

# City & Guilds Apprenticeship Q&A

Version 1.0 – October 2018

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Ref	Question	Answer	Date of Posting
<b>DURATION</b>			
D.1	Does the duration of the standard only refer to on-programme, or does end-point assessment (EPA) have to be taken within this time frame?	Duration applies only to on-programme content. Time for EPA should not be included in the calculation of duration for apprenticeship standards.	25/04/18
D.2	Please clarify the minimum amount of time on-programme for a 12-month apprenticeship. Is the EPA after day 365?	Yes. Duration of the apprenticeship is the on-programme, learning aspect of the apprenticeship and does not include time for EPA, which should be added onto the full duration required for individual apprenticeships.	25.04/18
D.4	Is there any suggestion/recommendation of where to include the statement regarding sharing the ILR data with EPAOs?	The funding rules state that providers must contract with the employer-selected EPAO. The written agreement must set out the arrangements for sharing relevant apprentice information so EPA and certification can take place, including arrangements for any re-takes and payments	25/04/18
D.5	Can we query the 18-month apprenticeship duration being exclusively on-programme time? In some assessment plans it states EPA occurring within this time? An example would be Civil Engineering...	Each apprenticeship standard has a duration included in the actual standard. This is the duration for on-programme learning, according to ESFA funding rules. If this conflicts with information in the standard, you may need to raise this with the trailblazer lead or the Institute for Apprenticeships (IfA).	25/04/18
D.6	If a standard has a 13-month duration (372 days) and our ILR reflects that, does it mean the training must take place up to the point of 372 days, and EPA planned for any time after?	A standard with 13 months duration would be 395 days. And on-programme learning must take place during that time. EPA takes place after the end of the duration specified and so your ILR should show a planned end date greater than the duration, to take into account the time needed for EPA to occur.	25/04/18

D.7	Can an apprentice take EPA before the suggested duration of a standard?	Yes, as long as the apprenticeship meets the minimum duration rules in the ESFA Apprenticeship funding rules. The rules state, where you account for prior learning and the reduction of content would mean the apprenticeship would take less than the minimum duration to complete or fail to meet the requirement for the apprentice to spend 20% of their time in off-the-job training, the apprenticeship becomes ineligible for funding.	27/09/18
<b>EPA</b>			
EP.1	If the apprenticeship is delivered at the funding cap, can the EPA resit fee still be paid from the levy account?	No, as there would be no funds left to deliver it. If a resit is required in this case, the employer would need to pay the extra cost out of their own budget (i.e. not from levy)	27/09/18
EP.2	C&G requires a 3month lead in between application of EPA from the provider and the actual EPA itself?	Yes although it is <b>60-90 days</b> . End Point Assessment Organisations (EPAO's), require time to plan resources, book venues (if required), ensure Assessors are free and booked for specific dates. The pre-book also ensures the apprentice has time to work through the EPA support materials so they are ready for the actual EPA.	27/09/18
EP.3	It states in the Conditions of Acceptance for EPAO's that the EPAO and employer must meet to agree price and terms. Is this prior to the commencement of the Apprenticeship, or just the EPA?	EPAO's, wherever possible, should be chosen before commencement of the apprenticeship. So, any negotiations would need to take place at that point to agree EPA cost and terms with the employer. Where this is not possible, it should be achieved as soon as EPAO is chosen.	27/09/18

EP.4	If the employer approaches the EPAO instead of the provider, is a meeting still required?	No, although provider and EPAO must ensure arrangements for data sharing and confirmation of agreed prices is reflected in the Written Agreement.	27/09/18
EP.5	Can re-sits only come from the levy where the Full Cap hasn't been charged in the first instance?	This is correct. The employer should agree cost of potential resits as part of initial negotiation with EPAO and provider, or pay the extra cost (not out of levy) if a resit hasn't been agreed and the extra amount would take the cost over the full cap.	27/09/18
EP.6	Where the maximum funding band is charged, would a resit still be fundable from the levy (in total exceeding the maximum funding band)?	No, in this case the employer would have to pay the extra costs of resit out of their own budgets (not levy).	27/09/18
EP.7	For some standards, a project proposal has been included after gateway, which the apprentice must complete before the EPA takes place. This means they are still learning. If 20% calculations only went go up to gateway, does this mean this extra learning is not classed as learning?	The post gateway project is part of the end-point assessment and is used as proof of competency, knowledge and learning. As such, this is not considered to be part of learning but part of EPA, so is not include in OtJ calculations.	27/09/18
EP.8	Does the EPA resit fee still need to come from the 20% of the levy reserved for EPA?	Yes – agreeing costs and potential for resits as part of EPA negotiations with employer	27/09/18
EP.9	Do re-sits have to be costed in at the start? If not, how are they applied for later?	There is no firm answer to this as it depends on the arrangement's providers make with employers and the EPAO. However, to make the process easier for all parties, agreeing any costs of resits before commencement reduces any confusion or conflict later.	27/09/18
EP.10	Is there a template for the agreement between the end-point assessment organisation (EPAO) and the training provider?	No. Each EPAO draws up their own legal agreement for the organisations they are working with.	25/04/18

