**End Point Assessment**

**Notification of Change**

**Form**

Arrangements for the EPA are made and confirmed in advance of the submission date. Any changes to the proposed EPA date will only be considered in exceptional circumstances. To request a change to your End Point Assessment, you must inform CILEx of your reason for your request by completing the form below and returning to paralegalepa@cilex.org.uk

I hereby request a change to my End Point Assessment

|  |  |
| --- | --- |
| Name:  |  |
| Apprenticeship Training Provider: |  |
| Employer: |  |
| Apprenticeship Pathway/Specialism:  |  |
| Current Date of EPA provided to you by CILEx: | Timed Assessment 1 | Timed Assessment 2 | Interview |
|  |  |  |
| Requested Date EPA:  | Timed Assessment 1 | Timed Assessment 2 | Interview |
|  |  |  |
| Reason for Change:  |  |

I confirm that my Employer and Apprenticeship Training Provider are aware of my request to change my End Point Assessment and understand that changes to the proposed EPA may mean that I will not be able to progress through Gateway and that a revised submission date will be required.

|  |  |
| --- | --- |
| Signature: |  |
| Date:  |  |

**Please return to:**

**Email:** **paralegalepa@cilex.org.uk**

**Postal: Chartered Institute of Legal Executives, Kempston Manor, Kempston, Bedford MK42 7AB**

The Chartered Institute of Legal Executives

© 2019

V 1.0

issued April 2019