



**To: Employers and Training Providers**  
**Subject: End-point Assessment pack for Employers/Training Providers**  
**Date: 6<sup>th</sup> August 2018**  
**From: Fiona Lyttle, GTC Manager**

The End-point Assessment (EPA) pack and associated recording forms for Employers/Training Providers are now available on the Centre documents section of the Golf Greenkeeper (0143) qualification page via the City & Guilds website.

<https://www.cityandguilds.com/qualifications-and-apprenticeships/land-based-services/horticulture/0143-golf-greenkeeping#tab=documents>

For Training Providers: The EPA pack is password protected and available to approved training providers, who should share it with Employers of Apprentices registered on 0143. Passwords can be retrieved by logging into Walled Garden and visiting the Administration section of the 0143 qualification catalogue page.

For Employers: This EPA pack can be obtained from your City & Guilds approved training provider once they have registered your apprentice on 0143.

This comprehensive EPA pack provides detailed guidance for Employers, Training Providers and Apprentices. It describes how to get to the Gateway and the process and resources required for the End-point Assessment day. The guide will also take you through what tasks the Apprentice could be expected to carry out on the End-point Assessment day .

Grading criteria are provided to enable the Employer and Training Provider gauge when their Apprentice is ready for the Gateway meeting. These criteria are also an indication for the Apprentice, as they identify what can determine a pass, merit or distinction grade.

For more information on the EPA process go to:

<https://www.cityandguilds.com/apprenticeships/emerging-standards/end-assessment-service>

Here you can also access a detailed generic EPA manual as well as additional EPA checklists and guides, such as the “10-steps to end-point assessment” to support you:

[www.cityandguilds.com/~media/cityandguilds-site/documents/apprenticeships/epa-10-step-guide%20pdf.ashx](http://www.cityandguilds.com/~media/cityandguilds-site/documents/apprenticeships/epa-10-step-guide%20pdf.ashx)

If you have any questions or require any further information regarding the Level 2 Golf Greenkeeper Apprenticeship, please do not hesitate to get in touch with:

Emma Willis, GTC Administrator, Tel: 01347 838640 or [emma@the-gtc.co.uk](mailto:emma@the-gtc.co.uk)

Or

[www.cityandguilds.com/apprenticeships/apprenticeship-contact](http://www.cityandguilds.com/apprenticeships/apprenticeship-contact)