EP.11	EPAOs have fixed prices, but is there room for negotiation?	Each EPAO will have their own arrangements for pricing. Some may have room for negotiation if, for example, there are large numbers of apprentices that can be assessed at the same time. However, EPAOs, like providers, have to cover their costs. Independent end-point assessor day rates can be costly and some EPA plans are complex and require a lot of investment up front. For City & Guilds/ILM Standards then please talk to your business manager.	25/04/19
EP.12	When providing learner information to EPAOs, how do we ensure we're GDPR compliant? Should we have this agreement with the learner as part of the learner agreement?	Each individual provider will need to ensure they are GDPR compliant and take their own legal advice on how to achieve this, so they can effectively share the individualised learner record (ILR) and learner data with the EPAOs, to enable EPA and certification to take place.	25/04/18
EP.13	If the EPA payment processes change in 2019, employers will pay EPAOs directly from the apprenticeship service account. This means that employers will not be registered with e.g. City & Guilds and therefore won't be able to register for and get the EPAOs support. Are you going to change your systems?	EPAOs will make the necessary changes to ensure that payment for EPA can occur effectively from the apprenticeship service, if the process and rules for payment change in 2019.	25/04/18
EP.14	Will my provider explain which details I need to share with our EPAO? (employer query)	Yes. Or, if you have a direct relationship with your EPAO, they will also be happy to explain what information is required. City & Guilds/ILM offer <a href="#">checklist for employers</a> that you may find useful.	25/04/18
EP.15	Is there an additional charge to either the employer, apprentice or training provider for retakes of EPA?	Retakes of EPA can be paid for out of the levy and costs should be negotiated between employer and EPAO, or employer, EPAO and provider as part of the agreement for the whole cost of the	25/04/18

		apprenticeship. This should be arranged prior to starting.	
EP.16	Can preparation for EPA count towards the 20% off-the-job training requirement, i.e. practice interviews and so on?	Preparation for EPA can count towards off the job if it is new learning, skills or behaviours gained that map to the standard. E.g. presentation skills as part of a business or mgmt. apprenticeship. Revision or practicing skills already gained cannot count towards off the job.	25/04/18
EP.17	How are providers expected to evidence the negotiation price of the EPA cost if it's been agreed directly between the employer and the EPAO?  At the moment, it's the provider that has to supply that information via ILR to the ESFA. This means any employer providers will need to share the final agreed price with their provider to enable you to include it in your ILR returns and draw down funding. This should probably be in your written agreement with the employer.	At the moment, it's the provider that has to supply that information via ILR to the ESFA. This means any employer providers will need to share the final agreed price with their provider to enable you to include it in your ILR returns and draw down funding. This should probably be in your written agreement with the employer.  If the process changes, the EPA payment will go straight from the employer's apprenticeship service account to the EPAO — so we presume providers will no longer need to include that information in the ILR return. However, the ESFA will publish the processes for the new arrangements nearer the time.	25/04/18
EP.18	How are non-levy re-sits and extra learning paid for?	They can now be paid for out of the levy and providers and employers should agree this, if you think it will be required, as part of the initial price negotiations before the apprenticeship commences.	25/04/18

