



ST0094/1.1 COMPOSITES TECHNICIAN END POINT ASSESSMENT BOOKING REQUEST FORM

To be completed by the Employer/Training Provider:

APPRENTICE DETAILS

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| Name: |
| ULN: |
| Access Arrangements (Y/N): |

TRAINING PROVIDER CONTACT DETAILS

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| Organisation Name: |
| Contact: |
| Email: |
| Telephone: |

EMPLOYER CONTACT DETAILS (The main point of contact for EPA arrangements)

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| Organisation Name: |
| Contact: |
| Email: |
| Telephone: |

BOOKING REQUEST

When making a booking request, please enter your preferred dates and timings. Please note that the minimum time between booking and EPA is three months. The date and time will be confirmed by the EPA Team.

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Please submit this *EPA Booking Request Form* by email to: piabc@iom3.org

NOTE:

Once the *EPA Booking Request Form* has been submitted to the EPA Team by email, then PIABC Limited will contact the customer with 5 working days to progress the booking.

It is the training providers responsible to:

- ensuring the accuracy of the information being supplied at time of booking; confirmation that the apprentice being submitted for EPA is fully prepared and met the Gateway requirements.
- that the apprentice has consented to undertake the EPA at a gateway meeting.
- that any requests for access arrangement or reasonable adjustments to support EPA have been requested.
- provide PIABC with the contact details at the apprentice's employer for PIABC to ensure all EPA arrangements are in place. If the arrangements are not confirmed to be in place within 2 weeks of the agreed EPA date, then the EPA will be cancelled by PIABC (cancellation fee may be due).