



PART OF **nocn** GROUP

Rubric Training Document for Providers
V1

Welcome to the new Rubric System.

This system is designed to make the end point assessment process simple and streamlined.

Enabling training providers to manage all aspects of the apprentice end point assessment journey.

<https://epa-app.nocn.org.uk>

The providers can see exactly the status of the assessments as they go through the steps



nocn
GROUP

NOCN RUBRIC

Email Address*

Password* [Forgotten Password?](#)

Log in

Need Assistance? Please call us on 0300 999 1177 or email endpointassessment@nocn.org.uk

Site by Arkom

Each training provider will have one designated e-mail address. The EPA e-mail notifications will come through this registered e-mail address. It is important to ensure this is selected on the access requirements of your organisation.

Home Page

The screenshot displays the NOCN RUBRIC Home Page. At the top, the NOCN GROUP logo is on the left, and the text "NOCN RUBRIC" is next to it. Below the logo, it says "Logged in as: [Arkom Support](#) (Log out)". On the right side of the header, there are navigation links: "Home", "Apprentices", "FAQs", and "Contact".

The main content area is divided into several sections:

- Last 5 Days:** This section shows a progress bar with five circles. Below it, the text "Overall Score" is displayed. To the right, there are four boxes showing progress metrics: "Passed" (0), "Failed" (0), "Cancelled" (0), and "Certificates Claimed" (0). These four boxes are highlighted with a blue border.
- The Latest News:** This section features four news items, each with a thumbnail image and a title:
 - 8 June 2020:** BAME Apprenticeship Awards 2020. The thumbnail shows a group of people at an awards ceremony.
 - 19 May 2020:** NOCN helps to develop training qualification for drylining in housebuilding. The thumbnail shows a construction worker in a hard hat and safety vest.
 - 3 April 2020:** NOCN forges partnership with Nettur Technical Training Foundation (NTTF). The thumbnail shows three men in suits standing together.
 - 3 March 2020:** It's thumbs up for West Java Provincial Education Office. The thumbnail shows a group of people standing in a room.
- The Latest Tweets:** This section is currently empty.

The main page shows you a snapshot of your apprentice's progress over the previous 5 days.

Apprentice Tab

NOCN RUBRIC
Logged in as: [Arkam Support](#) (Log out)

Home Apprentices FAQs Contact

Apprentices

All of your cohorts are loaded into the Rubric system. You will need to add your apprentices via the blue add apprentice button.

Search via keyword or URL... **Search** View All Status' View 10 per page Sort by Status (New first)

Showing 1-8 of 8 **+ Add Apprentice(s)**

Karen Test 123 (01231456) Start Date: 21/07/2019 - (DNU) Network Engineer	Draft	View Details
G A Test (00000) Start Date: 26/08/2020 - (DNU) Network Engineer	TP Complete	View Details
Test (0123456789) Start Date: 21/08/2020 - (DNU) Network Engineer	TP Complete	View Details
MR A 13/8 (MR A 13/8) Start Date: 13/08/2020 - (DNU) Network Engineer	TP Complete	View Details
Christine Brown (12345678910) Start Date: 26/08/2020 - (DNU) Network Engineer	Booked	View Details
e-mail test (123456789) Start Date: 07/09/2020 - (DNU) Network Engineer	Booked	View Details
MR A Test (000000000) Start Date: 28/07/2020 - (DNU) Network Engineer	Complete	View Details
Joe Rooker (000000000) Start Date: 31/07/2020 - (DNU) Network Engineer	Certificate Claimed	View Details

Search

Use the search bar to search for a cohort or a specific apprentice.

Add Apprentice

You can add a single apprentice, or multiple through accessing this tab. This will produce a dropdown where you can select your cohort.