EP.19	Who will monitor quality of EPA and how will they do this?	<p>The IfA has offered trailblazer groups four options for monitoring EPA quality as part of the sign-off for the apprenticeship assessment plan. The options are:</p> <ul style="list-style-type: none"> <li>• Employer-led approach</li> <li>• Ofqual</li> <li>• IfA</li> <li>• Professional body.</li> </ul> <p>Each standard employer group chooses the options that best suits the needs of the apprenticeship standards, this should be included in the assessment plan on the standard.</p>	25/04/18
EP.20	Are all EPAs offered by awarding organisations?	<p>EPA is offered by a variety of organisations, not all of which are awarding organisations. City &amp; Guilds offers EPA for a selection of apprenticeship standards, where we feel we have the expertise and knowledge/capacity to do so successfully for our customers. A list of EPAOs can be found <a href="#">here</a>.</p>	25/04/18
EP.21	How will the certification process work for integrated standards and those with an EPAO? What evidence needs to be provided, and is there an acceptable evidence list for maths and English?	<p>The EPAO applies for the certificates for the apprenticeship standards when the EPA is successful. Universities will have separate arrangements for certification. Annex G of the apprenticeship funding and performance rules has a list of acceptable maths and English qualifications and components to support apprenticeships.</p>	25/04/18

EP.22	How will EPAs be standardised?	Each apprenticeship EPA is unique to the apprenticeship standard. External quality assurance of EPA will take place via four routes outlined earlier in this Q and A document. The IfA has published a framework for EQA of EPA, which can be found on <a href="#">their website</a> .	25/04/18
EP.23	What support can be given to apprentices by the college for the EPA?	A provider can offer as much support as they think is required to ensure the apprentice is ready for EPA and to ensure they are successful. City & Guilds offer a variety of support options for EPA to assist providers with readying their apprentices. Please see our <a href="#">apprenticeship EPA pages</a> for more information.	25/04/18
EP.24	Is VAT chargeable on EPA?	No	25/04/18
<b>Funding</b>			
F1.	Are there any changes to funding for Functional Skills?	Not in 2018/19. It may be that the FS reforms result in a change but that is not confirmed, as yet.	27/09/18
F.2	Do the 16 to 19 incentives for the apprenticeship frameworks continue into 2018/19 new starts?	Yes.	25/04/18
F.3	Does funding stop at the end of the on-programme phase?	Yes, although when EPA has occurred, the provider will then receive the 20% completion funds held back by the ESFA from the on-programme levy payments.	
<b>Off the Job</b>			
OTJ.1	What is the actual definition of regular overtime in the OtJ calculation? If the learner completes ad-hoc, how do we allocate as regular overtime	Regular overtime is likely to be part of the employer contract with the apprentice, i.e. planned in overtime (o/t) that occurs regularly, e.g. 1 Saturday each month, or 2 evenings every week. Unplanned o/t is	27/09/18

		not able to be calculated as it would be unexpected and therefore an unknown quantity in terms of hours.	
OtJ.2	When calculating the OtJ, should the statutory holiday deduction be the 28 days or 5.6 weeks, or whatever holiday time is given by the employer plus statutory 8 days holiday (e.g. 25 days employer holiday entitlement plus 8 days bank hols)?	When calculating the off-the-job allowance, all providers/employers should use the national statutory leave of 28 days (20 days holiday, plus 8 bank holidays). This is so that every apprentice is treated consistently and receives the same amount of off-the-job training across the board. It is understood that some companies will offer more holiday entitlement than the statutory minimum, however a standard calculation was needed for all to use.	27/09/18
OtJ.3	Can you please clarify sickness - does this have to be covered with OTJ hours?	No, sickness is not affected by off the job. E.g. if an apprentice is off sick, the OtJ calculation does not change and the full amount would still have to be delivered.	27/09/18
OtJ.4	If gateway is 21 months and EPA end date is 24 months, is the OTJ hours calculated on 21 months or the 24 months.	OtJ is calculated in the time up to gateway, as this is the practical learning period for the apprenticeship. Any time after gateway should not be included in OtJ calculations.	27/09/18
OtJ.5	Are OJT hours calculated for frameworks in the same way they are for Standards?	Yes.	27/09/18
OtJ.6	If a carpentry apprentice is working with a general builder and is being shown ground-working, brickwork etc. can this be used as off-the-job training?	Unlikely, unless ground-working and brickwork are included in the apprenticeship standard or framework being delivered. Only training and skills that map to the apprenticeship can be included in off-the-job training, i.e. knowledge, skills and behaviours written into the standard or framework.	25/04/18
OtJ.7	Is the off-the-job training measured as total qualification time or guided learning hours?	Off-the-job is measured in working hours, not TQT or GLH.	25/04/18

