



WELCOME TO THE

END-POINT ASSESSMENT UPDATE

September 2025

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Welcome

As a new academic year commences, we are looking forward to launching the L6 Improvement Leader EPA. More information is shared in the newsletter.

We have also included the policy announce from Skills England regarding minimum duration of apprenticeships.

We are also looking forward to the release of the L2 Administration Assistant and the revised L3 Business Administrator standards, which we will providing the EPA services. Please contact us at engagement@managers.org.uk if you would like to discuss.

The arrangement for the Festive Season are also included, for your reference and planning.

We value your opinions, and if there is anything you would like us to feature in the EPA Update, please email: epa@managers.org.uk

Please pass this newsletter on to all of your staff involved in the delivery, administration, and development of Apprenticeships in your organisation.



Digital Event: The Evolving Apprenticeship Landscape



- **Date:** Wednesday 1 October
- **Time:** 1–1:30pm (Online)
- **Speaker:** Allison Jay, Director of Awarding Body, CMI

In this digital event, we'll examine recent and upcoming developments, including the streamlining of apprenticeship assessment, shifts in the roles and responsibilities of assessment organisations, employers, and providers, and the sector-wide impact of removing Level 7 funding.

Allison will also highlight new opportunities including the Level 2 Assistant Administrator and Level 6 Improvement Leader Standards, and share practical ways to retain apprenticeship engagement across your programmes.

Whether you're a training provider, employer, or educator, this session offers strategic insight and solutions to help you stay ahead in a rapidly evolving system.

To secure your place - [book here now](#)

In case you missed it

Previous Communications from the End Point Assessment (EPA) Team

If you know of someone else in your team that could benefit from these updates then please contact epa@managers.org.uk We also store our communications on our EPA Toolkit.

- [June 25 Bulletin no 10](#)
- [June 25 Bulletin no 11](#)
- [July 25 Bulletin no 12](#)
- [July 25 Bulletin no 13](#)

Bulletin no 11 above concerns the withdrawal of EPA services V1.0 and v1.1 Team leader from 31st December 2025. A further bulletin, No 14, 1/10/25 concerns the withdrawal of ODM v1.0 and v1.1 on 31st March 2026.

We will be sending out a further bulletin, No 14, shortly.

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2025 Festive Arrangements

CMI offices close and we do not deliver live assessments on any Bank Holiday Date as published on the [Government Website](#).

CMI offices will also be closed for the 2025/2026 Festive and New Year Break from 1330 on Tuesday 23rd December 2025 to 0900 on Friday 2nd January 2026.

To support your programme planning, please find below the available Assessment Days for December 2025 and January 2026, along with the corresponding booking closure dates.

- Last Available Live Assessment Date in 2025: Friday 19th December 2024
- Last Request Date for Assessments in December 2025: LADs 15th November 2025
- Last Request Date Assessments in January 2026: 15th December 2025.
- Last processing of Gateway submissions in 2025: Friday 19th December 2025.
- First Available Live Assessment Date 2026: Wednesday 7th January 2026

Assessment deadline dates will be adjusted to take account of the statutory public holidays during the festive period, i.e. Christmas Day 25th December, Boxing Day 26th December, and New Year's Day 1st January 2026 ONLY.

Apprentices planning to undertake their live assessments in January 2026 should be aware that post-gateway upload deadlines may coincide with the festive period. Assessment deadlines are communicated to apprentices through automated notifications form and are also accessible on the apprentice landing page on, CMIAssess.

Failure to submit by the specified deadline will result in a fail grade for the EPA. Any requests for Special Consideration to extend a deadline must be submitted prior to the original deadline and CMI office closure and only the statutory public holidays will be considered in the decision. Please be reminded that annual leave and the apprentice's work commitments do not constitute valid reasons for granting an extension to a deadline.

CMI Assess - Update to Communications

There have been key updates made to CMI assess throughout August. Changes have been made to the email communications deployed by the system.

The following standards have been included in this update:

- Level 4 Junior Management Consultant V1.0:
- Level 4 Associate Project Manager V1.4:
- Level 3 Business Administrator V2
- Level 5 Operations and Departmental Manager V2

Update from Trailblazer groups

Leadership and Management Professional L6 (L&MP)

We are still awaiting news on the decision of the funding band by the Secretary of State which will enable full sign off of the standard and a go live date to be agreed.

Provider and employer frustration with the delay has been shared with Skills England.

The guidance in the meantime is to continue to start apprentices on the CMDA which is still the current standard.

As soon as we have any information we will ensure this is shared with you all.

