

Apprenticeship End Point Assessment Cancellation Policy For Training Providers & Employers

Effective Date: August 2023 - Version 1.0

1. Cancellation by Apprentice or Training Provider

An end point assessment (EPA) may be cancelled by either the apprentice, training provider or the employer up to 10 working days prior to the scheduled assessment date without penalty. A written email of the cancellation notice to epa@summitqualifications.co.uk is required. Cancellation notices will be acknowledged by Summit Qualifications UK via email within 2 working days of receipt.

2. Cancellation Less than 10 Days Before Assessment

If cancellation occurs with less than 10 working days' notice, only incurred costs will be charged.

3. Failure to Attend Assessment

Training Providers will be charged the full EPA fee for Apprentices who fail to attend their scheduled EPA without prior written notice of cancellation.

4. Rescheduling Assessments

Assessments rescheduled more than 10 working days in advance of the original date will not incur a penalty. Rescheduling with less than 10 working days' notice will follow the cancellation policy in Section 2.

5. Extenuating Circumstances

Cancellations or rescheduling with less than 10 days' notice may be considered without penalty on a case-by-case basis if supporting documentation is provided and no IEPA fees have been incurred by Summit Qualifications UK.

Summit Qualifications UK reserves the right to modify this policy at any time without prior notice.

For questions regarding this policy, please contact:

Phone: 0161 232 0991 Email: contact@summitqualifications.co.uk