



Training Qualifications UK

EPA WINDOW GUIDANCE

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Introduction	3	Hair	27
Action to be taken	4	Advanced and Creative Hair Professional	27
Time Periods	5	Healthcare	28
Defined Period	5	Healthcare Support Worker	28
Flexible Period	6	Senior Healthcare Support Worker	29
No Prescribed Period	7	Healthcare Assistant Practitioner	30
Trigger Points	8	Human Resources	31
Initial EPA	8	HR Support	31
Resit/Retake EPA	9	HR Consultant/Partner	32
Standard-specific Guidance	10	Leadership and Management	33
Adult Care	11	Team Leader/Supervisor	33
Adult Care Worker	11	Team Leader/Supervisor AP03	34
Lead Adult Care Worker	11	Operations/Departmental Manager	35
Lead Practitioner	12	Operations/Departmental Manager AP04	36
Leader in Adult Care	13	Learning and Development	37
Business	14	Learning and Development Practitioner	37
Associate Project Manager	14	Learning and Development Consultant Business Partner	38
Business Administrator	15		
Customer Service Practitioner	16		
Customer Service Specialist	17		
Digital	18		
Digital Marketer	18		
Education	19		
Assessor Coach			
Learning Mentor	19		
Learning and Skills Teacher	20		
Teaching Assistant	21		
Early Years and Childcare	22		
Children, Young People and Families Practitioner	22		
Children, Young People and Families Manager	23		
Early Years Educator	24		
Early Years Practitioner	25		
Hair	26		
Hair Professional	26		

Introduction

The purpose of this document is to provide additional guidance around the windows for End-Point Assessment (EPA) and any required resits or retakes.

Most Assessment Plans for an Apprenticeship Standard will have an EPA window within which all End-Point Assessments must be completed. It is vital that when an Apprentice is submitted for EPA at Gateway, this window is considered to ensure the Apprentice is able to complete their assessments within the window.

Where assessments cannot be completed within this window, we require a formal submission of a [Special Consideration Form](#) to allow us to record where extenuating circumstances exist.

For those Standards where End-Point Assessment windows have been specified, this document will outline what those windows are, any limitations to resit/retakes and the impact these may have on the assessment window.

However, there are some Standards where EPA windows have not been specified. Where this is the case, this document will hone in on specific wording and phrases and seek to clarify these by providing examples, TQUK interpretation as well as application and guidance.

Any requests to exceed the outlined time periods must be submitted to the Quality Team by the Training Provider as a Special Consideration request.

Action to be taken

The below outlines the action that must be taken where an Apprentice has not completed their End-Point Assessment within the specified EPA Window, as applicable.

An Apprentice accepted through Gateway is over the EPA Window	
No components have been taken	One or more components have been taken
Outcome	Outcome
<ul style="list-style-type: none"> TQUK Internal contact process will be followed. TQUK Client Success Team will follow up with the Provider. If contact is resumed, the EPA can take place as normal. TQUK will review and withdraw after 6 months if no contact has resumed, as per the set contact attempts in place. 	<ul style="list-style-type: none"> All previous EPA Components must be void (even of a previous pass or above has been achieved) and the Apprentice must take all EPA Components again. No capped grade will apply unless a component has been sat and failed. <p>If a Provider disagrees with this decision, a Special Consideration (SC) Request may be submitted for any circumstances that are outside of the Apprentice's control to be reviewed.</p> <ul style="list-style-type: none"> If an SC is not upheld, all EPA Components must be taken again, and any previous grades will be classed as a void. No capped grade will apply unless a component has been failed.
Resit/Retake	
Outcome	
<p>If a Standard has an EPA Window, for a Resit/Retake, this must be adhered to.</p> <p>If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void. TQUK will clearly communicate this to the Training Provider.</p> <p>If a Provider disagrees with this decision, a Special Consideration Request may be submitted for any circumstances that are outside of the Apprentice's control to be reviewed.</p> <p>If an SC is not upheld, all EPA Components must be taken again, and any previous grades will be classed as a void.</p>	
Typical EPA Window	
<p>Where an Assessment Plan states 'typical' assessment windows, an additional one month beyond the specified EPA Window is permitted.</p>	
Voids - Not Fails	
<p>If all EPA Components must be taken again due to the EPA window not being adhered to, this would be classed as a void of any previous grades.</p> <p>No failed outcomes or capped grades would be applied unless there is a failed outcome.</p>	

