



ENERGY &
ENVIRONMENT
AWARDS

Skills for a greener world

Centre Withdrawal Policy for End Point Assessment

Version 2.0
June 2025

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Scope

- This policy applies to all training providers, employers, and centres involved in end-point assessment services.

Purpose

- To outline the procedures and conditions under which a centre can withdraw from Energy & Environment Awards end-point assessment services

Circumstances for Withdrawal

- Business inactivity or closure
- Decision to work with another End-Point Assessment Organisation (EPAO)
- Regulatory or compliance issues
- Other significant reasons as determined by the centre

Notification Process

- Centres must notify Energy & Environment Awards in writing at least 30 days before the intended withdrawal date
- The notification should include the reason for withdrawal and any relevant supporting documentation

Impact on Apprentices

- Ensure that apprentices are informed of the withdrawal and provided with alternative arrangements to complete their assessments
- Collaborate with Energy & Environment Awards to minimize disruption and ensure continuity of assessment services

Regulatory Compliance

- The withdrawal process must comply with all relevant regulatory requirements and conditions

- Maintain records of the withdrawal process and communications with Energy & Environment Awards.

Monitoring and Review

- This policy will be reviewed annually or as required to ensure it remains up-to-date and effective

Contact Information

- For any queries or further information, please contact queries@energyenvironmentawards.co.uk