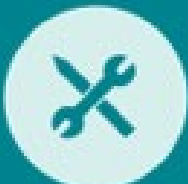


**CIPD**

*Championing better  
work and working lives*



## *End Point Assessment (EPA)*

*Guide to uploading your Consultative  
Project*

## Guide to uploading your Consultative Project

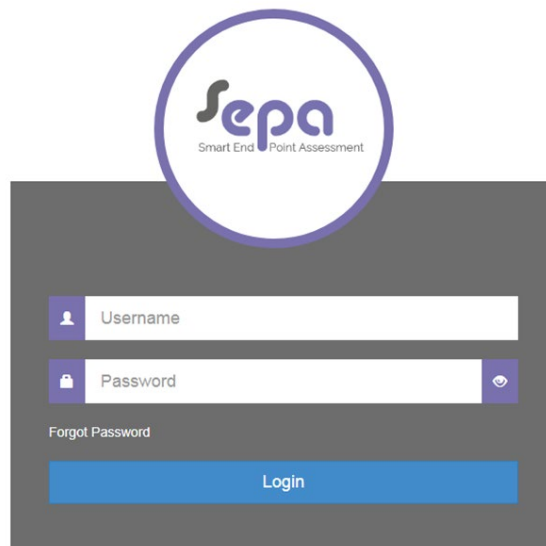
### How to Log into your SmartEPA

Your Training Provider should create an Apprentice record for you on SmartEPA, CIPD's End Point Assessment Platform.

Once this has been done you'll receive your login details via email from [sepa@smartapprentices.com](mailto:sepa@smartapprentices.com).

SmartEPA is the End Point Assessment platform where you'll upload your Consultative Project once it's ready to be assessed.

Please click this link to take you to your SmartEPA login page <https://smartepa.co.uk>



Type your username and password into the log in box and click Login.

If you have forgotten your password click 'Forgot Password' then type your username and click 'Send Reset Email'.

#### Forgot Password

Enter your username below and you will be sent an email with a link to reset your password.

Username

Send Reset Email

An automated email will be sent by the SEPA platform with instructions to reset your password.

## The Consultative Project

Your Consultative Project must be uploaded to Smart EPA no later than **1 week before the day of your Profession Discussion**. You'll be notified of the dates of your Profession Discussion by email.

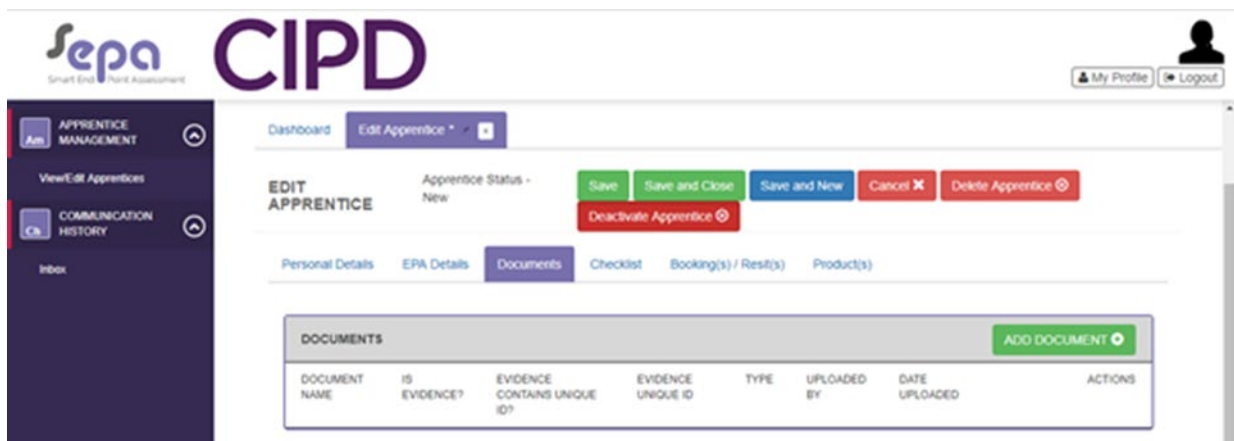
Please contact your Training Provider if you are unaware of the dates of your discussion.