Time Periods

Period	Assessment Plan Wording / Phrasing Terminology	TQUK Interpretation	Example/s	TQUK Application	
Defined Period	Maximum	The Assessment Plan provides a clear and rigid time period to be followed.	<i>“The EPA must be completed within an EPA period lasting a maximum of three months.”</i>	Tolerance	No tolerance
	Application		A maximum three-month initial EPA window would be provided.		
	Requests		Any and all requests to exceed the outlined time period must be submitted by the Training Provider via the Special Consideration process.		
	Within a ‘specified’ time period		<i>“EPA takes place within three months of passing through Gateway.”</i> <i>“Any assessment method resit or retake must be taken within three months of the fail notification, otherwise the entire EPA must be taken again.”</i>	Tolerance	No tolerance
	Application		A maximum three-month initial EPA window would be provided. A maximum three-month resit/ retake window would be provided.		
	Requests		Any and all requests to exceed the outlined time period must be submitted by the Training Provider via the Special Consideration process.		
	Within a ‘specified’ time period following/from Gateway		<i>“Eight weeks from Gateway”.</i>	Tolerance	No tolerance
	Application		A maximum eight-week initial EPA window would be provided.		
	Requests		Any and all requests to exceed the outlined time period must be submitted by the Training Provider via the Special Consideration process.		

Period	Assessment Plan Wording / Phrasing Terminology	TQUK Interpretation	Example/s	TQUK Application	
Flexible Period	Typically	Utilise the implied flexibility of the word “Typically” to enable a tolerance to be added to the outlined time period.	<i>“The EPA period typically lasts three months.”</i>	Tolerance	One month will be added to the outlined period.
				Application	A maximum four-month window would be provided.
				Requests	Any and all requests to exceed one month beyond the outlined typical period must be submitted by the Training Provider via the Special Consideration process.
	Should			Tolerance	A one month will be added to the outlined period.
				Application	A maximum four-month window would be provided.
				Requests	Any and all requests to exceed one month beyond the outlined typical period must be submitted by the Training Provider via the Special Consideration process.

Period	Assessment Plan Wording / Phrasing Terminology	TQUK Interpretation	TQUK Application	
No Prescribed Period	Assessment Plan makes no reference to the initial EPA window/time -period	Apprentices are not required to complete their EPA within a specified time period.	Time limit	No time limit is applied where it is not specified within the Assessment Plan.
	Assessment Plan makes no reference to resit/retake window/time -period		TQUK Process	Internal processes support the timely scheduling and completion of assessments.
			Withdrawal	After a 12-month period following an Apprentice successfully passing through Gateway, if assessments have not been completed the Apprentice would be auto-withdrawn.
			Time limit	No time limit is applied where it is not specified within the Assessment Plan.
			TQUK Process	Internal processes support the timely scheduling and completion of assessments
	Withdrawal		After a 12-month period following the Fail notification of the initial EPA , if assessments have not been completed the Apprentice would be auto-withdrawn.	

Trigger Points

Trigger	Assessment Plan Wording / Phrasing / Terminology	TQUK Interpretation	Example/s	TQUK Application
Initial EPA	Passing through Gateway	<p>Apprentices are determined to have passed the Gateway process/ met the Gateway requirements and completed the Gateway process when all required Gateway evidence has been sufficiently received and validated.</p> <p>Apprentices at this point are approved through Gateway.</p>	<i>"Takes place within three months of passing through EPA Gateway."</i>	<p>Where windows/time periods are applicable, these commence when Apprentices are approved through Gateway.</p> <p>The "audit_submitted_date" within EPAPro will be used.</p>
	Passed the/through Gateway		<i>"The EPA must be completed within an EPA period lasting a maximum of three months, beginning when the Apprentice has passed the EPA Gateway."</i>	
	Met the gateway requirements		<i>"The EPA must be completed within a three-month period, after the apprentice has met the EPA gateway requirements."</i>	
	Completing the Gateway Process		<i>"The EPA must take place within three months of completing the Gateway process."</i>	

