CIPD

Guide to Uploading your EPA Evidence

SmartEPA System

Version 3.1

Contents

How to Log into your Smart EPA

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

SmartEPA is the End Point Assessment platform where you'll upload your EPA evidence 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'.

An automated email will be sent by the SmartEPA platform with instructions to reset your password.
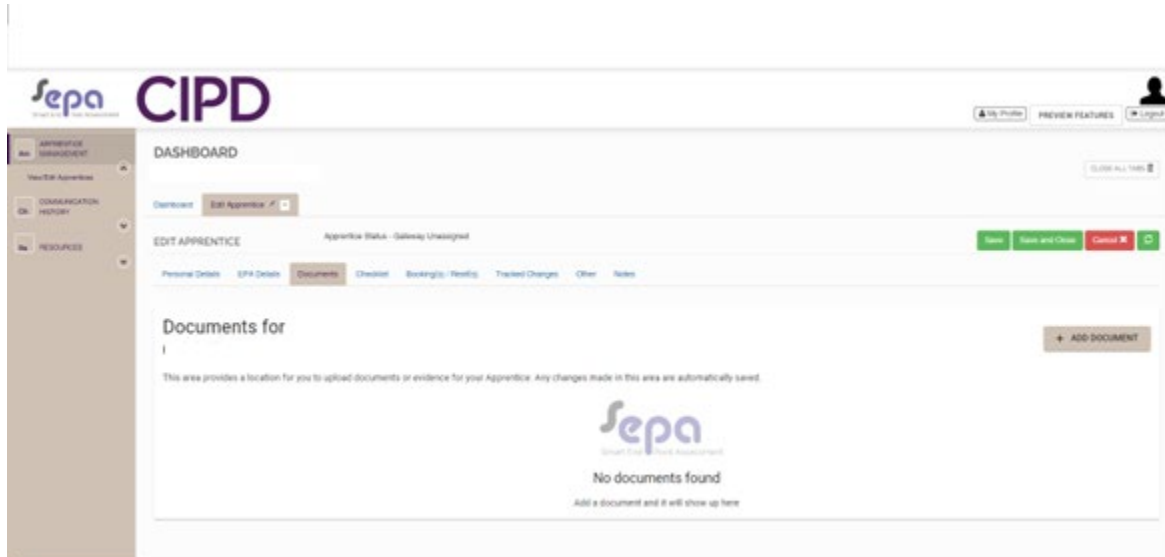
EPA Evidence Required

Your evidence must be uploaded to Smart EPA in line with specified timelines. The evidence you share may contribute to a professional discussion or presentation.
Please contact your Training Provider if you are unaware of the dates of your discussion.

Note: Failure to submit your documents on specified dates without adequate notification may result in an assessment fail.

How to submit your EPA Evidence

Open your Smart EPA record by clicking on 'View/Edit Apprentices' under the Apprentice Management tab in the Navigation Menu. Once your record has opened select the Documents Tab and click 'Add Document.

If you click on '**Add Documents'** and nothing happens this could be because your popups are blocked, you'll need to allow the popups to add the documents.

- Your browser window will open to allow you to select the relevant file or folder from your computer.

- Select the file/folder and click open.

- Once your evidence has been uploaded successfully it will be visible in the 'Documents' list. **This is your confirmation of the upload.**

- You do not need to click the box that says '**Mark as Evidence'** next to your uploaded evidence.

Your EPA evidence will now be visible under the Documents Tab and is ready to be assessed.