

# Guide to apprenticeships and end-point assessment

Information for apprentices

## End-point assessment (EPA)

Following a conversation with your employer and mentor from your tuition provider, when you are ready your employer will need to complete the EPA gateway form before you can enter the EPA.

### Gateway form and Level 2 qualifications must have been submitted

	Level 4	Level 7
Exam name	Technician Role Simulation (TRS)	Strategic Business Leader (SBL)
Exam available	June and December	March, June, September and December
Non-exam element	Portfolio and Reflective Statement (PRS)	Project Report (PR)
Submission deadline	Monday immediately before every exam session. Exams are held in March, June, September and December. (The exam timetable can be found <a href="#">here</a> )	

## Exam information

### Key points about Technician Role Simulation (TRS) exam

- Synoptic case study exam (3 hours and 15 minutes) available in June and December
- Pre-seen information available 6 weeks in advance
- Computer-based exam
- 70% pass mark (set by government standard)

Further information and learning support resources can be found [here](#)

### Strategic Business Leader (SBL)

Information is available on our website [here](#).

## Submission process

### Step 1

Apprentice uses forms and guidance available on [accaglobal.com](#) to complete the PRS or PR

### Step 2

Apprentice submits relevant documentation to [TBAssessment@accaglobal.com](mailto:TBAssessment@accaglobal.com)

### Step 3

Apprentice will be contacted on deadline day if they have submitted incorrectly and asked to resubmit correct documentation immediately

### Step 4

Submissions are marked by two independent assessors

### Step 5

When submissions have been marked and the work moderate, results are released on the same day as ACCA exam results

### Step 6

Feedback is given by email to apprentices who have failed PR or PRS along with resubmission advice

## Useful links

[Employer guides and forms](#)

[Level 2 English and maths acceptable evidence guidance](#)

[Level 4 guidance](#)

[Level 7 guidance](#)

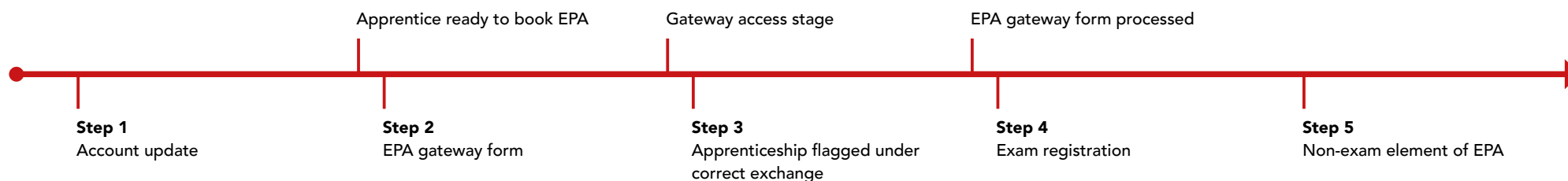
[EPA gateway form](#)

## Contact details

[apprenticeshipsupport@accaglobal.com](mailto:apprenticeshipsupport@accaglobal.com) – gateway form submission and administration

[apprenticeships@accaglobal.com](mailto:apprenticeships@accaglobal.com) – general enquiries

## ACCA Apprenticeships and EPA – for apprentices of Exchange employers ONLY



	Apprentice	Employer	Learning Provider	Learning Provider	Apprentice
<b>ACTION</b>	<p>You should register using the Level 4 or Level 7 apprenticeship option at our <a href="#">registration page</a>.</p> <p>If you are an existing ACCA student starting an apprenticeship you should send a signed <a href="#">transfer form</a> to <a href="mailto:apprenticeshipsupport@accaglobal.com">apprenticeshipsupport@accaglobal.com</a> so that we can update your account.</p> <p><b>Note:</b> if your employer already uses the ACCA Exchange service you should enter the employer's exchange code and upload an exchange authorisation form during registration.</p>	<p>Submits the gateway access form along with proof of Level 2 qualifications to <a href="mailto:apprenticeshipsupport@accaglobal.com">apprenticeshipsupport@accaglobal.com</a></p> <p>This must be done no later than 10 days before standard exam entry closes.</p>	<p>Adds EPA-ready apprentices to their learning provider exchange code. This allows them to book the EPA for the apprentice and will ensure that the learning provider is billed for the cost of the EPA.</p> <p>The apprentice will receive an automated email asking if they consent to being added to the learning provider's code. The apprentice must click the link in this email in order for the learning provider to book their EPA</p> <p><b>Note:</b> apprentices who are already on an employer exchange code are required to switch code at this point so the learning provider is billed for the EPA fee.</p>	<p>Books the relevant exam on behalf of the apprentice using their Exchange portal.</p> <p><b>Note:</b> exam entry dates are the same as for other ACCA exams.</p>	<p>Completes the PRS or PR form and submits relevant documentation.</p> <p><b>Note:</b> all entries received after the deadline will be marked at the next exam session.</p>

### Note:

Exchange is an online self-service portal available to our B2B Partners with over 50 employees studying with ACCA which allows them to track the progress of students, affiliates and members on their ACCA journey.