Trigger	Assessment Plan Wording / Phrasing / Terminology	TQUK Interpretation	Example/s	TQUK Application
Resit/Retake EPA	EPA Outcome Notification/ Fail notification of the original assessment method/ Issuing all results	The resit/retake permitted window commences when the Fail result is issued to the Apprentice.	<i>"A resit is typically taken within three months of the EPA outcome notification"</i>	Where windows/time periods are applicable these commence when Apprentices are issued their Fail result. The notification date will be used.
	Outlines resit/retake time period but does not define when this period starts from		<i>"Apprentices should complete retake/ resits within 12-months."</i>	
	Date of the initial EPA		<i>"The Apprentice may attempt a maximum of two retakes or resits in a six-month period from the date of the initial EPA."</i>	
	Original assessment date		<i>"A single resit/retake is permitted and must take place within a maximum of three months from the original assessment date."</i>	
	During the Maximum EPA period		<i>"Any assessment method resit or retake must be taken during the maximum EPA period."</i>	

Standard-specific Guidance

In the following pages you will see Standard-specific guidance with the information above implemented against each Standard as applicable.

Standards are grouped by Sector, but if you are searching for a specific Standard you can:

- a) click on Table of contents and select it; or
- b) press Ctrl+F on your Keyboard and type in the name of the Standard you are looking for.

Adult Care

Standard	EPA window			Resit/Retake Window			
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application	
Adult Care Worker Lead Adult Care Worker	No window is prescribed.	Apprentices are not required to complete their EPA within a specified time period.	Time Limit	No time limit is applied where it is not specified within the Assessment Plan.	[Apprentices] may retake the assessment on one further occasion within three months . ST005/AP02 p. 4 ST006/AP02 p. 5	Tolerance	No tolerance.
			TQUK Process	Internal processes support the timely scheduling and completion of assessments.		TQUK Process	A maximum resit/retake window of three months from the date the original outcome is published on EPAPro will be provided.
			Withdrawal	After a 12-month period following an Apprentice successfully passing through Gateway, if assessments have not been completed the Apprentice would be auto-withdrawn.		Void	If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void.

Adult Care

Standard	EPA window			Resit/Retake Window			
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application	
Lead Practitioner	<p>The EPA must be completed within an EPA period lasting typically for three months after the apprentice has met the EPA gateway requirements.</p> <p>ST007/AP01 p. 2</p>	<p>Utilise the implied flexibility of the word “Typically” to enable a tolerance to be added to the outlined time period.</p>	Tolerance	One month will be added to the outlined period.	<p>An individual EPA method resit/ retake must be taken within a period of three months from the fail notification of the original assessment method, otherwise the entire EPA must be retaken.</p> <p>ST007/AP01 p. 8</p>	Tolerance	No tolerance
			Application	A maximum four-month window would be provided.		Application	A maximum resit/ retake window of three months from the date the original outcome is published on EPAPro will be provided.
			Requests	Any and all requests to exceed one month beyond the outlined period must be submitted by the Training Provider via the Special Consideration process.		Void	If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void.

Adult Care

Standard	EPA window			Resit/Retake Window				
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application		
Leader in Adult Care	<p>The end-point assessment must be completed over a maximum period of three months, after the apprentice has met the EPA gateway requirements.</p> <p>ST008/AP02 p. 4</p>	<p>The Assessment Plan provides a clear and rigid time period to be followed.</p>	Tolerance	No tolerance	<p>A resit is typically taken within 3 months of the EPA outcome notification.</p> <p>The timescale for a retake is dependent on how much re-training is required and is typically taken within 6 months of the EPA outcome notification.</p> <p>ST008/AP02 p. 9</p>	<p>Utilise the implied flexibility of the word “Typically” to enable a tolerance to be added to the outlined time period.</p>	Tolerance	One month will be added to the outlined period.
			Application	A maximum three-month initial EPA window would be provided.			Application	A maximum resit/retake window of seven months from the date the original outcome is published on EPAPro will be provided.
			Requests	Any and all requests to exceed the outlined period must be submitted by the Training Provider via the Special Consideration process.			Void	If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void.

Business

Standard	EPA window			Resit/Retake Window				
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application		
Associate Project Manager	No window is prescribed.	Apprentices are not required to complete their EPA within a specified time period.	Time Limit	No time limit is applied where it is not specified within the Assessment Plan.	No window is prescribed.	All resits/retakes have to be completed within 12 months.	Time Limit	All resits/retakes have to be completed within 12 months.
			TQUK Process	Internal processes support the timely scheduling and completion of assessments.			TQUK Process	Internal processes support the timely scheduling and completion of assessments.
			Withdrawal	After a 12-month period following an Apprentice successfully passing through Gateway, if assessments have not been completed the Apprentice would be auto-withdrawn.			Withdrawal	After a 12-month period following the Fail notification of the initial EPA, if assessments have not been completed the Apprentice would be auto-withdrawn.

