

Certification Policy (EPA)

SMARTAWARDS
BEECHWOOD HOUSE, TANNERS LANE, BERKSWELL, COVENTRY, CV7 7DA

Certification Policy



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1. Certification of the apprenticeship

On 1 January 2017 the Education and Skills Funding Agency took over responsibility for issuing certificates for apprentices achieving an apprenticeship standard.

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 ESFA and the ESFA will notify training providers 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 Education and Skills Funding Agency (ESFA), claimed by Smart Awards as the registered End Point Assessment Organisation responsible for the end-point assessment. There is no requirement for providers to manually trigger the release of certificates. Certificates will be issued and claimed from the ESFA as part of an automated process when the apprentice achieves 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 the end-point assessment Organisation. 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 ESFA guidance.