Add a Single Apprentice

1. Select the EPA Standard you'd like to add the Apprentice to.
2. Fill in the Apprentice details.

EPA Standard Name

Apprentice Status

The status of the apprentice will change as the apprentice progresses through EPA

Home Apprentices FAQs Contact	
	+ Add Apprentice(s)
Draft	View Details
TP Complete	View Details
TP Complete	View Details
TP Complete	View Details
Booked	View Details
Booked	View Details
Complete	View Details
Certificate Claimed	View Details

DRAFT

Cohort is in the process of being uploaded by provider

TP COMPLETE

Cohort has been completed and sent to NOCN

BOOKED

Assessments have been booked and the end point assessor allocated

COMPLETE

Assessments are complete

CERTIFICATE CLAIMED

Process is completed, and certificate issued

Once you have completed each step a green tick will indicate whether all the information has been entered ready for the next step.



Overview

Apprentice Details
Complete



Employer Details
Complete



Training Provider
Complete



EPA Info
Complete



Key Dates
Complete



Assesment Dates
Complete




Gateway Documents
Complete



Declarations
Not Complete



Apprentice Booking Process Walkthrough

**NOCN RUBRIC**
Logged in as : [Arkam Support](#) (Log out)

[Home](#) [Apprentices](#) [FAQs](#) [Contact](#)

Viewing: Karen Test 123 - 01231456
(DNU) Network Engineer

Overview

- Apprentice Details** Complete ✓
- Employer Details** Complete ✓
- Training Provider** Complete ✓
- EPA Info** Complete ✓
- Key Dates** Complete ✓
- Assessment Dates** Complete ✓
- Gateway Documents** Complete ✓
- Declarations** Not Complete

Overview

Status = Draft

This apprentice record is now open for you to add all the relevant data, NOCN requires to fulfil an EPA booking.

Please take your time to ensure that the data inputted replicates the information that has been entered into the ESFA's Individualised Learner Record (ILR). Incorrect data can clash at the certification stage causing a delay to the issuing of apprenticeship certificates.


Gateway Documents.

Please ensure that these are clear PDF or screen shot copies as we need to be able to read the information provided.

Once all sections on the left have been completed, the status will move to TP complete (Training Provider Complete) and the EPA team will begin the process of making the EPA arrangements.

[Continue](#)

- 1 Draft
- 2 TP Complete
- 3 Awaiting Assessor
- 4 Booked
- 5 Complete
- 6 Certificate Claimed

**NOCN RUBRIC**
Logged in as : [Arkam Support](#) (Log out)

[Home](#) [Apprentices](#) [FAQs](#) [Contact](#)

[Back to All Apprentices](#)

Viewing: Karen Test 123 - 01231456
(DNU) Network Engineer

Overview

- Apprentice Details** Complete ✓
- Employer Details** Complete ✓
- Training Provider** Complete ✓
- EPA Info** Complete ✓
- Key Dates** Complete ✓
- Assessment Dates** Complete ✓
- Gateway Documents** Complete ✓

Apprentice Details

Apprentice Name* Unique Learner Number*

Date of Birth* Email Address*

[Cancel Changes](#) [Save Changes](#)

* Mandatory Field

Apprentice details must be entered exactly as they are and not abbreviated, ULN must be correct as this will cause issues with certificates and registration.



Overview	Employer Details	
Apprentice Details Complete ✓	Employer Name* <input type="text" value="Employer Test"/>	Employer Ref* <input type="text" value="123456"/>
Employer Details Complete ✓	Contact* <input type="text" value="Main Employer"/>	Position* <input type="text" value="Employer Position"/>
Training Provider Complete ✓	Email Address* <input type="text" value="Employer@Employer"/>	Phone* <input type="text" value="123456"/>
EPA Info Complete ✓	Address Line 1* <input type="text" value="10 Employer Street"/>	Address Line 2 <input type="text" value="Employer"/>
Key Dates Complete ✓	Town/City* <input type="text" value="Employer"/>	County* <input type="text" value="Employer"/>
Assesment Dates Complete ✓	Postcode* <input type="text" value="EMP LOY"/>	
Gateway Documents Complete ✓	<input type="button" value="Cancel Changes"/> <input type="button" value="Save Changes"/>	
Declarations Not Complete ⊘	* Mandatory Field	