Business

Standard	EPA window			Resit/Retake Window				
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application		
Business Administrator	<p><i>EPA is typically expected to conclude within 3 months.</i></p> <p>ST0070/AP03 p. 3</p>	<p>Utilise the implied flexibility of the word “Typically” to enable a tolerance to be added to the outlined time period.</p>	Tolerance	One month will be added to the outlined period.	<p><i>No window is prescribed.</i></p>	<p>All resits/retakes have to be completed within 12 months.</p>	Time Limit	All resits/retakes have to be completed within 12 months .
			Application	A maximum four-month window would be provided			TQUK Process	Internal processes support the timely scheduling and completion of assessments.
			Requests	Any and all requests to exceed one month beyond the outlined period must be submitted by the Training Provider via the Special Consideration process.			Withdrawal	After a 12-month period following the fail notification of the initial EPA, if assessments have not been completed the Apprentice would be auto-withdrawn.

Business

Standard	EPA window			Resit/Retake Window				
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application		
Customer Service Practitioner	No window is prescribed.	Apprentices are not required to complete their EPA within a specified time period..	Time Limit	No time limit is applied where it is not specified within the Assessment Plan.	No window is prescribed.	All resits/retakes have to be completed within 12 months.	Time Limit	All resits/retakes have to be completed within 12 months.
			TQUK Process	Internal processes support the timely scheduling and completion of assessments.			TQUK Process	Internal processes support the timely scheduling and completion of assessments.
			Withdrawal	After a 12-month period following an Apprentice successfully passing through Gateway, if assessments have not been completed the Apprentice would be auto-withdrawn.			Withdrawal	After a 12-month period following the Fail notification of the initial EPA, if assessments have not been completed the Apprentice would be auto-withdrawn.

Business

Standard	EPA window			Resit/Retake Window			
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application	
Customer Service Specialist	<p>The requirement is that the end-point assessment is completed within 3 months from the start of the end-point assessment period.</p> <p>ST0071/AP02 p. 3</p>	<p>The Assessment Plan provides a clear and rigid time period to be followed.</p>	Tolerance	No tolerance	<p>Apprentices should complete retake/ resits within 12 months.</p> <p>ST0071/AP02 p. 9</p>	Tolerance	No tolerance.
			Application	A maximum three-month initial EPA window would be provided.		Application	A maximum resit/retake window of 12 months from the date the original outcome is published on EPAPro will be provided.
			Requests	Any and all requests to exceed the outlined period must be submitted by the Training Provider via the Special Consideration process.		Void	If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void.

Digital

Standard	EPA window			Resit/Retake Window				
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application		
Digital Marketer	No window is prescribed.	Apprentices are not required to complete their EPA within a specified time period.	Time Limit	No time limit is applied where it is not specified within the Assessment Plan.	No window is prescribed.	All resits/retakes have to be completed within 12 months.	Time Limit	All resits/retakes have to be completed within 12 months.
			TQUK Process	Internal processes support the timely scheduling and completion of assessments.			TQUK Process	Internal processes support the timely scheduling and completion of assessments.
			Withdrawal	After a 12-month period following an Apprentice successfully passing through Gateway, if assessments have not been completed the Apprentice would be auto-withdrawn.			Withdrawal	After a 12-month period following the Fail notification of the initial EPA, if assessments have not been completed the Apprentice would be auto-withdrawn.

Education

Standard	EPA window			Resit/Retake Window			
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application	
Assessor Coach Learning Mentor	<p><i>EPA to be completed within a further 8 week period.</i></p> <p>ST0146/AP01 p. 3 ST0148/AP01 p. 3</p>	<p>The Assessment Plan provides a clear and rigid time period to be followed.</p>	Tolerance	No tolerance	<p><i>The apprentice may attempt a maximum of two retakes or resits in a six-month period from the date of the initial EPA.</i></p> <p>ST0146/AP01 p. 11 ST0148/AP01 p. 13</p>	Tolerance	No tolerance.
			Application	A maximum 8 week initial EPA window would be provided.		Application	A maximum resit/retake window of six months from the date the original outcome is published on EPAPro will be provided.
			Requests	Any and all requests to exceed the outlined period must be submitted by the Training Provider via the Special Consideration process.		Void	If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void.