OtJ.8	Does the 20% off-the-job training have to relate to the standard?	Yes, it must map to the standard.	25/04/18
<b>Ofsted Inspections</b>			
OI.1	Do you have any further information on how Ofsted will look at standards?	The Ofsted Common Inspection Framework explains what inspectors will look at and has a distinct section in the handbook dedicated to the apprenticeship inspection process. The 2018 handbook can be found <a href="#">here</a> .	25/04/18
<b>Sub-contracting</b>			
SC.1	I am a subcontractor. The employer has clearly shown a preference to use C&G as the EPAO. The Main Training Provider is not a C&G Centre. Do they have to become a C&G centre to access your EPA services?	Yes. If the employer has chosen C&G as the EPAO, then the prime or main provider will need to contact C&G to register for EPA.	27/09/18
<b>10% Transfer of Funds</b>			
TOF.1	If a small employer received transferred levy from a levy payer, would the receiving employer pay the full negotiated price from this or just 10% (as if co-funded)?	If a levy paying employer transfers funds, these funds are used to pay for the apprenticeship until fully funded or until the transferred funds run out. Should this happen the receiving employer would then revert to the 10% contribution approach.	27/09/18
TOF.2	Is it likely a market in "traded 10% transfers" will develop? For example, will the transferor seek to recover the 10% through their normal trading pricing?	This will not be possible as once the funding is transferred, it cannot be transferred back to the original employer, or transferred on to any other employer. Transferred funds can only be used by the receiving employer to deliver the number and type of apprenticeships that have been agreed with the levy-transferring employer. This information and	25/04/18

		agreement will form part of the contract between the transferring and receiving employers.	
TOF.3	I'm an employer provider, do the levy transfer rules give us an opportunity to deliver apprenticeships to the employer we choose to transfer to? For example, we transfer money to an employer in our supply chain but deliver the apprenticeships to their staff and recoup the money as payment for the training?	No. As an employer provider, you can only deliver apprenticeships to your own employees.	25/04/18
TOF.4	When transferring 10% funds to another employer will this show in our apprenticeship service account?	The amount transferred out to the receiving employer will show as a debit in your account. The receiving employer will see the transferred amount in their apprenticeship service account.	25/04/18
<b>Evidence and Audit</b>			
EA.1	Do the apprentices still need to sign the commitment statement?	yes	27/09/19
EA.2	Is there any rule on how old prior learning evidence can be?	Nothing is stated in any document published by ESFA.	27/09/18
EA.3	Is mentoring to sign off work place evidence in log books covered as a levy cost	Yes	27/09/18
EA.4	If a learner fails EPA, and re-sits how the 'timely success rate' is worked out?	Timely success rates are not currently part of the QAR performance mgmt. requirements due to provider not being fully in control of when EPA occurs. More news will be published on this when ESFA has consulted further.	25/04/18
EA.5	Do you have any advice for preparing for ESFA audits? We've just had one and would like some	The ESFA publish the funding monitoring rules and audit guidance annually. The link to those	25/04/18

	tips on providing specific costs for negotiated eligible costs.	documents is <a href="#">here</a> and they state what ESFA will monitor and look at during audits. The documents do not appear to ask providers for the details of eligible costs that are raised in this question and as such, we would advise contacting the ESFA directly to discuss why they are asking for information that is not in the guidance and what exactly they expect you to supply under the circumstances you have flagged.	
<b>ILR and Data</b>			
ILR.1	Can you please clarify sickness - does this have to be covered with OTJ hours?	No, sickness is not affected by off the job. E.g. if an apprentice is off sick, the OtJ calculation does not change and the full amount would still have to be delivered. However long term sickness would be reported on the ILR as a break in programme, at which point, if the apprentices returns to complete their apprenticeship, a new OtJ calculation may need to be made and reported in the ILR.	27/09/18
ILR.3	How would that affect the ILR and timely completion, if the EPA is not taking place for another month or two? Would the ESFA recognise this as a late achiever?	You must put in a planned end date that includes the time for EPA to occur.	

## **Glossary:**

C&G – City and Guilds

EPA – End Point Assessment

EPAO – End Point Assessment Organisation

ESFA – Education and Skills Funding Agency (agency of DfE responsible for funding and monitoring apprenticeships and levy spend)

IfA – Institute for Apprenticeships – Gov body responsible for developing apprenticeship standards and monitoring quality across the reforms

ILR – Individual Learner Record (provider via data returns monthly to the ESFA)

Ofqual – qualification regulatory body

O/T – Over-time

Ot J – Off the job (training in an apprenticeship)

TQT or GLH – Total Qualification Time or Guided Learning Hours