HIGHFIELD EPA JOURNEY

Employer Confirmation

EC form completed by the training provider or employer, then submitted to Highfield

Framework Agreement (Contract)

Drafted and sent for signature following receipt of the first EC form, one-off contract in place for 3 years

Learner Registration

Learners are registered by Highfield following receipt of upload template - at least 90 days prior to the planned gateway meeting

Gateway

The gateway readiness meeting takes place. Following the scheduling of the assessments any gateway documents need to be uploaded to Highfield by midday of the working day before the first assessment activity

Scheduling of Assessments

Call our scheduling hotline on 01302 363277 to discuss dates of assessment with our dedicated scheduling team

Assessments

Assessments take place as planned

Results Released

Results are released within 7 working days of the last assessment method, via the Highfield Assessment Dashboard

Resit or Retake

Information is provided by Highfield during result release

Certification

The certificate is claimed with the DWP at least 10 working days after the result release

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