Overview	Training Provider	
Apprentice Details Complete ✓	Team manager name* <input type="text" value="TP"/>	Team manager email* <input type="text" value="Teammanager@teammanager.com"/>
Employer Details Complete ✓	Team manager phone* <input type="text" value="123456"/>	
Training Provider Complete ✓	Trainer/assessor name* <input type="text" value="TP name"/>	Trainer/assessor email* <input type="text" value="Trainerassessor@Trainingprovider.com"/>
EPA Info Complete ✓	Trainer/assessor phone* <input type="text" value="123456"/>	
Key Dates Complete ✓	<input type="button" value="Cancel Changes"/> <input type="button" value="Save Changes"/>	
Assesment Dates Complete ✓	* Mandatory Field	
Gateway Documents Complete ✓		
Declarations Not Complete ⊘		



[Back to All Apprentices](#)

Viewing: Unknown - 123456789

(DNU) Network Engineer

Overview	
Apprentice Details Complete ✓	
Employer Details Complete ✓	
Training Provider Complete ✓	
EPA Info Complete ✓	<p>EPA Info</p> <p>Has the apprentice previously undertaken any part of this standard? <input type="text" value="Yes"/></p> <p>Who Provided the EPA? <input type="text" value="n/a"/> What Grade? <input type="text" value="n/a"/></p> <p>What Parts? <input type="text" value="n/a"/></p> <p>What EPA Dates? <input type="text" value="n/a"/></p> <p>ePortfolio Login Details, if the apprentice is required to submit a Portfolio of evidence for this EPA - please provide details <input type="text" value="n/a"/></p> <p><input type="button" value="Cancel Changes"/> <input type="button" value="Save Changes"/></p> <p>* Mandatory Field</p>
Key Dates Not Complete ⊘	
Assesment Dates Not Complete ⊘	
Gateway Documents Not Complete ⊘	
Declarations Not Complete ⊘	



Overview	
Apprentice Details Complete ✓	
Employer Details Complete ✓	
Training Provider Complete ✓	
EPA Info Complete ✓	
Key Dates Complete ✓	<p>Key Dates</p> <p>Apprenticeship start date and training finish date must be = 12 months</p> <p>Apprenticeship start date* (DD/MM/YYYY) <input type="text" value="21/07/2018"/> Last day of learning* (DD/MM/YYYY) <input type="text" value="21/08/2020"/> <small>This must be after the process start date. This must be after the training start date.</small></p> <p><input type="button" value="Cancel Changes"/> <input type="button" value="Save Changes"/></p> <p>* Mandatory Field</p>
Assesment Dates Complete ✓	
Gateway Documents Complete ✓	
Declarations Not Complete ⊘	



Overview	
Apprentice Details Complete	✓
Employer Details Complete	✓
Training Provider Complete	✓
EPA Info Complete	✓
Key Dates Complete	✓
Assessment Dates Complete	✓
Gateway Documents Complete	✓
Declarations Not Complete	⊘

Assesment Dates

Please provide your suggested dates for each element

Panel Meeting* (DD/MM/YYYY)

 :

Professional Discussion* (DD/MM/YYYY)

 :

[Cancel Changes](#)

[Save Changes](#)

* Mandatory Field



Overview	
Apprentice Details Complete	✓
Employer Details Complete	✓
Training Provider Complete	✓
EPA Info Complete	✓
Key Dates Complete	✓
Assesment Dates Complete	✓
Gateway Documents Complete	✓
Declarations Not Complete	⊘

Gateway Documents

Prior to undertaking end-point assessment, the training provider must ensure that the apprentice has passed the gateway review. The employer should have conducted a review, supported by the training provider, who in turn will have a continuing duty of care for the apprentice as they undertake end-point assessment.