Education

Standard	EPA window			Resit/Retake Window			
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application	
Learning and Skills Teacher	<p><i>End-Point Assessment (EPA) (within 8 Weeks following Gateway)</i></p> <p>ST0149/AP02 p. 2</p>	<p>The Assessment Plan provides a clear and rigid time period to be followed.</p>	Tolerance	No tolerance	<p><i>A resit is typically taken within 1 month of the EPA outcome notification. The timescale for a retake is dependent on how much re-training is required and is typically taken within 3 months of the EPA outcome notification.</i></p> <p>ST0149/AP02 p. 13</p>	Tolerance	One month will be added to the outlined period.
			Application	A maximum eight week initial EPA window would be provided.		Application	A maximum resit/retake window of four months from the date the original outcome is published on EPAPro will be provided.
			Requests	Any and all requests to exceed the outlined period must be submitted by the Training Provider via the Special Consideration process.		Void	If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void.

Education

Standard	EPA window			Resit/Retake Window				
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application		
Teaching Assistant	<p>The EPA must be completed within a 3 month period after the apprentice has met the EPA gateway requirements.</p> <p>ST0454/AP01 p. 2</p>	<p>The Assessment Plan provides a clear and rigid time period to be followed.</p>	Tolerance	No tolerance	<p>No window is prescribed.</p>	<p>All resits/retakes have to be completed within 12 months.</p>	Time Limit	All resits/retakes have to be completed within 12 months.
			Application	A maximum window of three months from Gateway acceptance will be provided.			TQUK Process	Internal processes support the timely scheduling and completion of assessments.
			Requests	Any and all requests to exceed the outlined period must be submitted by the Training Provider via the Special Consideration process.			Withdrawal	After a 12-month period following the fail notification of the initial EPA where assessments have not been completed the Apprentice would be auto-withdrawn.

Early Years and Childcare

Standard	EPA window			Resit/Retake Window				
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application		
Children, Young People and Families Practitioner	<p><i>The end-point assessment [...] is typically held in the last two months of the apprenticeship.</i></p> <p>ST0088/AP01 p. 3</p>	<p>Utilise the implied flexibility of the word “Typically” to enable a tolerance to be added to the outlined time period.</p>	Tolerance	One month will be added to the outlined period.	<p><i>Apprentices must re-sit the end-point assessment typically within a 3-month period</i></p> <p>ST0088/AP01 p. 14</p>	<p>Utilise the implied flexibility of the word “Typically” to enable a tolerance to be added to the outlined time period.</p>	Tolerance	One month will be added to the outlined period.
			Application	A maximum three-month window would be provided			Application	A maximum resit/retake window of four months from the date the original outcome is published on EPAPro will be provided.
			Requests	Any and all requests to exceed one month beyond the outlined period must be submitted by the Training Provider via the Special Consideration process.			Void	If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void.

Early Years and Childcare

Standard	EPA window			Resit/Retake Window					
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application			
Children, Young People and Families Manager	<p><i>The end-point assessment [...] is typically held in the last two months of the apprenticeship.</i></p> <p>ST0087/AP01 p. 3</p>	<p>Utilise the implied flexibility of the word “Typically” to enable a tolerance to be added to the outlined time period.</p>	Tolerance	One month will be added to the outlined period.	<p>Apprentices must re-sit the end-point assessment typically within a 3-month period</p> <p>ST0087/AP01 p. 12</p>	<p>Utilise the implied flexibility of the word “Typically” to enable a tolerance to be added to the outlined time period.</p>	Tolerance	One month will be added to the outlined period.	
			Application	A maximum three-month window would be provided			<p>The resit/retake permitted window commences when the Fail result is issued to the Apprentice.</p>	Application	A maximum resit/retake window of four months from the date the original outcome is published on EPAPro will be provided.
			Requests	Any and all requests to exceed one month beyond the outlined period must be submitted by the Training Provider via the Special Consideration process.				Void	If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void.

Early Years and Childcare

Standard	EPA window			Resit/Retake Window			
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application	
Early Years Educator	<p>The EPA must be completed within an EPA period lasting a maximum of 3 months, beginning when the apprentice has passed the EPA gateway.</p> <p>ST0135/AP04 p. 4</p>	<p>The Assessment Plan provides a clear and rigid time period to be followed.</p>	Tolerance	No tolerance	<p>Any assessment method re-sit or re-take must be taken during the maximum EPA period, otherwise the entire EPA must be taken again</p> <p>ST0135/AP04 p. 20</p>	Tolerance	No tolerance
			Application	A maximum window of three months from Gateway acceptance will be provided.		Application	A maximum resit/retake window of three months from the date the original outcome is published on EPAPro will be provided.
			Requests	Any and all requests to exceed the outlined period must be submitted by the Training Provider via the Special Consideration process.		Void	If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void.

