



# The Ofqual recognition process for EPAOs

## What you should know before applying

*With...*

**ofqual**



**Institute for Apprenticeships  
& Technical Education**

# Hello and introductions



**Tim Chewter**  
*Director*  
*SDN*



**Chris Cherry**  
*Strategic Associate*  
*SDN*



**Emily Hughes**  
*Senior Associate*  
*SDN*

# Hello and introductions



**Institute for Apprenticeships  
& Technical Education**

Sian Sankey

*Senior Manager, Ofqual*

Madeline Walsh

*Senior Manager, Ofqual*

Nikki Christie

*Deputy Director, Assessment  
Institute for Apprenticeships  
and Technical Education*

## Coming up...

- Introductions
- In conversation Nikki Christie (IfATE)
- The application process with Madeline Walsh and Sian Sankey (Ofqual)
- Preparing your application - SDN
- Final Q&A

Use Q&A in your toolbar to submit questions

We will try to get to as many questions as possible in the time available

# In conversation with...



Nikki Christie

*Deputy Director, Assessment  
Institute for Apprenticeships  
and Technical Education*

In conversation with...



Sian Sankey  
*Senior Manager, Ofqual*

Madeline Walsh  
*Senior Manager, Ofqual*

## Top tips for EPAOs – preparing to apply deadline phase 2 - 16 May 2022

- Start early. Allow yourself plenty of time to complete the application process.
- Familiarise yourself with the Criteria for Recognition as well as the General Conditions of Recognition and the EPA Qualification Level Conditions. Your application will need to show you understand the links and requirements.
- Don't assume understanding on Ofqual's part – explain the what, why and **how**. Demonstrate **how** you meet our Criteria and submit evidence that shows this
- You do not need to have everything in place but we do need to know what your plans are and how you will achieve them
- Conflicts of Interest can exist, but you need to show us **how** they will be identified and managed
- Signpost your evidence using the word limit provided
- Use the Ofqual resources and webinars available and attend meetings with your Strategic Relationships lead

## Top tips for EPAOs – what happens after submitting your application

- It usually takes around 12 weeks for applications to be reviewed and then come to panel. It is possible to be successful first time around but be realistic and prepared for it to take longer and require more detail
- Be prepared for scrutiny at the panel meeting and bring the most appropriate people with you.
- If your application is not successful first time, do not be discouraged. Take up the offer of a feedback meeting with the recognition team that reviewed your application.
- Access further support through your Strategic Relationships lead on your resubmissions
- Resubmit with full documentation (all policies again) and the feedback template. Make sure you have reviewed all changes so that any consequences of 1 change are managed and amended elsewhere.



# Support and resources available



## Regulatory documents

- [Criteria for Recognition and Guidance on the Recognition Criteria](#)
- [Ofqual Handbook: General Conditions of Recognition](#)
- [Ofqual EPA Qualification Level Conditions](#)

## Hints and resources

- [EPAO recognition briefing](#)
- [7 Top Tips for getting recognised](#)
- [EPAO recognition evidence and resources toolkit: webinar](#)
- [Understanding Conflicts of Interest webinar](#)
- [Understanding Criteria D - assessment competence webinar](#)
- [Understanding the financial requirements for Ofqual recognition webinar](#)
- [Ofqual Explains videos](#) (series on obligations and understanding the General Conditions)

Webinar materials from newly recognised awarding organisations offering EPAs

- [Ofqual and Autoexel webinar](#)
- [Ofqual and EMPI webinar - applying for Ofqual recognition what advice would you give?](#)
- [Ofqual and EUIAS webinar - applying for Ofqual recognition](#)
- [Ofqual and Royal Aeronautical Society webinar – applying for Ofqual recognition](#)

Get in touch through the Portal or with the Strategic Relationships team by email: [strategic.relationships@ofqual.gov.uk](mailto:strategic.relationships@ofqual.gov.uk)

# Application process - top tips

- Know all the Ofqual documentation, where to find it and how it works together
- Make sure you consider the application from an external perspective – don't assume the reviewers understand how your organisation works
- Give yourself enough time to complete the summary statements, collate the evidence and present it effectively
- Tell your story with clear references to supporting documents (not simply an index)
- If you are already an operating EPAO – review your practices and ensure they are compliant (*don't assume, because you have met RoEPAO requirements, that you meet Ofqual's recognition criteria*)
- Make sure you know where your areas for development and rigour are, as well as your strengths
- Ask for clarification and get an external perspective



# Questions?

# After today's session

We'll send you:

- A copy of the slides
- A recording of the session
- An evaluation survey





**For support with the  
application process:**

[hello@strategicdevelopmentnetwork.co.uk](mailto:hello@strategicdevelopmentnetwork.co.uk)

01622 962 411