

Employer Confirmation of End-Point Assessment Services

1	Employer name and company details			
2	Registered company number			
3	Employer's address			
4	Contact name			
5	Contact position			
6	Contact email		Do you wish to receive marketing emails?	
7	Telephone number			

8	8.1	8.2	8.3	8.4	8.5
	Standard title	Anticipated date of 1st end-point assessment	Training provider	Price, face-to-face assessment	Price, remote assessment (if available)

9	Declaration
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By signing this form, the signatories below confirm that they understand and agree to the following:

1. That they have selected Highfield Awarding Body for Compliance Limited T/A Highfield Qualifications (Highfield) as their chosen End-Point Assessment Organisation (EPAO) for the standards and at the prices listed above.
2. That Highfield is an independent EPAO and the end-point assessment services provided do not form part of a package of services offered by an apprenticeship training provider or part of a package of services linked to on-programme delivery.

In relation to the current COVID19 pandemic, the undersigned acknowledges and confirms that:

1. a COVID19 risk assessment has been carried out and distributed to appropriate parties;
2. cleaning, washing and hygiene procedures are in place;
3. all reasonable steps to maintain the required distance in the workplace have been implemented and where distancing cannot be maintained, all practicable steps are in place to reduce transmission risk;
4. as far as it is aware the Company has adhered to all relevant Government COVID 19 requirements;
5. it is accepted and understood that, in the event that Highfield determines that any of the above requirements are not met, Highfield will be unable to complete end-point assessment on site or in a face to face environment; and
6. cancellation charges will be applied in line with the provider contract in the event that Highfield are unable to proceed with end-point assessment due it determining that the above requirements have not been met.

Employer signature	Name	Position	Date

Ref	Guidance Notes
1	Employer name and company details.
2	Company number – can be found here https://beta.companieshouse.gov.uk/
3	Employer address – main site address.
4	Contact name – main liaison for EPA activities.
5	Contact position – their position within the company.
6	Contact email.
7	Contact telephone number.
8.1	Standard title – this is the title of the standard as written on the IFATE website. www.instituteforapprenticeships.org/apprenticeship-standards/
8.2	Anticipated date of 1st end-point assessment – this is the date when you expect your first learner to complete their end-point assessment.
8.3	Training provider – this is the name of the training provider that you have contracted with to deliver your training. If you are an employer provider, please write 'Employer provider'.
8.4	Price, face-to-face – the price for face-to-face end-point assessment. www.highfieldassessment.com/end-point-assessment-fees
8.5	Price, remote – the price for remotely delivered end-point assessment, if available. www.highfieldassessment.com/end-point-assessment-fees
9	Declaration to be signed by an appropriate person from the employer's organisation.