**PLEASE NOTE: Failure to submit your documents on these dates without adequate notification may result in an assessment fail.**

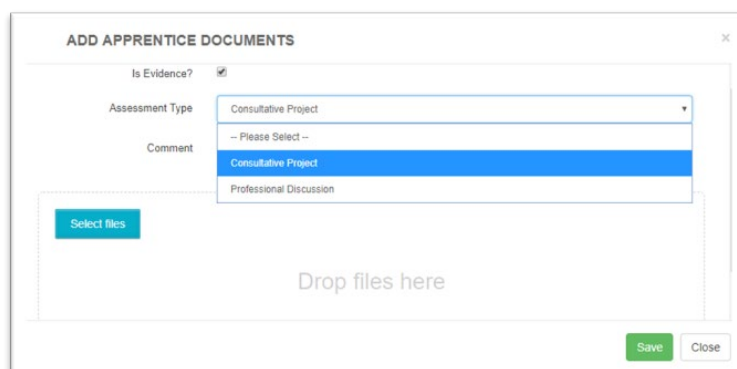
## How to submit your Consultative Project

Open your Smart EPA record by clicking on 'View/Edit Apprentices' under the Apprentices Management tab in the Navigation Menu.

Once your record has opened select the Documents Tab and click 'Add Document'



The 'Add Apprentice Documents' window will open. Tick the 'Is Evidence' box and choose 'Consultative Project' as the Assessment Type

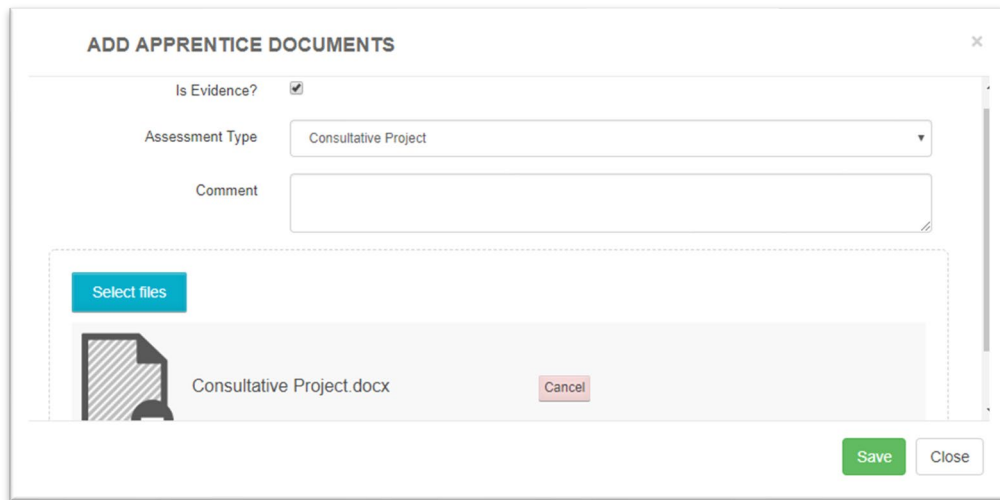


To upload your Consultative Project either drag and drop the file from your computer into the box or use the 'Select Files' button.

If your Project has been uploaded successfully it will be visible in the drag box.

There's an option to add a comment to this file. If no comment is required please enter N/A

Click 'Save' to submit your project to Smart EPA



**ADD APPRENTICE DOCUMENTS**

Is Evidence?

Assessment Type: Consultative Project

Comment:

Select files

Consultative Project.docx

Your Consultative Project will now be visible under the Documents Tab and is ready to be assessed.