



WELCOME TO THE

END-POINT ASSESSMENT UPDATE

December 2025

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Welcome

This December edition of the EPA Newsletter contains key updates, including the latest information regarding changes to the apprenticeship assessment process.

Details concerning our seasonal closure arrangements are also included.

A quarterly EPA Newsletter will continue to provide updates on CMI apprenticeships; urgent and important operational changes will be communicated via an EPA bulletin in a more timely manner.

As we look ahead to the new year, a quick reminder that CMI Partner Connect is nearly here. CMI Partner Connect is CMI's new online platform, launching from 19th January 2026, designed to make it easier to manage your partnership with us at any time of day. It will give you greater control, visibility, and efficiency. You can find more detailed information and guidance on our [CMI Partner Connect webpage](#).

We extend our best wishes for a successful and restful Festive Break and for the New Year, 2026.

We kindly request that you disseminate this newsletter to all relevant personnel involved in the delivery of End-Point Assessment.

EPA UPDATE

December 2025

Introducing Sean Jagger EPA Engagement Manager

We are pleased to announce that Sean Jagger has joined the EPA Engagement Team, Sean will be working with Sue Wright to provide expert advice and guidance to our partners and apprentices.

Sean is a dynamic and results-driven education and training professional and leadership and management specialist with over 25 years of experience. He has a proven track record in developing and delivering innovative, accredited curriculum solutions for diverse audiences, excelling in apprenticeship assessment, curriculum design, staff development, and quality assurance while also advocating for the use of innovation in Digital and Blended Learning. His expertise spans curriculum design and validation, apprenticeship delivery, quality assurance, and Compliance. Sean has also worked as a CMI Independent Assessor for End-Point Assessment.

2026 Q1 Drop In Sessions and Webinars

09/1/26	12:00 - 13:00	Drop in	SLA	Drop in Q&A - Senior Leader
14/1/26	12:00 - 13:00	Webinar - Portfolio and Professional Discussion	SLA	Webinar - Portfolio and Professional Discussion
16/1/26	12:00 - 13:00	Drop in	CMDA	Drop in Q&A - Chartered Manager Degree
21/1/26	12:00 - 13:00	Webinar - Strategic Business Proposal	SLA	Strategic Business Proposal Workshop - Senior Leader
23/1/26	12:00 - 13:00	Drop in	Operations Manager	Drop in Q&A - Operations Manager
28/1/26	12:00 - 13:00	Webinar - Competency-Based Interview	CMDA	Portfolio of Evidence & Competency Based Interview Workshop - CMgr Degree
30/1/26	12:00 - 13:00	Drop in	Team Leader	Drop in Q&A - Team Leader/Supervisor

06/2/26	12:00 - 13:00	Drop in	Business Administrator	Drop in Q&A - Business Administrator
11/2/26	12:00 - 13:00	Webinar - Work Based Project	CMDA	Work Based Project & Presentation Workshop - Chartered Manager Degree
13/2/26	12:00 - 13:00	Drop in	Improvement Leader	Drop in Q&A - Improvement Leader
18/2/26	12:00 - 13:00	Webinar - Portfolio and Professional Discussion	Improvement Leader	Portfolio and Professional Discussion - Improvement Leader
20/2/26	12:00 - 13:00	Drop in	SLA	Drop in Q&A - Senior Leader
25/2/26	12:00 - 13:00	Webinar - Dissertation, Presentation and Questioning	Improvement Leader	Dissertation, Presentation, and Questioning - Improvement Leader
27/2/26	12:00 - 13:00	Drop in	CMDA	Drop in Q&A - Chartered Manager Degree

04/3/26	12:00 - 13:00	Webinar - Get Ready for EPA	Team Leader	Get Ready for EPA - Team Leader
06/3/26	12:00 - 13:00	Drop in	Operations Manager	Drop in Q&A - Operations Manager
11/3/26	12:00 - 13:00	Webinar - Get Ready for EPA	Operations Manager	Get Ready for EPA - Operations Manager
13/3/26	12:00 - 13:00	Drop in	Team Leader	Drop in Q&A - Team Leader/Supervisor
18/3/26	12:00 - 13:00	Webinar - Get ready for EPA	Associate Project Manager	Get Ready for EPA - Associate Project Manager
20/3/26	12:00 - 13:00	Drop in	SLA	Drop in Q&A - Senior Leader
25/3/26	12:00 - 13:00	Webinar - Portfolio and Professional Discussion	SLA	Professional Discussion & Portfolio of Evidence Workshop - Senior Leader
27/3/26	12:00 - 13:00	Drop in	CMDA	Drop in Q&A - Chartered Manager Degree

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.