Early Years and Childcare

Standard	EPA window			Resit/Retake Window			
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application	
Early Years Practitioner	<p>The EPA will be completed within an EPA period lasting typically for 5 months, starting when the EPAO has confirmed that all gateway requirements have been met.</p> <p>ST0551/AP01 p. 5</p>	<p>Utilise the implied flexibility of the word “Typically” to enable a tolerance to be added to the outlined time period.</p>	Tolerance	<p>A tolerance of one month will be added, giving a maximum window of four months from Gateway acceptance.</p>	<p>All assessment methods must be taken within a 6 month period, otherwise the entire EPA will need to be re-sat/re-taken.</p> <p>ST0551/AP01 p. 22</p>	Tolerance	<p>No tolerance.</p>
			Application	<p>A maximum six month window would be provided.</p>		Application	<p>A maximum resit/retake window of six months from the date the original outcome is published on EPAPro will be provided.</p>
			Requests	<p>Any and all requests to exceed one month beyond the outlined typical period must be submitted by the Training Provider via the Special Consideration process.</p>		Void	<p>If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void.</p>

Hair

Standard	EPA window			Resit/Retake Window				
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application		
Hair Professional	No window prescribed.	Apprentices are not required to complete their EPA within a specified time period.	Time Limit	No time limit is applied where it is not specified within the Assessment Plan.	No window is prescribed.	All resits/retakes have to be completed within 12 months.	Time Limit	All resits/retakes have to be completed within 12 months.
			TQUK Process	Internal processes support the timely scheduling and completion of assessments.			TQUK Process	Internal processes support the timely scheduling and completion of assessments.
			Withdrawal	After a 12-month period following an Apprentice successfully passing through Gateway, if assessments have not been completed the Apprentice would be auto-withdrawn.			Withdrawal	After a 12-month period following the fail notification of the initial EPA, if assessments have not been completed the Apprentice would be auto-withdrawn.

Hair

Standard	EPA window			Resit/Retake Window			
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application	
Advanced and Creative Hair Professional	<p>The EPA must be completed within an EPA period lasting a maximum of three months, beginning when the apprentice has passed the EPA gateway.</p> <p>ST0214/AP01 p. 4</p>	<p>The Assessment Plan provides a clear and rigid time period to be followed.</p>	Tolerance	No tolerance	<p>Any assessment method re-sit or re-take must be taken during the maximum EPA period, otherwise the entire EPA must be taken again</p> <p>ST0214/AP01 p. 25</p>	Tolerance	No tolerance.
			Application	A maximum window of three months from Gateway acceptance will be provided.		Application	A maximum resit/retake window of three months from the date the original outcome is published on EPAPro will be provided.
			Requests	Any and all requests to exceed the outlined period must be submitted by the Training Provider via the Special Consideration process.		Void	If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void.

Healthcare

Standard	EPA window			Resit/Retake Window				
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application		
Healthcare Support Worker	No window is prescribed.	Apprentices are not required to complete their EPA within a specified time period.	Time Limit	No time limit is applied where it is not specified within the Assessment Plan.	Re-takes are permitted after 1 month and within 12 months but not after 12 months. ST0216/AP01 p.6	The resit/retake permitted window commences when the Fail result is issued to the Apprentice.	Tolerance	No tolerance.
			TQUK Process	Internal processes support the timely scheduling and completion of assessments.			Application	A maximum resit/retake window of 12 months from the date the original outcome is published on EPAPro will be provided.
			Withdrawal	After a 12-month period following an Apprentice successfully passing through Gateway, if assessments have not been completed the Apprentice would be auto-withdrawn.			Void	If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void.

