



His Royal Highness The Duke of Edinburgh

10 June 1921 to 9 April 2021

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Education & Skills
Funding Agency

Guidance

Completion of the apprenticeship

Published 1 April 2021

Make sure all Individual Learner Record (ILR) data is correct for apprentices who have completed their apprenticeship to avoid any errors in respect of certification.

Check that the End-point Assessment Organisation (EPAO) has arranged for all apprentices who have completed their final assessments to have certificates sent from the ESFA recognising their achievement.

It is important that the apprentice has their certificate of competence to celebrate their own achievement and as a formal record to show to other employers in the future.

Support the employer to celebrate the completion of the apprenticeship journey and the apprentice's new skills or support employers to do so.

Graduation ceremonies either virtual or face to face are a good way to do this. We recommend using the [graduation toolkit created by the ESFA for National Apprenticeship Week 2021](#) for inspiration.

Retaking End-point Assessments (EPA)

When an apprentice fails one or more components of their EPA they can usually retake this depending on the apprenticeship.

If the EPAO recommends a retake the provider and employer should implement an action plan aiming to improve the apprentice's weaknesses as identified by the EPA result to ensure a successful retake.

Tracking learners' onward journeys

Where possible track the onward journey of former learners. For example, whether they have achieved promotions or pay rises as a result of completing their apprenticeships.

Sharing the positive outcomes of previous apprentices can help to inspire current and future cohorts to complete their apprenticeships.

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No

There is something wrong with this page

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