**Skills for Work Apprenticeship Exit Process**

**ILR rules:**

**Learning planned end date:** For new starts on or after 1st August 2019, the planned end date must only include the learning related to the learning aim and not include the end point assessment period.

**Learning actual end date:** For apprenticeship standards on a programme aim, the Learning Actual End Date will be completed after all learning has taken place and does NOT include the end point assessment period.

**Achievement date:** For apprenticeship standards, the achievement date must be returned where all learning activities have ended, and the end point assessment has taken place. Once this date is returned the Completion status and associated Outcome must be updated accordingly.

**Last day in Learning (actual end date)**

Tutor Last day in learning is the day the learner completes all of the work towards their EPA (practical period). Exit paperwork (End of Course Review and Gateway documentation) to reflect this date.

End of Course Review to be saved in Learner File with **Last Day of Learning** included on paperwork (does not include EPA period).

Gateway completed along with **employer confirmation that learner is ready to enter EPA.**

All paperwork as above and evidence to be uploaded ready for IQA for final checks.

IQA Completes tracker with last day in learning.

IQA Checks and prepares all docs for Gateway, IQA informs Admin that learner has completed learning.

Admin Exits learner on Evolutive. Last day in Learning is on End of Course Review. ZPROG learning aim is set to outcome “learning activities are complete but outcome is not yet known”.

Admin Updates Apprentice End of Course Review tracker. Informs BE Manager if there are any actions from the review.

IQA Processes learner through Gateway

**Approx. 3-6 months after Gateway entry**

Learner completes End Point Assessment

IQA Informs Admin of achievement date. Updates trackers including hotlist.

Admin EPA achievement date input into ZPROG – Achievement field and outcome changed to “Achieved”. Destination completed on Outputs screen using information on End of Course Review.

Reviewed Draft 27 02 23 Suzan Mc Gladdery

Final by MARCH 7TH 23

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