**Appendix A**

**CMI End Point Assessment Enquiry/Appeal Form**

*\*\* Please complete in conjunction with reading the EPA Enquiries and Appeals Policy Document \*\**

| **Your Name:**  **Your organisation:** |  | | **Your Role:**  **(*please tick as appropriate*)**  **An Apprentice 𝥀**  **Apprenticeship Training Provider 𝥀**  **Employer of an Apprentice 𝥀** |
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| **Apprentice Name (*where different from above*)**  **Apprentice ULN:** |  | | **Is this an:**  **(*please tick as appropriate*)**  **Enquiry 𝥀**  **Appeal Stage 1 𝥀**  **Appeal Stage 2 𝥀**  **Generic Appeal 𝥀** |
| **SECTION 1: ENQUIRIES**  ***Enquiry about EPA Results***  *Please provide details below about why you believe an enquiry into the EPA Results should be considered. Give as much detail as possible, including the name of the apprentice, the Standard that was being assessed and the date of the live assessment. Supporting evidence can also be submitted, where appropriate. Enquiries into EPA Results can be submitted by apprentices, apprentice employers or apprenticeship training providers.*  *Once completed, please move to* [***Section 4***](#jiom3f3oeyfu)*.* | | | |
| **SECTION 2: APPEALS - END-POINT ASSESSMENT DECISIONS**  **Appeals about EPA Assessment Decisions**  ***Stage 1 Appeal***  *Please provide details below about why you believe an Appeal into the EPA Decision should be considered. Please refer to Section 2 of the CMI EPA Enquiries and Appeals Policy**for details about what constitutes appropriate grounds for an appeal. Give as much detail as possible, including the full name of the apprentice, the Standard that was being assessed and the date of the live assessment. Supporting evidence should also be submitted, where appropriate. Appeals into EPA Results can only be submitted by apprenticeship training providers or apprentice employers, with the consent of the apprentice. There is a cost to a Stage 1 Appeal of £250.*  *Once completed, please move to* [***Section 4***](#jiom3f3oeyfu)*.*  ***Stage 2 Appeal***  ***\*\* NB:*** *Stage 1 must be completed, and the outcome determined, before moving to Stage 2.* ***\*\****  *Please provide details below about why you believe moving to Stage 2 of an Appeal into the EPA Decision is appropriate. Please refer to Section 2 of the CMI EPA Enquiries and Appeals Policy for details of the different stages. Give as much detail as possible about why you feel there is a need to proceed to Stage 2, including the full name of the apprentice, the Standard that was being assessed and the date of the live assessment. Supporting evidence should also be submitted, where appropriate. Appeals into EPA Results can only be submitted by apprenticeship training providers or apprentice employers, with the consent of the apprentice.*  *Once completed, please move to* [***Section 4***](#jiom3f3oeyfu)*.* | | | |
| **SECTION 3: GENERIC APPEALS**  **3.1 Generic appeal about any other decision formed by CMI EPA**  *If the appeal does not relate to an end-point assessment decision, then please describe the nature of the appeal below e.g. reasonable adjustment decision, malpractice/ maladministration decision.**Please provide details below about why you believe an appeal should be considered. Give as much detail as possible, including the name of the apprentice and the Standard that is being assessed. Supporting evidence can also be submitted, where appropriate. Generic appeals can be submitted by apprentices, apprentice employers or apprenticeship training providers.*  *Once completed, please move to* [***Section 4***](#jiom3f3oeyfu)*.* | | | |
| **SECTION 4: CONTACT DETAILS AND SIGNATURE** | | | |
| **Signature of the individual completing the form:**  **Date of signature:**  **If appealing on behalf of an apprentice, do you have their consent? YES 𝤿 NO 𝥀**  **Contact email address to use for response:**  **Contact telephone number:**  **Are you supplying additional supplementary evidence in support? (if yes, please list any documents below)** | | | |

| Please submit this form, and any other supporting evidence, via email to [epa.absupport@managers.org.uk](mailto:epa.absupport@managers.org.uk). You will receive acknowledgement of receipt within 3 working days and a written response within 20 working days. Should any further information be required, a member of CMI’s Quality Assurance Team will be in touch using the details given above. | | |
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