L2 Administrator and L3 Business Administrator

We are eagerly awaiting the sign-off of these Standards by the Secretary of State. We are currently working on the support materials that will be added to the EPA Toolkit as soon as we have confirmation of the funding band, etc, from the Department of Education.

Level 6 Improvement Leader

The CMI has been approved to provide the EPA services for this level 6 non-degree Standard.

- CMI will launch Level 6 Improvement Leader EPA services in October
- This non-degree standard aligns with much of the content of the Senior Leader Standard
- It provides a valuable alternative for CMI partners

The full Standard Assessment Plan can be found: [here](#).

If you would like to talk to one of the team about adding this to your apprenticeship offer, please email: engagement@cmi.org.uk

Find out more in our webinar on Wednesday 5 November at 15:00. Reserve your place [here](#).

EPA Toolkit

Our EPA Toolkit is the home to all our recommend Templates, Resources, Policies & Procedures. We change these on a regular basis so to ensure that you have the latest version.

We have recently amended all documents in the toolkit to remove all mention of IfATE and replace with Skills England.

Please ensure you always access documents from the Toolkit [here](#) to find the latest versions.

A new area for all L6 Improvement Leader support documents will be available shortly.

Skills England Guidance on the use of Artificial Intelligence

We have previously included this guidance and felt it was important to reiterate the guidance for your reference. The link to the full page is [here](#).

The guidance on AI is as follows:

1. where AI has been used as part of the apprentice's day-to-day work and forms part of a project report, presentation, or artifact, it should be referenced as such within the work. AI must not be used to produce the report or portfolio
2. where AI has been used as part of a portfolio that underpins an interview or professional discussion or any other assessment method, it should be fully referenced within the portfolio
3. EPA must be carried out in accordance with the EPA plan and any project reports, presentations, artifacts, etc must be the apprentice's own work
Please ensure that apprentices are fully aware of the IfATE guidance, we will continue to highlight this in our webinars and guidance sessions.
Please also see our [Malpractice and Maladministration policy](#) which includes reference to AI.

AI cannot be used as a checking mechanism

AI cannot be used at all during the EPA Live Assessment

Frequently Asked Questions

A regular slot featuring some of the FAQs with our responses.

Do apprenticeships get UCAS points?	Yes, from 2026, completed apprenticeships will be awarded UCAS tariff points, which is a great development for all partners. You can find more information: here .
What is the timeline for receiving EPA results?	CMI aims to release EPA results within 15 working days after the live assessment day.
Is a witness testimony valid evidence?	Yes, a witness testimony is a valuable piece of evidence, especially for covering areas like communication. However, it is not valid on its own and must be linked to a piece of evidence of the activity itself.
Can I use evidence from before my apprenticeship started?	No. The apprenticeship is designed to develop new knowledge, skills, and behaviours, so only evidence from the duration of your apprenticeship can be used.

The New World of Apprenticeships

We are planning a series of webinars to provide advice and guidance on the new approaches to apprenticeship assessment. Find out more about the CMI's plans for these exciting developments.

We will circulate the dates and booking links shortly.

From Skills England - please read

Update: Policy change - 28th August 2025

For new starts from 1 August 2025, the minimum duration has reduced to 8 months (from 12 months). This policy change supersedes any reference to 12 month durations as currently set out in End-Point Assessment plans.

For those apprentices that started before 1st August 2025, the 12 month minimum duration still applies.

If this change will affect your delivery and planned end dates for completion, please email: engagement@managers.org.uk

Apprenticeship and Training Awards

Nominations for the annual Apprenticeship and Training Awards are now open!

These national awards celebrate the very best in apprenticeship and training delivery. There are categories for employer, education providers and apprentices who are making a difference in workforce success.

Gain recognition for your organisation and showcase innovation, impact and excellence.


The deadline for nominations is Friday 7 November. Submit your entry: [Here](#)


Chartered Management Institute (CMI)

The Chartered Management Institute (CMI) works with business and education to inspire people to unleash their potential and become skilled, confident and successful managers and leaders. With a wealth of practical qualifications, events and networking opportunities on offer throughout the UK and internationally, CMI helps people boost their career prospects and connect them with other ambitious professionals in any industry and sector. In fact, CMI has more than 150,000 people training to be better managers right now. Backed by a unique Royal Charter, CMI is the only organisation allowed to award Chartered Manager status – the ultimate management accolade, and Chartered Management Consultant status which sets and maintains the highest standards for the management consulting profession. CMI's thought leadership, research and online resources provide practical insights on critical issues for a membership community of over 220,000 and anyone looking to improve their skills, nurture high-performing teams and help pave the way for the next generation of managers and leaders.

For more information, please visit www.managers.org.uk
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