Healthcare

Standard	EPA window			Resit/Retake Window			
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application	
Senior Healthcare Support Worker	No window is prescribed.	Apprentices are not required to complete their EPA within a specified time period.	Time Limit	No time limit is applied where it is not specified within the Assessment Plan.	<i>Re-sits and re-takes are permitted after 1 month and within 12 months of the final assessment component being attempted, but not after 12 months.</i> ST0217/AP02 p. 4	Tolerance	No tolerance.
			TQUK Process	Internal processes support the timely scheduling and completion of assessments.		Application	A maximum resit/retake window of 12 months from the date the original outcome is published on EPAPro will be provided.
			Withdrawal	After a 12-month period following an Apprentice successfully passing through Gateway, if assessments have not been completed the Apprentice would be auto-withdrawn.		Void	If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void.

Healthcare

Standard	EPA window			Resit/Retake Window				
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application		
Healthcare Assistant Practitioner	No window is prescribed.	Apprentices are not required to complete their EPA within a specified time period.	Time Limit	No time limit is applied where it is not specified within the Assessment Plan.	<i>Re-takes are permitted after 1 month and within 12 months but not after 12 months.</i> ST0215/AP01 p.7	The resit/retake permitted window commences when the Fail result is issued to the Apprentice.	Tolerance	No tolerance.
			TQUK Process	Internal processes support the timely scheduling and completion of assessments.			Application	A maximum resit/retake window of 12 months from the date the original outcome is published on EPAPro will be provided.
			Withdrawal	After a 12-month period following an Apprentice successfully passing through Gateway, if assessments have not been completed the Apprentice would be auto-withdrawn.			Void	If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void.

Human Resources

Standard	EPA window			Resit/Retake Window				
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application		
HR Support	<p><i>[EPA] takes place in the last 3-4 months of the apprenticeship, once the apprentice has met the Gateway criteria</i></p> <p>ST0239/AP01 p. 3</p>	<p>The Assessment Plan provides a clear and rigid time period to be followed.</p>	Tolerance	No tolerance	<p>No window prescribed.</p>	<p>All resits/retakes have to be completed within 12 months.</p>	Time Limit	All resits/retakes have to be completed within 12 months.
			Application	A maximum window of four months from Gateway acceptance will be provided.			TQUK Process	Internal processes support the timely scheduling and completion of assessments.
			Requests	Any and all requests to exceed the outlined period must be submitted by the Training Provider via the Special Consideration process.			Withdrawal	After a 12-month period following the fail notification of the initial EPA where assessments have not been completed the Apprentice would be auto-withdrawn.

Human Resources

Standard	EPA window			Resit/Retake Window				
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application		
HR Consultant/Partner	<p>[EPA] takes place in the last 3-4 months of the apprenticeship, once the apprentice has met the Gateway criteria</p> <p>ST0238/AP01 p. 4</p>	<p>The Assessment Plan provides a clear and rigid time period to be followed.</p>	Tolerance	No tolerance	<p>No window prescribed.</p>	<p>All resits/retakes have to be completed within 12 months.</p>	Time Limit	All resits/retakes have to be completed within 12 months.
			Application	A maximum window of four months from Gateway acceptance will be provided.			TQUK Process	Internal processes support the timely scheduling and completion of assessments.
			Requests	Any and all requests to exceed the outlined period must be submitted by the Training Provider via the Special Consideration process.			Withdrawal	After a 12-month period following the fail notification of the initial EPA where assessments have not been completed the Apprentice would be auto-withdrawn.

Leadership and Management

Standard	EPA window			Resit/Retake Window				
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application		
Team Leader/Supervisor	No window is prescribed.	Apprentices are not required to complete their EPA within a specified time period.	Time Limit	No time limit is applied where it is not specified within the Assessment Plan.	No window prescribed.	All resits/retakes have to be completed within 12 months.	Time Limit	All resits/retakes have to be completed within 12 months.
			TQUK Process	Internal processes support the timely scheduling and completion of assessments.			TQUK Process	Internal processes support the timely scheduling and completion of assessments.
			Withdrawal	After a 12-month period following an Apprentice successfully passing through Gateway, if assessments have not been completed the Apprentice would be auto-withdrawn.			Withdrawal	After a 12-month period following the fail notification of the initial EPA, if assessments have not been completed the Apprentice would be auto-withdrawn.

