



Pearson

Letter of Intent webinar Q&As

When will your contract be ready?

A contract template will be ready for all providers in January 2018. We will do another webinar about this contract specifically in Jan 2018 to walk through the details.

Do you have template contract between Pearson EPAO and Training Provider?

We do have a contract template for an agreement to be signed between Pearson EPAO and Training Providers. We are awaiting some details to be confirmed by the ESFA, following which we can finalise the contract for roll – out with our providers from January 2018.

If the EPAO is selected and chosen by the employer, what contract or agreement is put in to place between the employer and EPAO? Onus seems to be on provider to maintain contract, even though the employer is the one making the decisions

When the employer chooses Pearson as the EPAO, the training provider should inform us as soon as possible. We will then customise the standard contract template with details of the employer, the standards, number of apprentices and schedule a meeting between the employer and training provider to sign this agreement on a tri – partite basis. The onus is on the EPAO to get this contract started and have an ongoing dialogue with the employer to plan for the delivery of the EPA.

What happens if the employer decides to move EPAO during the programme? There could be a number of reasons for them wanting to move - such as an EPAO wanting to standardise their employers?

I'm assuming the last part of the question should read as 'employers standardising their EPAOs' rather than the other way round?

When an employer wants to move EPAOs, it depends what stage the apprentice is at. If the employer moves EPAOs:

1. BEFORE the apprentice has attempted their first EPA, we will treat this as 'business as usual' as though an employer has approached us to carry out EPAs for their apprentices. There may be a time lag for us to schedule the EPAs and we would hold some additional meetings with the employer and training provider to set expectations on the EPA delivery.
2. MID-WAY when the apprentice is taking their EPA – we will need to take a view on what elements of the EPA have been completed by the apprentice. We can either re-test all components of the EPA or test only the ones that remain. This situation will demand an in-depth review of what the apprentice has undertaken and the reasons for the employer to switch EPAO, so there is no ONE RULE we will apply for all such cases.

Is there a charge for this?

There is no charge for 'switching EPAOs', however, if an employer moves away from Pearson to another EPAO, the 10% booking fees is non – refundable.

Is there an end to end process flow diagram covering who does what from the Letter of Intent to the apprentice getting the Apprentice certificate from ESFA

We will take this away as an action to create such a flow diagram and circulate to our providers via their account managers.

Does this see the end to registration fees like we see currently? Will there be a registration fee for those standards where an 'NVQ' element is recommended - in addition to EPA's.

Registration for a 'qualification' such as an NVQ remains unchanged. We will apply a 'booking fees' for EPAs which is 10% of the EPA Price. If an NVQ is being delivered as part of the standard, we will still charge the registration fees for this which is separate from the EPA booking fees.

Do providers incur NVQ registration fees, EPA charges and Functional Skills fees?

Under the funding rules for the new standards, any qualification that is 'non-mandatory' is non-funded from the apprenticeship levy. So, if providers choose to deliver an NVQ or any other non-mandatory qualification, they will need to pay for this themselves.

Functional Skills fees remain unchanged and paid through a separate funding pot (part of the Apprenticeship budget but not the levy pot).

The EPA charges or fees are paid for by the employer, so providers are not paying the EPAO. Training providers are only passing on the payment from the employer to the EPAO. In the near future, ESFA will be enhancing the Digital Apprenticeship Service functionality for the EPAOs to be paid directly by the employers.

How will certificates be organised? Apprentice Certificate, Qualification certificate and EPA certificate?

This is how the certificates will be organised:

1. **Apprenticeship Certificate** – Claimed by the EPAO from the ESFA. ONLY the ESFA is able to provide certification for the Apprenticeship
2. **Qualification certificate** – provided by the Awarding Body/ organisation with whom the qualification is completed with

3. **EPA certificate** – there is nothing called an ‘EPA certificate’. The EPAO can provide a ‘notification of performance’ or ‘notification of results’ for each of the EPA components, however, these should not be interpreted as ‘EPA certificates’.