

Certification Policy (EPA)

Certification Policy



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1. Certification of the apprenticeship

Providers must share accurate and relevant information with Smart Awards for certification to take place. Certificates for apprenticeship standards will be requested by Smart Awards from the Apprenticeships Assessment Service who will notify employers when an apprentice has passed their end-point assessment.

On the successful achievement of the end-point assessment the Apprentice will be issued with a certificate which will include the grade achieved in the end-point assessment. Providers must record end-point assessment achievements promptly in the individual learner record. The certificate will be issued by the Apprenticeship Assessment Service claimed by Smart Awards as the registered End Point Assessment Organisation responsible for the end-point assessment.

Most apprenticeships are graded at Pass, Fail, Merit or Distinction. The process for claiming certificates is on-line one via the Apprenticeship Assessment Service account. Certificates are claimed by Smart Awards. Certificates are issued direct to the employer by the Apprentices Assessment Service.

Replacement and withdrawal of Certificates

Replacement and withdrawal of certificates will be issued in line with the Apprenticeship Assessment Service guidance.