



# TALUS

epa management software

## Early Notification

- Approve/Reject

## Registration

- Approve/Reject

## Gateway Request

## Gateway Checklist

- Approve each component
- Approve overall

## EPA Action Plan

- Sign off plan

## EPA

- Manage Assessments

## Assessment Grades

- QA
- Approve

## Overall EPA Grade

- QA
- Approve

## Certificate Claim

## Invoice

## Benefits

- Process-driven – it's all about the process!
- Purpose-built
- Customisable
- Cloud-based portal for EPAO users, training providers, assessors, employers
- Security & data protection
- Audit trail on every field on every screen
- Comprehensive management reporting
- Highest levels of customer service – it's not just the software
- Evolves with your needs – just tell us what you want!

## Registration

- Apprenticeship registration, with early notifications and approval/rejection if required
- Register for a standard with an associated assessment plan

## Gateway

- Gateway checklists can be set up for each Apprenticeship Standard
- Each Gateway Component must be checked off for each Apprentice before entering the EPA
- Upload of supporting Evidence if required by Gateway Component

## Assign Assessor & Schedule EPA

- Approved Assessors register, and other contacts
- Lead Assessor is assigned to the Apprentice
- Assessments can be scheduled between the Assessor(s) and the Apprentice – and other contacts if required
- Sign-off of Action Plan for the EPA

## Manage the EPA Process

- Schedule each Assessment within the EPA
- Track Apprentice progress including marks, grading, re-takes, assessment status, along with moderation/review processes
- Grading of overall EPA based on achievement in each Assessment, along with moderation/review processes
- Upload evidence and other documents

## Contact

[www.ga-talus.com](http://www.ga-talus.com)

Gordon Associates [info@gordonassociates.co.uk](mailto:info@gordonassociates.co.uk) 01242 529820