Leadership and Management

Standard	EPA window			Resit/Retake Window			
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application	
Team Leader/Supervisor AP03	<p>The EPA will be completed within an EPA period lasting typically 4 months, after the EPA gateway.</p> <p>ST0384/AP03 p. 4.</p>	<p>Utilise the implied flexibility of the word “Typically” to enable a tolerance to be added to the outlined time period.</p>	Tolerance	A tolerance of one month will be added.	<p>Any assessment method re-sit or re-take must be taken within 3 months of the fail notification, otherwise the entire EPA must be taken again</p> <p>ST0384/AP03 p. 17</p>	Tolerance	No tolerance.
			Application	A maximum five month window would be provided		Application	A maximum resit/retake window of three months from the date the original outcome is published on EPAPro will be provided.
			Requests	Any and all requests to exceed one month beyond the outlined period must be submitted by the Training Provider via the Special Consideration process.		Void	If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void.

Leadership and Management

Standard	EPA window			Resit/Retake Window				
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application		
Operations/Departmental Manager	No window is prescribed.	Apprentices are not required to complete their EPA within a specified time period.	Time Limit	No time limit is applied where it is not specified within the Assessment Plan.	No window prescribed.	All resits/retakes have to be completed within 12 months.	Time Limit	All resits/retakes have to be completed within 12 months.
			TQUK Process	Internal processes support the timely scheduling and completion of assessments.			TQUK Process	Internal processes support the timely scheduling and completion of assessments.
			Withdrawal	After a 12-month period following an Apprentice successfully passing through Gateway, if assessments have not been completed the Apprentice would be auto-withdrawn.			Withdrawal	After a 12-month period following the fail notification of the initial EPA where assessments have not been completed the Apprentice would be auto-withdrawn.

Leadership and Management

Standard	EPA window			Resit/Retake Window				
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application		
Operations/Departmental Manager AP04	<p>The EPA will be completed within an EPA period lasting typically 5 months, starting when the EPAO has confirmed that all gateway requirements have been met.</p> <p>ST0385/AP04 p.4</p>	<p>Utilise the implied flexibility of the word “Typically” to enable a tolerance to be added to the outlined time period.</p>	Tolerance	<p>A tolerance of one month will be added, giving a maximum window of six months from Gateway acceptance.</p>	<p>All assessment methods must be taken within a 6 month period, otherwise the entire EPA will need to be re-sat/re-taken.</p> <p>ST0385/AP04 p. 22</p>	<p>The resit/retake permitted window commences when the Fail result is issued to the Apprentice.</p>	Tolerance	<p>No tolerance.</p>
			Application	<p>A maximum six month window would be provided</p>			Application	<p>A maximum resit/retake window of six months from the date the original outcome is published on EPAPro will be provided.</p>
			Requests	<p>Any and all requests to exceed one month beyond the outlined period must be submitted by the Training Provider via the Special Consideration process.</p>			Void	<p>If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void.</p>

Learning and Development

Standard	EPA window			Resit/Retake Window			
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application	
Learning and Development Practitioner	<p><i>The assessment [...] will take up to 5 months to complete following the gateway.</i></p> <p>ST0562/AP01 p. 3</p>	<p>The Assessment Plan provides a clear and rigid time period to be followed.</p>	Tolerance	No tolerance	<p><i>Re-sits/re-takes can take the apprenticeship up to 2 months over the initial 5 months allocated for EPA.</i></p> <p>AP0562/AP01 p. 8</p>	Tolerance	No tolerance.
			Application	A maximum window of five months from Gateway acceptance will be provided.		Application	A maximum window of seven months from Gateway acceptance will be provided.
			Requests	Any and all requests to exceed the outlined period must be submitted by the Training Provider via the Special Consideration process.		Void	If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void.

Learning and Development

Standard	EPA window			Resit/Retake Window			
	Assessment Plan	TQUK Interpretation	TQUK Application	Assessment Plan	TQUK Interpretation	TQUK Application	
Learning and Development Consultant Business Partner	<p><i>maximum 6-month EPA period</i></p> <p>ST0563/AP01 p. 6</p>	<p>The Assessment Plan provides a clear and rigid time period to be followed.</p>	Tolerance	No tolerance	<p><i>Re-sits/re-takes can take the apprenticeship up to 2 months over the initial 5 months allocated for EPA.</i></p> <p>AP0563/AP01 p. 8</p>	Tolerance	No tolerance.
			Application	A maximum window of six months from Gateway acceptance will be provided.		Application	A maximum window of seven months from Gateway acceptance will be provided.
			Requests	Any and all requests to exceed one month beyond the outlined period must be submitted by the Training Provider via the Special Consideration process.		Void	If a resit/retake request is submitted and an Apprentice is past their EPA Window, all EPA Components must be retaken, and any previous grades would be marked as a void.