ACE360 gateway and end point assessment process

	These steps must be completed first	Gateway Process (5-10 working days)	Synoptic Project (5-10 working days)	EPA Interview Process (30 working days)	Grading & Certificate Request
	STEP 1 The training provider collates the content of the apprentice's summative portfolio and employer reference.	The provider uploads all documents to ACE360.	The synoptic project should be conducted in a controlled environment taking between 3 to 5 days over 10 working day period (40 hours max). See the appropriate assessment plans for further details.	The EPA Team will allocate and confirm the EPA interview dates within 10 to 15 workings days from receipt of synoptic project.	The EPA Team will confirm the final grade for the apprentice 5 working days after the interview date.
entice on CE360 ders must in ACE360 unt to do o arrange a	The provider, employer and apprentice select a project and agree a project date. STEP 3 The apprentice, provider	5-10 working days before start date of synoptic project, the signed and completed gateway form to be uploaded to ACE360 and emailed <u>epateam@bcs.uk</u> with	The completed synoptic project and declaration form should be signed by all parties and uploaded to the shared area of ACE360. You can also email the project to	Interviews usually take place in the following 15-20 working days. Most interviews are 60-90 minutes in length	If the apprentice wishes to appeal the grade, it must be submitted to BCS within 20 working days.
up email ace360.org	and employer agree they are ready for End Point Assessment (EPA) and sign the gateway application form. STEP 4 For IT, NE and CIA standards the training provider issues Hyper V	start date of project BCS reviews all the evidence and issues the synoptic project just before the start date (paper based and on line projects).	epateam@bcs.uk. Please email epateam@bcs.uk if you upload the project to ACE360 for us to review. An automatic ticket number will be issued when we received your	Assessor prepares for and conducts interview. Assessor forwards interview report to EPA team within 5 working days of interview date.	The EPA Team will request the apprentice certificate 25 working days after the interview date. If the apprentice achieves a distinction grade the certificate is requested the same day as the final grade is
	code to the apprentice prior to synoptic project start date		project. If you do not receive the ticket number we have not received your project		issued.

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