Please find below a reminder of 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 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 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, CMI Assess.

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.

Results Release Dates 2025/26

As we move towards the annual CMI shutdown over the festive period, we wanted to set out the latest EPA result release times so that when you are able to inform your apprentices who may have live assessments during December when their results will be released.

Our Service Level Agreement for release of results is 15 working days - this excludes CMI's non-working days during the shutdown period. As usual, we will be trying to get as many results out as possible before the shutdown.

Date of Live Assessment	Date of Results Release
Monday 1st December	Friday 2nd January
Tuesday 2nd December	Monday 5th January
Wednesday 3rd December	Tuesday 6th January
Thursday 4th December	Wednesday 7th January
Friday 5th December	Thursday 8th January
Monday 8th December	Friday 9th January
Tuesday 9th December	Monday 12th January
Wednesday 10th December	Tuesday 13th January
Thursday 11th December	Wednesday 14th January
Friday 12th December	Thursday 15th January
Monday 15th December	Friday 16th January
Tuesday 16th December	Monday 19th January
Wednesday 17th December	Tuesday 20th January
Thursday 18th December	Wednesday 21st January
Friday 19th December	Thursday 22nd January

Assessment Changes - Update

CMI have attended multiple webinars to gain further guidance on the forthcoming changes following the reforms to apprenticeship assessment announced in February 2025 - and have included below what we know at this stage. We will provide additional guidance and updates once we have further information on timeline and details of the revised assessment plans.

From Ofqual:

- The consultation on the regulation of the policy principles of apprentice assessment received 192 responses. Ofqual found that there was broad support for their proposals and expects to launch their Technical Consultation (which will be the actual detail of the regulatory framework and statutory guidance) in December. We expect the final framework to be released in the Spring.

From Skills England:

- Simplified assessment plans are now going to include one **MANDATED** assessment method to try and drive up standardisation and consistency. Some plans will also have a list that Assessment Organisations (EPAOs) can choose from for the other method(s), whilst some plans will not dictate any secondary method(s) at all and will leave that decision entirely to the Assessment Organisation.
- The first simplified (Foundation Apprenticeship) assessment plans have not been condensed into 1-2 pages each as was initially expected, they are 3-4 pages each. (This is likely to be the same for all simplified assessment plans going forward, in terms of their length.) Only three of the original five plans that were under review have been published thus far, and they are still in draft at this stage.
- There is no further information on the future 'roadmap' with timescales for the simplification of other assessment plans. It's possible that the start of the roadmap may be released in mid-December. Current indications are that the earlier standards that will come up for revision will be those of high volume, those aligned to industrial strategy and growth sector priorities or those that have already been pending review for a considerable period of time..
- Skills England were clear that they expect that employers will confirm to the training providers that behaviours have been suitably demonstrated - the terminology being used by Skills England is employers will 'validate' the behaviours. There is no current intent for assessment organisations (EPAOs) to assess behaviours in the simplified plans.

From DfE:

- The DfE apprenticeship assessment 'guidance document' has been published. This includes information about such aspects as roles and responsibilities that all stakeholders will need to pay due regard to.
- [Guidance Changes to apprenticeship assessment, 2025 to 2026 Updated 30 October 2025](#)

EPA Toolkit

Our EPA Toolkit is the home to all EPA support materials including recommend templates and resources. We update the Toolkit on a regular basis so please ensure that you have the latest versions of any documents.

We have recently amended all documents in the toolkit, including removing mention of IfATE and replacing with Skills England.

Please ensure that you always access documents from the Toolkit.

We have added a new area for the supports documents relating to L6 Improvement Leader.

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 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 Skills England guidance. 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


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.

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