA centre's responsibilities. If the investigation concludes that irregularities have taken place, the EPA centre may be subject to sanctions.

Section 1: About your organisation

This section requires you to provide general information about the organisation where EPAs will be conducted.

Organisation name

Organisational code

Section 2: About your apprenticeship offer

This section requires you to provide information about the apprenticeships that you're registering as an EPA centre for.

Name of EPA centre contact

Job title of EPA centre contact

Email of EPA centre contact

Phone of EPA centre contact

Please provide your Register of Apprenticeship Training Providers (ROATP) number

If you don't have an ROATP number, please give a reason and indicate when you expect to have this

Please indicate which apprenticeships you're registering as an EPA centre for:

Accounts/Finance Assistant apprenticeship – Level 2

Professional Accounting Technician Apprenticeship – Level 4

Assistant Accountant Apprenticeship – Level 3

Will you be using the AAT Foundation Certificate in accounting as part of the Accounts/Finance Assistant apprenticeship?

Yes

No

For planning purposes, please provide an estimate of the number of apprentices that will be taking an EPA through your centre, at each level, in each of the first three years:

Level 2 estimations

Year 1

Year 2

Year 3

Level 3 estimations

Year 1

Year 2

Year 3

Level 4 estimations

Year 1

Year 2

Year 3

Please state which month and year you're currently estimating your first Level 2 EPA to be scheduled for:

Please state which month and year you're currently estimating your first Level 3 EPA to be scheduled for:

Please state which month and year you're currently estimating your first Level 4 EPA to be scheduled for:

Are you registered with any other Apprentice Assessment Organisations (AAO)?

Yes

No

If 'Yes', please state the name of the AAOs

Have you ever been declined by another AAO?

Yes

No

If 'Yes', please give the name of the AAO and the reason why you were declined

Next steps

Thank you for submitting your registration form.

We'll review the information you have provided. We'll confirm the outcome of this process in writing.

If you have any questions about the registration process please contact the Awarding Organisation Compliance team on **+44 (0)20 7367 1389** or email aatquality.assurance@aat.org.uk