As part of the process of passing the gateway review, the employer must agree that the apprentice:

- Is competent in the role and therefore ready to complete EPA
- Has achieved mandatory on-programme qualifications (where applicable)
- Has achieved eligible English and maths qualifications at the appropriate level (unless the apprentice has an exemption)

By completing this gateway and EPA booking, both the employers and training provider are agreeing the following conditions;

- As part of this gateway and successful achievement of EPA, you must ensure that the apprentice has given their permission for NOCN as an EPAO to apply for certification on their behalf, by submitting this declaration, this consent is implied.
- For audit purposes, NOCN will retain all gateway records to confirm that the apprentice has achieved the appropriate English and maths qualifications and that NOCN are satisfied all other gateway requirements have been met.
- NOCN will retain information about the end-point assessments undertaken and payment received for six years after the activity took place. This is for audit purposes so that NOCN can respond to any complaints or appeals from apprentices. This will include details of what assessments were undertaken, against which versions of the standard and assessment plan, when and by whom along with assessment outcomes and evidence of the internal quality assurance of those assessments
- We will use the information we collect and the profile we build to monitor EPA activity as an EPAO and our compliance with the ESFA EPAO conditions. We may also use this information to inform our approach to risk management and intervention with regards to NOCN EPA.

NOCN will only complete the end-point assessment when the apprentice has achieved the gateway requirements for their apprenticeship and the minimum duration of the apprenticeship has been met. NOCN will check the submitted documents to confirm the gateway requirements have been achieved. NOCN will only process the requested EPA booking if confirmation from both the employer and provider is received and NOCN are satisfied that the apprentice has met all the requirements.

Document #1: [17092020141846-Logos.jpg](#) [Remove](#)

No file chosen

[Add File](#)



Overview	
Apprentice Details Complete	✓
Employer Details Complete	✓
Training Provider Complete	✓
EPA Info Complete	✓
Key Dates Complete	✓
Assesment Dates Complete	✓
Gateway Documents Complete	✓
Declarations Not Complete	⊘

Declarations

Standard Declaration

Declaration text goes here here for this standard

Gateway Declaration

Completion of this form confirms that the employer and Training Provider is satisfied the apprentice has achieved all End Point Assessment Gateway requirements and gained the required Knowledge, Skills and Behaviours detailed within the apprenticeship standard.

Please tick to confirm that the Employer and Apprentice agree with the information and dates provided in this form

Enter Your Name Here

* Mandatory Field

EPA Steps



NOCN RUBRIC

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[Home](#) [Apprentices](#) [FAQs](#) [Contact](#)

Carpentry and Joinery

Overview

- Apprentice Details**
Complete
- Employer Details**
Complete
- Training Provider**
Complete
- EPA Info**
Complete
- Key Dates**
Complete
- Assessment Dates**
Complete
- Gateway Documents**
Complete
- Declarations**
Complete

Overview

Status = Booked

The EPA for this candidate has been booked. Please see the "Assessment" box to confirm the dates. An email notification has also been sent to the provider, apprentice and employer with the arrangements.

[View Assesments/Moderations](#)

1 Draft 2 TP Complete 3 Awaiting Assessor 4 Booked 5 Complete 6 Certificate Claimed

1

Draft – This means that the entry is incomplete and will not be sent to NOCN until fully submitted.

2

TP Complete – The apprentice has been sent to NOCN for confirmation.

3

Awaiting Assessor– Awaiting an and point assessor to be allocated to the EPA.

4

Booked – The end point assessment has been booked and confirmation e-mails will be sent out with confirmed dates of the assessment/s?

5

Complete – The assessments have been completed, and the results have been uploaded by the end point assessor.

6

Certificate Claimed – EPA is complete and certificates ready to download.



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